



Google Apps



Presented Saturday, 8/26/23
Gail Weiss

Google Apps

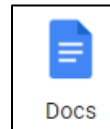
▶ GOOGLE DRIVE



- ▶ Used for storing and accessing all your files on the Internet created using the Google Suite

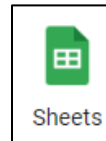
▶ GOOGLE DOCS

- ▶ Equivalent to MS WORD



▶ GOOGLE SHEETS

- ▶ Equivalent to MS EXCEL



▶ GOOGLE SLIDES

- ▶ Equivalent to MS POWERPOINT

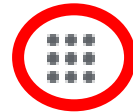


▶ List of All Other Apps

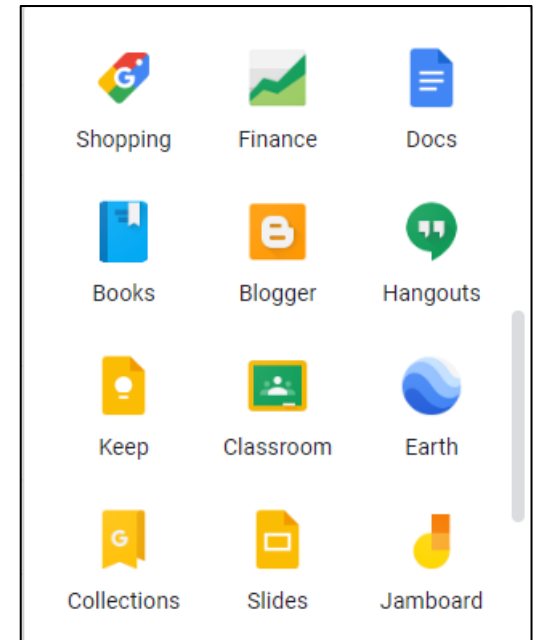
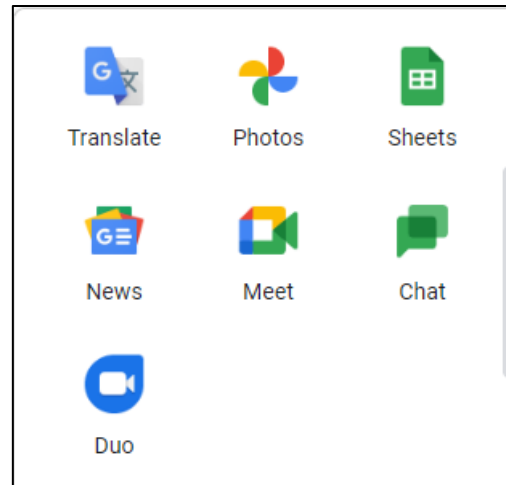
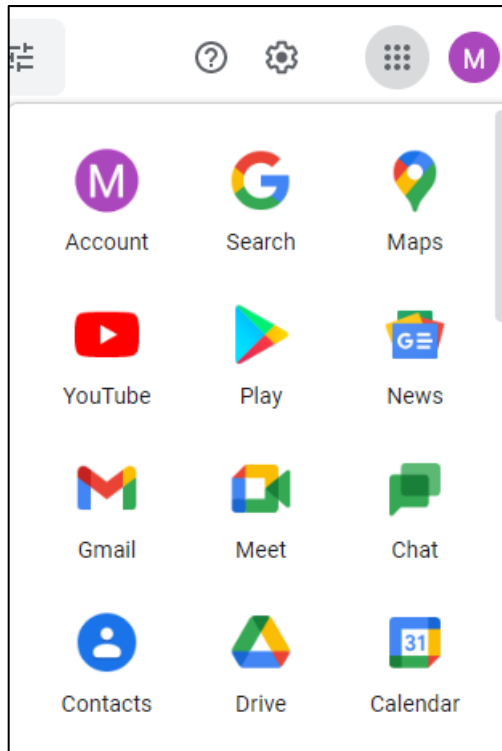


Google Account

- ▶ www.google.com
- ▶ Sign In with you Google email account.
- ▶ Click the Apps Icon in the upper right corner.

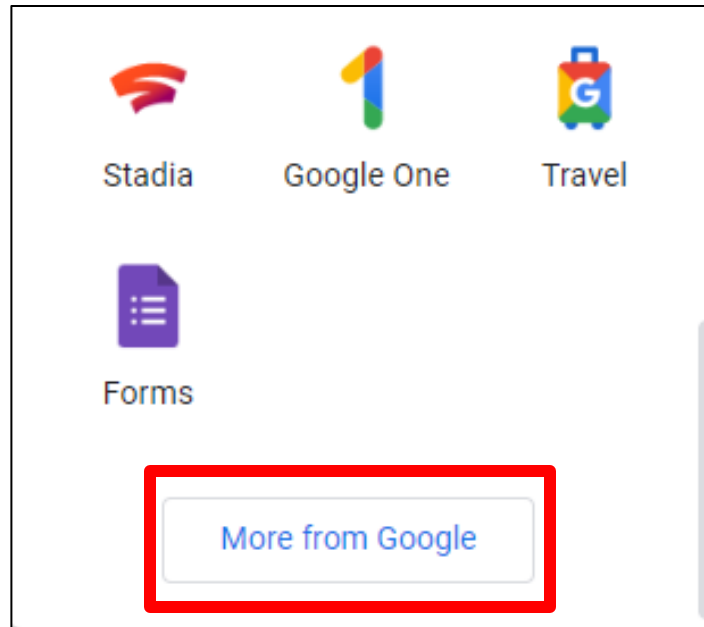


List of Google Apps



More Google Apps

- ▶ Click ***Even More from Google***



List of All Google Apps

For all



Android Auto



Android OS

androidtv

Android TV



Calendar



Cardboard



Chrome



Chrome Enterprise



Chromebook



Chromecast



Connected Home



Contacts



Digital Wellbeing



Docs



Drive



Earth



Exposure Notifications



Finance



Forms



Gboard



Gmail



Google Alerts



Google Arts & Culture



Google Assistant



Google Authenticator



Google Chat



Google Classroom



Google Expeditions



Google Family Link



Google Fi



Google Files



Google Find My Device



Google Fit



Google Flights



Google Fonts



Google Groups



Google Health Studies



Google Home App



Google Input Tools



Google Lens



Google Meet



List (cont'd)



