

How to Create a Google Account and Navigate Google Docs:

A STEP-BY-STEP GUIDE



Having a Google account and using Google Docs can be beneficial for job searching for several reasons:

- **Accessibility:** Google Docs is a cloud-based platform. This accessibility allows you to work on your resume, cover letter, or other job-related documents from various locations, making it convenient and flexible.
- **Collaboration:** Google Docs enables real-time collaboration with your Career Coach who may provide feedback on your resume or cover letter. Multiple users can work on the same document simultaneously, and changes are saved automatically.
- **Version Control:** Google Docs automatically saves versions of your document, making it easy to track changes and revert to previous versions if needed.

Creating a Google Account

1. Visit the Google Sign Up Page:

Open your web browser and go to the Google account creation page by typing "Create Google Account" in the search bar or visiting accounts.google.com/signup.

2. Fill in the Required Information:

- Enter your first and last name.
- Enter your birthdate and gender.
- Choose a unique username (Gmail address).

The image displays three sequential steps of the Google account creation process, each within a white box with an orange border.

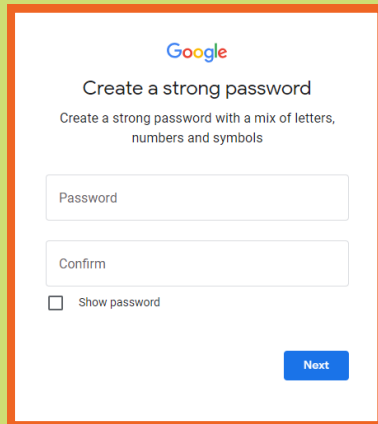
Step 1: Create a Google Account
The header shows the Google logo and the title "Create a Google Account" with the instruction "Enter your name". It features two input fields: "First name" and "Last name (optional)". A blue "Next" button is at the bottom right.

Step 2: Basic information
The header shows the Google logo and the title "Basic information" with the instruction "Enter your birthday and gender". It features three input fields for "Month", "Day", and "Year", and a "Gender" dropdown menu. A link "Why we ask for birthday and gender" is below the gender field. A blue "Next" button is at the bottom right.

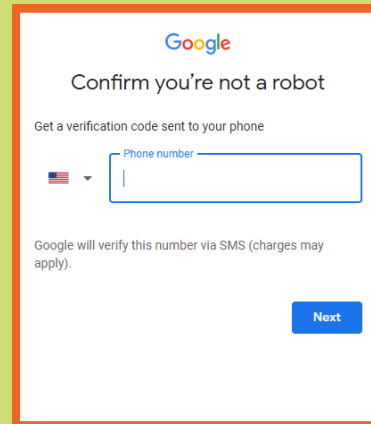
Step 3: How you'll sign in
The header shows the Google logo and the title "How you'll sign in" with the instruction "Create a Gmail address for signing in to your Google Account". It features a "Username" input field followed by "@gmail.com". A note states "You can use letters, numbers & periods". A link "Use your existing email" is on the left, and a blue "Next" button is on the right.

3. Complete the Additional Information:

- Create a strong password (a combination of letters, numbers, and symbols).
- Confirm the password.



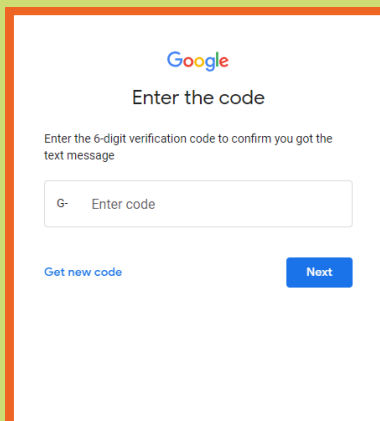
This screenshot shows the 'Create a strong password' step of the Google account creation process. It features the Google logo at the top, followed by the title 'Create a strong password' and a subtitle 'Create a strong password with a mix of letters, numbers and symbols'. There are two input fields: 'Password' and 'Confirm'. Below the 'Confirm' field is a checkbox labeled 'Show password'. A blue 'Next' button is located at the bottom right.



