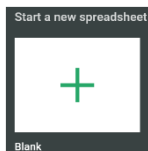




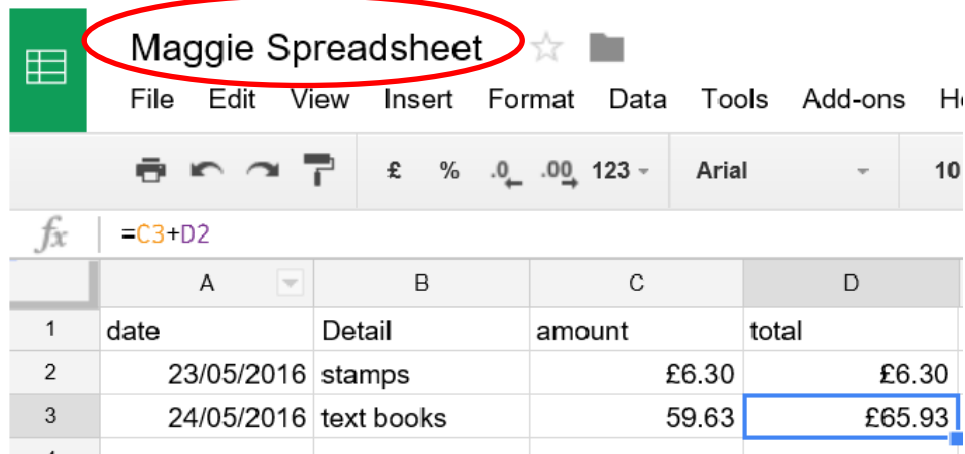
If you wish to use Google Docs you will have to create a **google account** (this does not mean that you need to have a gmail – just go to the google page and choose **sign in** – create an account and you can add whichever email you use to your google account)

Google docs are very simple to use and can carry out many of the tasks that Microsoft Office does. The link to them is <https://www.google.co.uk/docs/about/>
To create a spreadsheet just select the **Sheets** link



- click this icon to create a new file

To give the file a **name** click in the top left-hand corner of the spreadsheet and overwrite the default name



- Insert your data and/or calculation



- Exit the file by clicking on the green icon at the top left-hand corner of the window.

The file will be stored in your account area and will be visible when you log into your google account