

COURSE-EPC-3 (1.4 EPC3)

CRITICAL UNDERSTANDING OF ICT

Engagement with Field

PRACTICUM-01

TOPIC-08

PROJECT TO CREATING GOOGLE DOCS

Presented By:-NAME OF THE STUDENT TEACHER

Registration No:-

Roll No:-

NAME OF THE INSTITUTE:-PURNADISHA JOYCHANDI TEACHER TRAINING COLLEGE

Session:-2023-2025

Objectives

- ❑ To learn how to create and edit documents using Google Docs.
- ❑ To explore the collaborative features of Google Docs for group work.
- ❑ To understand cloud storage and online accessibility of documents.
- ❑ To apply Google Docs in academic tasks such as lesson planning, assignments, and notes.

Materials and Tools Used

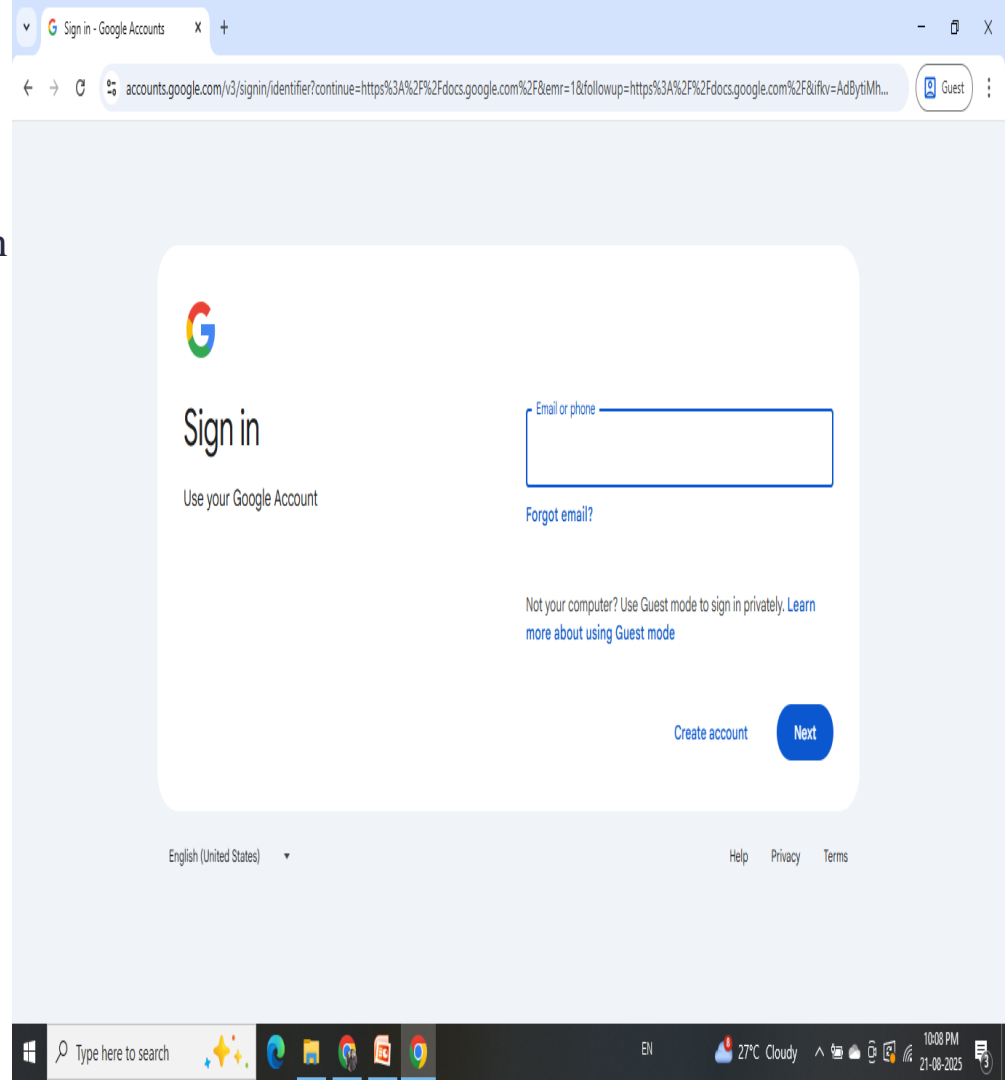
- **Computer/Laptop/Smartphone** with Internet connection
- **Google Account (Gmail ID)**
- **Google Docs Platform** (<https://docs.google.com>)
- **Smart Board** (for live demonstration in class)
- **LCD Projector** (to present steps visually)
- **Camcorder** (to record demonstration for ICT-based learning material)

