Name:

“Creating Google Docs” Questions

Directions: Use the module “[Creating Google Docs](http://www.gcflearnfree.org/googledriveanddocs/3)” to find the answers to the following questions. All answers should be in COMPLETE SENTENCES.

Question: We are organizing a car wash and need to make a flyer. Which file type should we choose and why?

Answer:

Question: If you’re not sure how to format a flyer, what tool can you use in Google Drive to help you get started?

Answer:

Question: What might happen if you forget to give your file a name?

Answer:

Question: Why is there no save button? How do I know that my changes have been saved?

Answer:

\*Please save your work as “Creating Google Docs” in your documents