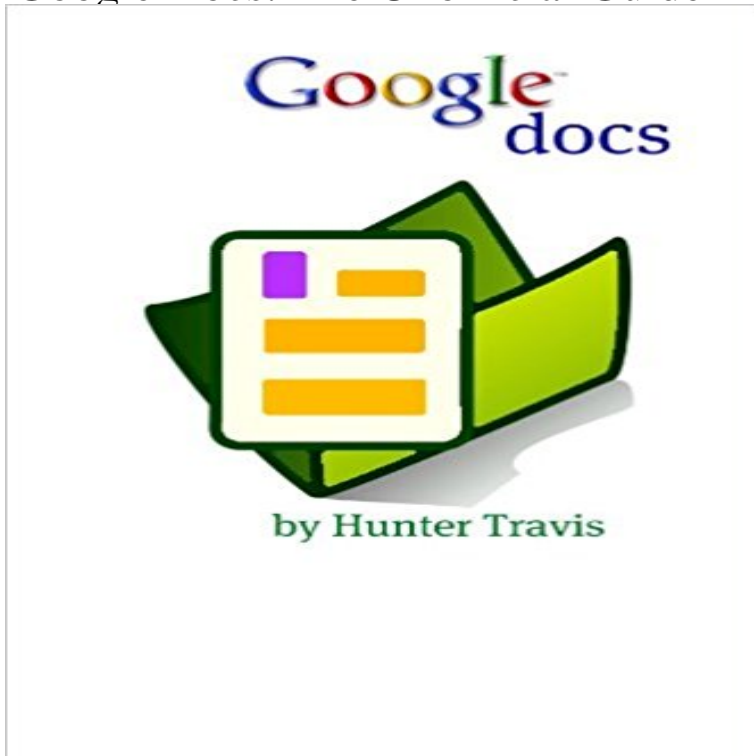


# Google Docs: The Unofficial Guide



We are about to undergo an important shift in the way companies and individuals use applications to get work done. In the early days of computing, there was only one option. We had to use software installed on the computers at the office. For a long time, this approach worked just fine. But as the Internet grew to be more rich, it also began to support increasingly complex web-based applications. These days, there is a cheaper and more efficient way to handle office and personal documents. Its called Google Docs. Best of all: Its Free!Google Docs is a web-based office software suite that gives you the same tools as Microsoft Office and Apples iWork, all for zero cost. You can create word documents, spreadsheets, presentations, drawings, and everything else you need to keep your business running smoothly. Its like having an online version of Microsoft Office that works on any machine capable of connecting to the Internet.This book will walk you through the steps for successfully creating and sharing documents, spreadsheets, presentations and drawings.

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