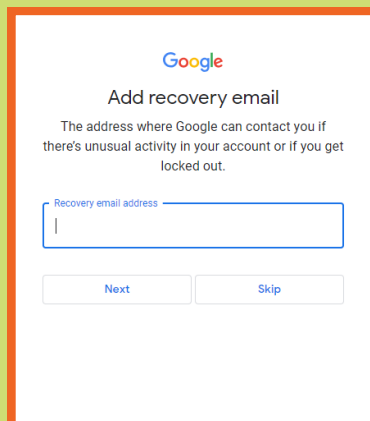
This screenshot shows the 'Confirm you're not a robot' step. It includes the Google logo, the title 'Confirm you're not a robot', and the instruction 'Get a verification code sent to your phone'. There is a dropdown menu for country selection (showing the US flag) and a 'Phone number' input field. Below this, a note states 'Google will verify this number via SMS (charges may apply)'. A blue 'Next' button is at the bottom right.

4. Verify Your Identity:

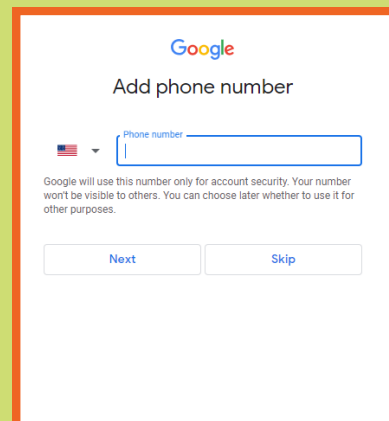
- Complete the verification process by entering the code sent to your phone or email.
- Provide an alternative email address (optional but recommended).
- Add your phone number for account recovery (optional but recommended).



This screenshot shows the 'Enter the code' step. It features the Google logo, the title 'Enter the code', and the instruction 'Enter the 6-digit verification code to confirm you got the text message'. There is a 'G- Enter code' input field. At the bottom left is a link 'Get new code' and at the bottom right is a blue 'Next' button.



This screenshot shows the 'Add recovery email' step. It includes the Google logo, the title 'Add recovery email', and the instruction 'The address where Google can contact you if there's unusual activity in your account or if you get locked out.' There is a 'Recovery email address' input field. At the bottom are two buttons: 'Next' and 'Skip'.



This screenshot shows the 'Add phone number' step. It features the Google logo, the title 'Add phone number', and a dropdown menu for country selection (showing the US flag) and a 'Phone number' input field. Below this, a note states 'Google will use this number only for account security. Your number won't be visible to others. You can choose later whether to use it for other purposes.' At the bottom are two buttons: 'Next' and 'Skip'.

5. Review and Accept Terms of Service:

- Read through Google's Terms of Service and Privacy Policy.
- Click on "I agree" to proceed.

6. Welcome to Your Google Account:

- You have successfully created a Google Account! This account will grant you access to various Google services, including Google Docs.



