

The Google Suite

Gail Weiss

Google Suite

▶ 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

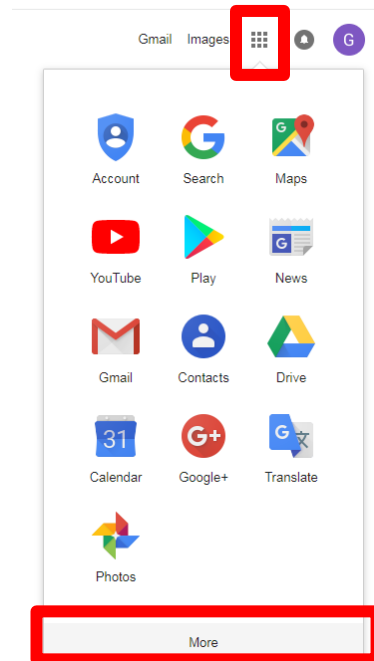
- ▶ <https://www.google.com/intl/en/about/products/>

Google Account

- ▶ www.google.com
- ▶ Sign In with you Google email account:




- ▶ Click on the Apps Icon for a list of all Google applications:
- ▶ Click **More**



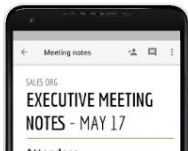
More Google Apps

- ▶ Click ***Even More from Google***
- ▶ Scroll Down to ***“Work Smarter”***



Docs
All your documents, editable and shareable, wherever you are.

[Get started](#) ▾ [Support](#)


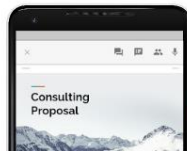


Work smarter




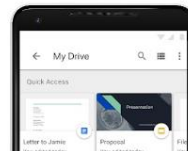
Slides
Tell stories with presentations you can create and take anywhere.

[Get started](#) ▾ [Support](#)



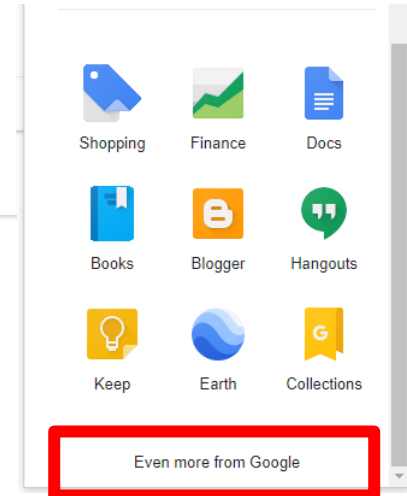
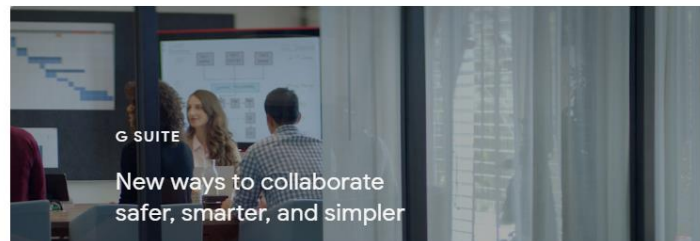
Drive
A safe place for all your files.

[Get started](#) ▾ [Support](#)



Sheets
Make your data count with spreadsheets you can edit anywhere.

[Get started](#) ▾ [Support](#)





Drive

A safe place for all your files.

Google Drive

- ▶ A Safe Place for Files
 - ▶ Use on the Web
 - ▶ App Store (iPhone)
 - ▶ Google Play (Android)
 - ▶ Download to Computer
- ▶ My Drive (Storing Files)
 - ▶ Photos
 - ▶ Documents
 - ▶ Spreadsheets
 - ▶ Slides

Learn more

Use on the web

Get it on the App Store

Get it on Google Play

Download to computer

Drive

Search Drive

My Drive

Quick Access

- Checking Account
You opened this week
- Chilling - Shadow 3
You opened this week
- Untitled document
You edited this week

