



GOOGLE APPS

AN OVERVIEW OF GOOGLE APPS AND PROGRAM FEATURES

ICIT Technology Training and Advancement

Updated: 10/9/2014



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Google Apps Overview

- Google Drive
 - File storage (30 GB)
 - Google Docs (Word)
 - Spreadsheets (Excel)
 - Forms
 - Presentations (PowerPoint)
 - Drawings (Publisher)
- Google Sites
 - Creating online webpages



What Are The Features

- Files are always in sync with all devices.
- View revision history
- Download Options (.doc,.xls)
- Comments (threaded)
- Notifications of changes
- Auto-save
- Collaborate with others in real-time

The screenshot displays two UI components. The top component is a 'Revision history' panel with a dark header and a close button. It lists four revisions, all by 'Jessica Eddy':

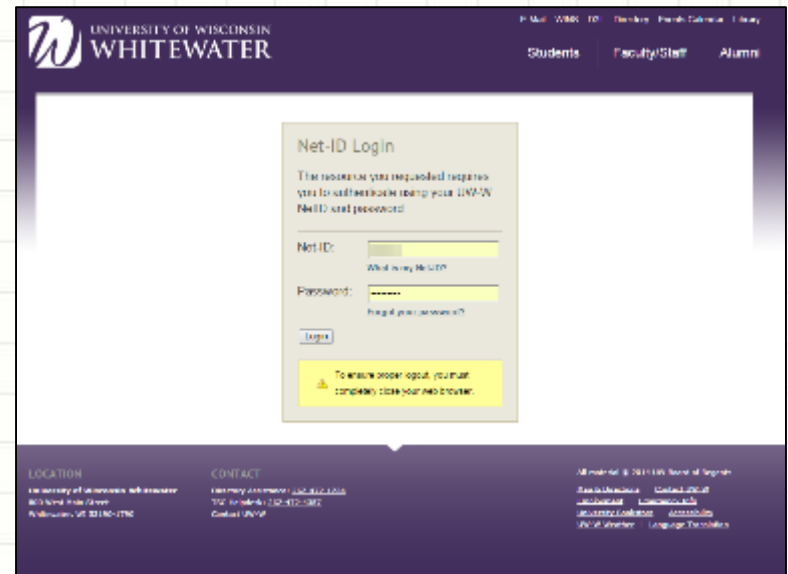
- Today, 3:12 PM (green icon)
- Today, 12:53 PM (pink and green icons)
- Today, 12:51 PM (green icon)
- Today, 11:32 AM (green icon)

The bottom component is a yellow comment box for 'Jessica Eddy' with a profile icon. It contains a text input field with the placeholder 'Remember to spell check doc' and two buttons: 'Comment' and 'Cancel'.

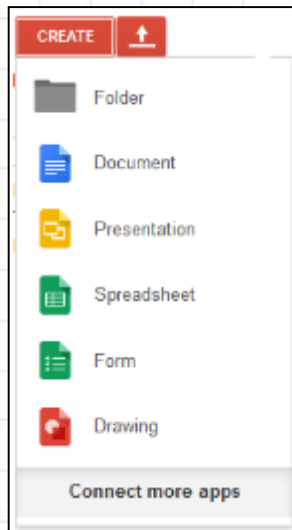
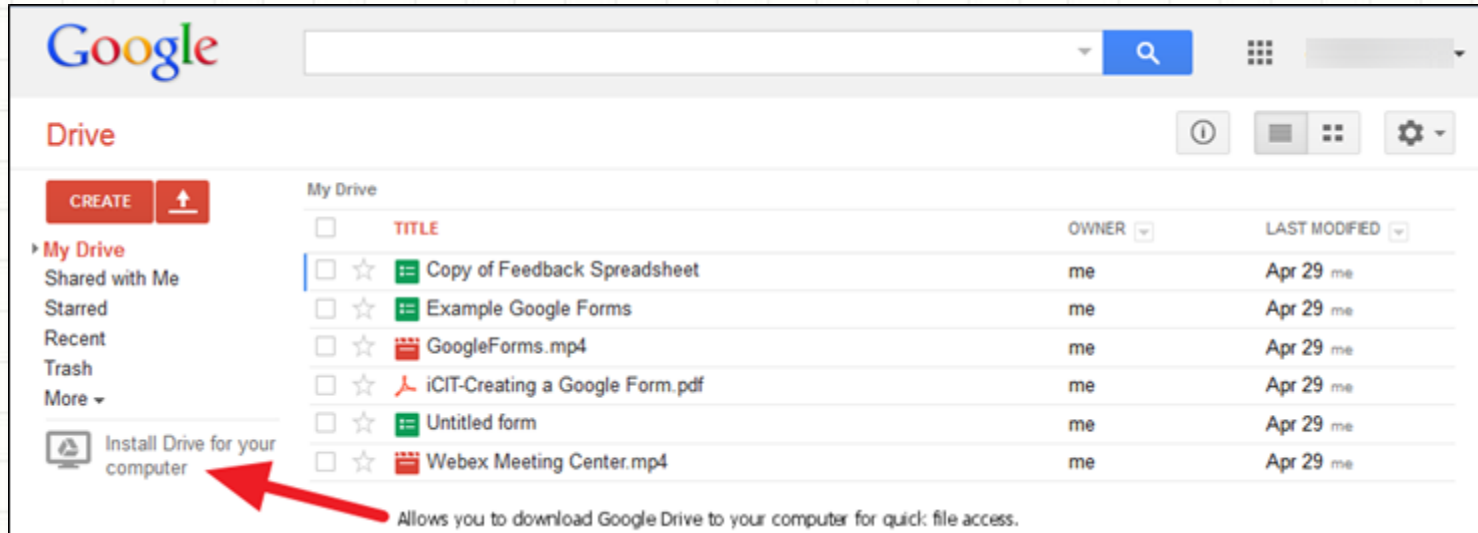


