

Electronic Skills

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In this Presentation we will cover the following:

- How to create **Gmail** Account?
- How to use **Google Drive**?
- How to use **Google Forms**?
- How to Create **Facebook** Account?
- Questions & Discussions.



The Google logo is displayed in its characteristic multi-colored font (blue, red, yellow, blue, green, red) within a white rectangular frame that has decorative brown scrollwork at the corners.A horizontal search input field with a thin blue border and a small microphone icon on the right side.

Google Search

I'm Feeling Lucky

Google Search Engine

[www.google.com](https://accounts.google.com/SignUp?continue=https%3A%2F%2Faccounts.google.com%2FManageAccount)

<https://accounts.google.com/SignUp?continue=https%3A%2F%2Faccounts.google.com%2FManageAccount>









Create Gmail Account:

1. Write OR Click the Link: <https://accounts.google.com/SignUp?>
2. Fill all Required Information.
3. Write The **Username**,
4. Write The **Password**,
5. Write **Birthday**.(mm, dd, yyyy)
6. Choose **Gender**,
7. Write **Mobile Phone**,
8. Write **Current email address**,
9. Choose **Location** (Iraq).
10. Then click **Next Step** →

ثم تظهر لدينا نافذة سياسة الخصوصية نضغط موافق فيتم انشاء حساب لنا في جوجل


One account is all you need

One free account gets you into everything Google.

Take it all with you

Switch between devices, and pick up wherever you left off.



Name

First Last

Choose your username

@gmail.com

[I prefer to use my current email address](#)

Create a password

Confirm your password

Birthday

Month Day Year

Gender

I am...

Mobile phone

+964

Your current email address

Location

Iraq (العراق)

[Next step](#)

Create your Google Account



Sign in

with your Google Account

Email or phone

هنا يتم ادخال اسم البريد الإلكتروني

[More options](#)