Google One



Google Pay



Google Photos



Google Play



Google Play Books



Google Play Games



Google Play Pass



Google Play Protect



Google Podcasts



Google Shopping



Google Street View



Google TV



Google Tasks



Google Workspace



Hangouts



Keep



Maps



Messages



News



PhotoScan



Pixel



Pixel Buds



Pixelbook



Scholar



Search



Sheets



Sites



Slides



Snapseed



Stadia



Tilt Brush



Translate



Travel



Voice



Waze



Wear OS by Google



YouTube



YouTube Kids



YouTube Music

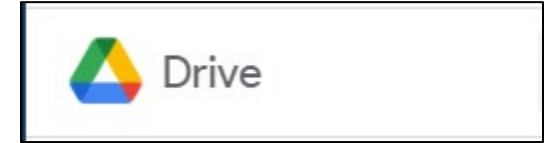


YouTube TV



YouTube VR

Google Drive

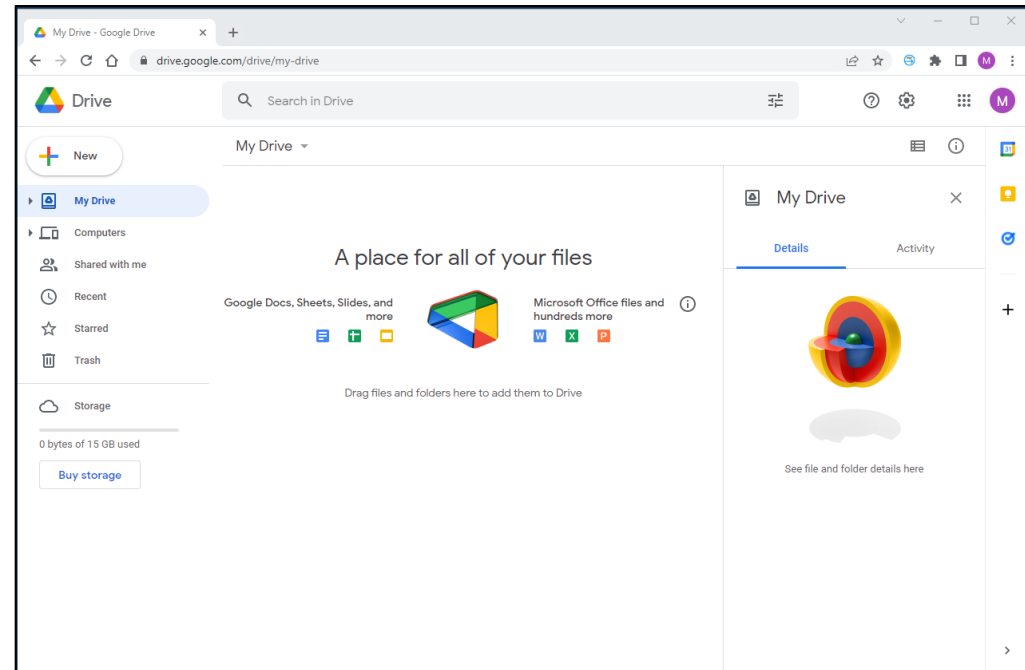


▶ A Place for All Your Files

- ▶ Use on the Web
- ▶ App Store (iPhone & iPad)
- ▶ Google Play (Android)
- ▶ Download to Computer

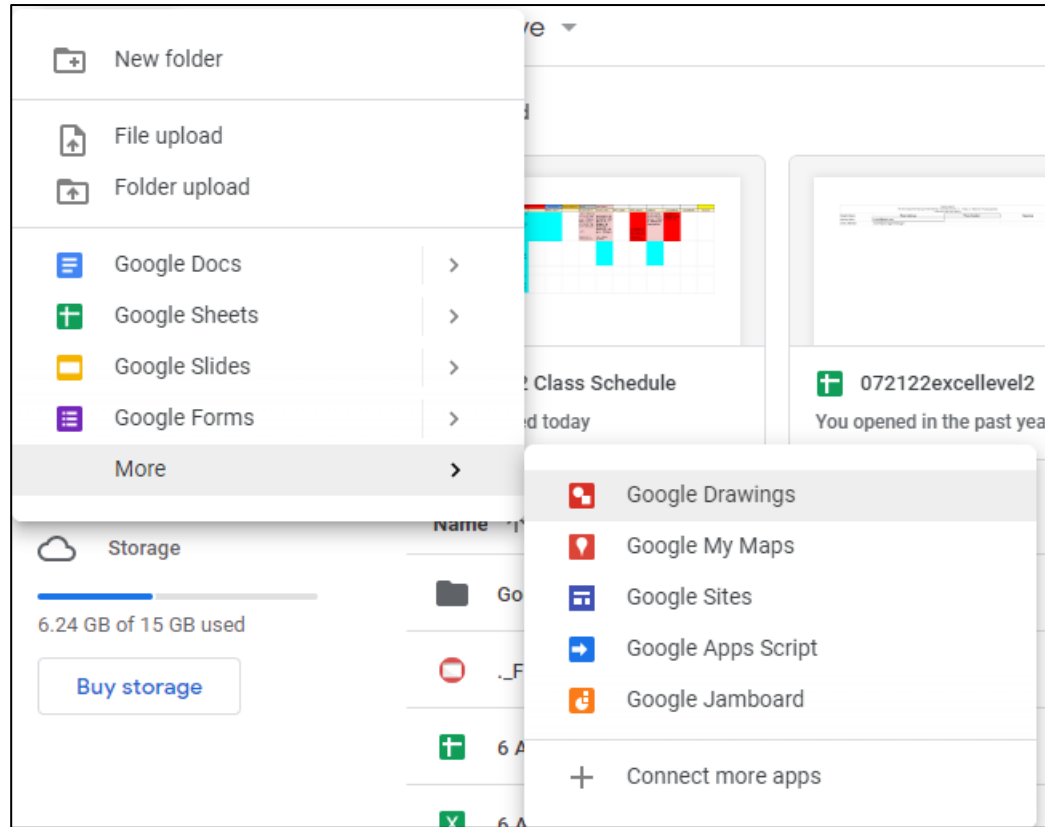
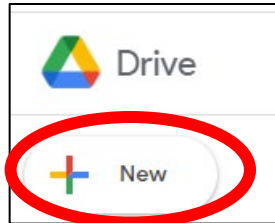
▶ My Drive (Storing Files)

- ▶ Photos
- ▶ Documents
- ▶ Spreadsheets
- ▶ Slides



Google Drive - New

▶ Click New.



Google Docs On Computer



Docs (Computer)

