What do I need to know about Google’s documents and spreadsheets?

It's a web-based word processing and spreadsheet application. It can help us collaborate on projects from anywhere. Your documents are stored online. You and anyone you invite to collaborate can access the document from any internet-connected computer, and make changes simultaneously. **Multiple people can make changes at once**, and everyone's changes show in real-time.

You can get started right away by creating a new document or by uploading a file from your computer. Since the products are integrated, you can use your email account Contacts list to invite people to view or edit your documents.

**More Tips**

**Revision history** -- Individual edits are kept so you can see who made changes and revert back, if necessary.

**Search** -- Just like the rest of Google products, you can harness the power of Google search to look for a document you haven't edited in months.

**Security and privacy** -- You choose who sees your document. Other users can only access your document or spreadsheet if you add them to the list of collaborators or viewers, or if you decide to publish the document.

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