NEXT



Hi Bashar



bmn774@gmail.com



Enter your password

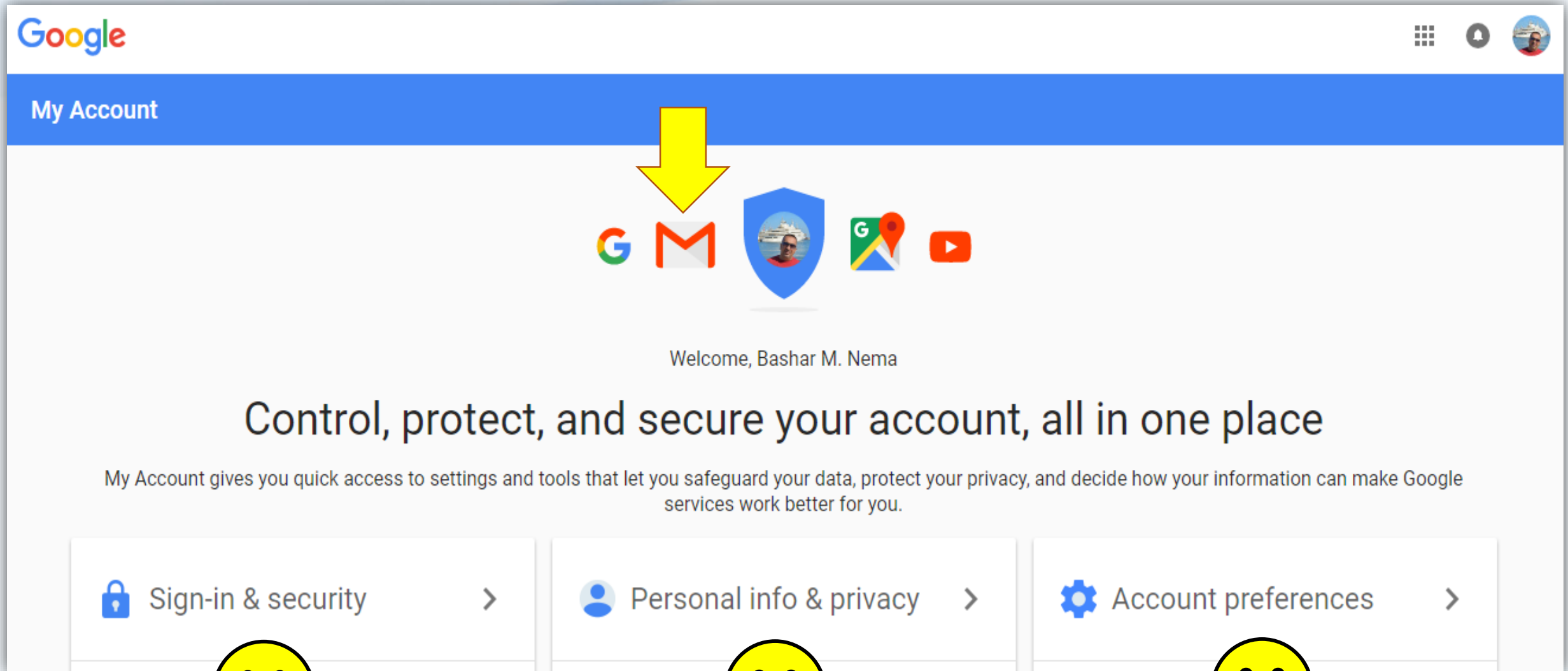


هنا يتم ادخال كلمة المرور

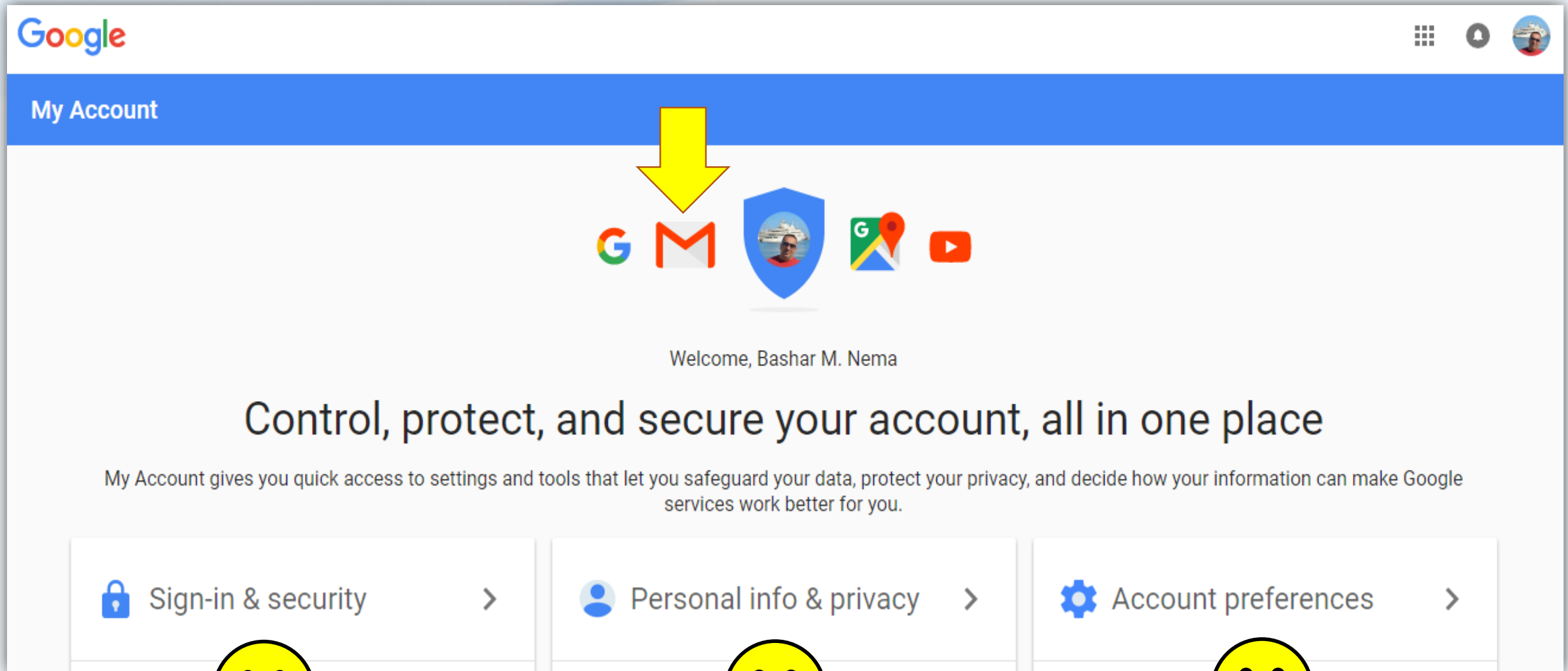
[Forgot password?](#)

