

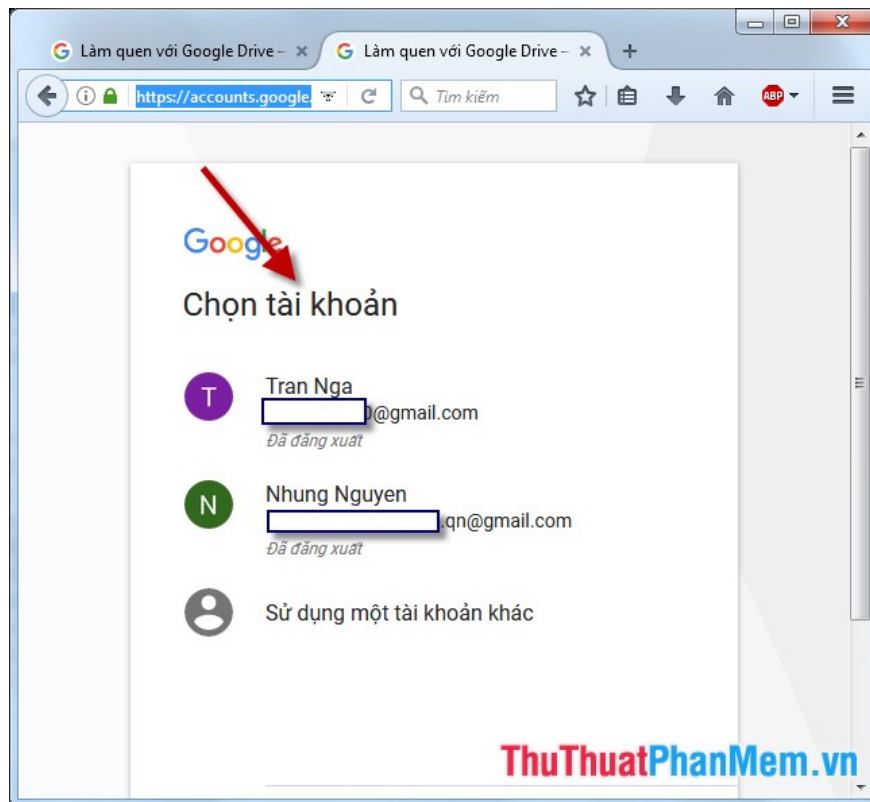
Instructions for creating documents online Google Docs, Excel, PowerPoint and sharing for everyone

The following article shows how to create a new document online in Google Docs, Excel, PowerPoint and how to share it for everyone to help you work in a highly interactive group.

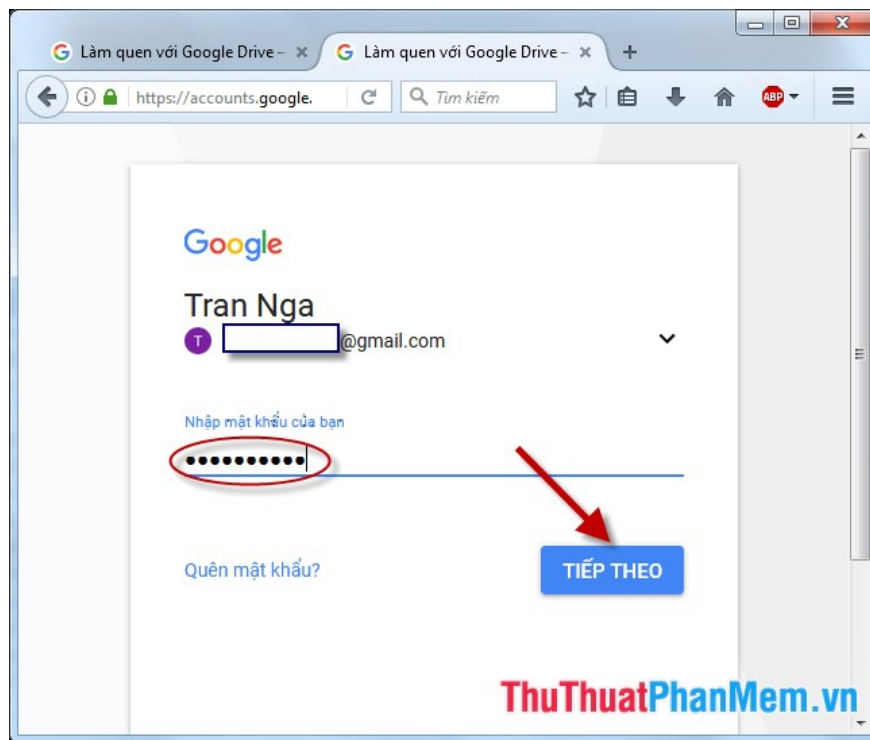
The following article shows how to **create a new document online in Google Docs, Excel, PowerPoint and how to share it for everyone** to help you work in a highly interactive group.