How to Access Google Drive

- <http://drive.google.com>
- Login using your **Email address/Net-ID** and **password**



Google Drive Main Page



Clicking the Create button gives you access to:

- Create new folders in Google Drive
- Create a Google document or other Google app
- Create a Google Form
- Create a Google Drawing
- Connect to other 3rd party apps



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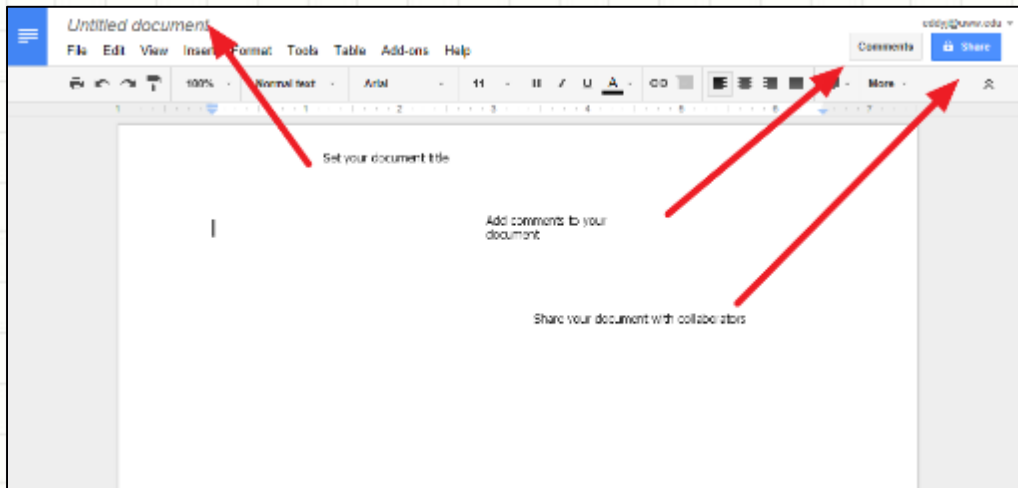
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Google Docs



Document

- Change document title in upper left-hand corner
- Use top toolbar to access document features
- Use quick access toolbar to find frequently used tools
- **NOTE:** all changes are saved automatically in Google drive. No need to save your document.
- Share your document with other collaborators.
 - Collaborators can edit your document in real-time while you are editing your document. Changes will appear while you are working.
- Simply close out of web browser tab when done editing your document.