NEXT

The account now ready to use:

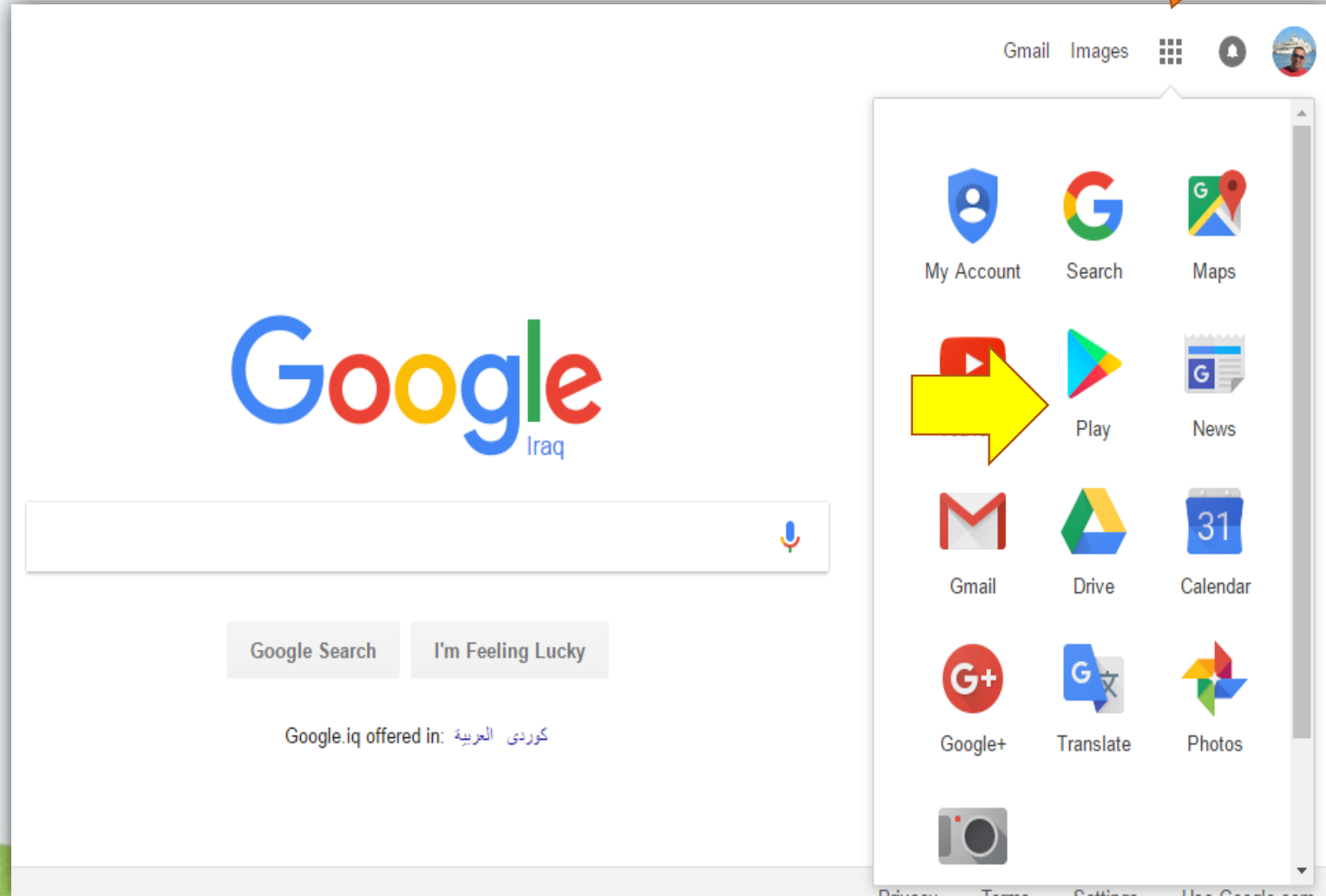


The account now ready to use:



How to use Google Drive?