▶ Like WORD

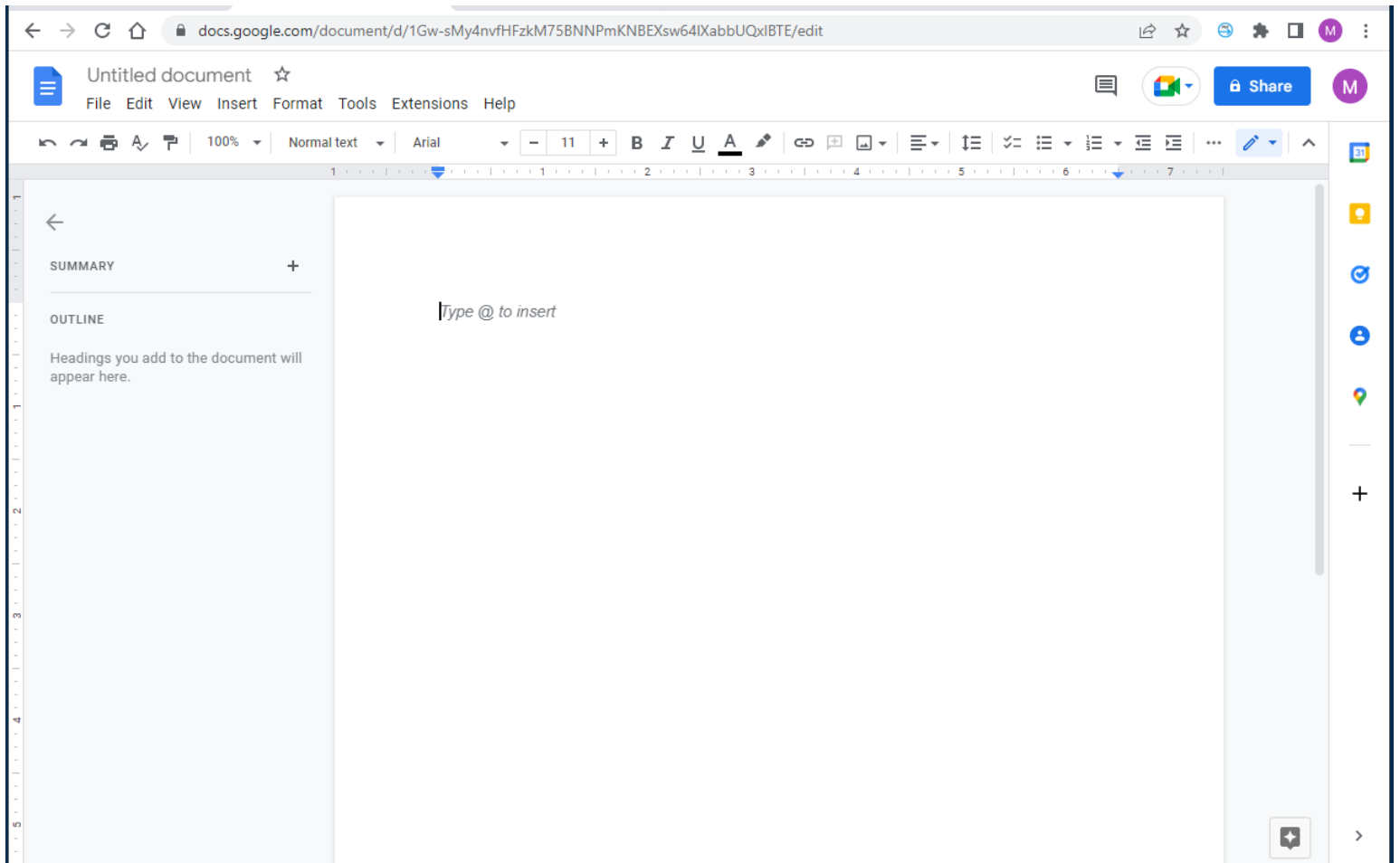
The screenshot shows the Google Docs interface in a browser. The address bar displays `docs.google.com/document/u/0/`. The main content area is titled "Start a new document" and features a "Template gallery" with six options:

- Blank
- Resume (Serif)
- Resume (Coral)
- Letter (Spearmint)
- Project proposal (Tropic)
- Brochure (Geometric)

Below the templates, the "Recent documents" section is visible, showing a dropdown menu set to "Owned by anyone" and icons for list view, sort (A-Z), and folder view. A large white box in the center of the page contains the text:

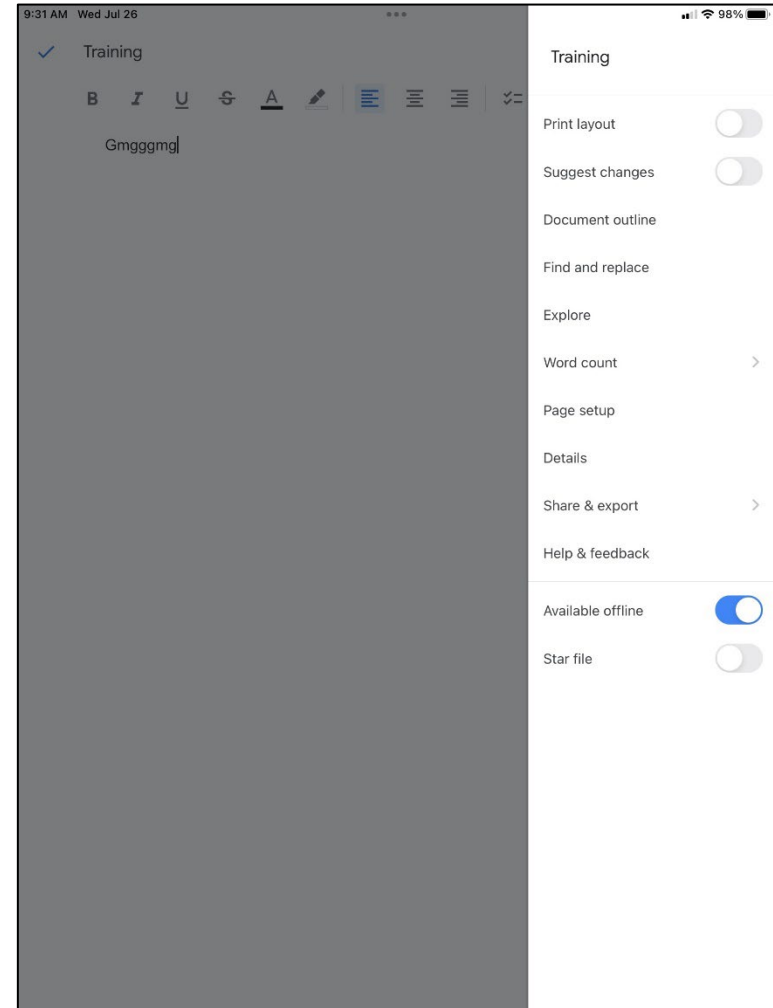
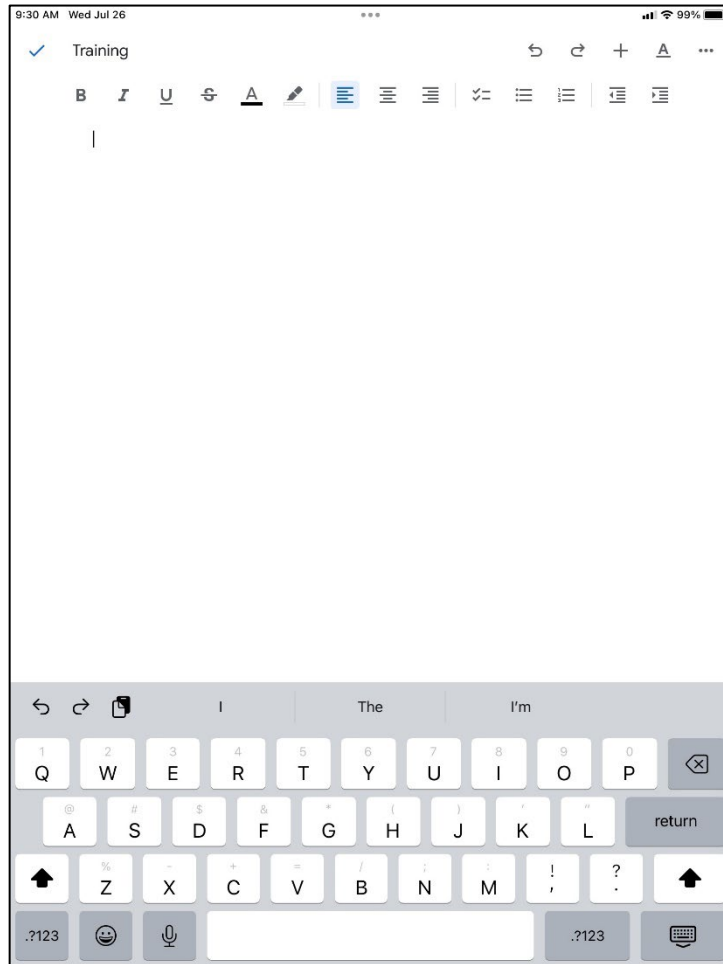
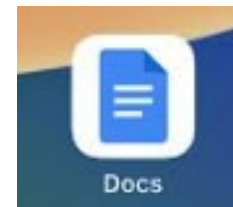
No text documents yet
Click + to create a new document.

