

# Understanding documents, presentations and spreadsheets

Using documents can be a great way to organise your thoughts and ideas, present them nicely and share them with others.

This factsheet will introduce you to the basics of digital documents, explaining what the main types are, what they do, and how you can get the most out of them.

\*Instructions may vary according to your device model.

## What you'll learn

1. The main types of documents
2. How to create your own documents
3. How and why you should save your work

## The main types of documents

In much the same way you can write a document using a pen and paper, you can make a digital document by using your computer. This makes it easier to edit/change parts of it, and harder to lose. You can also send it to people via email, making it quick and easy for others to see your handiwork.

As well as putting words onto a page, there are programs that will let you create all sorts of documents, such as spreadsheets, presentations and more. To create your own, you will typically need a package of productivity software. This is just a fancy phrase for a group of apps that will allow you to do things.

There are many different packages, but two of the most popular ones are Microsoft 365 and Google Docs Editors. Both of these can be used free of charge through your internet browser. You will need to create an account/sign in using your email address (you may also need to provide your phone number). Once you do, you will be able to choose the program you want to use.

For more information on setting up an email address, click on the following link to access our email factsheet or, if this sheet has been printed, by typing the link into your web browser: [bt.com/seniorskills](https://www.bt.com/seniorskills)

To get started, you can visit one of the following links:

Microsoft: <https://www.microsoft.com/en-us/microsoft-365>

Google Docs: <https://myaccount.google.com>

If this sheet is printed, you can type these addresses into their web browser.

## Understanding documents, presentations and spreadsheets continued

### Key programs:

Google Docs or Word



This will let you put words onto a page. This can be useful for creating CVs, invitations, letters or writing stories.

Google Sheets or Excel



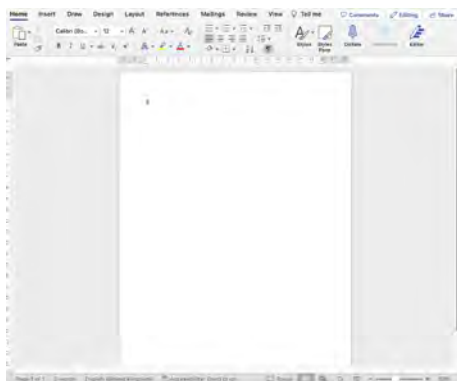
This will let you make your own spreadsheet, which can be great for things such as making a personal budget.

Google Slides or PowerPoint



This allows you to make an eye-catching presentation.

The best place for you to start will be with Google Docs/Word.



### Key symbols

When you start your own document, you will be greeted by a lot of unfamiliar symbols. While the exact symbol will vary depending on your program and package, these are the key ones you'll need to learn.



**Save** – Allows you to have a permanent copy of the document that you've created that you can use in the future



**Undo** – allows you to reverse the last change you made



**Redo** – If you accidentally undid something, pressing this will allow you to redo the last action



**Print** – print a physical copy of your document (if your device is connected to a printer)



**Spellcheck** – allows you to check the grammar and spelling within your document so you can remove any mistakes



**100%** – you can alter the zoom on your screen (a higher number will zoom in further)



**Arial** – This will allow you to change the font of the text



**11** – allows you to change how big or small the text is



**B** – makes the text **bold**



**I** – Makes the text appear in *italics*

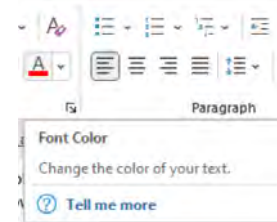


**U** – underlines the text



**A** – changes the colour of the text

If you forget any of these, you can simply hover your cursor over the icon and a short description will appear.



The best way to familiarise yourself with these symbols is to practise. Try writing a short message into the document, using different fonts, sizes and colours.

### Saving your work


Saving your documents means you can use them again in the future and that you don't have to start from the beginning. It's a good habit to save your documents regularly as this will stop you from losing any work if something goes wrong.

Microsoft 365 and Google Docs save your work automatically if you are connected to the internet. For other program, however, you may need to save your work manually. This can be done by pressing the save button which is usually found in the top left of the screen when you have the program open, or under 'file' – again, this can be found in the top-left of the screen when you have the document open.

## Understanding documents, presentations and spreadsheets continued

### Sharing your documents

The great thing about these online documents is that they are easier to share.

1. Whether using Google or Microsoft, you can simply press the share button  **Share** in the top right-hand corner.
2. If you are using Google, you may be asked to name your document if you haven't done so already.
3. A screen will pop-up – at the bottom of the pop-up, make sure you have 'Anyone with the link' and 'view' selected from the drop-down menu
4. Then click on 'copy'
5. A link to the document will then be added to your clipboard and you are able to paste this into an email, for example, to share with someone else.

Alternatively, you can download the document (by clicking File – Download or File – Save As) and attach the document to an email. For more information on using email, click on the following link to access our email factsheet or, if this sheet has been printed, by typing the link into your web browser: [bt.com/seniorskills](http://bt.com/seniorskills)



### Links to further learning

If you need more advice for using Google Docs or Microsoft Office, all the programs have a 'Help' button at the top of the screen.

For more advice on how to get the most out of your devices, you can check out our other factsheets by clicking this link, or typing it into their web browser: [bt.com/seniorskills](http://bt.com/seniorskills)