**10 REASONS TO TRASH WORD FOR GOOGLE DOCS**

A blog post I wrote to High School Students.

As I’ve been helping students get going with their gmail accounts and blogs over the past couple of weeks I’ve been joking about the “old school” e-mail systems that some of you still use. Hotmail, Yahoo…and seriously….AOL…come on…..

But there is another old school tool that I think has seen its best days behind it. Microsoft Word….oh how we loved you back in the day when you were really the only word processing program we needed. But times are changing and it’s time to move on to new and better tools.

Google Docs is a very powerful alternative to Word. Here are 10 reasons to consider using Google Docs the next time you need to do some writing.

**1. No more corrupt files**

Nothing worse than staying up all night to finish an assignment only to quickly drag it to your flash drive and turn up at school with a file that won’t open on a teacher’s computer. With Google Docs access to your file is only a click away and you never have to worry about your file their corrupt.

**2. No more corrupt USB Keys**

Of course if your file is not corrupt then it’s your USB Key that fails you when you need it most. Using Google Docs as an online storage locker means never having to worry about a corrupt or even lost USB key again. Simple download the documents you need when you get to school. With 1GB of space you can store a weeks worth of work easily.

**3. .doc .docx who cares!**

Nothing worse than having a file you can’t open or giving someone a file they can’t open. With Google Docs simply share the link to your file on the Internet. If they have a web browser and an internet connect they can view the document.

**4. Work Collaboratively**

By far the best feature of Google Docs. Work collaboratively with others in your class. Missing a day because of IASAS? No problem! Have a friend take notes in Google Docs during class and simply share the notes with you. Just don’t forget to return the favor.

**5. Share and Share a Like**

Simply create documents to share with team members, club members, or anyone else you need to. No more worrying about the latest versions of the document or how many times you’ve revised. Allowing everyone to work on the same document at the same time can increase productivity and save you time.

**6. Export to PDF or Word no problem**

Still need to hand in the Word or PDF version? Not a problem File – Download As allows you to download Google Docs in a variety of formates.

**7. Make it Public**

Proud of a piece of work that you want to put on your blog or share with the world? With a couple simple clicks turn any document or presentation into a viewable web page. If you can click you can publish.

**8. Work from any computer with Internet access**

Never worry about leaving your USB or computer at home again. Any computer, or mobile device for that matter can access your files. From an iPad to a Blackberry it might not be the best view in the world but you can still see your documents.

**9. Work on the Go**

If you have the Chrome browser installed (and if you don’t you should) install these apps to allow you to work on the go. Turn your bus time into work time.

**10. Because it’s the future**

We’re headed into a fully web-based world. Even Microsoft is working to make Word fully online in a few years…see I told you they were old school. Get a jump on the future and get use to working on the web now so you’re not playing catch up later.

Those are my 10 reasons….what would you add to the list?