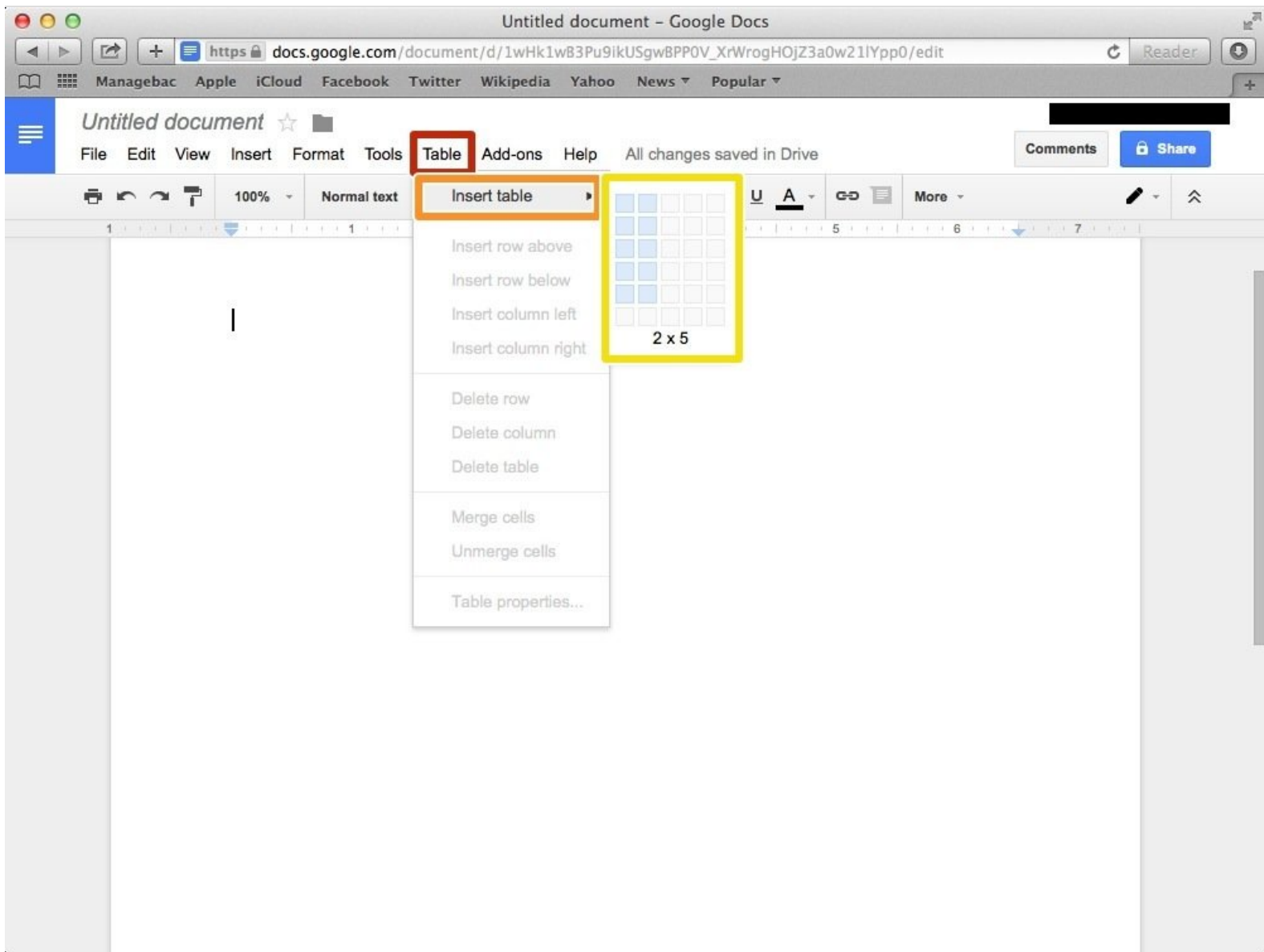# BIS Help Guides

How to Create Glossary in Google Docs

Learn how to create glossary in google docs.