STEP BY STEP PROCEDURE

Step 1: Open Google Docs

To begin your journey with Google Docs, first open your preferred web browser, such as Chrome, Firefox, Edge, or Safari. Once your browser is open, navigate to docs.google.com

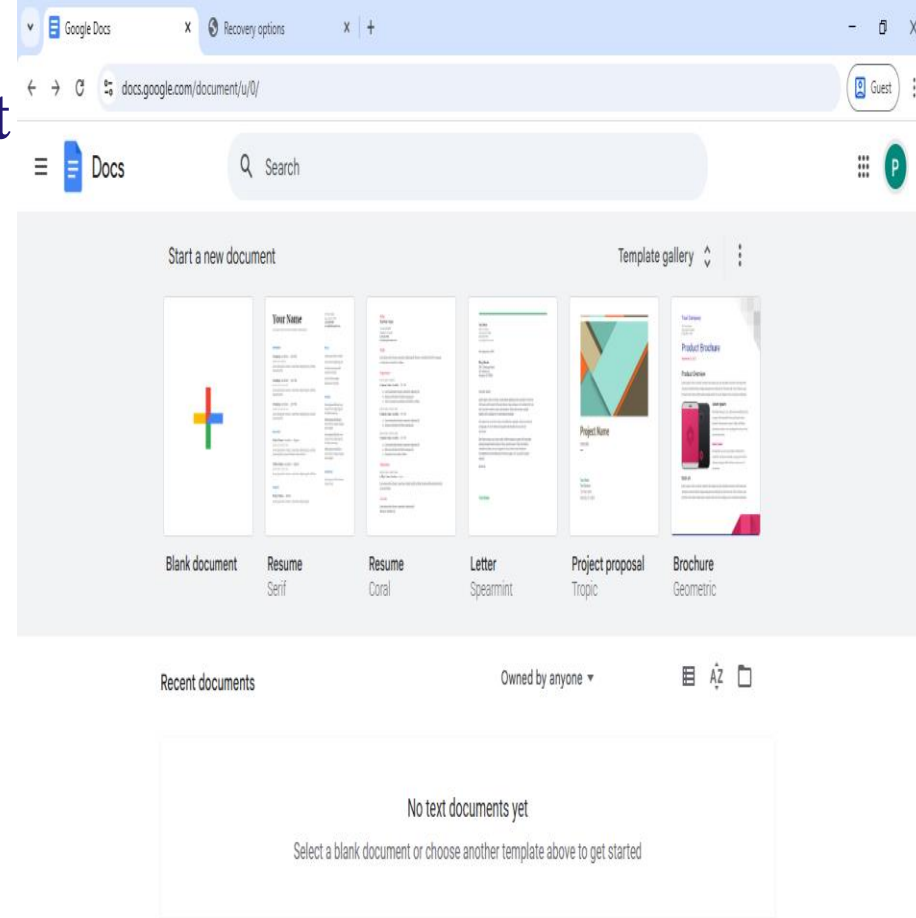
Alternatively, if you're already in a Google service like Gmail, you can click on the Google Apps grid (often represented by nine small dots) and select "Docs" from the available applications. Make sure you're signed in with your Google account; if not, you'll be prompted to do so.