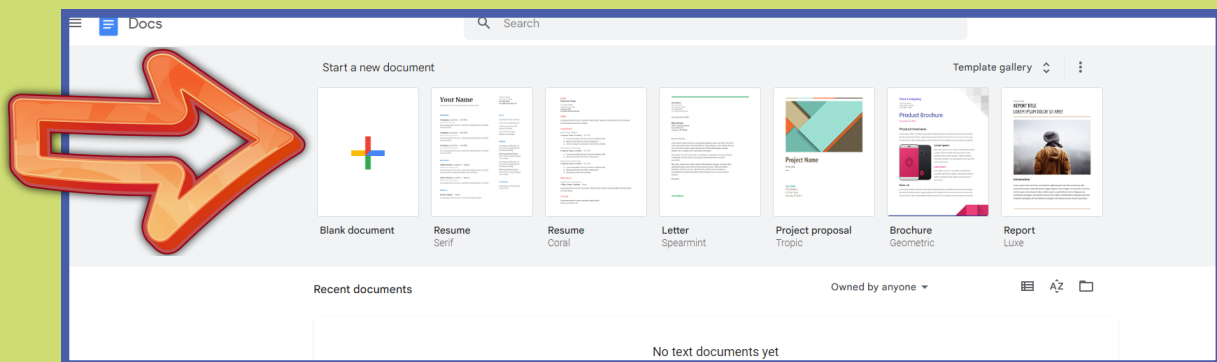
Navigating Google Docs

1. Access Google Docs:

- Open your web browser and go to docs.google.com.
- Sign in with the Google Account you created.

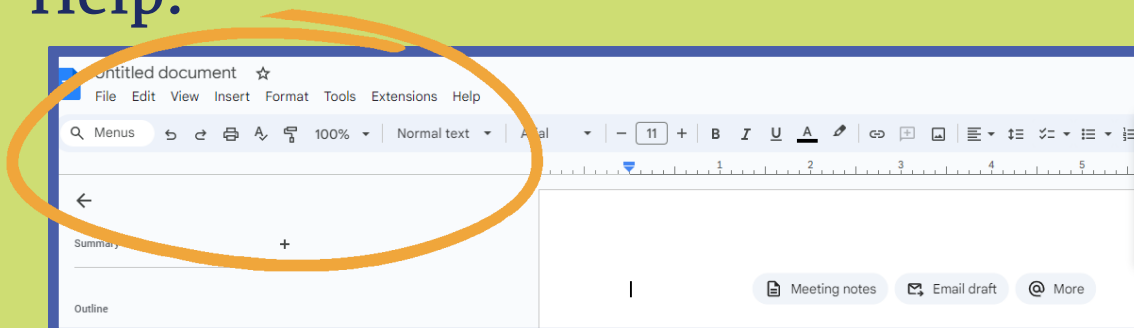
2. Create a New Document:

Click on the "+" icon or "Blank" to start a new document.



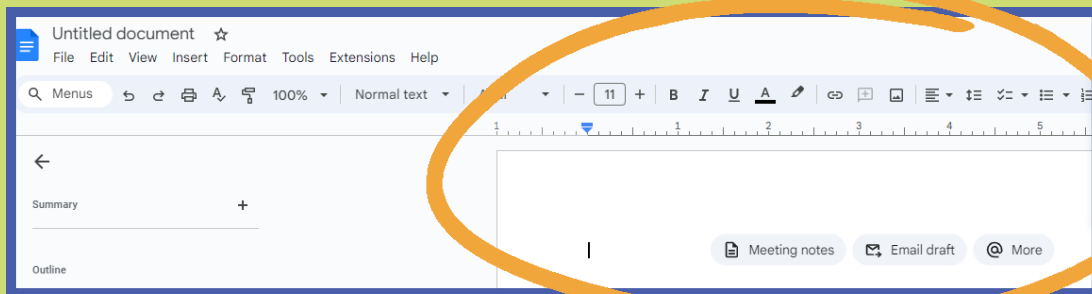
3. Basic Navigation:

- Familiarize yourself with the menu bar at the top, which includes options like File, Edit, View, Insert, Format, Tools, and Help.