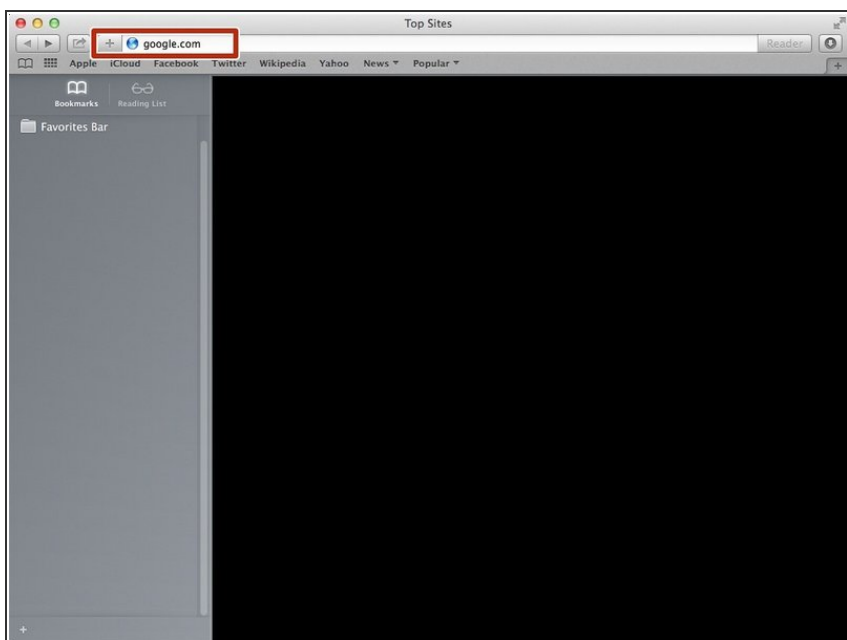
Written By: Mirai

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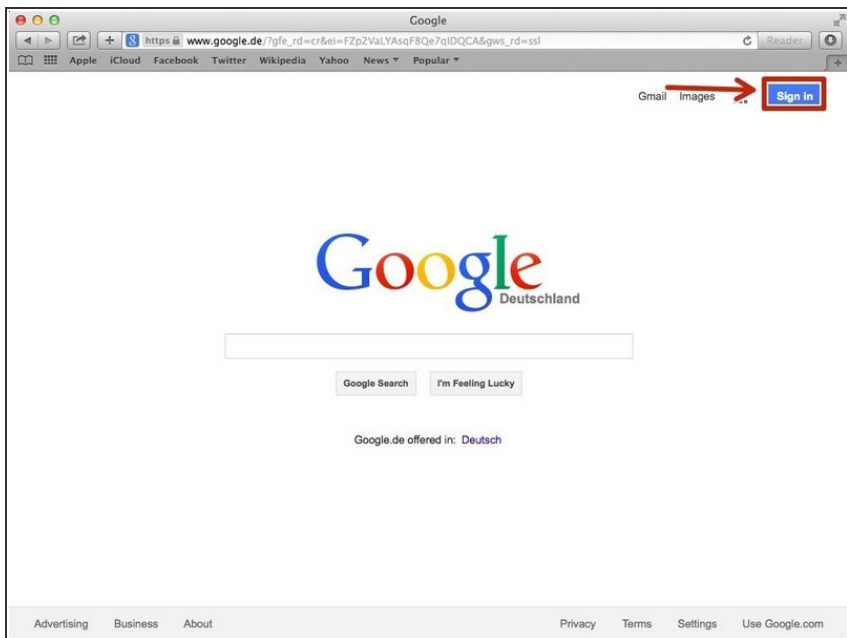Page 2 of 8