1. Google Drive is simply a computer with Multi Folders that contains Multi Files!!!
2. From the Interface of Google click on the ICON =====>
3. Click on Drive Icon
4. The Main Interface Appear→
 - *As in next slide.*



The Main Interface of Google Drive

NEW

My Drive

Link

Share

Trash

More

My Drive

Shared with me

Recent

Google Photos

Starred

Trash

Backups

3 GB of 15 GB used

Upgrade storage

Name ↑	Owner	Last modified	File size
appsheet	me	Sep 13, 2015 me	—
AutoCrat Demo Folder	me	Jul 28, 2016 me	—
Classroom	me	9:49 AM me	—
Contact Form with Envelope Theme	me	Mar 3, 2016 me	—
DrBmn	me	Oct 17, 2013 me	—
Eval2016	me	Mar 3, 2016 me	—
JotForm	me	May 28, 2016 me	—
My Tracks	me	Dec 9, 2013 me	—
STD Cotionear	me	Jan 6, 2016 me	—

Inbox - bmn774@gmail.c

My Drive - Google Drive

Secure

https://drive.google.com/drive/my-drive

Apps

Suggested Sites

Google Images

Pearson - Computer N

ملفات باوربونت لکھنؤ

Networking Section 2

Computer Science Qu

Virtual Community | V

أسرار يجب أن تعرفها 5

Google

Google Drive

Search Drive

NEW

New folder...

File upload

Folder upload

Google Docs

Google Sheets

Google Slides

More

Google Forms

Google Drawings

Google My Maps

Google Sites

Connect more apps

My Drive

Owner

Last modified

File size

Sheet	me	Sep 13, 2015 me	—
Crat Demo Folder	me	Jul 28, 2016 me	—
sroom	me	9:49 AM me	—
act Form with Envelope Theme	me	Mar 3, 2016 me	—
	me	Oct 17, 2013 me	—
	me	Mar 3, 2016 me	—
	me	May 28, 2016 me	—
	me	Dec 9, 2013 me	—
	me	Jan 6, 2016 me	—
	me	Apr 21, 2017 me	—

Backups

3 GB of 15 GB used

Upgrade storage

Get Drive for PC

Type here to search

Google

Word

PowerPoint

Excel

Access

WhatsApp

PDF

Paint

Scissors

ENG

10:30 PM

5/12/2017

Share !!!!!

Google Drive

Search Drive

NEW

My Drive ▾

My Drive

Shared with me

Recent

Google Photos

Starred

Trash

Backups

3 GB of 15 GB used

Upgrade storage

Get Drive for PC

Name ↑

Owner

appsheet me

AutoCrat Demo me

Classroom me

Contact Form me

DrBmn me

Eval2016 me

JotForm me

My Tracks me

STD Cotionea me

1873 2017 04 10 02 00 10 PM PDF

Open with

Share...

Get shareable link

Move to...

Add star

Change color

Rename...

View details





Download

Remove



Sharing settings


Link to share (only accessible by collaborators)

<https://drive.google.com/drive/folders/0B4pvAs-2RhPifnJYS3B2QkJWZkdGUEVRLW>

Share link via:    

Who has access

 Private - Only you can access  Change...

 Bashar M. Nema (you)
bmn774@gmail.com Is owner

Invite people:




Enter names or email addresses...

Owner settings [Learn more](#)

☐ Prevent editors from changing access and adding new people

Done

Link sharing

- ☐  **On - Public on the web**
Anyone on the Internet can find and access. No sign-in required.
- ☐  **On - Anyone with the link**
Anyone who has the link can access. No sign-in required.
- ☒  **Off - Specific people**
Shared with specific people.

Note: Items with any link sharing option can still be published to the web. [Learn more](#)

Save

Cancel

[Learn more about link sharing](#)