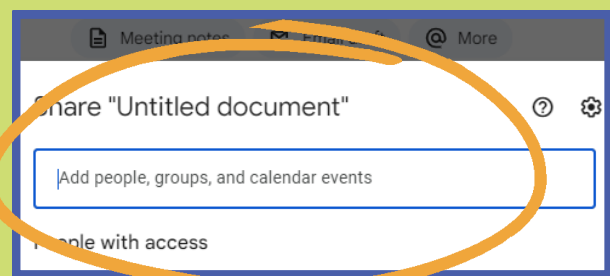
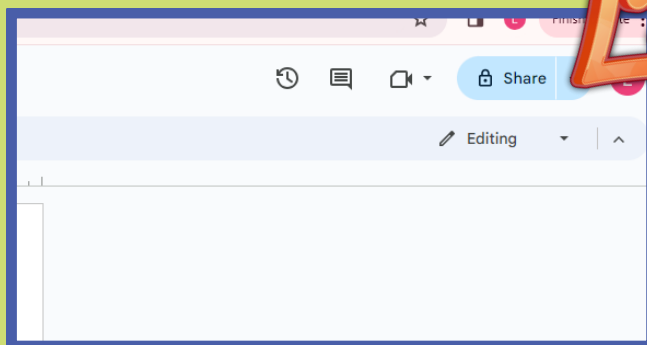
4. Document Formatting:

- Use the toolbar for text formatting (font, size, bold, italic, etc.).
- Explore the "Format" menu for additional styling options.



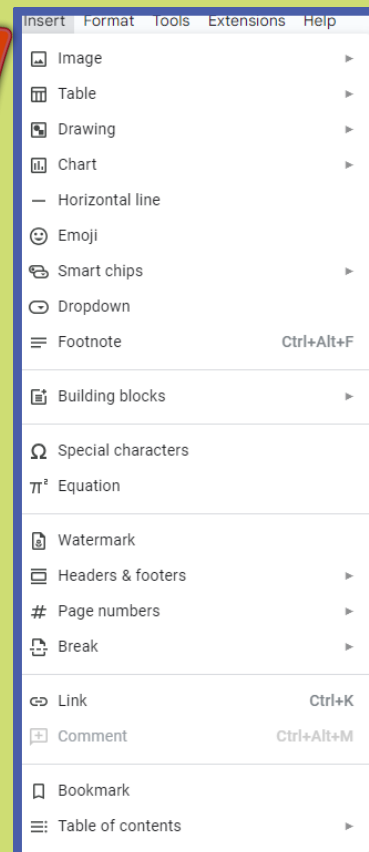
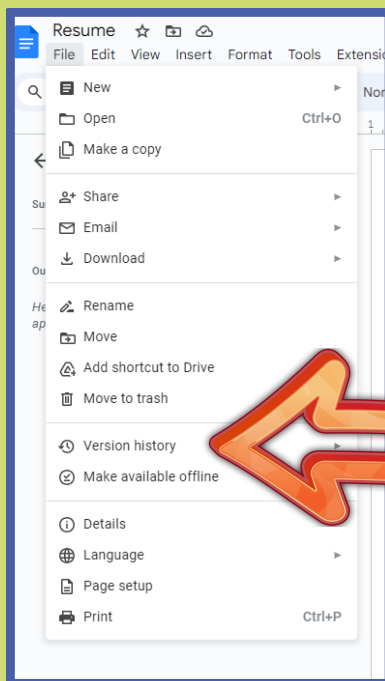
5. Collaboration and Sharing:

- Click the "Share" button in the top-right corner to collaborate with others.
- Enter email addresses to share the document, assign permissions, and add comments.



6. Saving and Version History:

- Google Docs automatically saves your work, but you can manually save by clicking "File" and then "Save" or using the shortcut (Ctrl+S or Command+S).
- Access version history under "File" to see and restore previous versions of the document.