Step 2: Create a New Document

Once you've successfully opened Google Docs, you have two primary options for starting a new document:

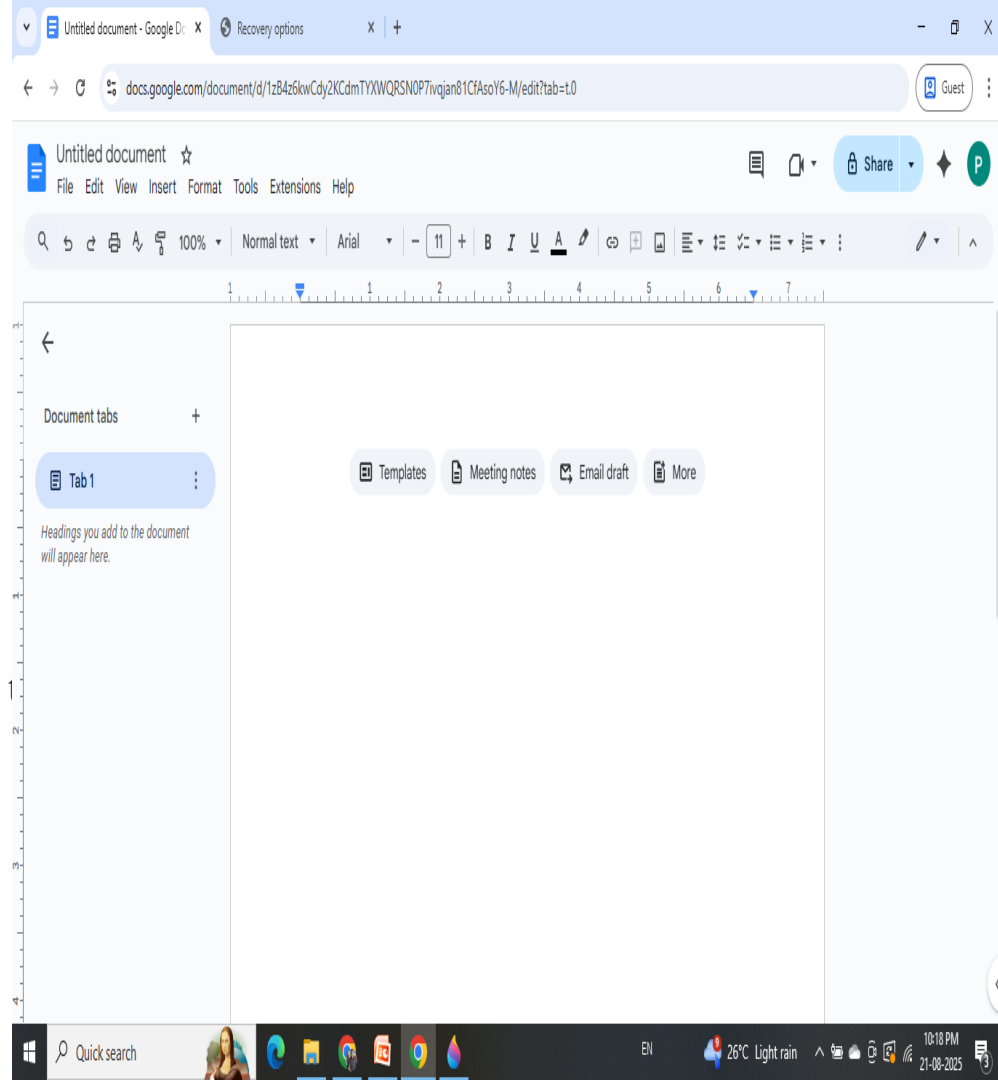
- Click the "+ **Blank**" button located at the top-left corner of the page. This will open a fresh, empty document, ready for your content.
- For quicker starts or specific needs, choose a template from the **Template Gallery**. Google Docs offers a wide array of templates for resumes, reports, letters, and more, allowing you to begin with a pre-formatted structure.



Step 3: Name Your Document

After creating a new document, it's crucial to give it a meaningful name. This helps in organising your files and makes it easier to locate them later.

