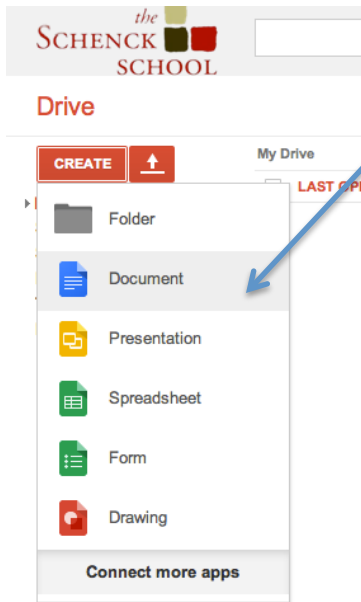# Formatting in Google Docs
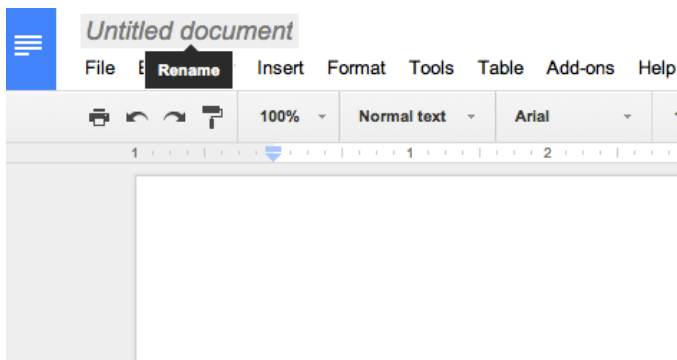
To create a document:
1. choose the red "create" button
2. select "document"

To name a document:
1. double tap the top left corner where you see the words "untitled document"
2. give your document a name
3. all documents are automatically saved in Drive, so no saving required

Google Docs' formatting bar is very similar to Microsoft Word.

Untitled document

File   Edit   View   Insert   Format   Tools   Table   Add-ons   Help

| 100% ▾ | Normal text ▾ | Arial ▾ | 11 ▾ | **B** *I* U A ▾ | More ▾ |

1   1   2   3   4   5   6
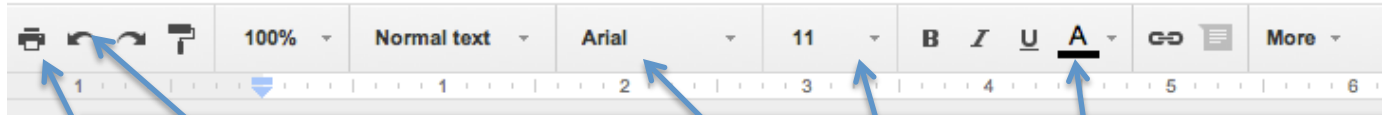
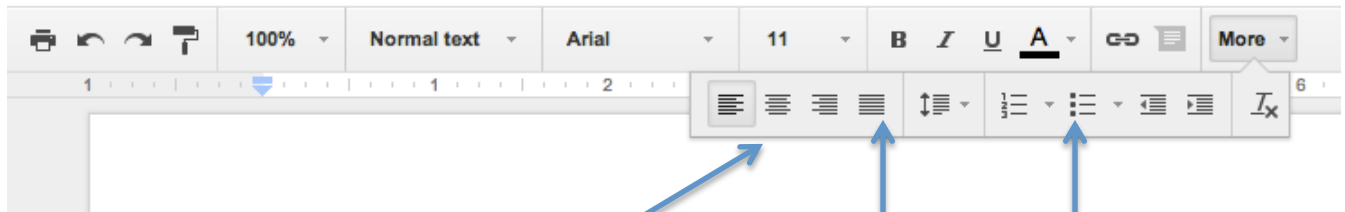print   undo   change font type, size, and color

Touch the "more" tab to reveal additional tools.

Untitled document

File   Edit   View   Insert   Format   Tools   Table   Add-ons   Help

| 100% ▾ | Normal text ▾ | Arial ▾ | 11 ▾ | **B** *I* U A ▾ | More ▾ |

alignment   justify text   bullets

The same shortcuts work too! Here are some useful ones:

copy = command + c
paste = command + v
undo = command + z
select all = command + a
bold = command + b
italicize = command + i
underline = command + u