How do I create and name a document in Google Docs/Sheets/Slides?

Tell Me

1. Log into your UNC Charlotte Google account
2. Click the grid icon in the top right and click on Docs/Sheets/Slides
3. Click the red + plus button in the bottom right
4. Enter the document’s title/name in the Untitled document space in the top left
5. Edit the document, as desired

Related FAQs

- How can I protect a sheet/range in Google Sheets?
- How can I change the owner of a Google Doc/Sheet/Slide?
- How do I use enabled Google Docs/Sheets Add-ons?
- How do I suggest/track changes in a Google Doc?
- How do I share a Google Doc/Sheet/Slide?