INTRODUCTION

Learn how to create glossary in google docs.
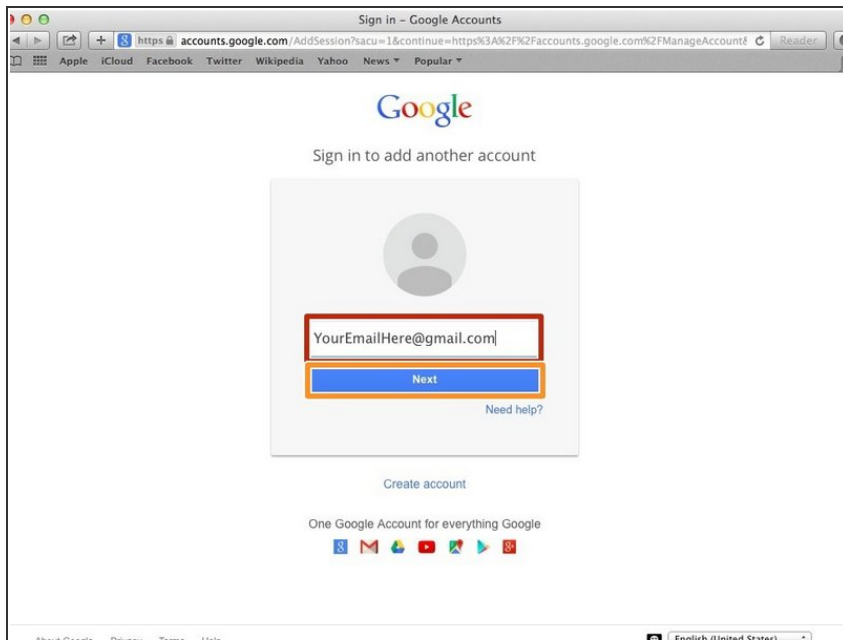
Step 1 — How To Access Google.com

