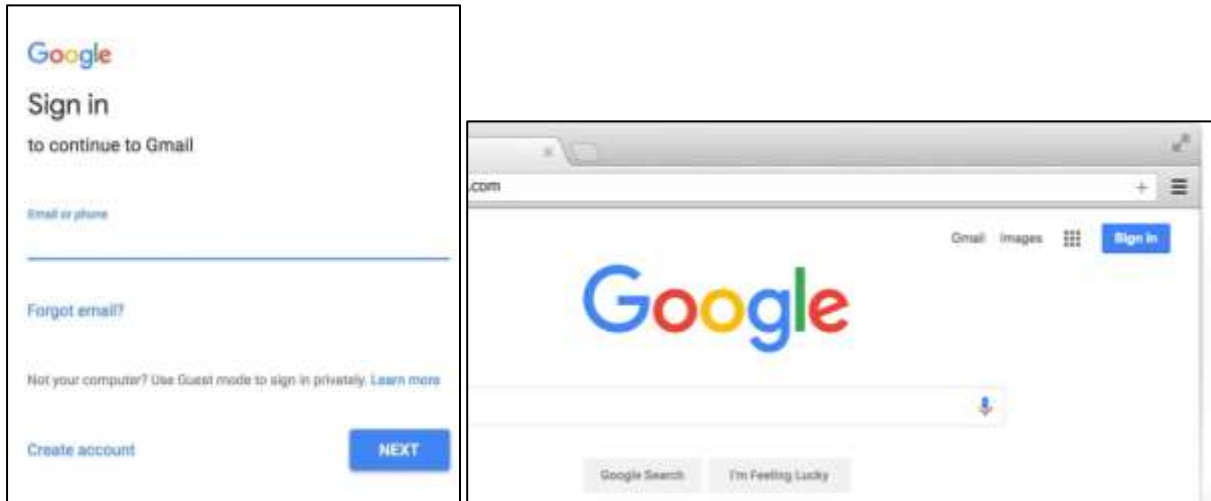



How to access Google Docs/Sheets/Slides

Google Docs works in a very similar way to Microsoft Word, Sheets works similar to Excel and Slides works similar to Powerpoint. To access these apps, login to your account, go to **gmail.com** or click on the **Sign In** button on the **Google search** page:



- Enter your email address given from the college which will be something like: stu.123@baec.ac.uk
- Enter your password.
- Once logged in you may be taken to the gmail inbox or back to Google search.
- Click on the Apps button at the top right of the page.  and go to Docs/Sheets/Slides from the drop down list. You may need to scroll down the list to find them:

