

Introduction to Google Drive and Google Apps - Docs, Slides, and Sheets

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Area 5



GOOGLE APPS



DOCS
WORD



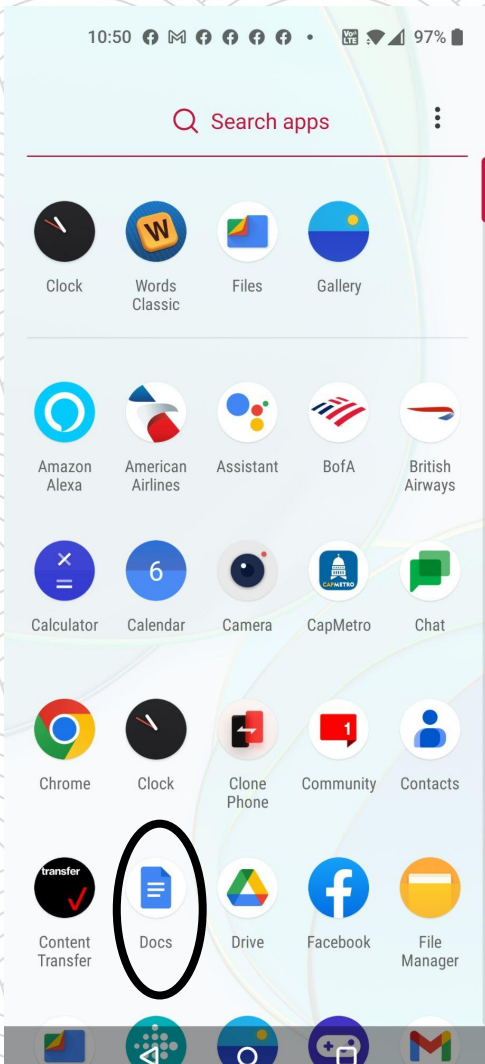
SLIDES
POWERPOINT



SHEETS
EXCEL

GOOGLE DOCS





GOOGLE DOCS

1. You will need a Google account in order to use all the Google apps. This can be either an account with gmail or a Google account using another email address.
2. You can access Google Docs on a computer or any type of mobile device.

GOOGLE DOCS

The image shows a screenshot of the Google Home page. On the left, there is a profile picture of a woman and the text "Welcome, Kitty Hutchcroft". Below this, there are sections for "your info, privacy, and security to make Google work better for" and "Privacy & perso". On the right, there is a grid of application icons: Gmail, Meet, Chrome, Contacts, Drive, Calendar, Translate, Photos, My Ad Ce..., Shopping, Finance, Docs, and Sheets. Two blue circles highlight the 3x3 grid icon in the top right corner and the Docs icon in the bottom center. Two black arrows point from the text instructions to these icons.

1. Click on the icon with 9 squares

2. Find and click on the Google Docs icon

GOOGLE DOCS - MICROSOFT WORD

The image displays two software interfaces side-by-side. The top interface is Google Docs, showing a document titled "2023 Presentation description" with a "Saved to Drive" status. The "Share" button is circled in black. The bottom interface is Microsoft Word, showing the title bar "ASTEF Breakout Session Welcome 061622 [Compatibility Mode] - Word (Unlicensed Product)" and the "Home" ribbon tab. The ribbon includes sections for Clipboard, Font, Paragraph, Styles, and Editing.