Docs – Blank Document



Docs on iPad

Docs App on iPad/iPhone



Google Sheets

Sheets on a Computer

The screenshot shows the Google Sheets web interface. At the top, the browser address bar displays `docs.google.com/spreadsheets/u/0/`. Below the address bar, the Google Sheets logo and a search bar are visible. The main content area is titled "Start a new spreadsheet" and features a "Template gallery" dropdown menu. Five template cards are displayed:

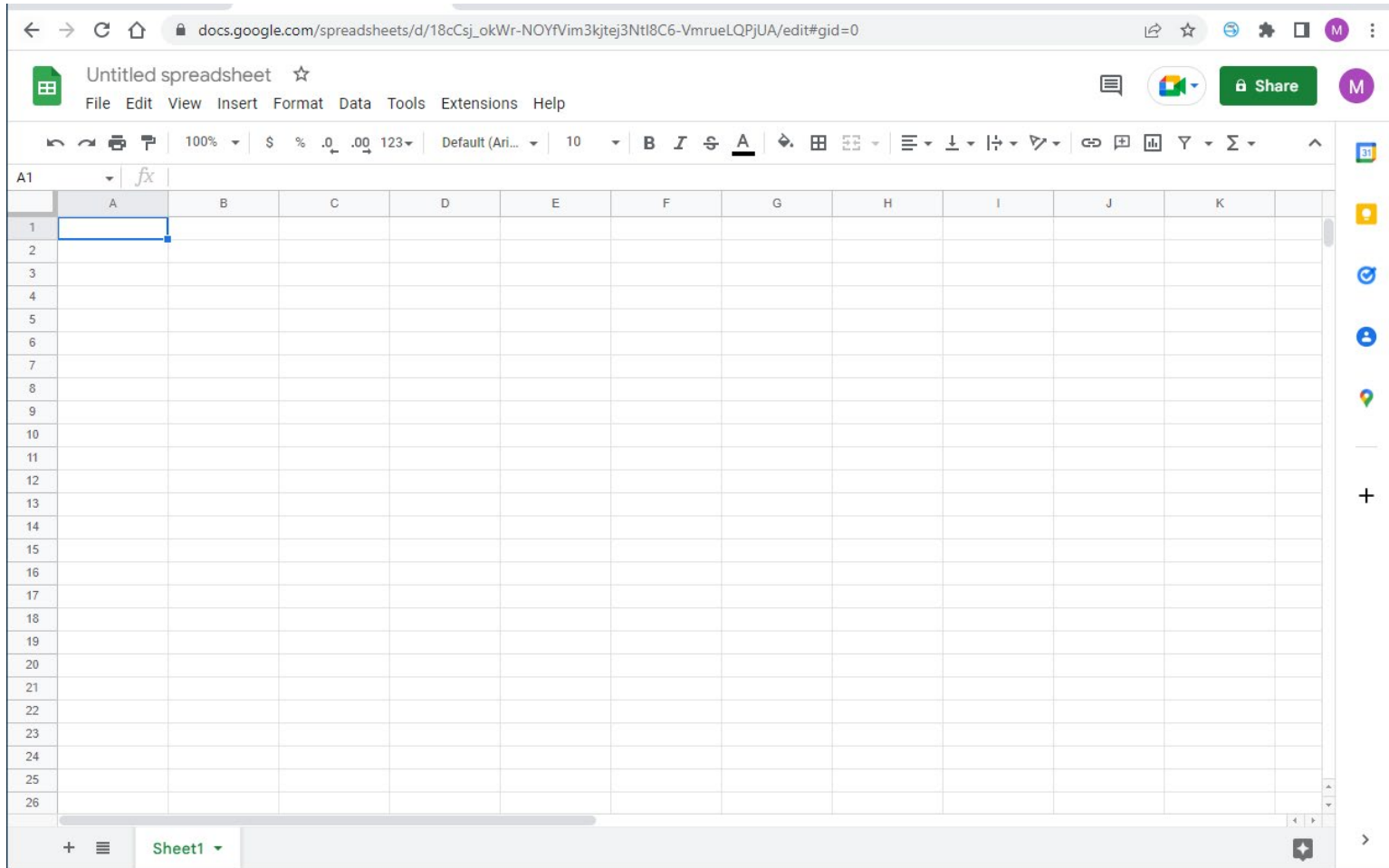
- Blank**: A card with the Google Sheets logo.
- To-do list**: A card showing a list of tasks with checkboxes.
- Annual budget**: A card titled "Annual budget tracker" with a list of items and a progress bar.
- Monthly budget**: A card titled "Monthly Budget" with a bar chart and a summary table.
- Google Finance Invest...**: A card titled "Alphabet Inc Class C" with a line chart and a table of financial data.

Below the templates, the "Recent spreadsheets" section is visible, showing a filter for "Owned by anyone" and "Last opened by me". A large empty box contains the text: "No spreadsheets yet. Click + to create a new spreadsheet."