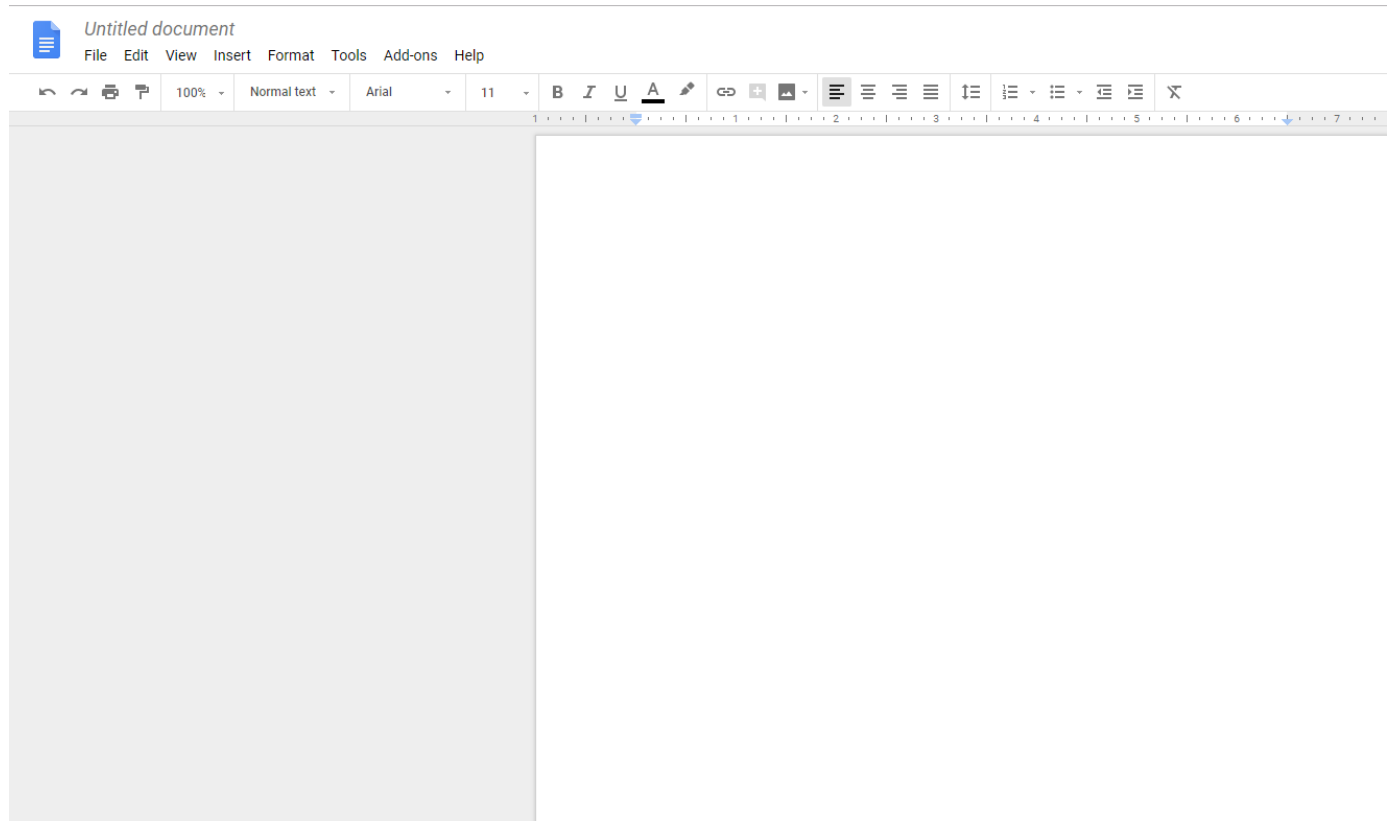
Files

- 20140704_0903...
- 20140704_0946...
- 20140704_0947...
- 20140704_0947...