2023 Presentation description ☆ 📁 Saved to Drive

File Edit View Insert Format Tools Extensions Help

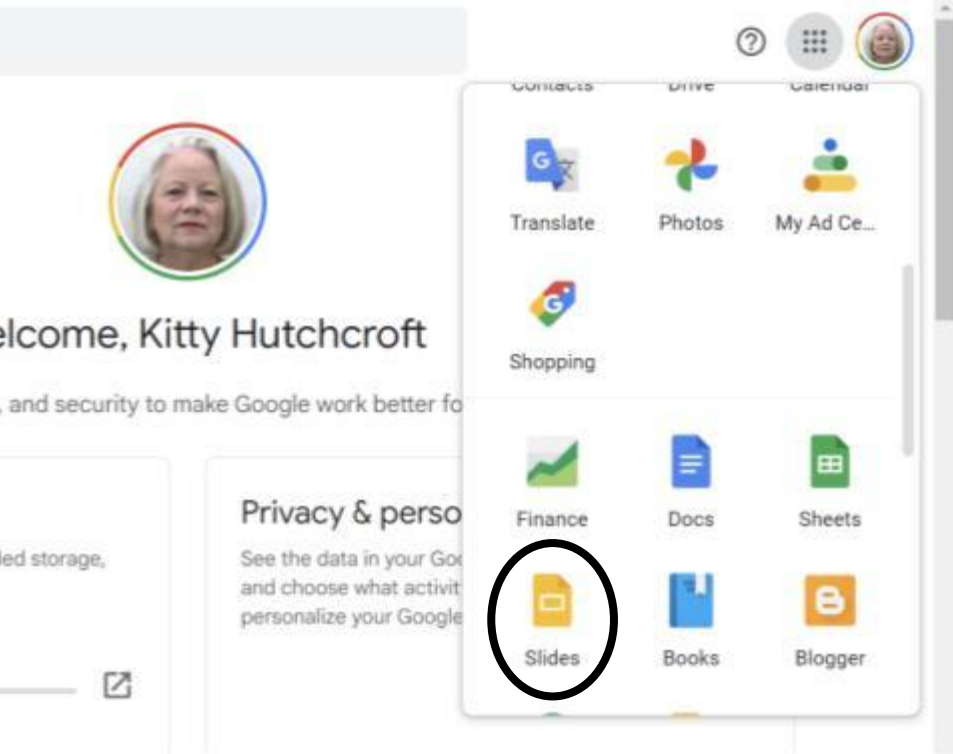
100% Normal text Arial 11 B I U A

ASTEF Breakout Session Welcome 061622 [Compatibility Mode] - Word (Unlicensed Product) Kitty Hutchcroft

File Home Insert Design Layout References Mailings Review View Help Tell me what you want to do

Clipboard Font Paragraph Styles Editing

GOOGLE SLIDES



Google Slides works in the same way as Google Docs. You can access it from a computer or from a mobile device.

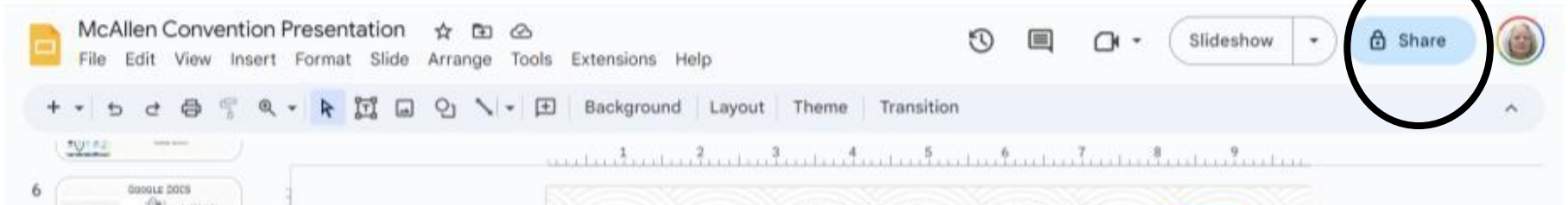
GOOGLE SLIDES

The image shows the Google Slides interface for a presentation titled "McAllen Convention Presentation". The top menu bar includes "File", "Edit", "View", "Insert", "Format", "Slide", "Arrange", "Tools", "Extensions", and "Help". On the right side of the top bar, there are icons for undo, redo, and a "Share" button which is circled in black. Below the menu bar is a toolbar with various editing tools and tabs for "Background", "Layout", "Theme", and "Transition".

The main slide area displays a slide with the title "GOOGLE SLIDES" and a large orange Slides icon. The slide content features a mobile phone screen showing a "Welcome, Kitty Hutchcroft" notification and a home screen with various app icons like YouTube, Photos, My Ad Co., Shopping, Finance, Email, Sheets, Slides, Books, and Blogger. To the right of the phone screen, the text reads: "Google Slides works in the same way as Google Docs. You can access it from a computer or from a mobile device."

On the left side, a slide sorter shows thumbnails for slides 6, 7, 8, and 9. Slide 8 is currently selected and highlighted with a blue border. A vertical ruler is visible on the left side of the slide area, and a horizontal ruler is at the top of the slide area.