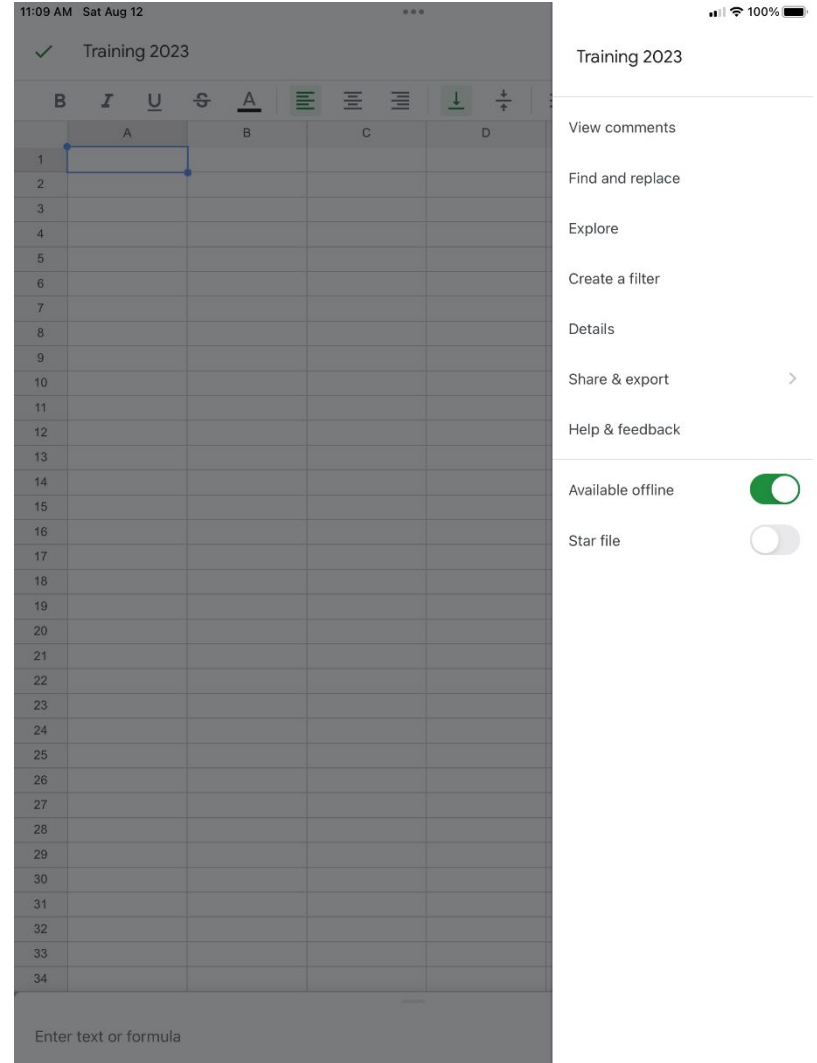
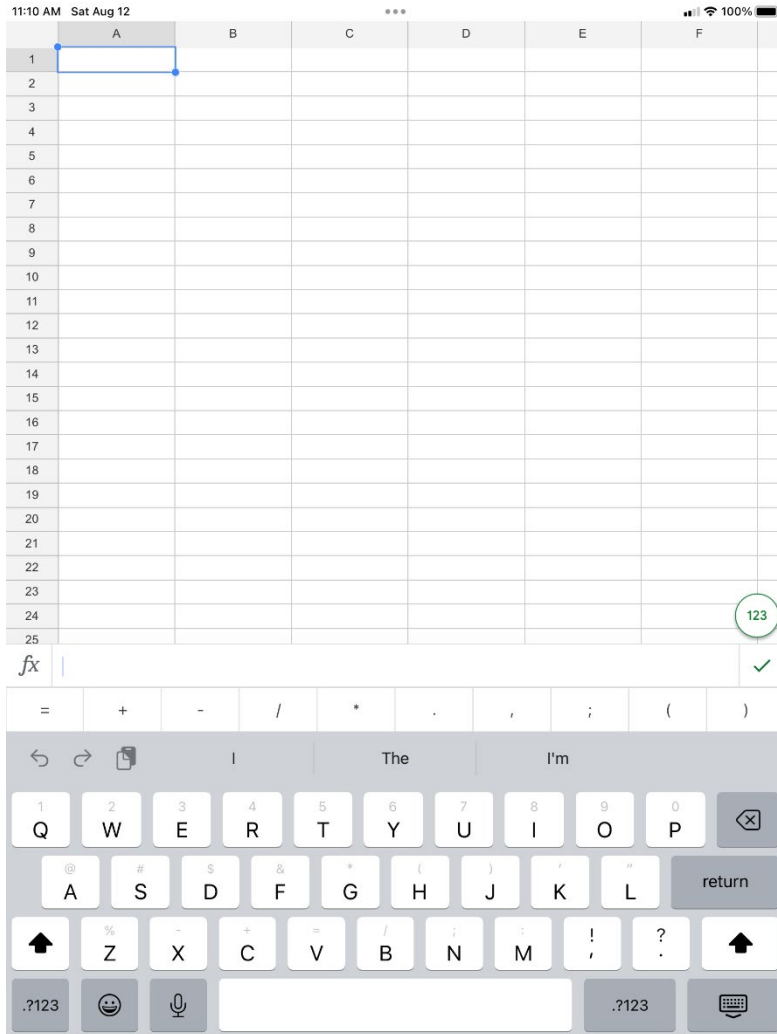


Sheets on a Computer

▶ Like EXCEL



Google Sheets on an iPad



Google Slides

Slides on a Computer

The screenshot shows the Google Slides web interface. At the top, there is a browser address bar with the URL `docs.google.com/presentation/u/0/`. Below the address bar is the Slides header with a search bar and a user profile icon. The main content area is divided into two sections: "Start a new presentation" and "Recent presentations".

Start a new presentation

Under "Start a new presentation", there are five template options:

- Blank**: A white slide with a colorful plus sign.
- Your big idea by Made to Stick**: An orange slide with the text "Making Presentations That Stick" and "A guide by Chip Heath & Dan Heath".
- Photo album**: A slide with a collage of photos, including the Golden Gate Bridge.
- Wedding**: A slide with the text "Join us for a full weekend of activities!" and a table with columns for "Saturday", "Friday", and "Sunday".
- Portfolio**: A slide with the text "Project name" and an image of a laptop and a smartphone.

Recent presentations

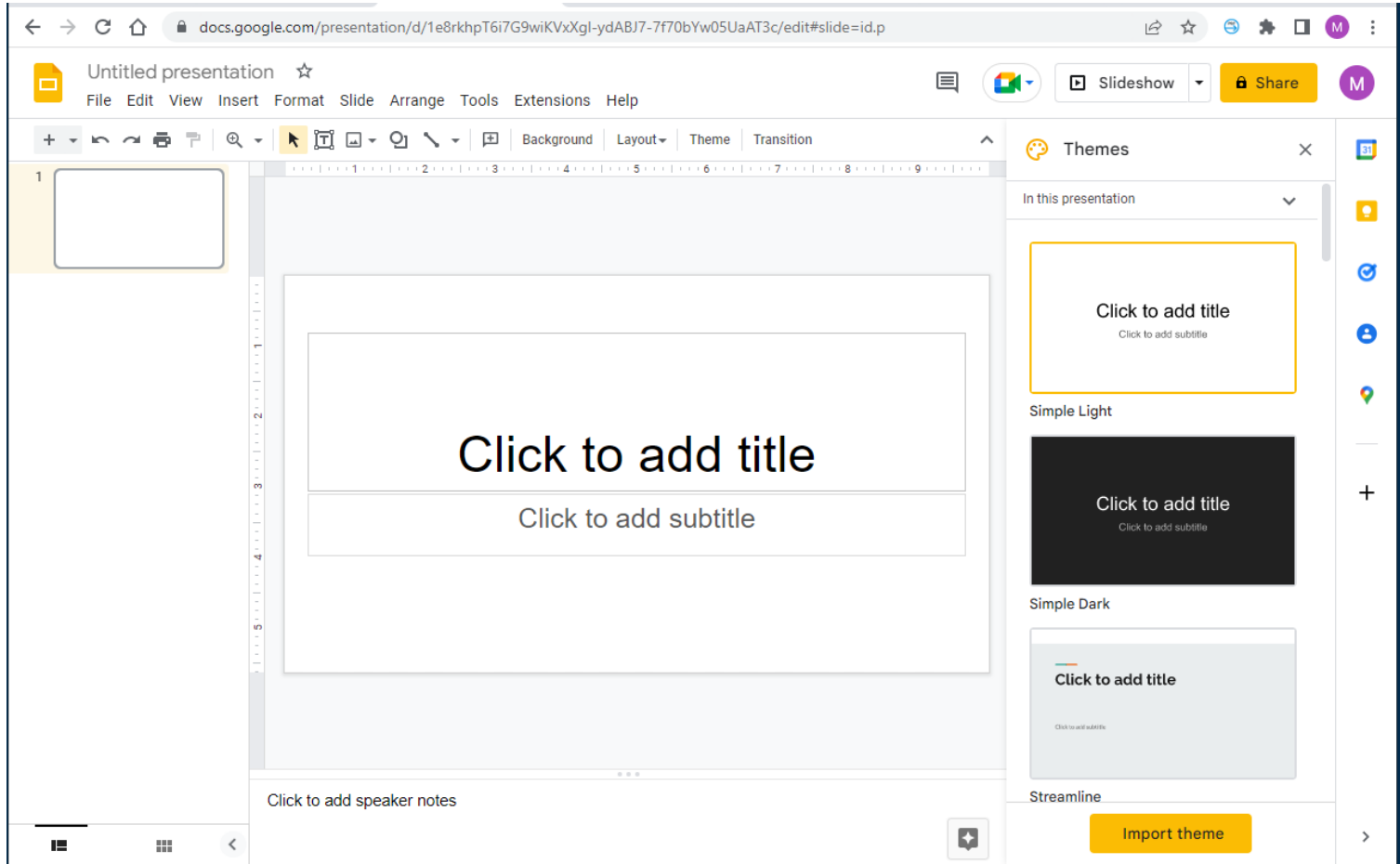
Under "Recent presentations", there is a dropdown menu set to "Owned by anyone" and icons for list view, sort (AZ), and folder view. Below this is a large empty box with the text:

No presentations yet
Click + to create a new presentation.