To **create a new online document for Google Docs, Excel, PowerPoint and sharing for everyone**, follow these steps:

Step 1: Visit the link <https://drive.google.com> to log in to the account (If you do not have an account, you need to create a Google account) -> enter the account you want to log in:



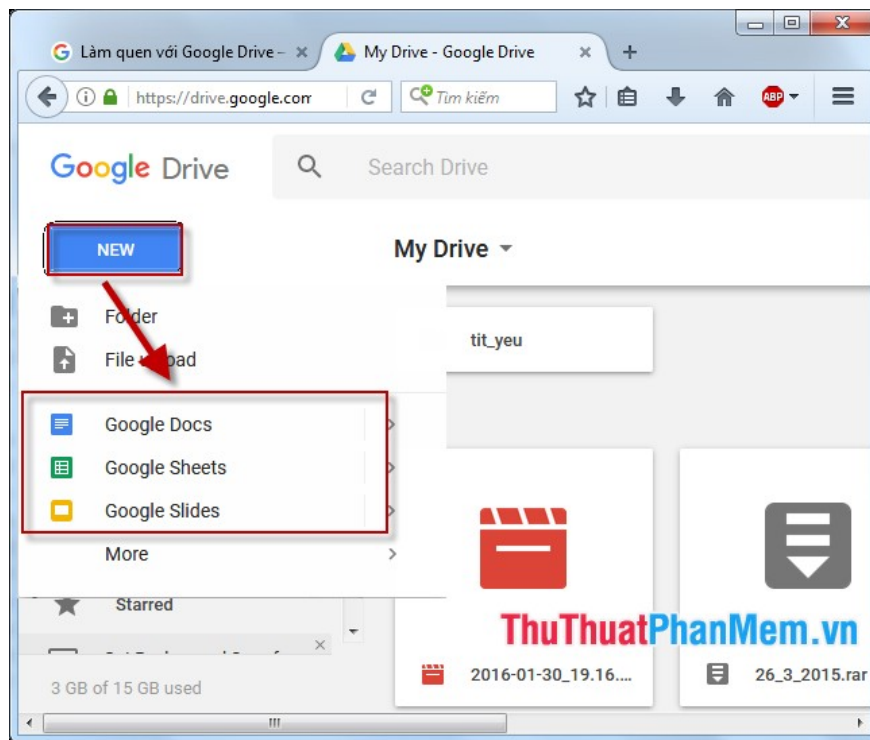
Step 2: Enter the password for the account:



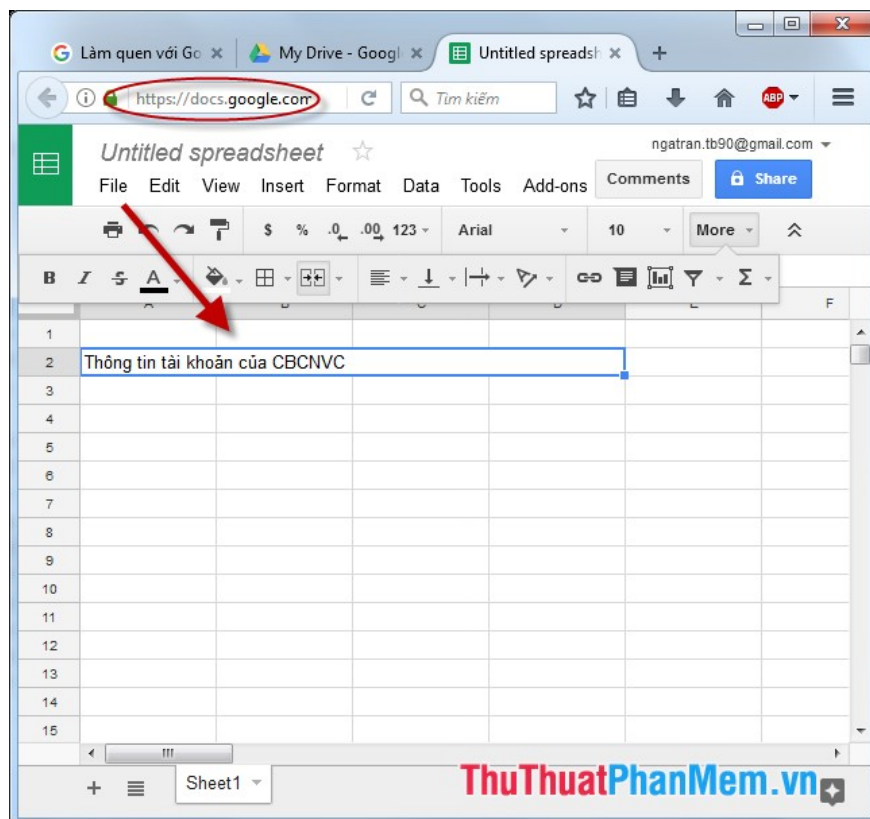
Step 3: After successful login, you have access to your **Drive** -> click on **New** -> choose the type of format you want to create, with the following options:

- **Google Docs:** Create online documents similar to **Word files**.
- **Google Sheets:** Create online documents similar to **Excel files**.
- **Google Sildes:** Create online documents similar to the **Powpoint file**.