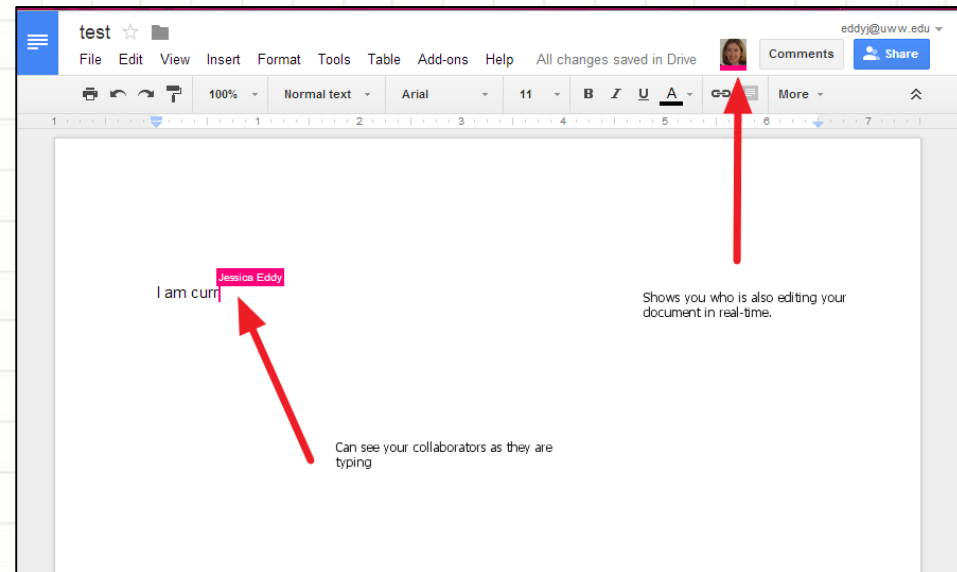


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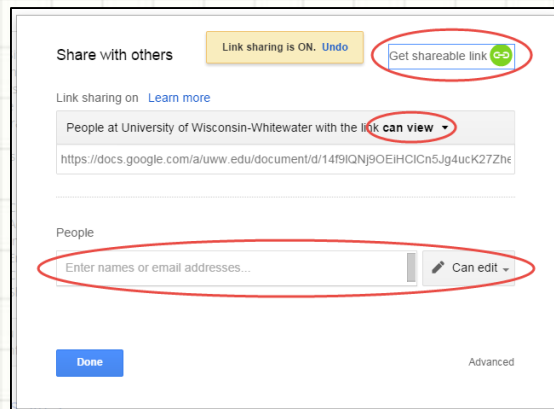
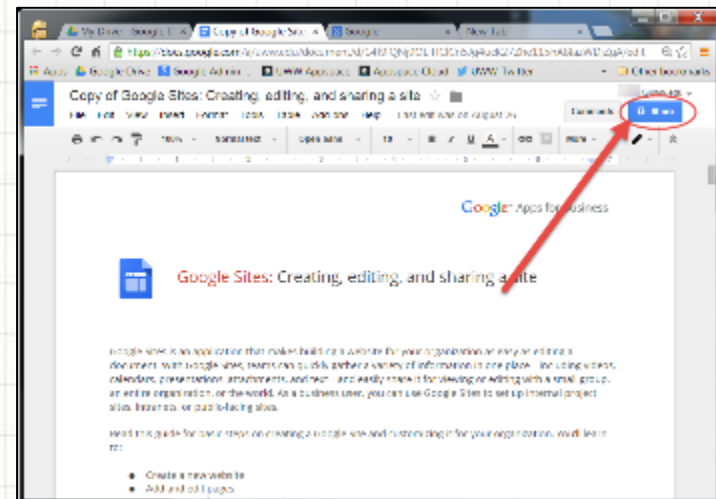
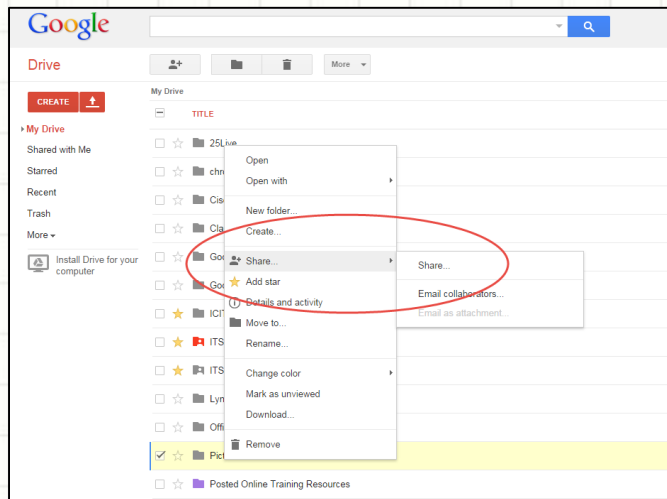
Collaborating With Others

- See who is working on your file.
- Watch users editing in real-time.
- Collaboration works in all Google applications.
- Max 50 collaborators at one time.