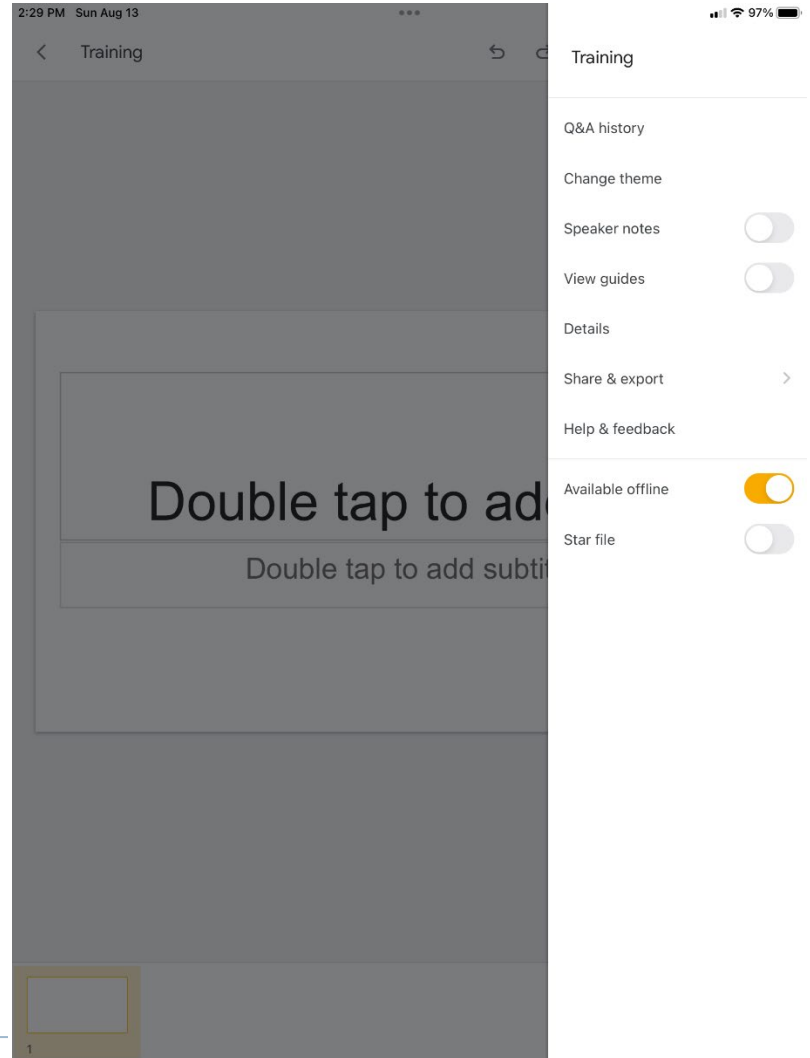
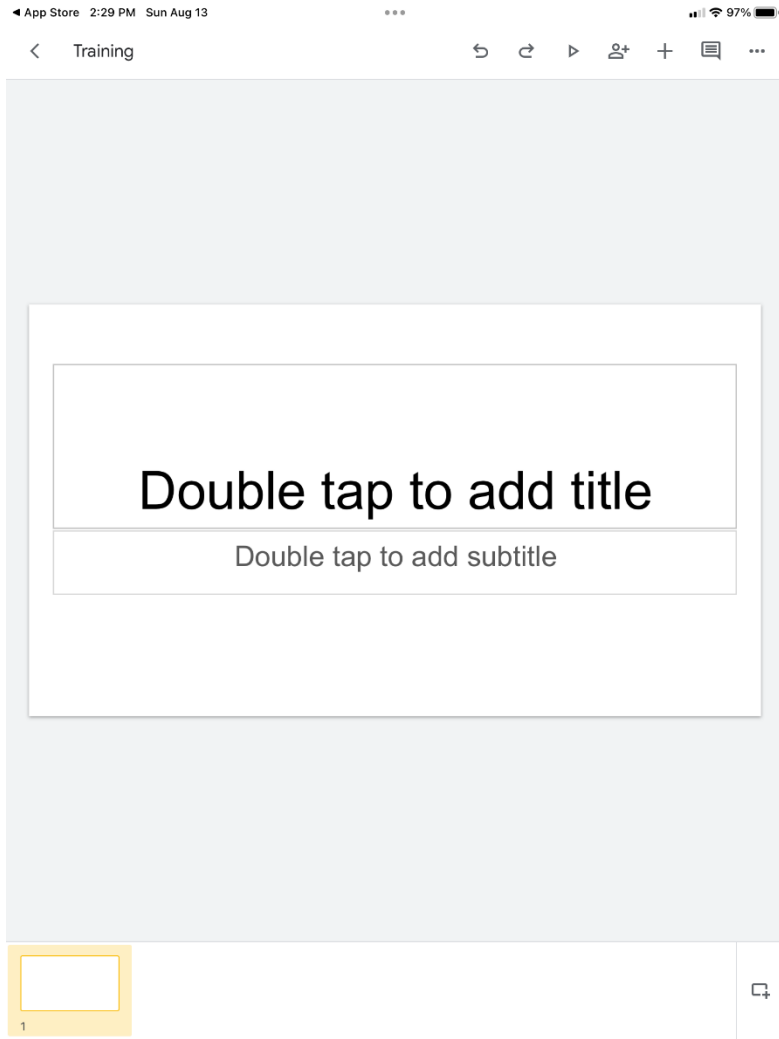
Slides on a Computer