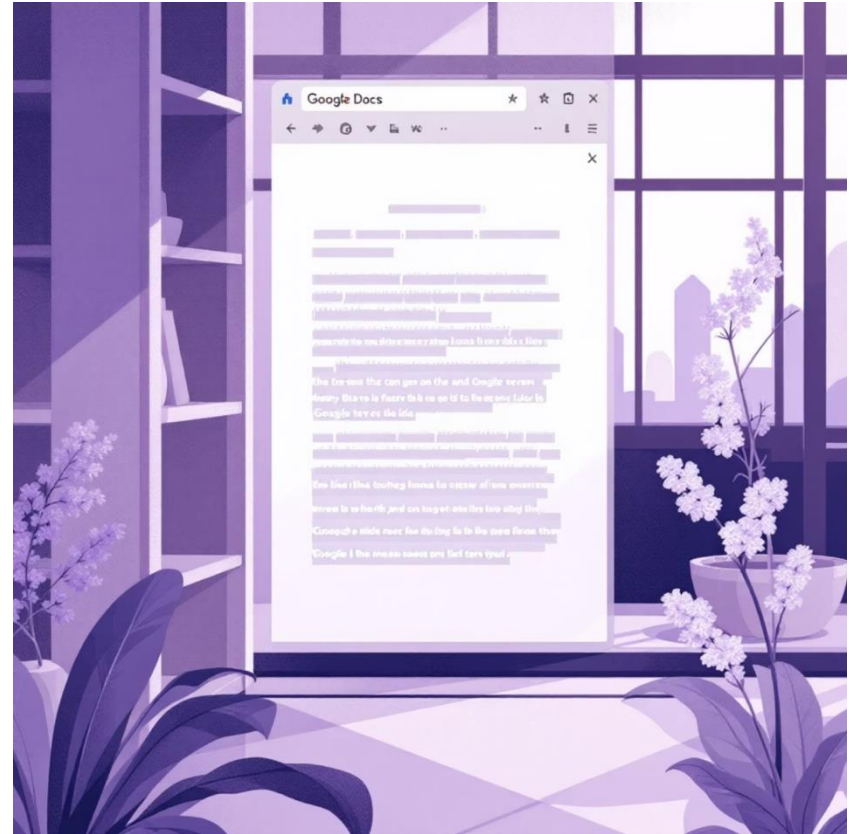
- Click on the default title, usually "**Untitled document**", located at the top-left of your screen.
- Type your desired document name into the field
- Press **Enter** or click outside the text box to save the new name. Google Docs will automatically update and display the new title.



Step 4: Start Typing and Editing

With your document named, you're now ready to add your content. Simply click anywhere on the blank page and begin typing. Google Docs provides a comprehensive toolbar to help you format your text and structure your document effectively:

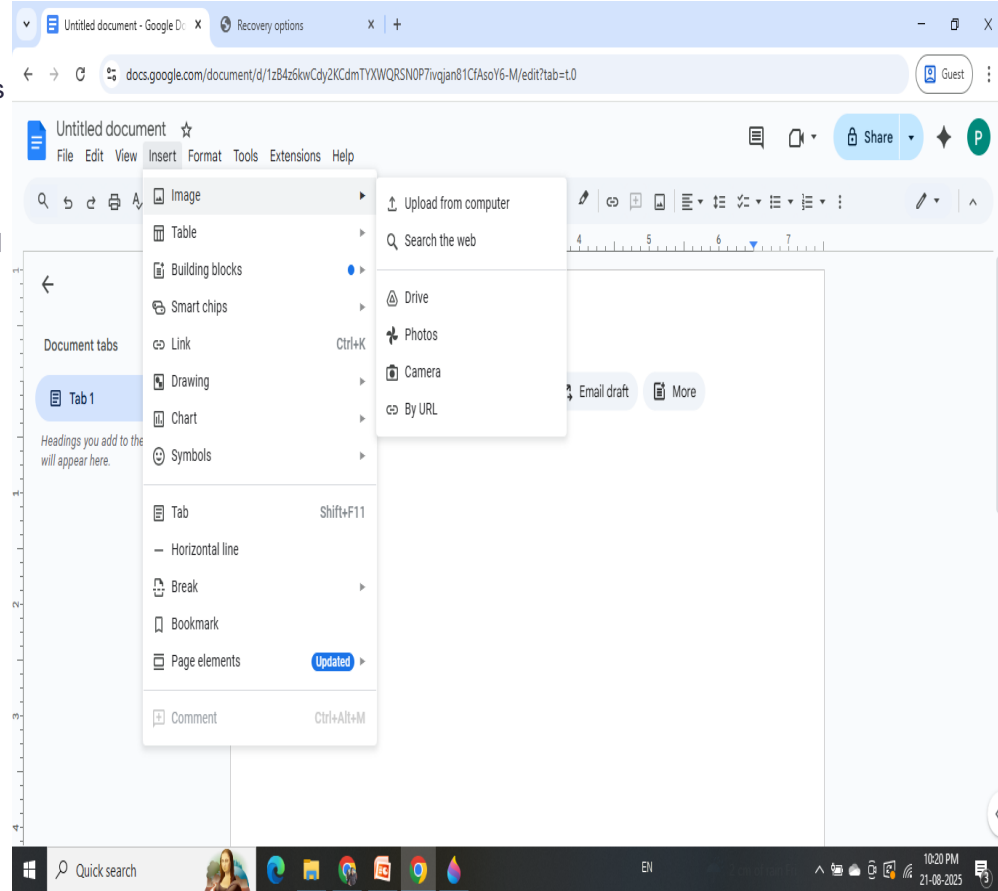
- Use options for **font style, size, bold, italics, underline**, and **text colour** to make your content visually appealing.
- Organise your information using **bullet points, numbered lists**, and **headings** (H1, H2, etc.) for clear readability and hierarchy.