- Type "google.com" in the address bar to go to the google website

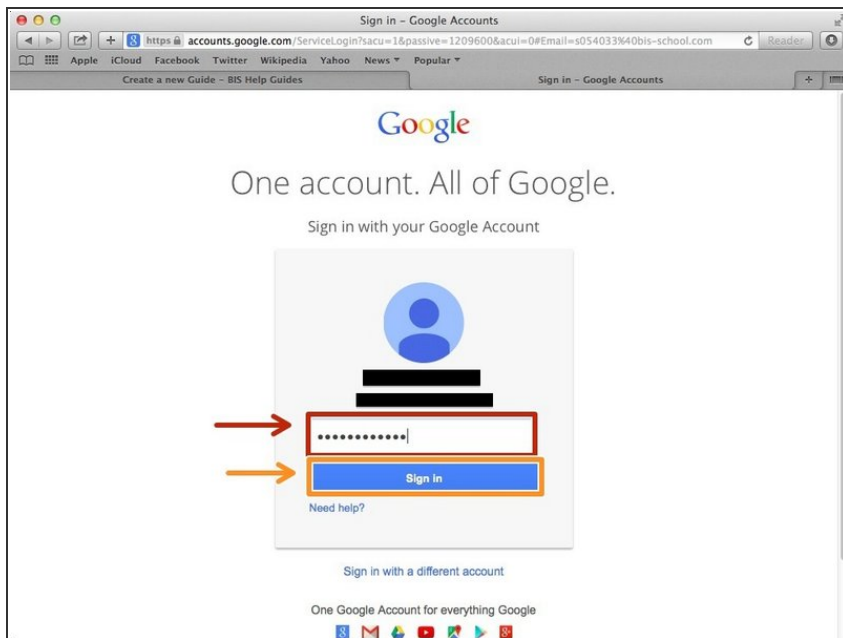## Step 2 — Finding The Sign In Button

- Click on the "Sign In"button to sign in to your google account

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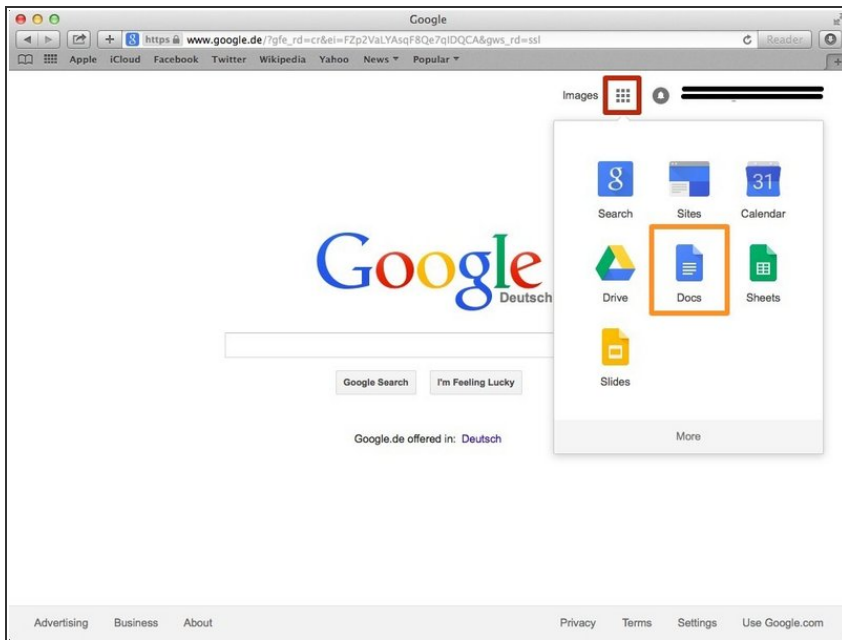
Step 3 — Entering In Your Email