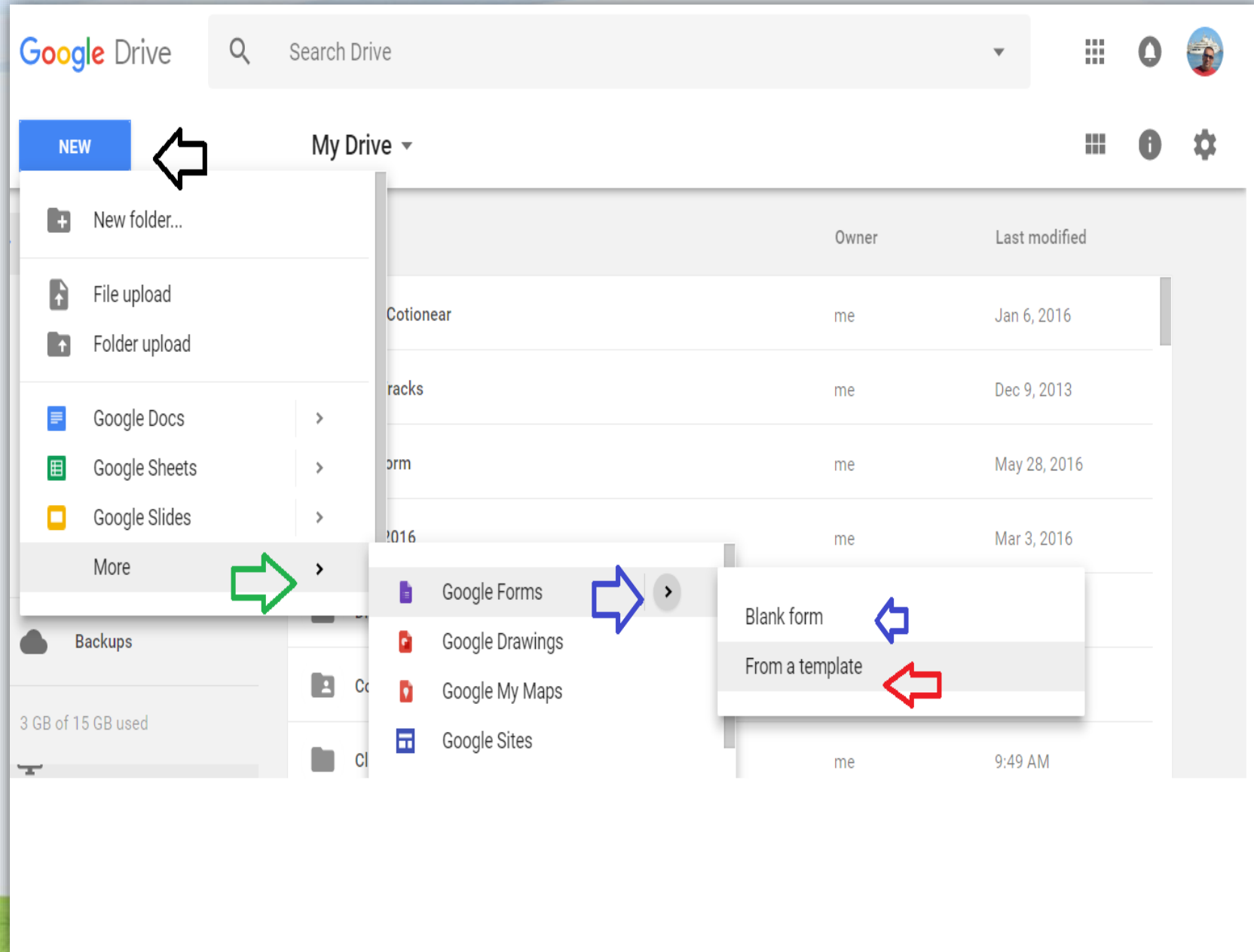
How to use Google Forms?

1. Google Form is simply any:

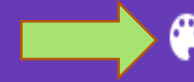
- ☐ Questioner?
- ☐ Quizzes?
- ☐ Information Gathering?

2. Google Form can Access

As in this Picture.



← Untitled form



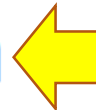
SEND



QUESTIONS

RESPONSES

Untitled form



Form description

Untitled Question



Option 1





SEND



QUESTIONS

RESPONSES


Bashar Questions

Any explanation about the form.....

Full Name (In English)


Short answer text


 Short answer

 Paragraph

☒ Multiple choice

☒ Checkboxes

 Dropdown

 Linear scale

 Multiple choice grid

 Date

 Time

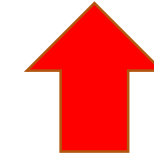




SEND



Preview



Bashar Questions

Any explanation about the form.....

Full Name (In English

Short answer text

Email Address

Short answer text

Short answer



Text

Email address

الأيمل الذي ادخلته خاطيء

Show

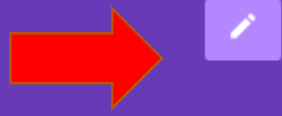
Description



Response validation

Required





Bashar Questions

Any explanation about the form.....

