GOOGLE APPS

AN OVERVIEW OF GOOGLE APPS AND PROGRAM FEATURES

ICIT Technology Training and Advancement

Updated: 10/9/2014



Google Apps Overview

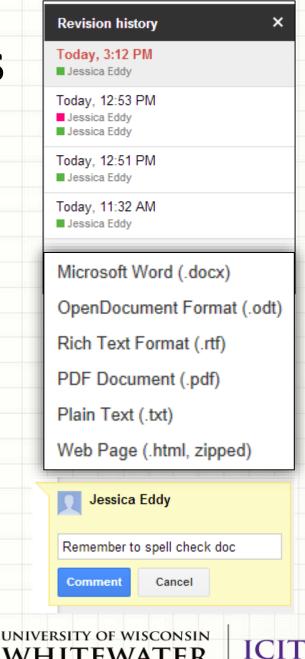
Google Drive

- 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



How to Access Google Drive

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

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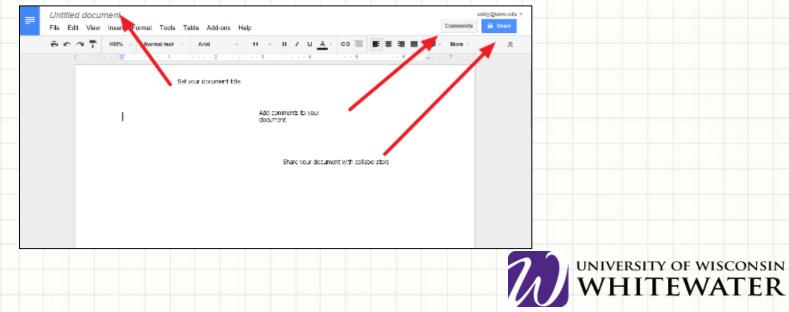
Google Drive Main Page

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Google Docs

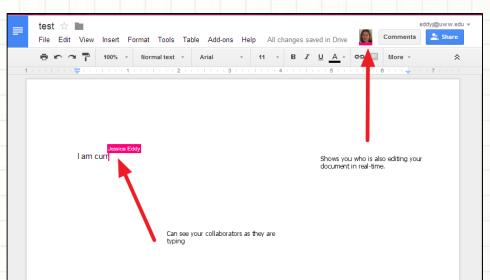


- Change document title in upper left-hand corner
- Use top toolbar to access document features
- Use quick access toolbar to find frequently used tools
- **NOTE:** all changes are saved automatically in Google drive. No need to save your document.
- Share your document with other collaborators.
 - Collaborators 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.



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

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Google Spreadsheet



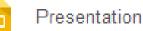
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Spreadsheet

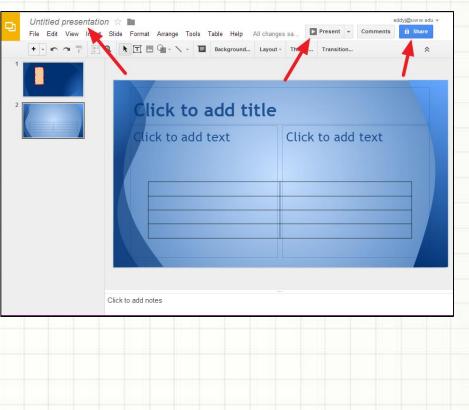
- Similar to Microsoft Excel
- Insert charts, images, videos
- Create calculations and formulas
- Create multiple sheets
- Protect cells, sheets or the entire workbook
- Configure notification rules notifying you of changes to your spreadsheet.

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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

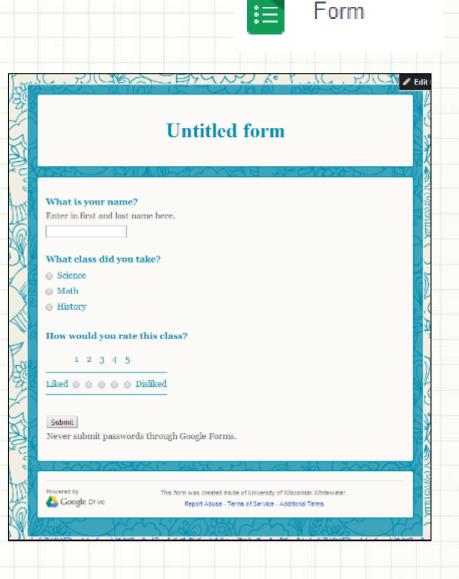






Google Forms

- 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

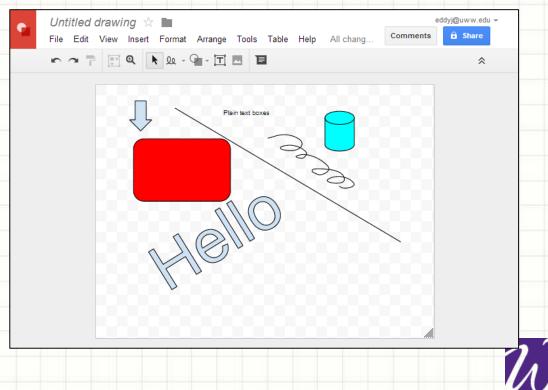




Google Drawing



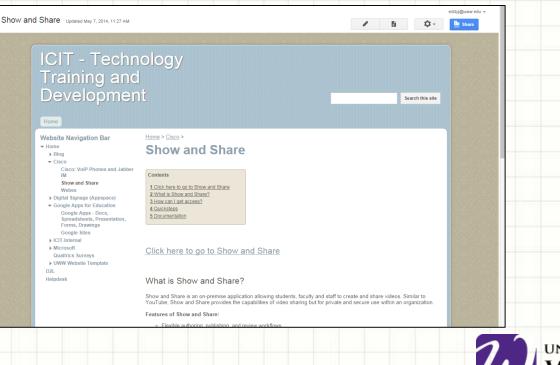
- Picture editing tool similar to Microsoft Publisher
- Create different kinds of boxes, arrows, lines, scribbles, etc
- Change font colors or fill in shapes with different colors
- Insert pictures and even take a snapshot using your computer camera
- Other fun tools





Google Sites

- <u>http://sites.google.com</u> 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

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HELPFUL RESOURCES:

Google Apps for Education Help Pages:

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

THANKS!

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