Sharing Google Files

- Within Google Drive, right-click, then choose “Share”
- Within a Google Doc, click the “Share” button

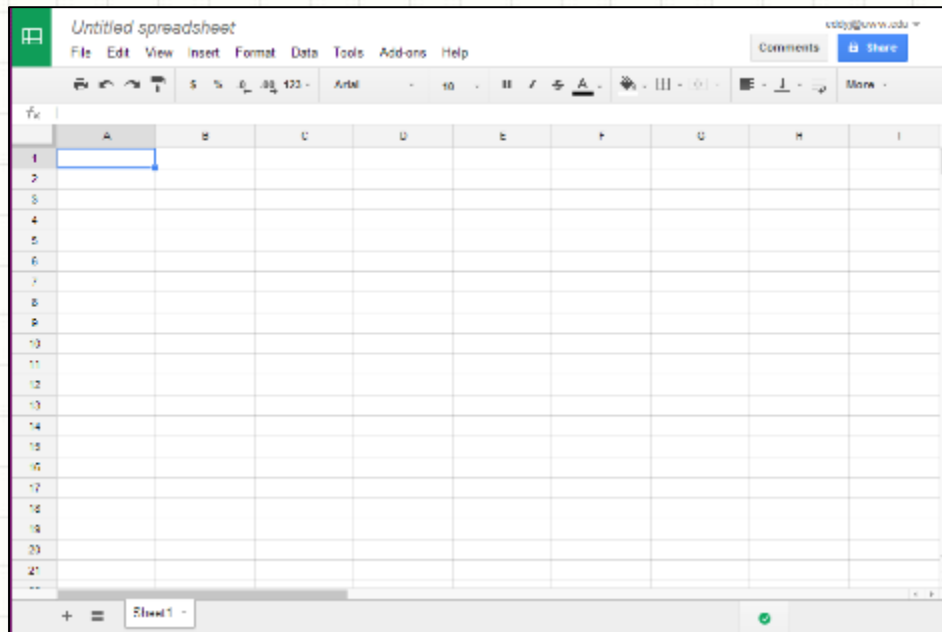


Google Spreadsheet



Spreadsheet

- Similar to Microsoft Excel
- Insert charts, images, videos
- Create calculations and formulas
- Create multiple sheets
- Protect cells, sheets or the entire workbook
- Configure notification rules notifying you of changes to your spreadsheet.



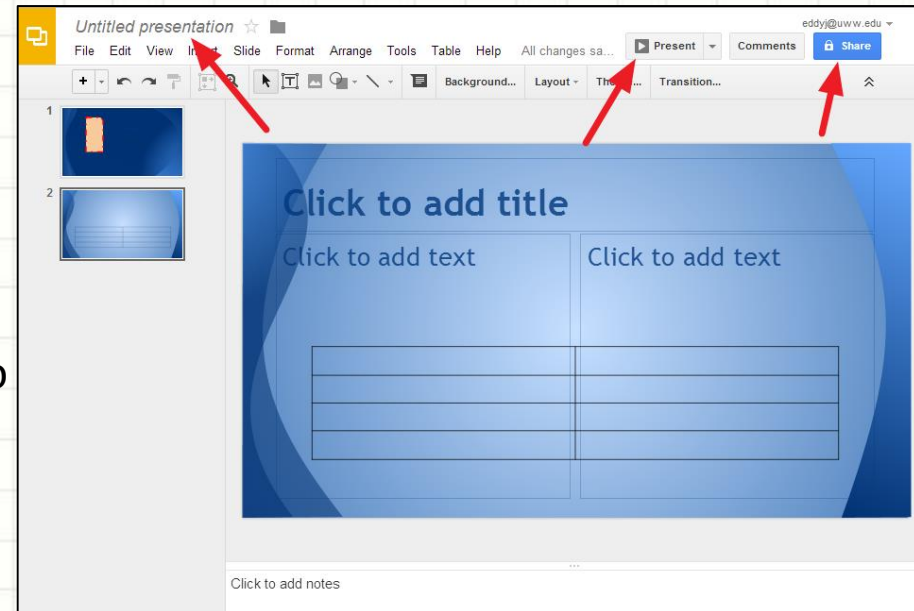
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Creating a Google Presentation