* Required

Full Name (In English *)

Bashar M. Nema

Email Address *

asasssa

الأيمل الذي انخلته خاطيء

SUBMIT

Never submit passwords through Google Forms.

Publish the form

Bashar Questions

Your response has been recorded.

[Submit another response](#)

This form was created using Google Forms. [Create your own](#)

Google Forms

QUESTIONS

RESPONSES

1

1 response

SUMMARY

INDIVIDUAL

Accepting responses ☒

Full Name (In English)

1 response

Bashar M. Nema

Email Address

1 response

bmn774@gmail.com

Settings



SEND



Preview

GENERAL

PRESENTATION

QUIZZES

☐ Collect email address

☐ Response receipts ?

Requires sign in:

☐ Limit to 1 response

Respondents can:

☐ Edit after submit

☐ See summary charts and text responses

Send form



☐ Collect usernames

Send via



Link

<https://docs.google.com/forms/d/e/1FAIpQLScckN1S52unW5ybFk8HY59Ak>

☐ Shorten URL

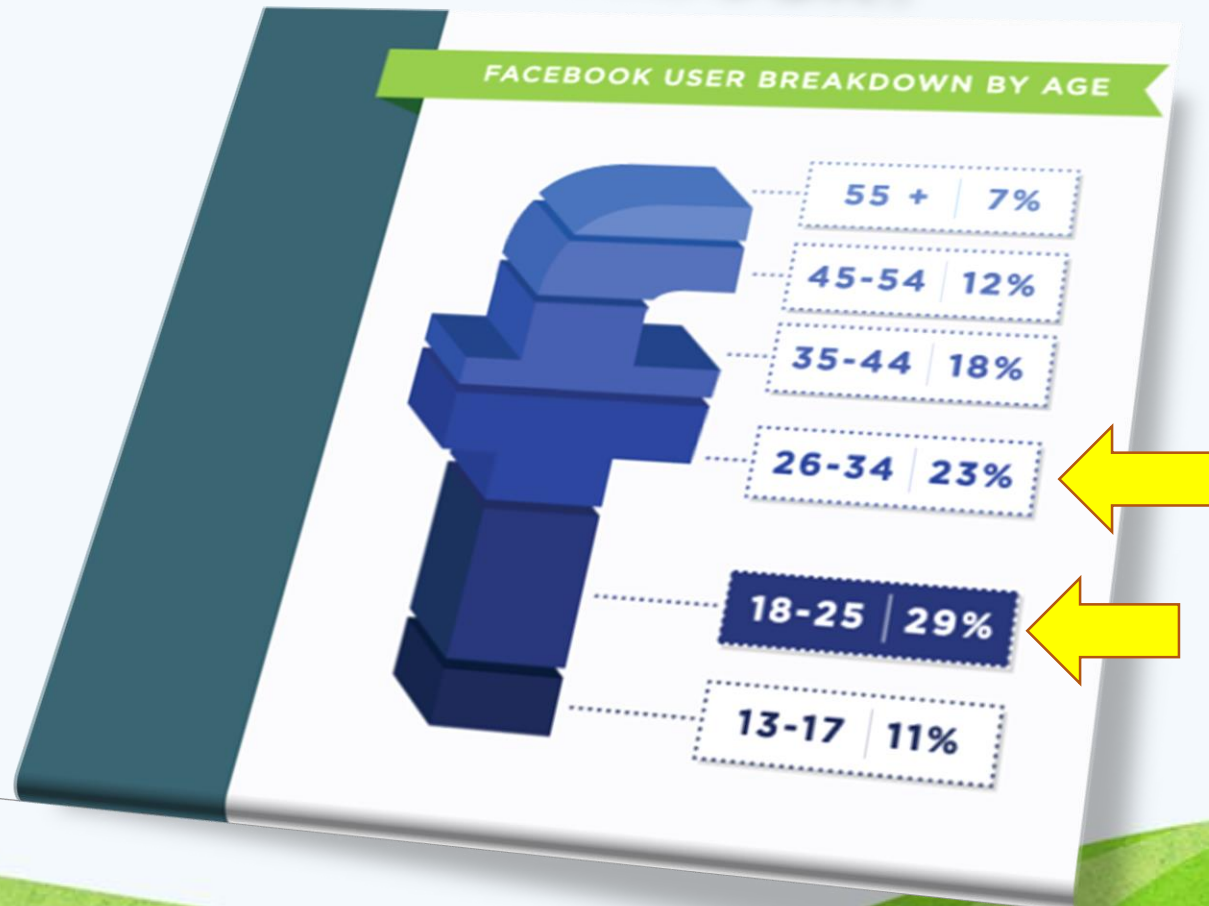
CANCEL COPY

CANCEL SAVE

How to Create Facebook Account?