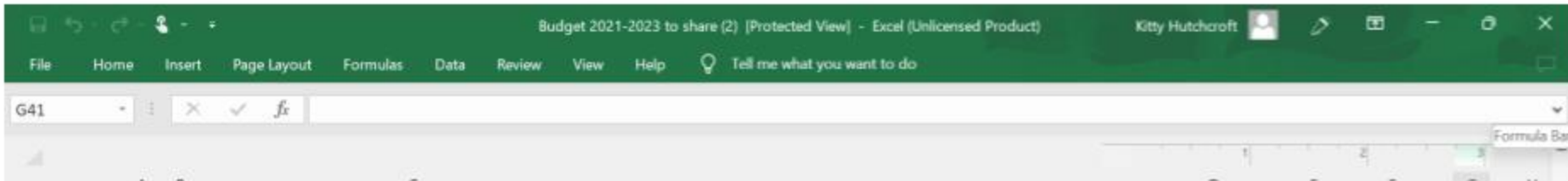
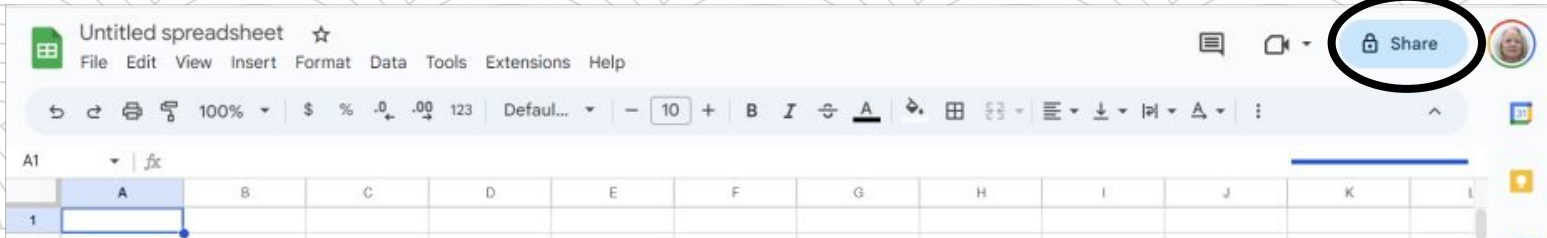
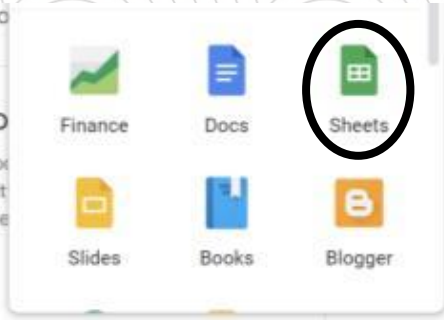
GOOGLE SLIDES - POWERPOINT



GOOGLE SHEETS



GOOGLE SHEETS - EXCEL



GOOGLE DRIVE

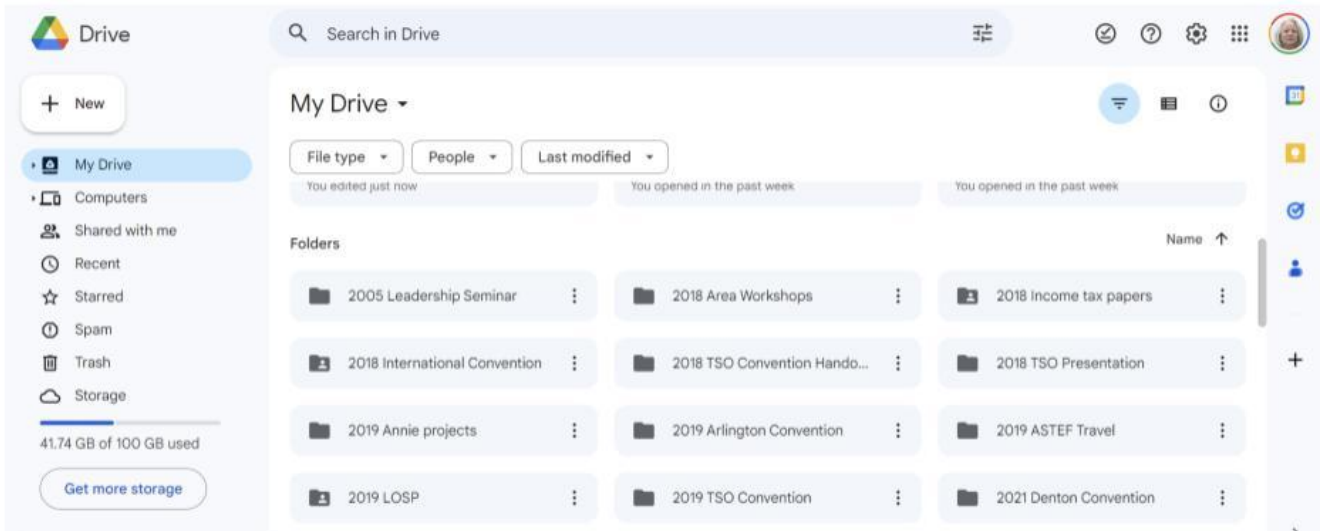


GOOGLE DRIVE

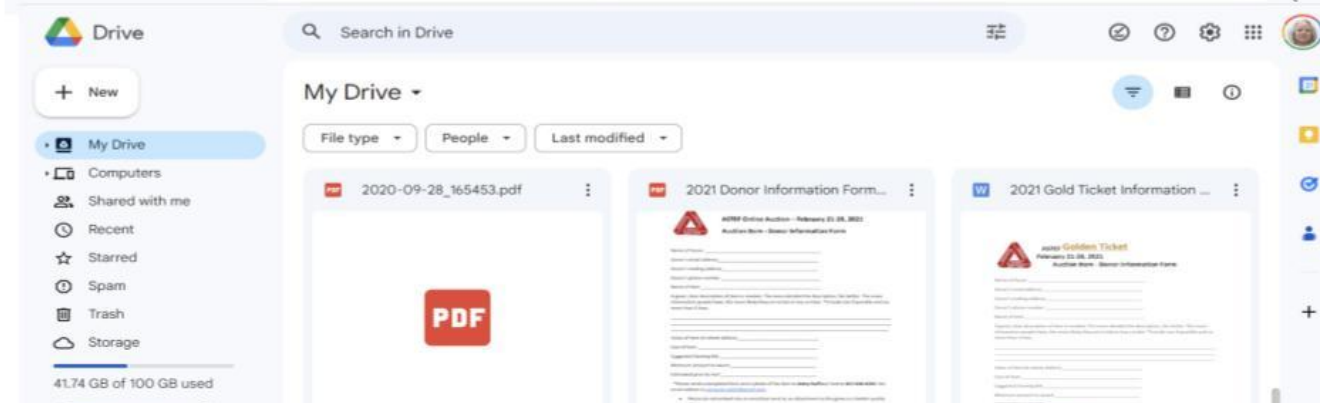


Google Drive is a file storage and synchronization service developed by Google. Google Drive allows users to store files in the cloud, synchronize files across devices, and share files.

GOOGLE DRIVE



You get 15 GB of storage free. If you need more you can pay for it. I pay \$1.99 per month for 100GB



GOOGLE DRIVE



The screenshot displays the Google Drive web interface. At the top left is the Drive logo and the word "Drive". A search bar labeled "Search in Drive" is positioned at the top right. Below the search bar is a "New" menu with the following options: "New folder", "File upload", "Folder upload", "Google Docs", "Google Sheets", "Google Slides", "Google Forms", and "More". The "More" option is selected, opening a sub-menu with the following items: "Google Drawings", "Google My Maps", "Google Sites", "Google Apps Script", "Google Jamboard", "PDF Editor for Drive, Dropbox", "pdfFiller", "ZIP Extractor", and "Connect more apps". At the bottom left, a storage usage indicator shows "41.74 GB of 100 GB used" with a "Get more storage" button. At the bottom center, a document titled "2023 Rline.docx" is visible in the browser's address bar.

GOOGLE DRIVE



Here is a very good article to read for a “How to” for Google Drive.

<https://www.cloudwards.net/how-does-google-drive-work/>

For help with sharing files go to:

<https://www.cloudwards.net/how-to-share-files-on-google-drive/>

CREDITS

This presentation template is free for everyone to use thanks to the following:

- SlidesCarnival for the presentation template
- Pexels for the photos

Happy designing!

FONTS IN THIS PRESENTATION

This presentation template uses the following free fonts:

- Titles: *Graduate*
- Headers: *Sanchez*
- Body Copy: *Lato*

You can find these fonts online too. Happy designing!



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For PowerPoint,
Google Slides,
and Canva

100% free for
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and customizable

Blow your audience
away with
attractive visuals