



# Apps Learning Center

## Docs

Create and simultaneously edit text documents with your team, right in your browser.

Write reports, create joint project proposals, keep track of meeting notes, and much more.

## New? Start here

### Start from scratch

- Create or import

- Edit and format
- Share and collaborate
- Print and download

[Get started](#)

# Cheat sheet

[Docs cheat sheet](#)

Need a quick reference for the Docs basics you've learned? Download this cheat sheet.

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# Collaborate better

## Better brainstorming

Google Docs is a powerful tool for brainstorming with your team. Whether you need a name for a new product or a different place for lunch, Docs makes it easy to share ideas, get feedback fast, and collaborate with your team.

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## Ramp up new team members faster

For large projects, you need to get new team members up to speed fast. Often, project teams use a project onboard process to make new team members productive as soon as possible. With Google Apps, you can create a simple way for employees to orient themselves on your project using Google Drive, Docs, and Forms.

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## Late? Easy ways to catch up

That important meeting is about to begin and you're late. You don't want to miss any of the discussion or important decisions. How do you catch up? With Google Apps, you can let people know you're late and be informed of key decisions.

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# Top 4 Docs tips

Edit Microsoft Office documents without installing Office

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Send people a link to a PDF version of your document or spreadsheet

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Switch to an earlier version of your document

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Access and update documents, spreadsheets or presentations on the go

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## Docs FAQ

[Can I still work with Microsoft Word files?](#)

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[What types of files can I import and convert to Docs?](#)

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[Can I download or export Docs in different file format?](#)

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[Who can view my Docs?](#)

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[How can I switch to an earlier draft of my document or see who made one of the changes I'm seeing?](#)

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[Can I share documents with people outside of my organization?](#)

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