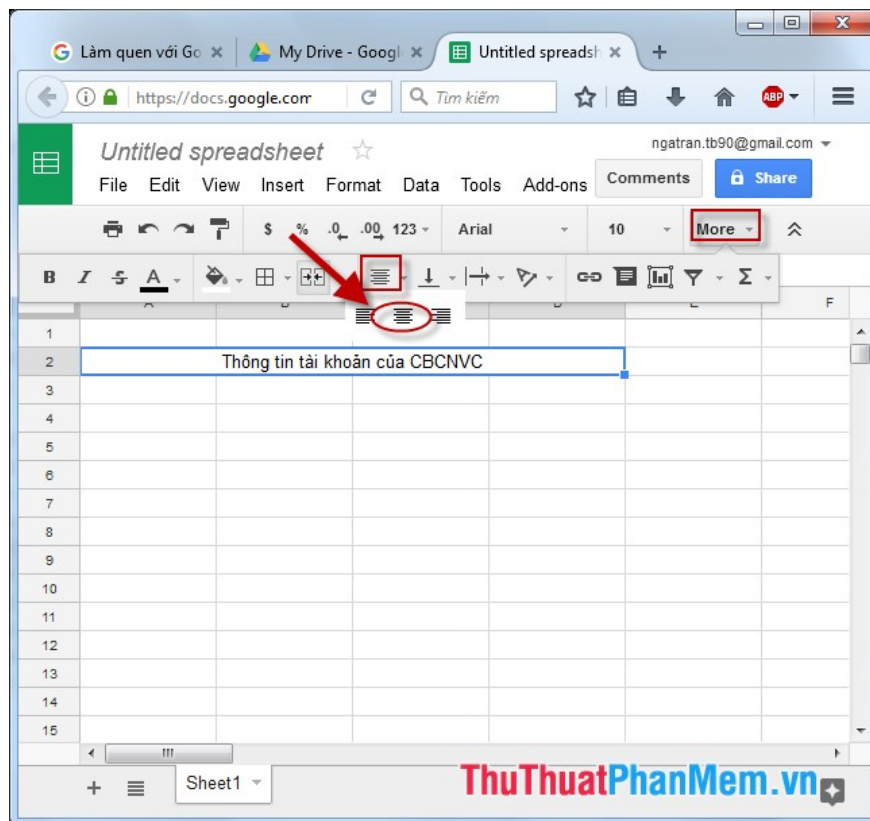
The example here creates a **Google Sheets online document** :



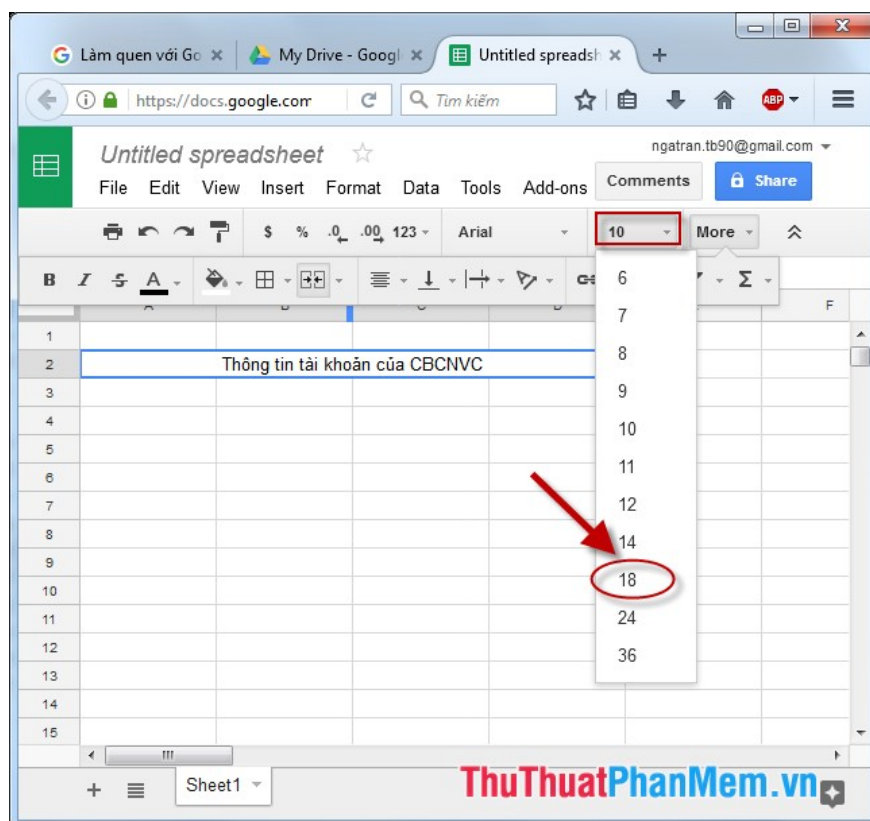
Step 4: After selecting **Google Sheets**, switch to **docs.google.com** page with an interface similar to **Excel** file . Create content for documents to share:



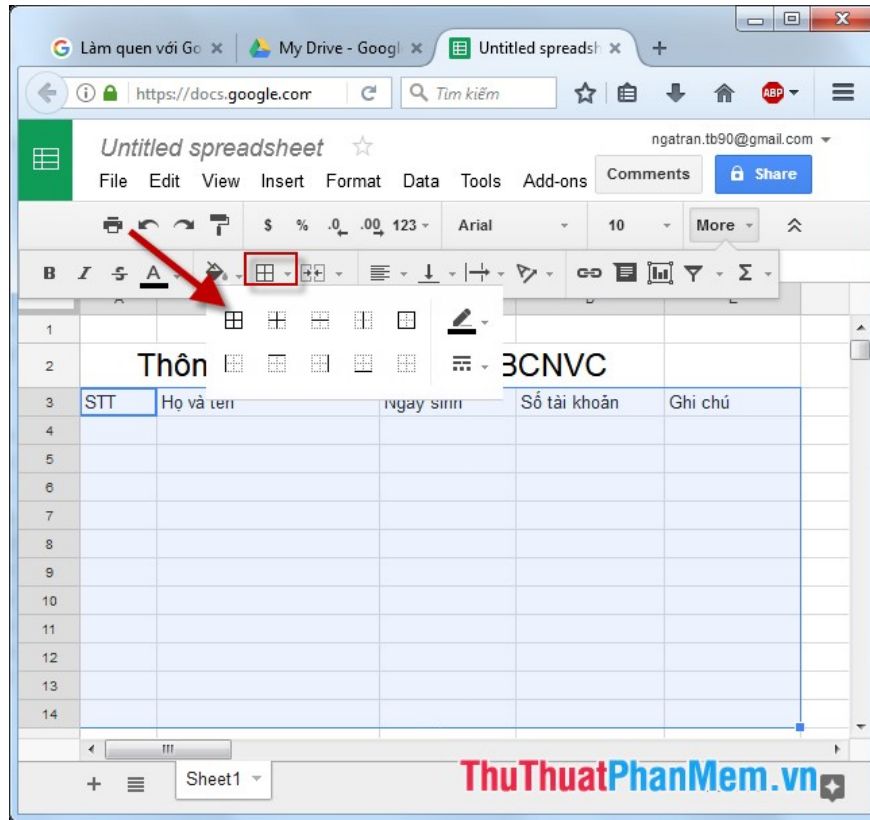
Step 5: The main functions on **Excel** are available on **docs.google.com**, making similar edits to **Excel**:



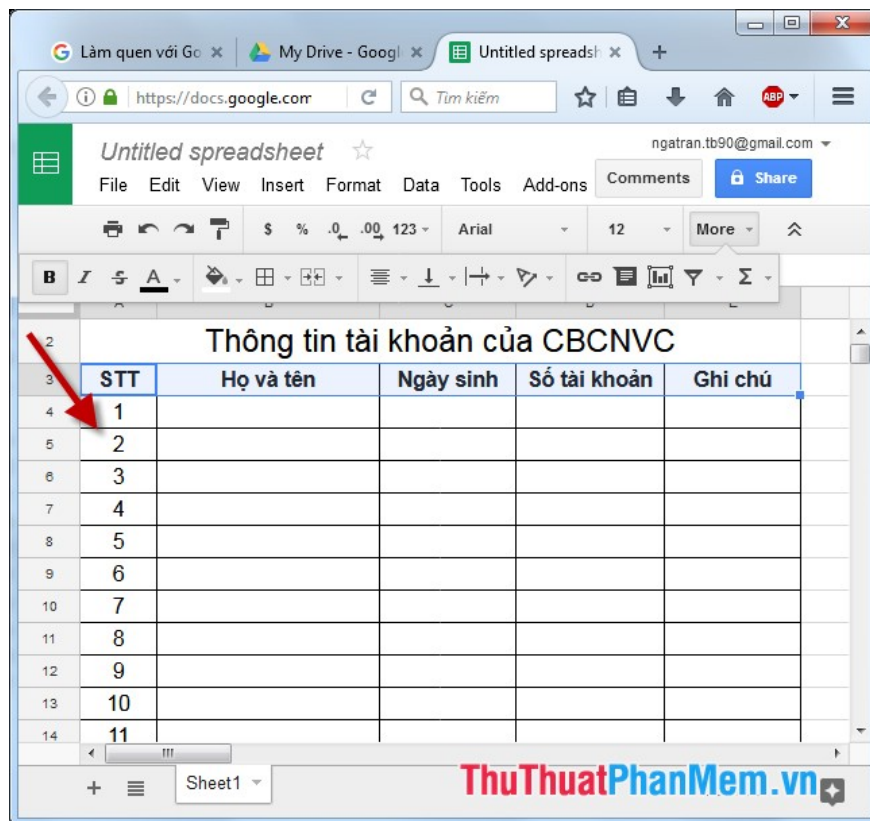
- Similar to editing **fonts**:



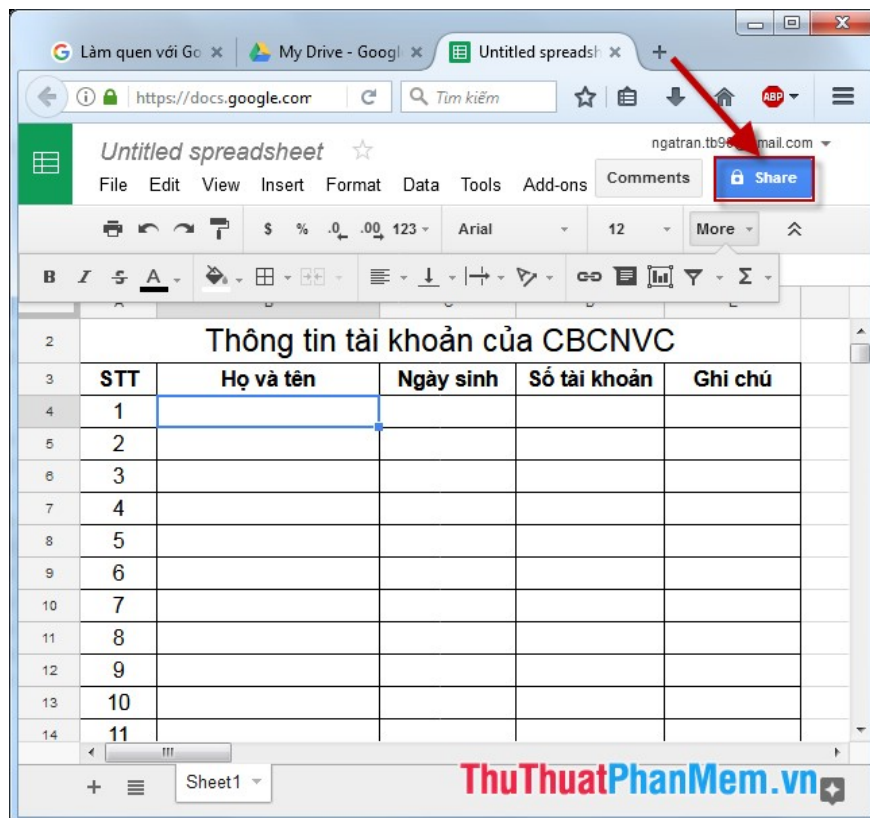
- Create border:



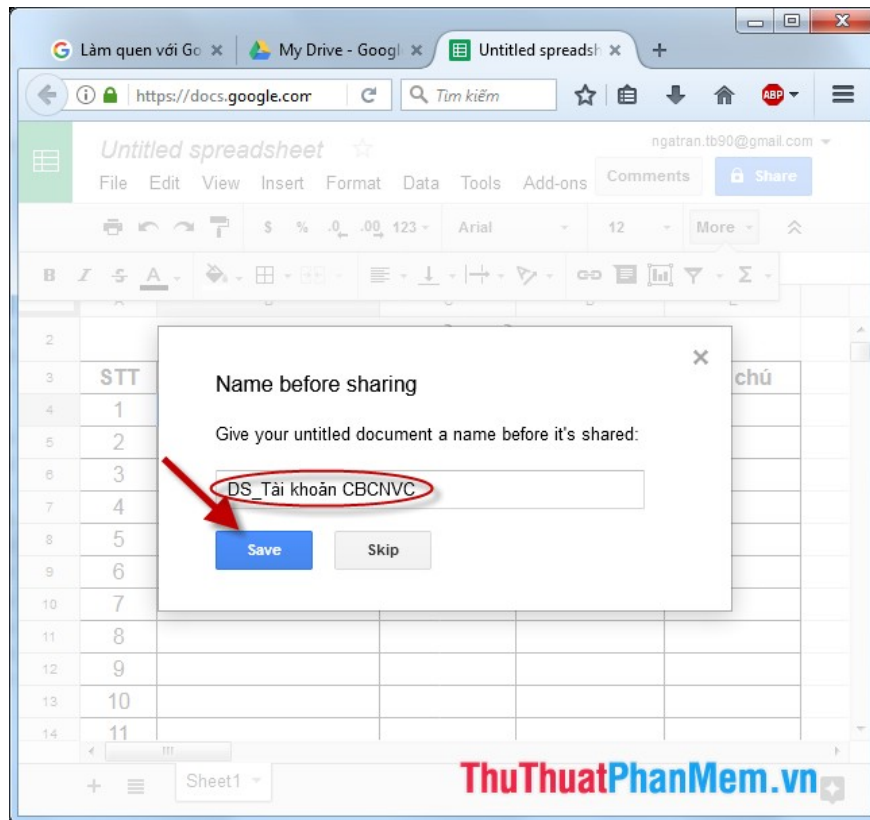
- The result has created the original data frame:



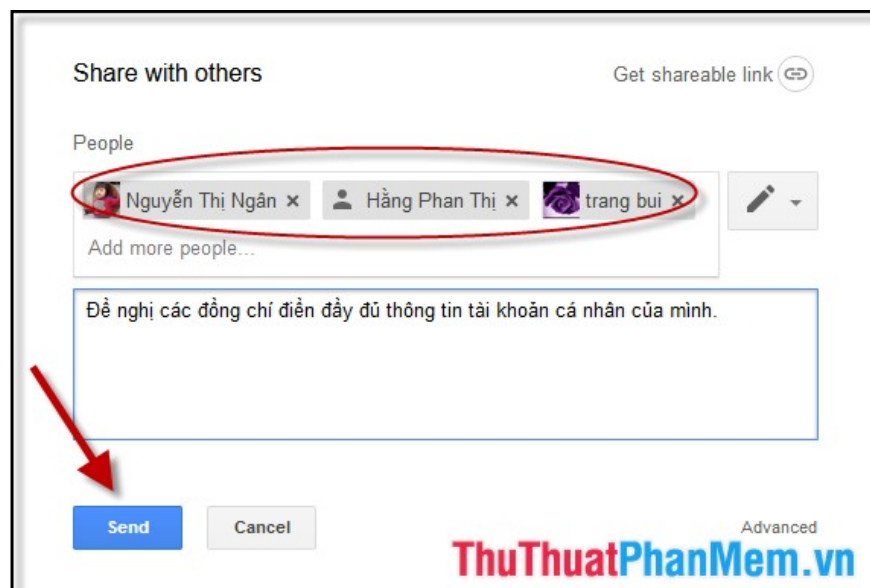
Step 6: After creating the document, you want to share this file for everyone to fill in personal information, account on the web, click **Share**:



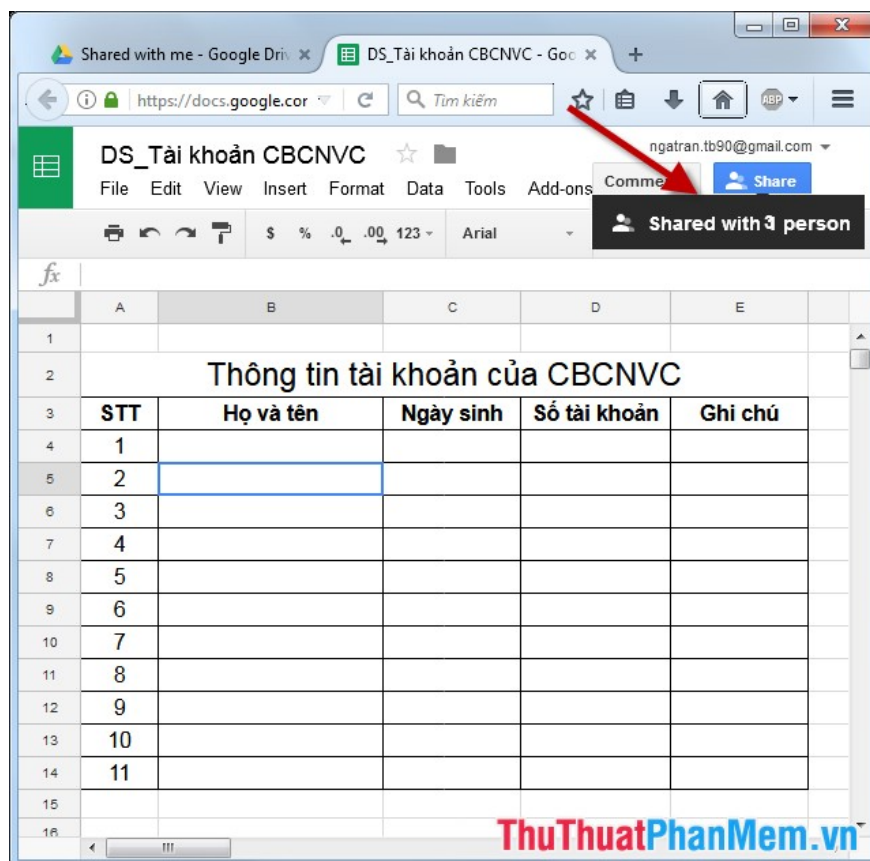
Step 7: A dialog box appears that names the document file -> **Save:**



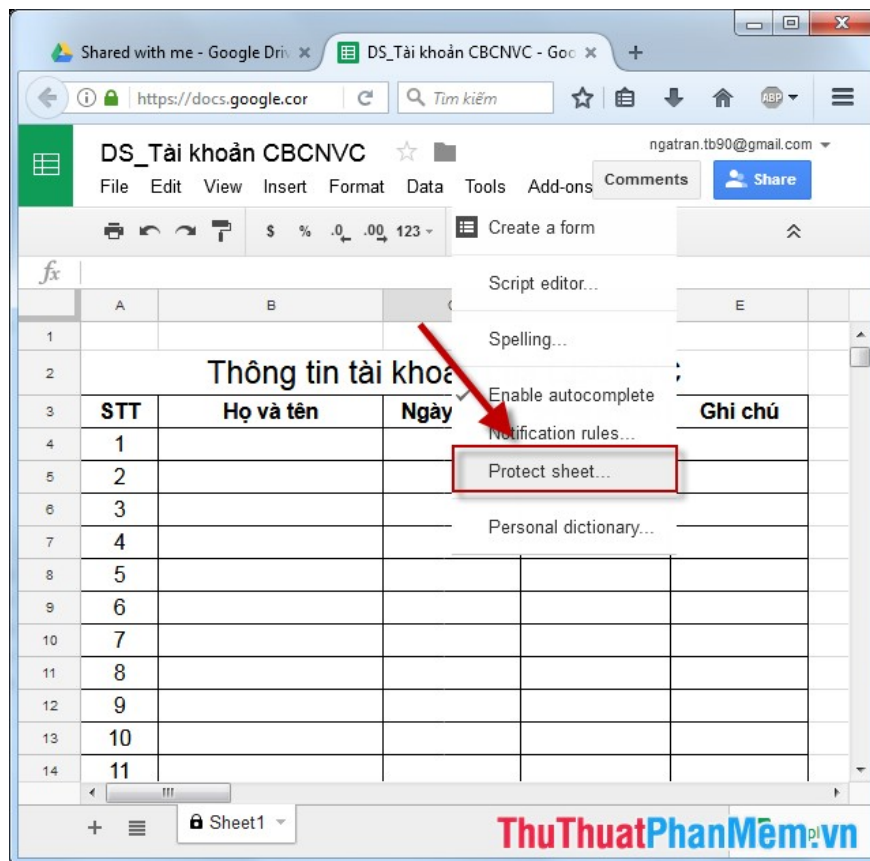
Step 8: The **Share with others** dialog box appears, enter the mail names of the people you want to share this document in the **People** section , enter the message content in the blank box -> Finally, click **Send:**



