
Frequently Asked Questions during Google App Training

Do I have to use Google Docs, or move all of “My Documents to the Google Drive?	NO! You select the document(s) suitable for online storage on Google Drive and sharing. Google Apps gives you the flexibility to select <i>who</i> to share, and <i>how much</i> .
How do I change the default style of my documents?	Click Format Menu, then Paragraph Styles, then Options to <i>Save Default Style</i> . <i>Tip</i> : Make formatting changes first in the menu or toolbar.
How do I add Bullets & Numbering to my Documents?	Format Menu, <i>List Styles: Bullet, Hollow, Square, 1-2-3, ABC</i> or <i>Toolbar Shortcuts</i>
How do I add a style? <i>Distribution</i>	Format Menu, Paragraph Styles, select from Styles 1-6
How to Save email conversations	Open thread, click <i>Print</i> icon, and Print to Google Cloud Print. Use Option to save as <i>Google Docs: PDF</i>
Can I open a Word Document in Google Docs?	Yes, click the <i>Upload</i> button next to <i>Create</i> .
How can I access Google Mail / Applications from home?	Cut and paste the link the MIS supplied to you for single sign-on access. Or go to Google.com/ and click Mail.
Which password do I use?	Use the login and password combination that you use to login to your work computer in the morning.
How can I reset my password?	Go to Privacy tab in Account Settings.
