

Word vs. Google: Expand 3-1 Inquiry Letter in Word

1. Download **Expand 3-1 Inquiry Letter in Word** from website. Save to your Business Letter folder on your H Drive.
2. Open Google Drive. Upload the file, Expand 3-1 Inquiry Letter in Word, to Google Drive
3. Rename the file on Google Drive to Expand 3-1 Inquiry Letter in Google. Open the file in Google Docs. Compare the Word and Google versions. **What difference do you see between the Word**



Document and the Google Docs converted document?

4. Fix the document in Google Docs so that it looks appealing, based on the concepts and techniques learned in this chapter.
5. Add another item to the bulleted list: Fully-stocked camp store with attached laundry facilities.
6. Add a row to the table: Pavilion, \$20.00, \$40.00
7. Download back to Word.



8. Do you prefer Google Docs or Word? Why?

9. Place Cup on table. Save. Minimize until Teacher comes to Grade. Start on assignment 4 while waiting for Mrs. Kratky.