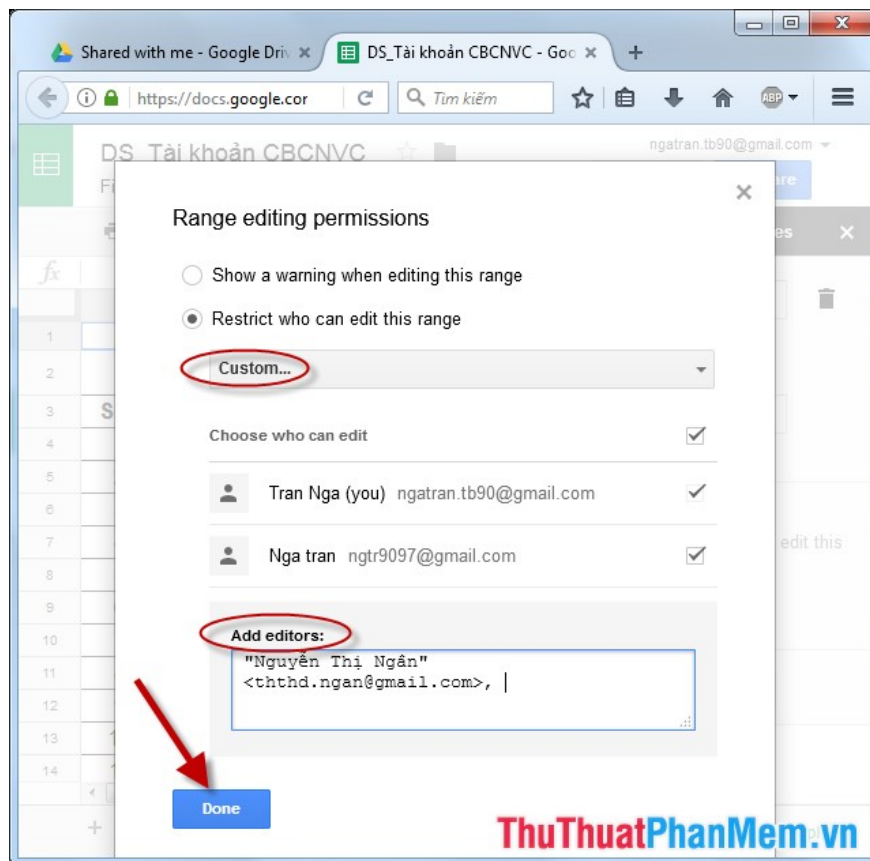
- Your document results have been shared and sent to the people you have chosen to share. When moving the mouse on the **share** button displays the number of people who are sharing this document:



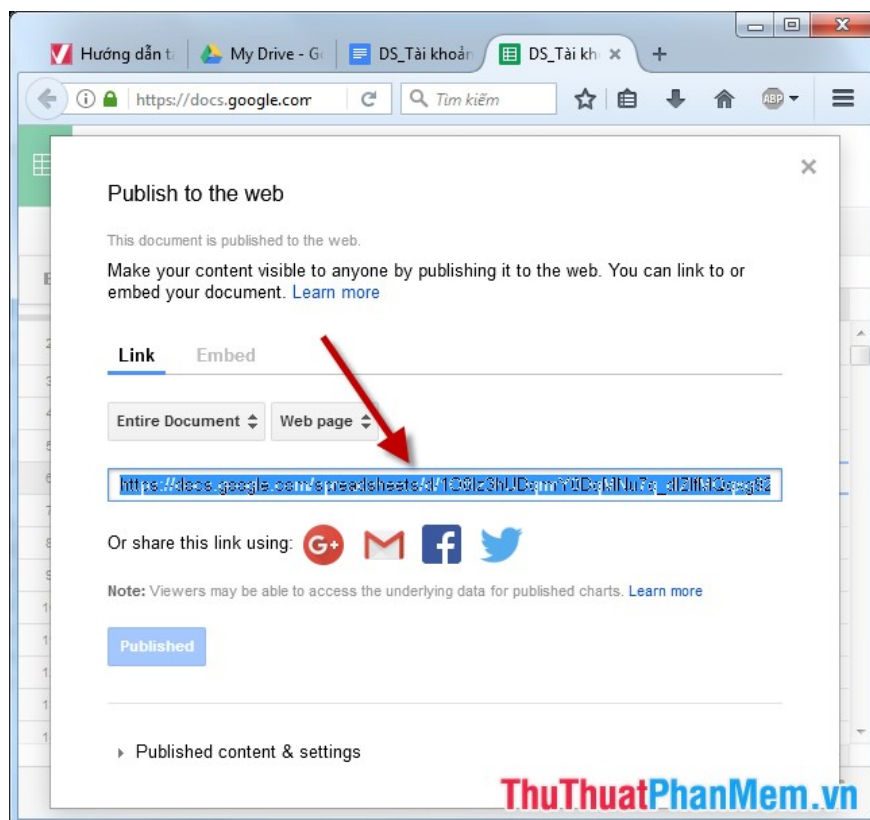
- To set more rights for the shared, click **Tools -> Protect Sheet:**



- In the **Range editing permissions section**, select the editing rights on the data area, the **Add editors** section selects more people with the last editing rights, click **Done**:



- In case you want to get the link to share this document, click **File -> Public to the web** to copy the link:



Above are instructions on how to **create a new document online Google Docs, Excel, PowerPoint and how to share for everyone** hoping to help you in the process of working. Good luck!

You finished reading the article "**Instructions for creating documents online Google Docs, Excel, PowerPoint and sharing for everyone**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.
