

Do NOT Change the Font, Size or Color.

Identify the buttons on the Google Docs toolbar/what it does (include shortcut if there is one):



1. Undo Ctrl Z



13.



25.



2.



14.



26.



3.



15.



27.



4.



16.



Editing
Edit document directly

Suggesting
Edits become suggestions

Viewing
Read or print final document

28.



5.



17.



18.



29.

Click on the arrows 29.

100%

6.



19.

Normal text

7.



20.

Times New...

8.



21.

12

9.



22.

B

10.



23.

I

11.



24.

U

12.

Share

30.(Don't overthink this one!)



31.

(Do a split screen or shrink screen to see this button)

Share this with a partner.
Make sure that you change the editing to commenting.