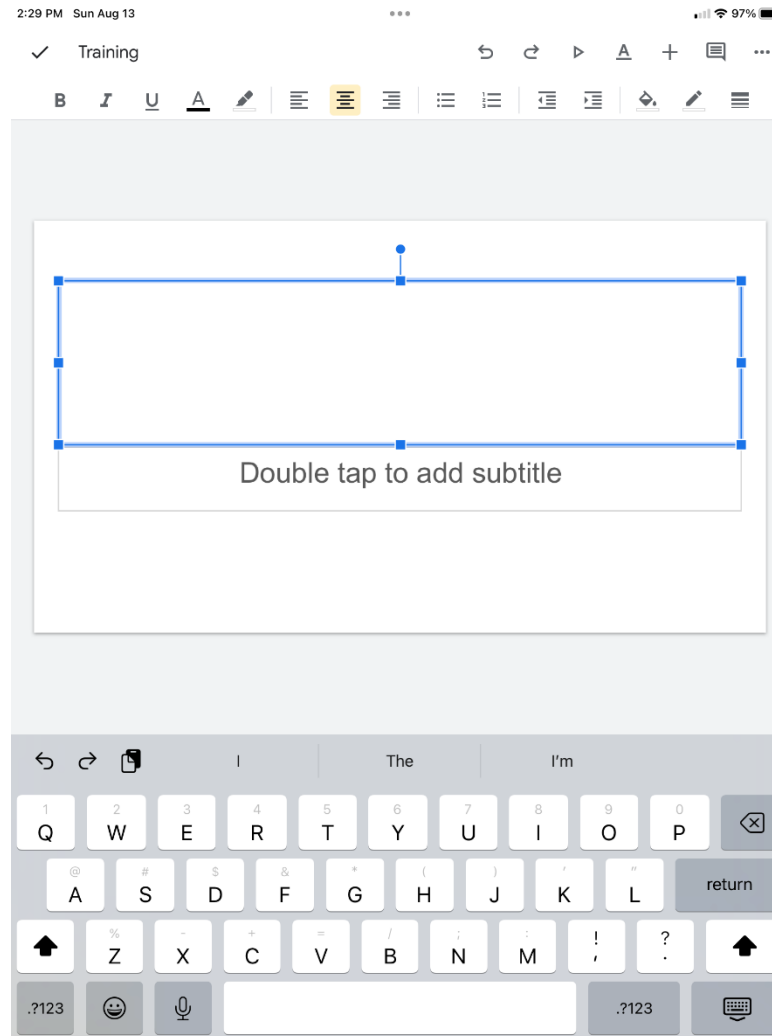
▶ Like PowerPoint



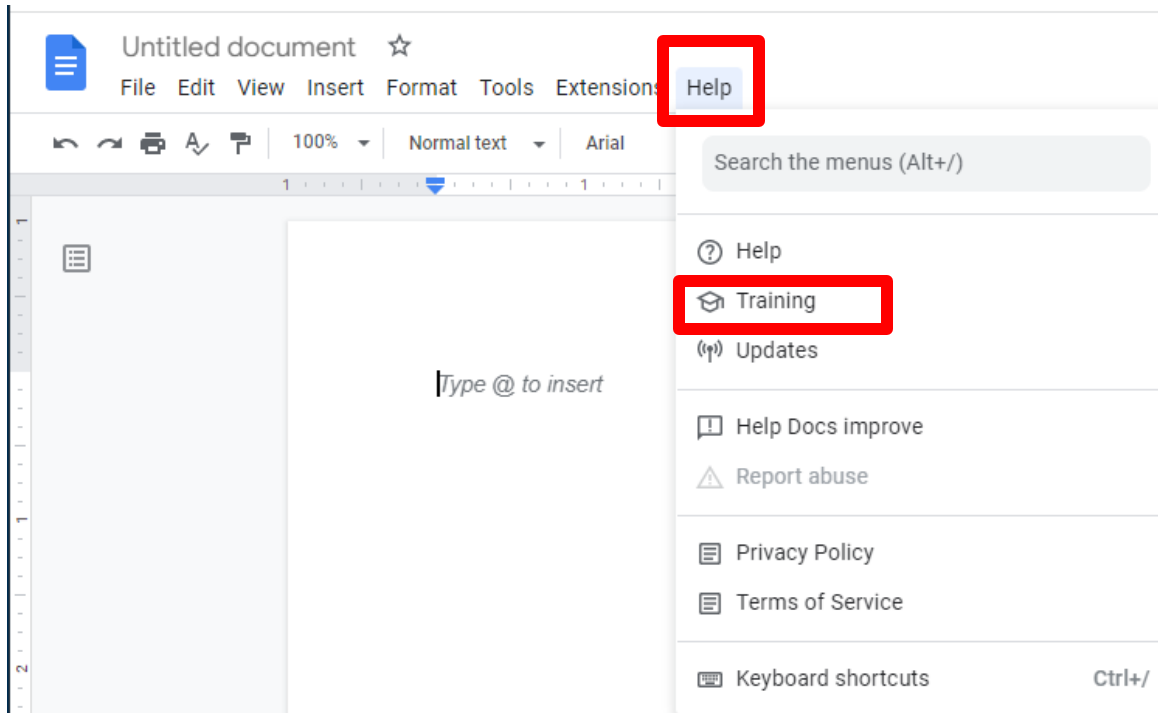
Slides on an iPad



Slides on an iPad



Getting Help



Help on the Web

Google Docs training and help

Want to use Google apps at work or school? [Sign up for a Google Workspace trial](#)

On this page

- [Docs quick start guides](#)
- [Docs cheat sheet](#)
- [Docs productivity guides](#)
- [Docs troubleshooting & more resources](#)



Get Docs: [Web \(docs.google.com\)](#), [Android](#), or [iOS](#)

Docs quick start guides

Quickly learn how to create and edit a document, move to Docs from another online word processor, and more.

[Get started with Docs](#)

[Switch to Docs](#)

Docs cheat sheet

Print this visual reminder to keep handy as you get up to speed using Docs.

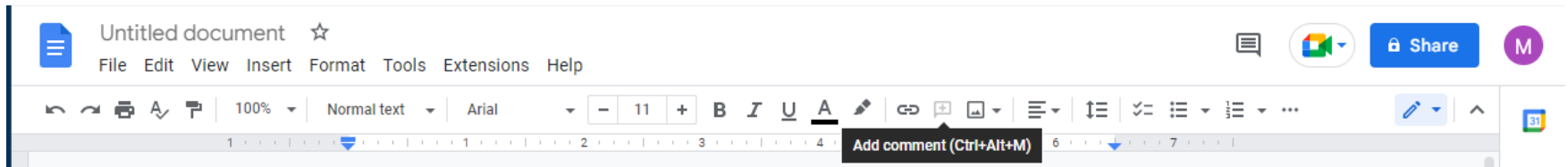
Docs

- [Google Docs training and help](#)
- [Get started with Docs in Google Workspace](#)
- [Switch from Microsoft Word to Google Docs](#)
- [Google Docs cheat sheet](#)
- [Set up citations and bibliographies in Docs](#)
- [Tips to format & customize documents](#)
- [Tips for strong proposals](#)
- [Use Google Workspace keyboard shortcuts](#)



Icons on the Toolbars

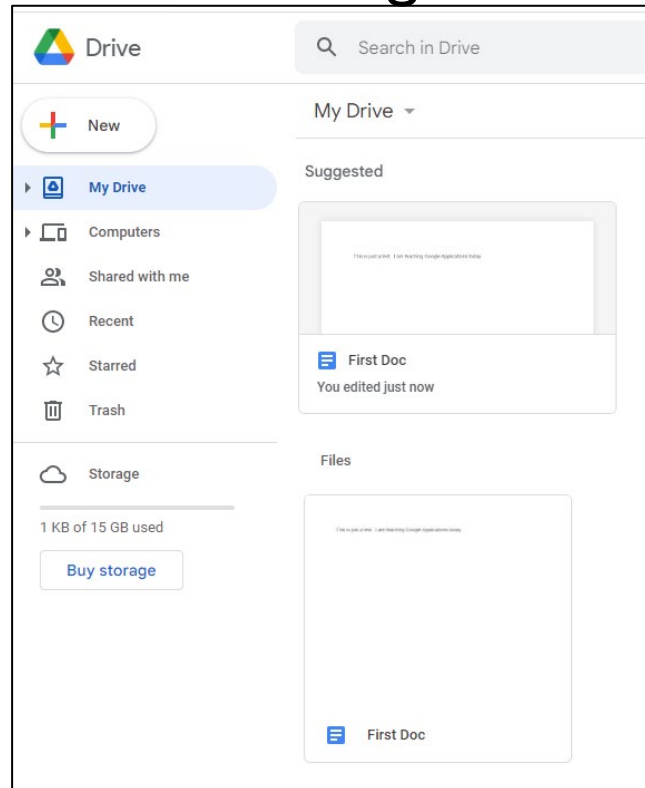
- ▶ Help with Icons
- ▶ Hover over each Icon