Step 5: Insert Images, Tables, and Links

Google Docs allows you to enrich your documents by inserting various elements. The "Insert" menu is your gateway to adding visual and interactive components:

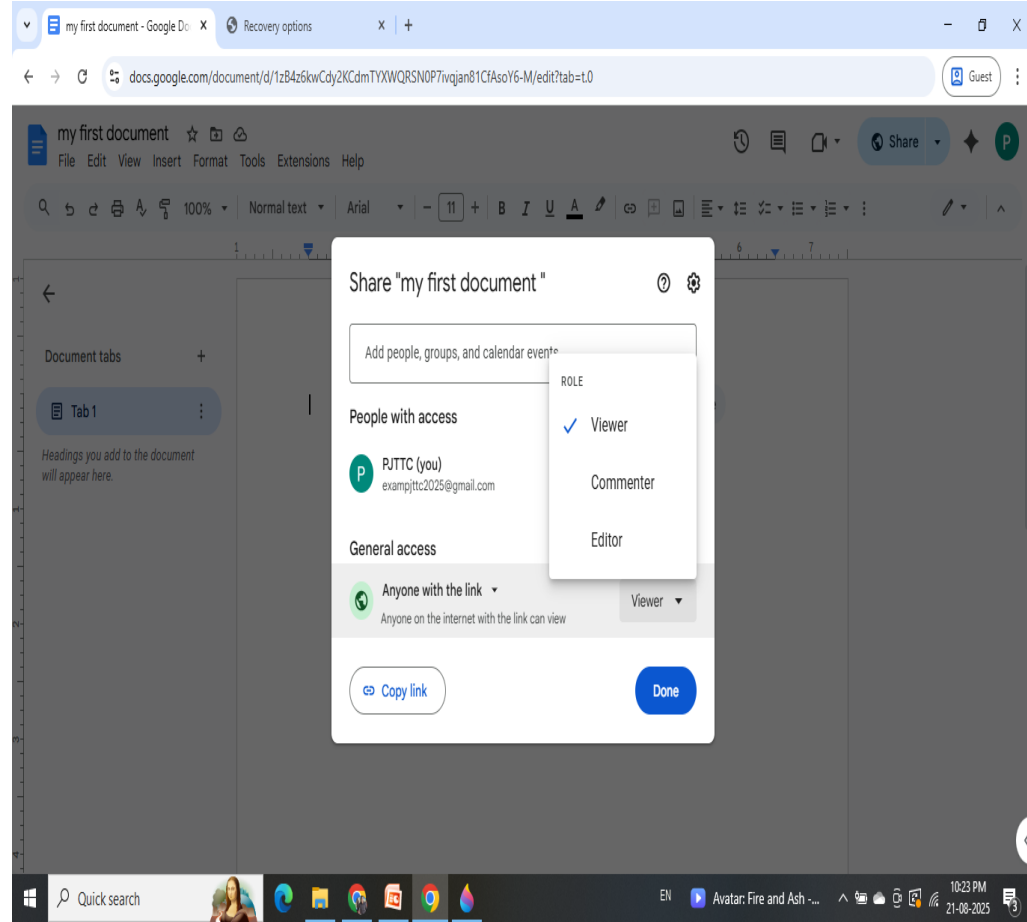
- To add images, click **"Insert" > "Image"**, then choose to **"Upload from computer"** or **"Search the web"**.
- You can also insert **tables**, **charts**, and **drawings** to present data clearly.
- To embed links, select the text you want to link, then click the **link icon** (a chain symbol) in the toolbar or press **Ctrl+K**.



