Brendon: Hi, my name is Brendon.

Kaydence: Hi, my name is Kaydence.

Brendon: We are going to teach you how to title a Google Document.

Kaydence: First, you need to make sure that you have created a new document.

Brendon: Then, you need to come up here to the little box in the top left hand corner that says **untitled document.**

Kaydence: And then you need to type the title of your document. For our example, We'll name it The Report.

Brendon: Ok, now you are done titling a Google Doc. If you want to learn how to add text, change font, size and color make sure and watch our other How To Tutorials!

Brendon: Bye, see you later.

Kaydence: Bye, see you later.