

The Southampton Township Creative Team

presents the following program at
the Olde Town Hall on 25 Plum Street in Vincentown

Wednesday
December 2, 2015 - 6 to 8 pm

Google Docs
Instructor: Bert Creswell, et al



Google Docs is an online word processor that lets you create and format text documents and collaborate with other people in real time. Here's what you can do with Google Docs: Upload a Word document and convert it to a Google document.

Learn what you can do with Google Docs:

- Upload a Word document and convert it to a Google document
- Add flair and formatting to your documents by adjusting margins, spacing, fonts, and colors — all that fun stuff
- Invite other people to collaborate on a document with you, giving them edit, comment or view access
- Collaborate online in real time and chat with other collaborators — right from inside the document
- View your document's revision history and roll back to any previous version
- Download a Google document to your desktop as a Word, OpenOffice, RTF, PDF, HTML or zip file
- Translate a document to a different language
- Email your documents to other people as attachments

Laptops will be available but if you have your own, let me know and bring it with you. We have WiFi at the Old Town Hall.

Pre registration required!
To register: Call 609 859-0607
or send an email to dfascenda@comcast.net
Cost **\$5** per person