Saving Files to Google Drive

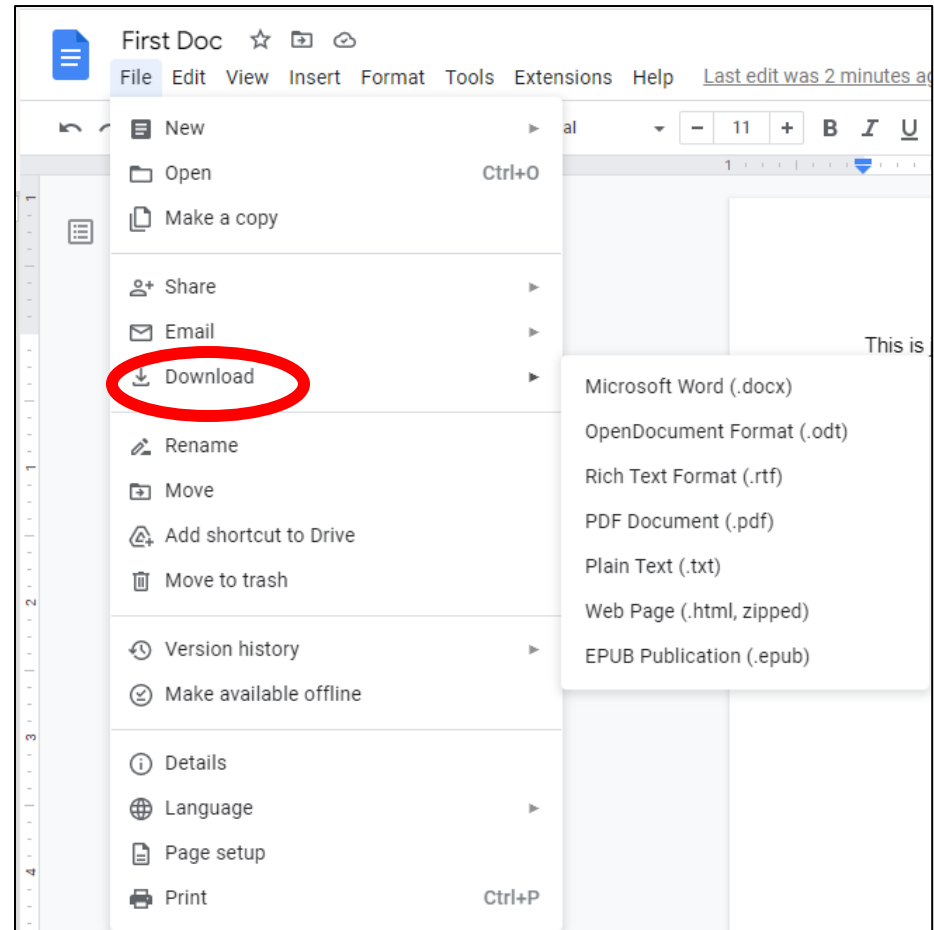
- ▶ Files will automatically be saved to Google Drive
- ▶ Document Created with Google Docs

All changes saved in Drive



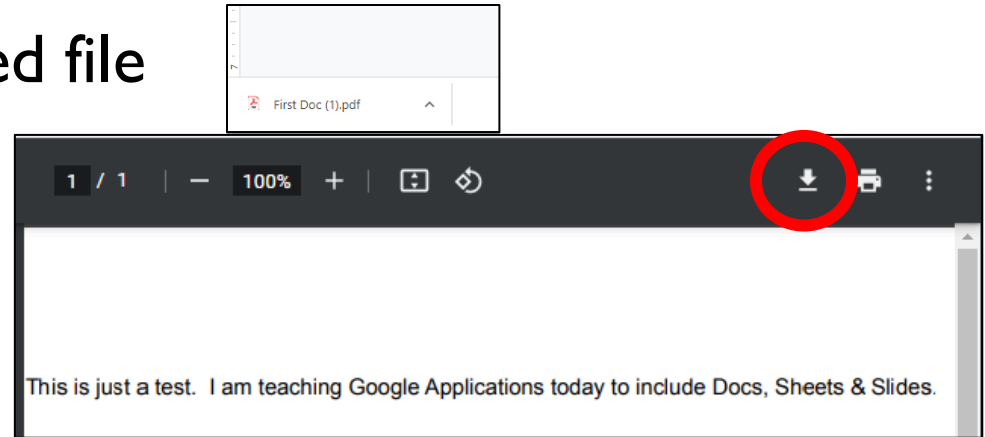
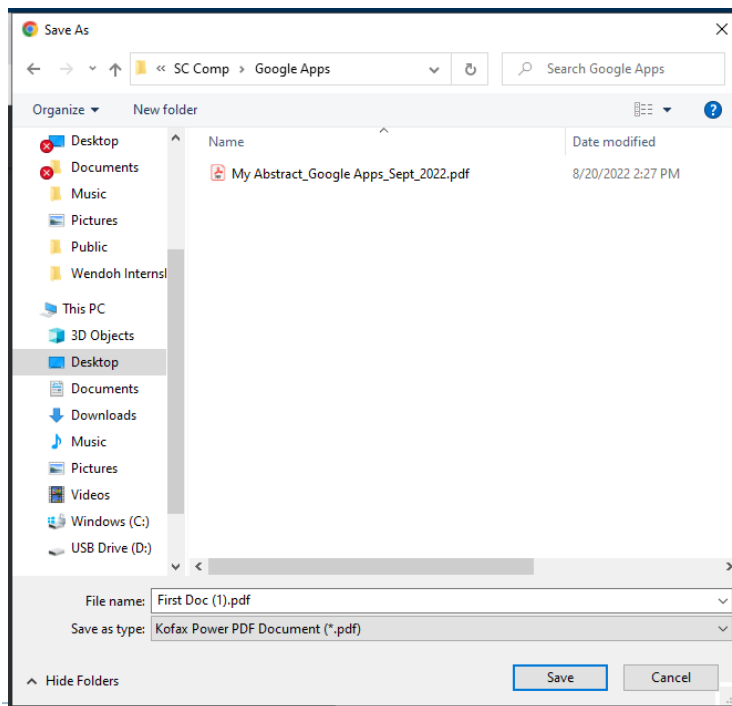
Saving Files to Your Computer

- ▶ Click File – Download
- ▶ Select File Format



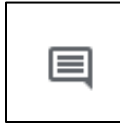
Saving Files to Your Computer

- ▶ Click to open downloaded file
- ▶ Click Download Icon
- ▶ Save the file to a folder on your computer



Sharing Files with Others

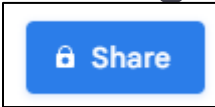
▶ Comment History



▶ Join a Meeting or Present for Meeting



▶ Share



▶ Sending only a **Link** to the file to view