- Type your email address into this box

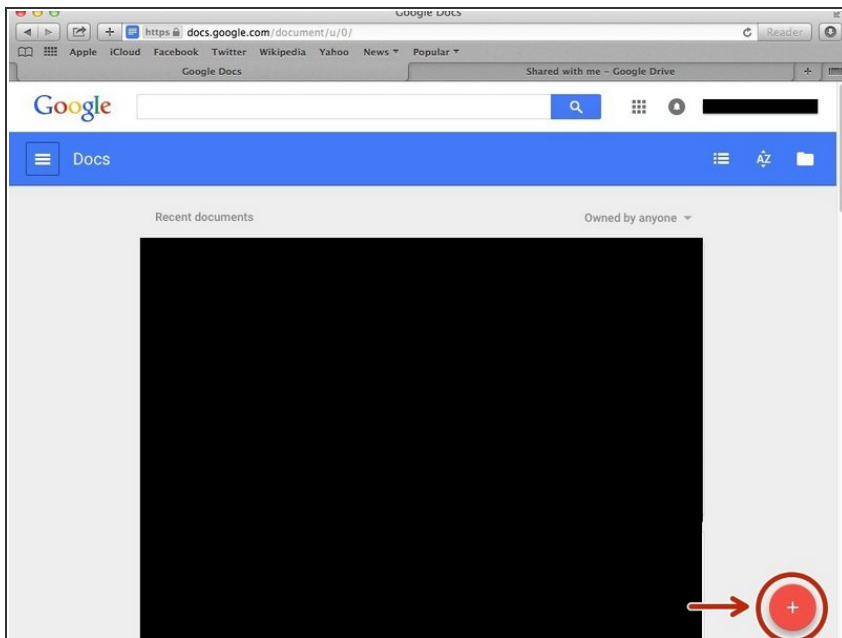- Click on the blue "Next" button

Step 4 — Entering In Your Password

- Type your password into this box

- Click on the blue "Sign In" button

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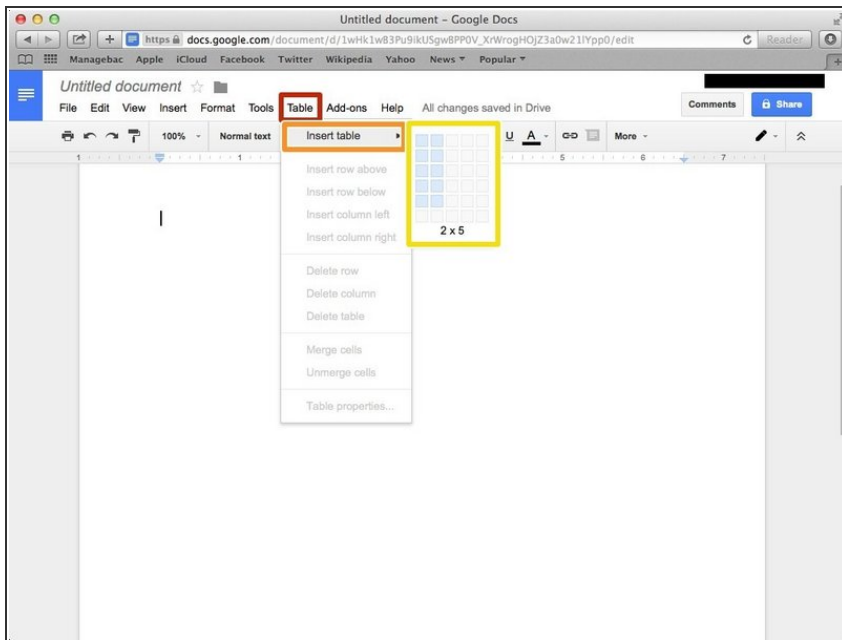
Step 5 — Opening Google Docs

- Click on this button to open a menu of options

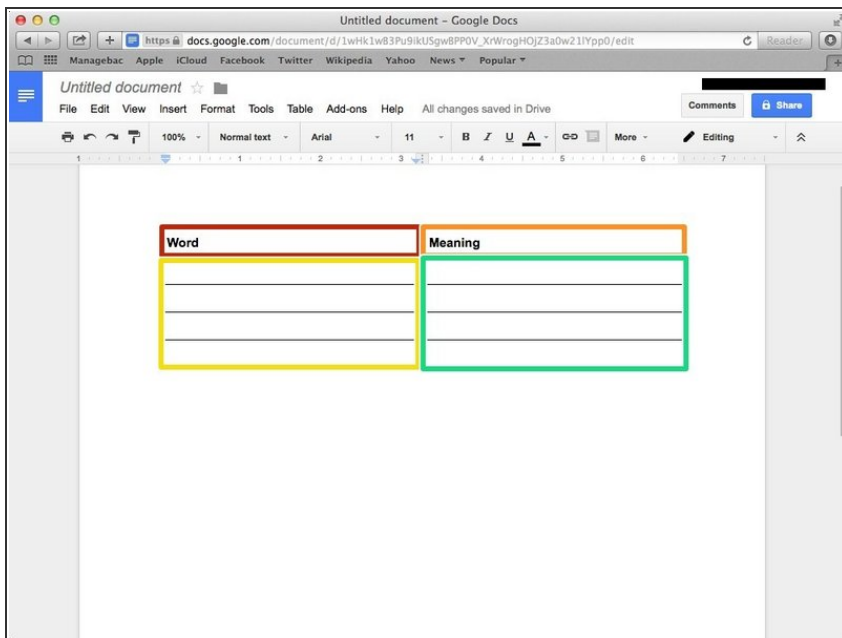- Click on the "Docs" Button

Step 6 — Creating New Google Docs

- Click on the red "+" button on the bottom right of the screen to make a new google doc

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Step 7 — Creating a Table

- Click "Table"
- Click "Insert table"
- Click the column that you want to have (it is shown in blue boxes)

Step 8 — Making a Glossary

- Type "Word" to show you will put words in the column.
- Type "Meaning" to show you will put the meanings of the word that you wrote in the left box.
- (i) It makes clear if you write both in **Bold**. You can make it by pressing command+B (⌘+B). You can unselect it by pressing same keys.
- You will put your words in each box on the column.
- You will put the meaning in each box on the column.
- ⚠ The left and right box should match the correct word and meaning.

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