- **Social networking website connecting people across the street, country and world**
- **Focuses on building and relating social relations among people who share common interests, activities and experiences**

Who uses Facebook?



Do you have a personal profile on Facebook?

- If no, sign up for Facebook here: www.facebook.com
 - You must have a personal profile to post as an organization
 - Once your personal profile is created, you can proceed to the next step
- If yes, you can create a Facebook Page for organizations
 - <https://www.facebook.com/pages/create/>
 - Page Type: *Company, Organization or Institution*
 - Category: *Education*
 - Company Name: make sure CDC is in the name. Examples: CDC Division – Mustansiriyah University.

How to Create Facebook Account?

← → ↺ 🏠

Secure | https://www.facebook.com

🔍 🗑️ ☆


Apps Suggested Sites Google Images Pearson - Computer ملفات باوربوينت لكتيب Networking Section 2 Computer Science Qu Virtual Community | 5 أسرار يجب أن تعرفها Google

facebook


Email or Phonebm774@gmail.comPassword.....Log In

Forgot account?


Connect with friends and the world around you on Facebook.



See photos and updates from friends in News Feed.



Share what's new in your life on your Timeline.



Find more of what you're looking for with Facebook Search.

Sign Up

It's free and always will be.

First name

Last name

Mobile number or email

New password

Birthday

Month ▾

Day ▾

Year ▾

Why do I need to provide my birthday?

☐ Female

☐ Male

By clicking Sign Up, you agree to our Terms and that you have read our Data Policy, including our Cookie Use. You may receive SMS Notifications from Facebook and can opt out at any time.

<https://www.facebook.com/pages/create/>

Google Images

P Pearson - Computer

U ملفات باوربونت لكتيبيا

Networking Section 2

Computer Science Qu

Virtual Community | V

حب أن تعرفها

facebook

Sign Up

Email or Phone

bashar_sh77@yahoo.com

Password

Log In

Forgot account?

<https://www.facebook.com/pages/create/>

Create a Page

Give your brand, business or cause a voice on Facebook and connect with the people who matter to you.

It's free to set up. Just choose a Page type to get started.



Local Business or Place



Company, Organization or Institution



Brand or Product



Artist, Band or Public Figure



Entertainment



Cause or Community

Brand your Facebook Page with Photos

- You need at least two photos to make your Page recognizable and local: Cover Photo (larger, rectangular) and Profile Picture (smaller and square)
- They have already been optimized for the web and sized appropriately. You can even get them localized to your county name

The image shows a screenshot of the Mustansiriyah CDC Facebook page. The page layout includes a top navigation bar with the Facebook logo, the page name 'Mustansiriyah CDC', and a search bar. Below this is a secondary navigation bar with links to 'Page', 'Messages', 'Notifications', 'Insights', 'Publishing Tools', 'Settings', and 'Help'. The main content area features a large cover photo of a group of people standing in front of a display board, and a profile picture of the organization's logo. The left sidebar contains a list of page sections: 'Home', 'Posts', 'Reviews', 'Videos', 'Photos', 'About', and 'Likes'. The right sidebar includes a 'Contact Us' button, a section for 'Education in Baghdad, Iraq', and 'Page Tips'. Annotations with arrows point to the 'Profile photo' (Mustansiriyah CDC logo), the 'Cover photo' (group photo), the 'Contact Us' button, and the 'About' link in the left sidebar.

Profile photo

Cover photo

Contact Us

About

Tell the World What You Do -

- Click on **“About”** under your cover photo to tell people who you are and what you do.
- Address – a map will be generated
- Short Description
- Long Description
- Company Overview
- Mission Statement
- Contact info (email and phone)
- Website

Other Admins for Your Page

- This video shows how to add other Admins to your Page
<http://www.youtube.com/watch?v=rJR6BFP2AmE>
- You will need to know their email address they use for Facebook (not necessarily their CDC email address)
- There are different levels of access you can give. “Manager” gives you the most access – you can post, get analytics, make others admins, etc.



Questions & Discussions