Docs



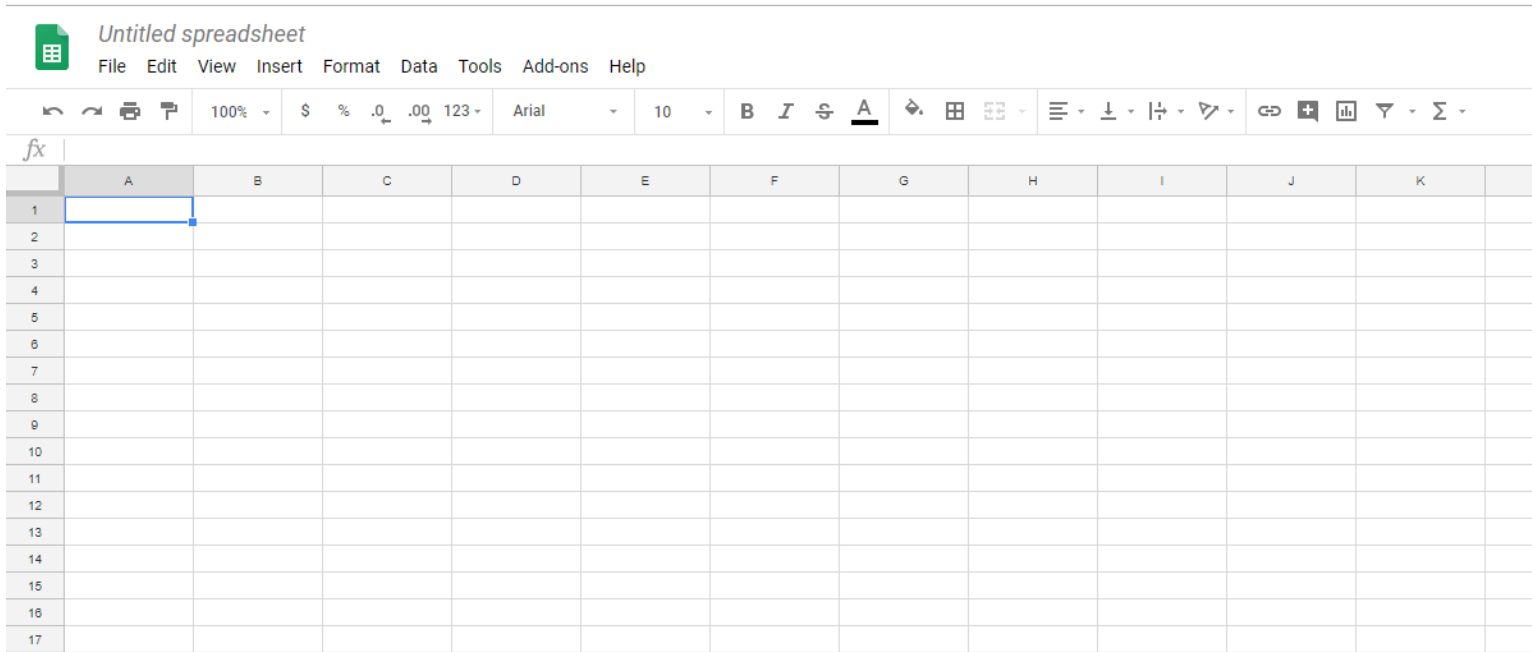
▶ Like WORD



Sheets



► Like EXCEL

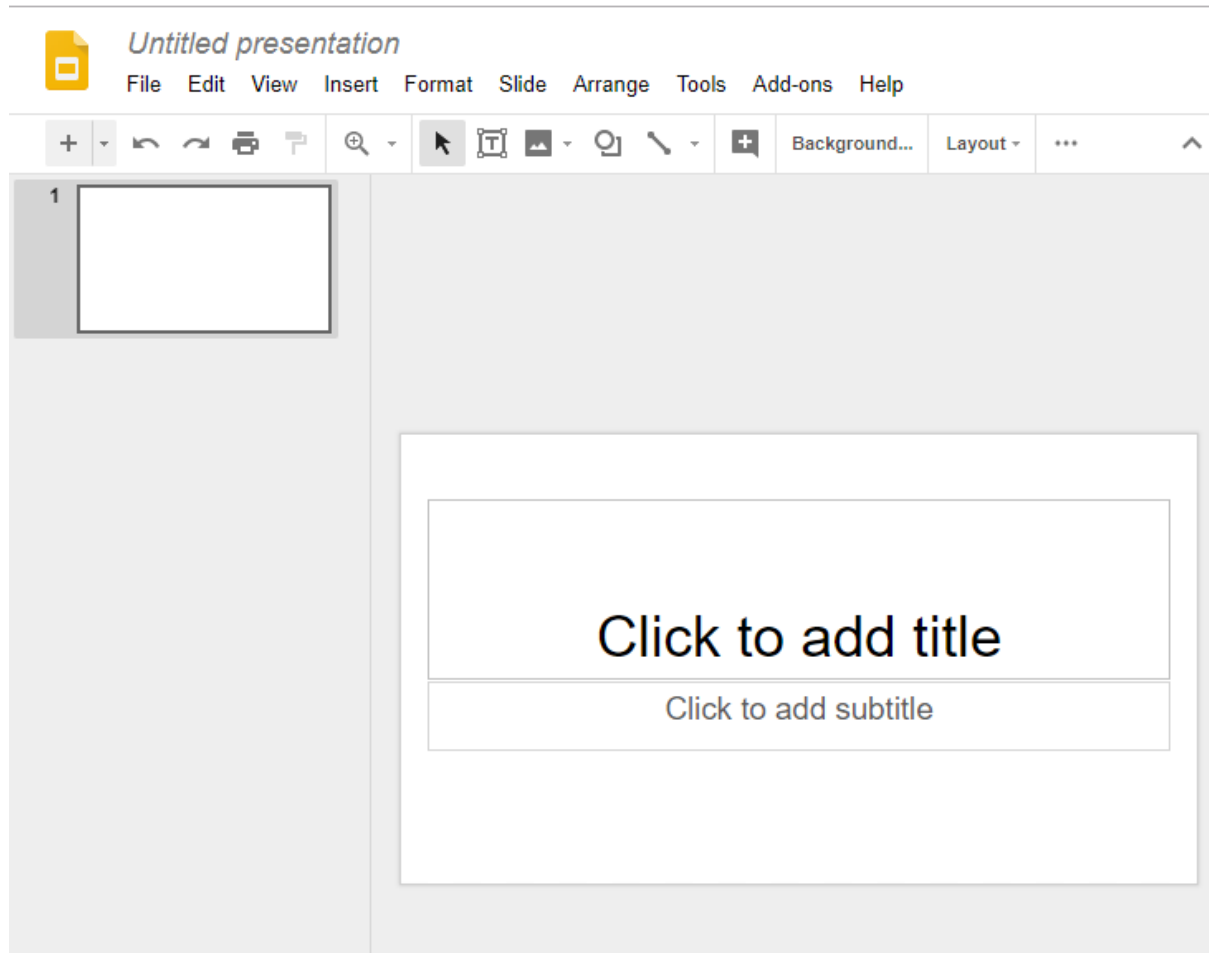


The screenshot shows the Google Sheets interface for an "Untitled spreadsheet". The menu bar includes File, Edit, View, Insert, Format, Data, Tools, Add-ons, and Help. The toolbar contains various icons for undo, redo, copy, paste, zoom (100%), currency, percentage, decimal, thousand separator, font face (Arial), font size (10), bold, italic, strikethrough, text color, background color, fill color, text alignment, bullet points, indent, zoom in, zoom out, link, insert link, insert image, filter, and sum. The spreadsheet grid has columns A through K and rows 1 through 17. The cell at row 1, column A is selected, indicated by a blue border and a small blue square at the bottom right corner.



Slides

▶ Like PowerPoint



Getting Help

- ▶ Click Support
- ▶ Select the App

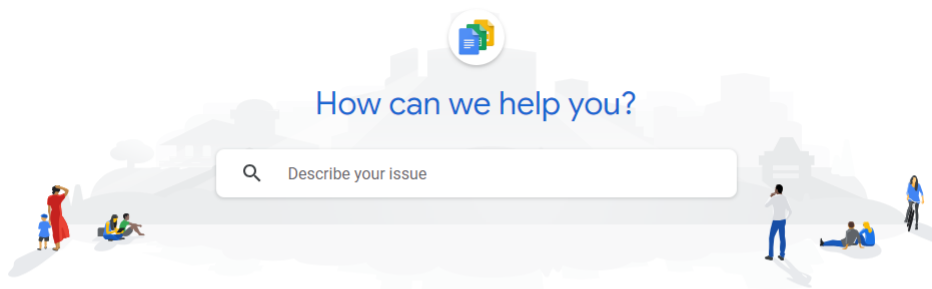


Docs

All your documents, editable and shareable, wherever you are.

Get started ▾

Support



Get help with Google Docs Editors

- Google Docs
- Google Sheets
- Google Slides
- Google Forms

Use with Google Drive & other Google apps

Google Docs