- Similar to Microsoft PowerPoint
- Choose your title and theme
- Top toolbar gives you access to more features
- Quick-launch toolbar gives you quick access to commonly used features
- Insert text, images, video, etc.
- Insert tables
- Presenter Views
 - click screen or scroll up/down to advance
 - Full screen views
 - Presenter with speaker notes opens up additional notes window
- Share your presentation with collaborators
- Configure who can view your presentation





Google Forms

- Create simple questionnaire type forms
- Questions types such as:
 - Text
 - Multiple choice
 - Dropdown boxes
 - Grids
 - Checkboxes
- Select different theme backgrounds
- Publish your form online
- Save form results to Google Spreadsheets
- Set notification rules to notify you of changes

Untitled form

What is your name?
Enter in first and last name here.

What class did you take?

Science
Math
History

How would you rate this class?

1 2 3 4 5

Liked Disliked

Submit

Never submit passwords through Google Forms.

Powered by Google Drive

This form was created inside of University of Wisconsin-Whitewater.
Report Abuse - Terms of Service - Additional Terms

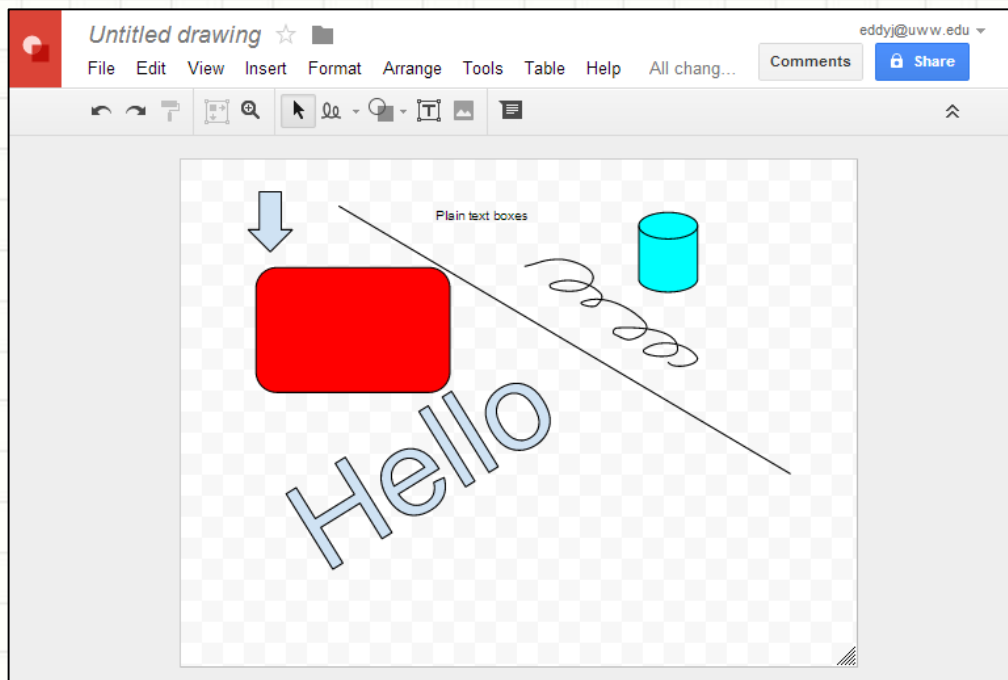


Google Drawing



Drawing

- Picture editing tool similar to Microsoft Publisher
- Create different kinds of boxes, arrows, lines, scribbles, etc
- Change font colors or fill in shapes with different colors
- Insert pictures and even take a snapshot using your computer camera
- Other fun tools

