

Google Docs

What are Google Docs?

Google Docs are a word processing, spreadsheet, and a presentation program. See the following web site https://en.wikipedia.org/wiki/Google_Docs,_Sheets_and_Slides

The word processor supports the following formats: For .doc (if newer than Microsoft Office 95), .docx, .docm .dot, .dotx, .dotm, .html, plain text (.txt), .rtf, .odt.

The spread sheet supports the following formats: .xls (if newer than Microsoft Office 95), .xlsx, .xslm, .xlt, .xltx, .xltm .ods, .csv, .tsv, .txt, .tab.

The presentation program supports the following formats: .ppt (if newer than Microsoft Office 95), .pptx, .pptm, .pps, .ppsx, .ppsm, .pot, .potx, .potm.

For drawings: .wmf.

For [optical character recognition](#): .jpg, .gif, .png, .pdf.

Limit to the size of file types are:

Documents (Google Docs)

Up to 1.02 million characters, regardless of the number of pages or font size. Document files converted to .gdoc Docs format cannot be larger than 50 MB. Images inserted cannot be larger than 50 MB, and must be in either .jpg, .png, or non-animated .gif formats.

Spreadsheets (Google Sheets)

Up to 2 million cells.

Presentations (Google Slides)

Presentation files converted to .gslides Slides format cannot be larger than 100 MB.

Images inserted cannot be larger than 50 MB, and must be in either .jpg, .png, or non-animated .gif formats.

Further information is available on Google Docs on Google's web site

Offline editing

While Google Docs, Sheets and Slides are primarily online services, offline viewing and editing is supported by enabling offline availability for each file in the Android and iOS apps; when using a PC or Mac, offline functionality is limited to the Google Chrome browser. Users can then enable offline sync of Docs, Sheets and Slides in Google Drive settings.

Mobile access

Google Docs, Sheets and Slides on Android and iOS allow users to create, view and edit documents, spreadsheets and presentations respectively. These apps also work offline and are compatible with Microsoft Office file formats.

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