You can create, edit, share, and print documents with Google Docs. Use templates for work, school, or personal documents. Collaborate in real time on your computer, phone, or tablet with anyone with a Google Account.

Get started with Google Docs

- How to use Google Docs
- Create, view, or save a file
- Share files from Google Drive
- Print or change page setup
- Switch to Google Docs from Microsoft Word

Create & edit your document

- Create, view, or save a file
- Create a file from a template
- Copy and paste text and images
- Delete a document, spreadsheet, or presentation
- Add or delete columns in a document

Collaborate on your documents

- Share files from Google Drive
- Suggest edits in Google Docs
- See what's changed in a file

Format your document

- Change how paragraphs and fonts look
- Add, edit, or remove a link, bookmark, or page break
- Add headers, footers & page numbers
- Add a title, heading, or table of contents in a document
- Edit and use a document outline

Insert items

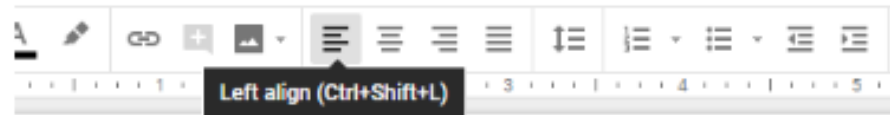
- Create & edit drawings
- Use add-ons & Apps Script
- Insert or delete images or videos
- Insert special characters
- Link a chart, table, or slides to Google Docs or Slides
- See and use suggested content in a document
- Use Google Keep in a document or presentation
- Use equations in a document