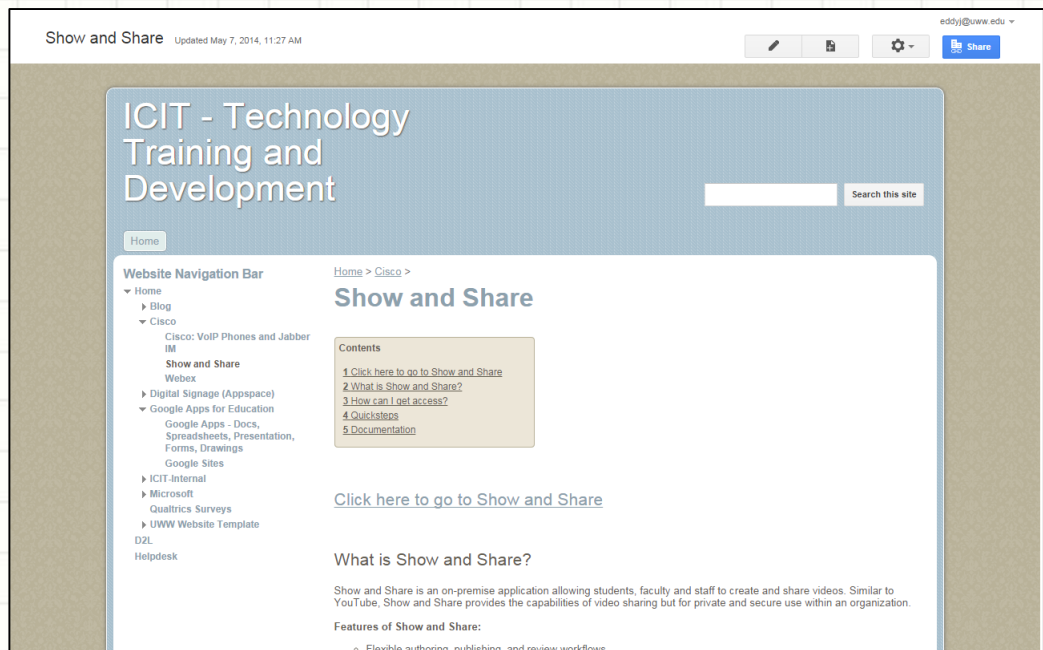


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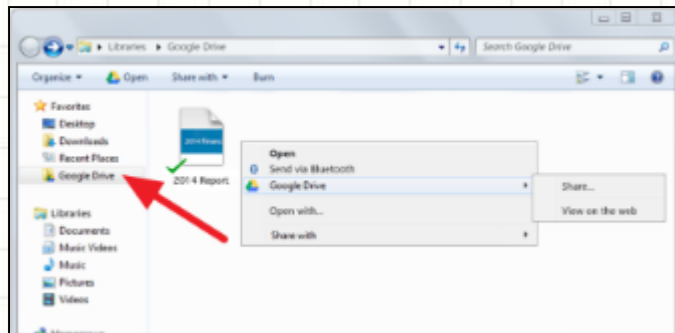
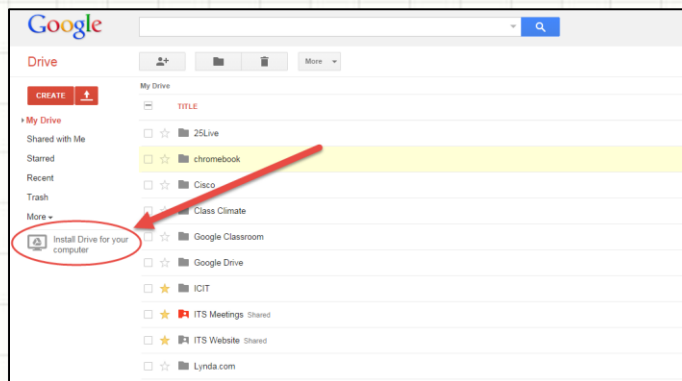
Google Sites

- <http://sites.google.com> – login with email address/Net-ID and password.
- Easily create websites to share with others
- Create announcement boards
- Post documents and link to other websites
- Embed YouTube videos
- Embed Google docs, forms, etc



Google Drive Desktop Client

- Allows you to easily move files to Google Drive
- Share files with right click
- Puts Google Drive folder in file explorer
- **Should NEVER be downloaded on public computers**



HELPFUL RESOURCES:

Google Apps for Education Help Pages:

- <http://www.google.com/enterprise/apps/education/products.html>
- <http://learn.googleapps.com/>
- <https://support.google.com/>
- Lynda.com: <http://go.uww.edu/lynda>
- ICIT Training Website: <http://www.uww.edu/icit/services/google>



THANKS!

- Any questions or comments?
- Thank you for your time!