Step 6: Share Your Document

One of the most powerful features of Google Docs is its real-time collaboration. Sharing your document is simple and facilitates seamless teamwork:

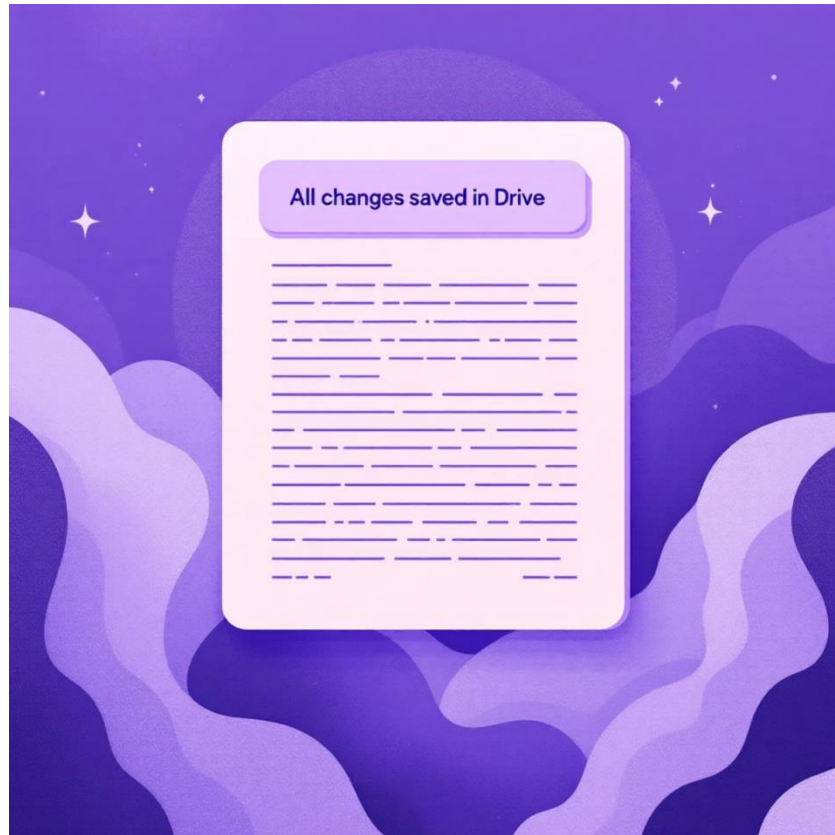
- Click the prominent **blue "Share" button** located at the top-right corner of your screen.
- Enter the email addresses of the individuals you wish to collaborate with.
- Crucially, set their permissions: **"Viewer"** (can only read), **"Commenter"** (can read and add comments), or **"Editor"** (full editing rights).
- Collaborate in real-time, track changes, and provide suggestions effortlessly.



Step 7: Autosave and Access Anytime

Forget the worry of losing your work! Google Docs automatically saves your progress continuously to Google Drive. This means you never have to click a "Save" button.