Print, publish, or change page settings

- Zoom or change your document view
- Edit & view text from right to left
- Make Google Docs, Sheets, Slides & Forms public
- Print or change page setup

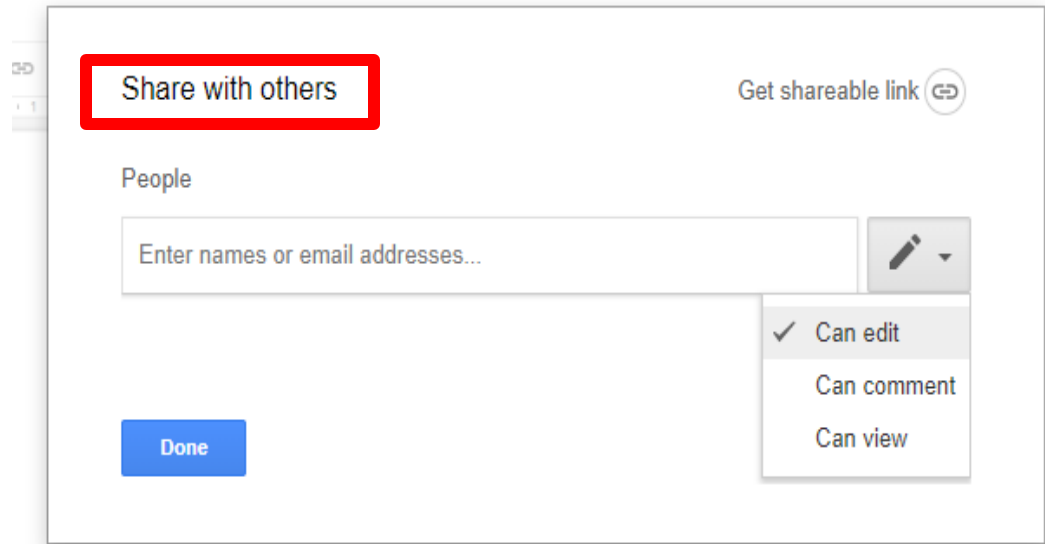
Icons on the Toolbars

► Help with Icons



Sharing Files with Others

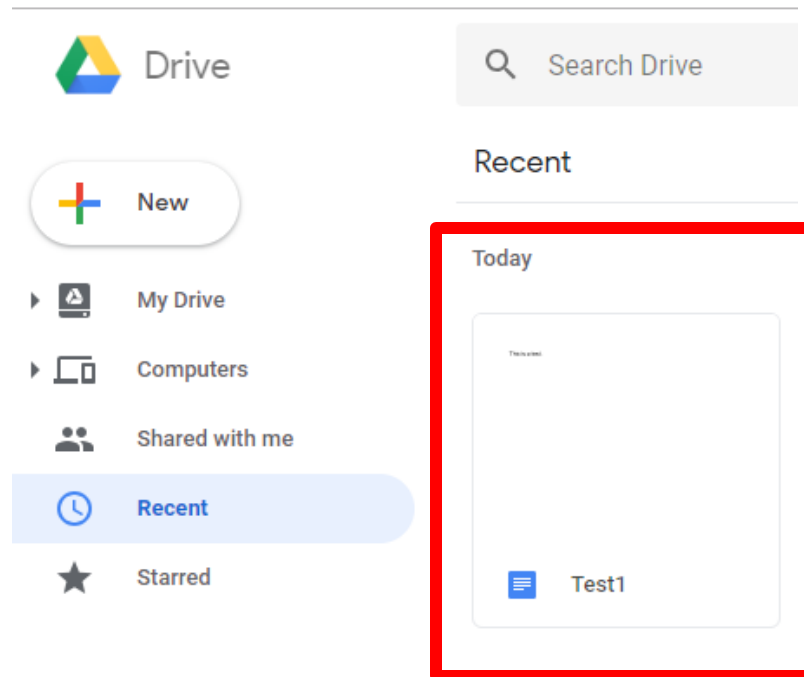
- ▶ Allow others:
 - ▶ To Edit
 - ▶ To Comment
 - ▶ Just View Only



Saving Files

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

All changes saved in Drive



Accessing Apps from Google Drive

- ▶ From Google Drive, you can access all other Apps