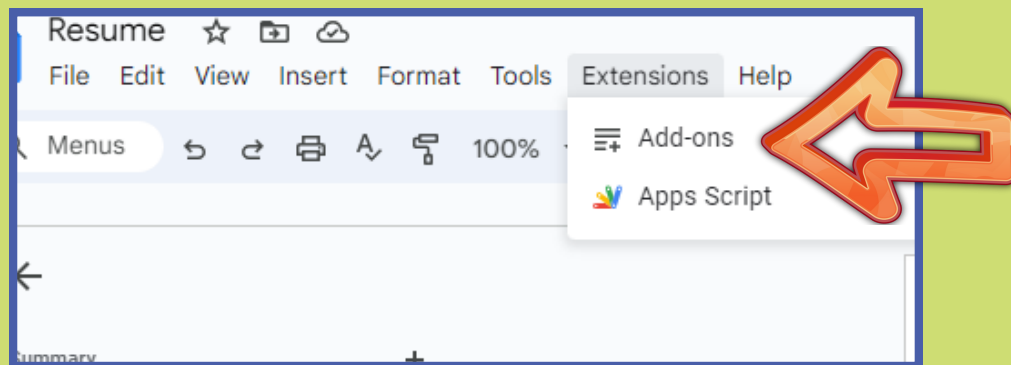


7. Inserting Elements:

- Use the "Insert" menu to add images, links, comments, headers, footers, and more.

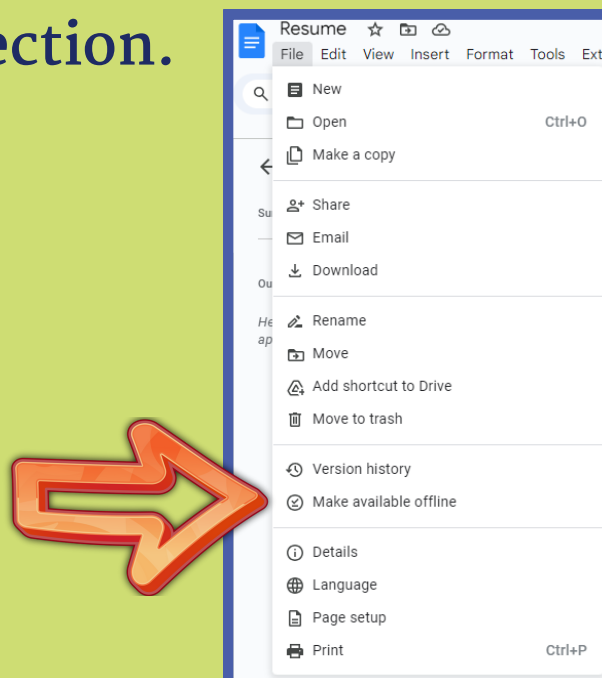
8. Explore Add-ons:

- Check out the "Extensions" menu for additional features and add ons that enhance functionality.



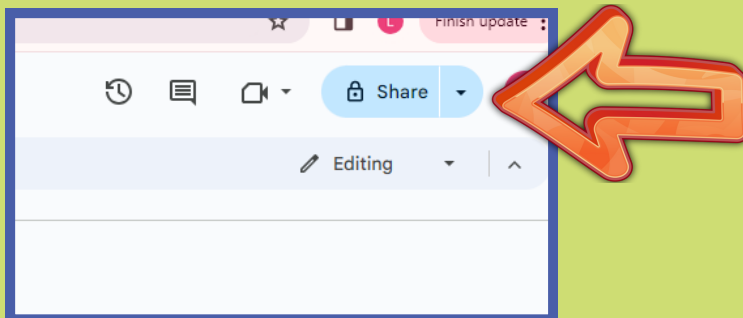
9. Offline Access:

- Enable offline mode through the settings to access and edit your documents without an internet connection.



10. Collaborate in Real-Time:

- Google Docs allows multiple users to edit a document simultaneously. Changes are automatically saved and visible in real-time.
 - To collaborate on your document with your Career Coach:
 - Click the "Share" button in the top-right corner to collaborate with others.
 - Enter your MedCerts Career Coach's email address.



Congratulations! You have successfully created a Google Account and learned the basics of navigating Google Docs. Feel free to explore more features and customize your documents based on your needs. If you need additional support, connect with your MedCerts Career Coach or submit an [Ask a Career Coach form](#).