

Choose the correct option.

A. Google Docs is used for

i. Playing games

ii. Watching videos

iii. Creating, editing, and sharing documents

iv. Sending emails

b. The Google Drive tool that is similar to Microsoft PowerPoint for creating slideshows is

i. Docs

iii. Spreadsheets

ii. Presentation

iv. Forms

c. The feature in Google Docs that allows you to quickly find and replace words is

i. Spell Check

iii. Copy and Paste

ii. Find and Replace

iv. Bold and Italics

d. To center text on a page in Google Docs, you would use the.....

i. Left align

iii. Center align

ii. Right align

iv. Justify

e. How can you share a Google Docs document with a friend so they can edit it together?

i. Send it as an email attachment

ii. Print it and give them a copy

iii. Share the document link and grant editing access

iv. Write it on a piece of paper

f. The Google Docs feature used to organise information in a grid format is.....

i. Tables

iii. Spelling

ii. Fonts

iv. Images

g. The tool in Google Docs that allows you to modify the appearance of text, including making it bold or italic, is.....

i. Spell Check

ii. Format Painter

iii. Text Alignment

iv. Text Formatting