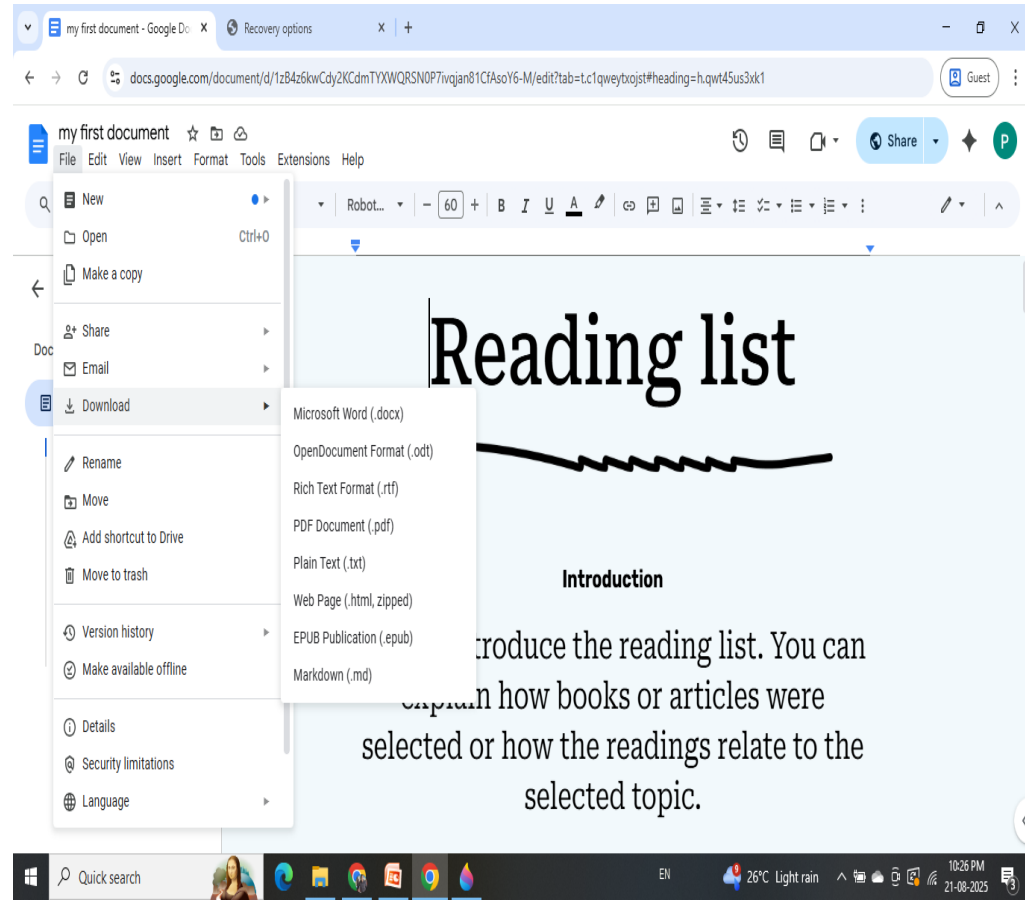
- You'll see a notification like "**All changes saved in Drive**" at the top of your document, confirming that your work is secure.
- This cloud-based feature allows you to access your documents from any device, anywhere, simply by logging into your Google account.
- It also keeps a **version history**, allowing you to revert to previous iterations of your document if needed.



Step 8: Download or Print Your Document

While Google Docs is excellent for online collaboration, you may sometimes need a physical copy or a local file. The "File" menu provides options for both:

- To download your document, click **"File" > "Download"**. You can choose from various formats, including **Microsoft Word (.docx)**, **PDF Document (.pdf)**, **Plain Text (.txt)**, and more, depending on your needs.
- To print your document, click **"File" > "Print"** or use the shortcut **Ctrl+P** (Windows) / **Cmd+P** (Mac) to open the print dialogue.



Observations

- ✓ Google Docs was easy to use and required only a Gmail account.
- ✓ Real-time editing and collaboration worked smoothly.
- ✓ Students could access the document from any device.
- ✓ Recording the session created a reusable ICT teaching resource.

Conclusion

This practicum provided me with practical experience in creating and managing Google Docs. I learned how to prepare documents, format them, and collaborate with peers. Google Docs is a powerful ICT tool for education, as it encourages teamwork, improves accessibility, and reduces dependency on printed materials.

ACKNOWLEDGMENT

Thanks to:-

Dr. Rajib Mondal, Principal , Purnadisha J.T.T. College

Mrs. Sanghati Mondal, TIC, Purnadisha J.T.T. College

Mrs. Shweta Ghosh Moulick, Faculty , Purnadisha J.T.T. College

Mr. Priya Ranjan Das , Faculty , Purnadisha J.T.T. College

Mr. Pallab Bid, Faculty , Purnadisha J.T.T. College

RESOURCES

- 1.<http://www.slideshare.com>
- 2.<http://www.wikihow.com>
- 3.<http://www.clker.com>



"Thank you."