

Using Google Drive on your computer

Using Google Drive on your Computer

After watching this tutorial, I hope that you will be able to:

- ▶ Log on to your Google account and find Google Drive
- ▶ Locate where to create Google documents on Google Drive
- ▶ Download Google Drive directly to your computer to use as you would any drive.

Benefit: To be able to access your documents on Google Drive anywhere and anytime!

“Everything you need, everywhere you go” -Google



- 10GB of online (cloud) storage with a free account
- Everything is in one convenient place
- Powerful and free online editing tools
- Full Office like Suite
- Continuous and Automatic saving (so you never have to work about a save button)
- Ability to view just about any file type in your browser with no software to download
- All linked to your Gmail account

Google Drive according to Google is “One safe place for all your stuff”. It is a cloud based drive to create, store and edit your documents, spreadsheets and more.

It includes:

- Google Docs
- Google Sheets
- Google Slides

- Google Keep
- Google Forms
- Google Drawings
- Google App Scripts
- Google Fusion Tables
- Quickoffice



Google Docs

- ▶ Google Drive is the new home for Google Docs
- ▶ Create and share your work online and access your **documents** from anywhere
- ▶ Manage documents, spreadsheets, presentations, surveys, and more all in one location
- ▶ This lesson contains screen shots, tips and instructions for setting up a free account and creating and editing documents using Google drive.

Note: other lessons will explore presentations, spreadsheets and forums within Google Drive. This lesson introduces Google Drive and explains Google Documents – (word processing) tool.

TheVerge.com stated Google Docs was “the mother of modern word processing” but this just didn’t happen overnight

- Idea began back in 2005
- Sam Schillace developed a web app called “writely”
- “Writely” was a simple web-based text-editor
- In 2006 Google acquired this web app
- Started out as an experiment
- Eventually grew to this big idea of a editor with convenience (it was online/could be accessed anywhere)
- Later was adopted by 90% of the company in less than one month





Google Docs

A Microsoft Word like, word processor that is web-based and allows the collaboration of many individuals work on a single document.



Google Sheets

An Excel like, Spreadsheet application that allows the collaborations of many individuals work on a single spreadsheet.



Google Slides

A Powerpoint like, presentation application that is easy to share and allows the collaboration of other individuals work on one slideshow.



Google Keep

A digital online note taker for text, pictures and lists

Video: <http://www.youtube.com/watch?v=UbyvKHEDvw-o>



Google Forms

A digital online roster /survey application that automatically converts into a spreadsheet

Video: <http://www.youtube.com/watch?v=lzgaUOW6Gs>



Google Drawings

An online based drawing application

What do you Mean By Collaboration?



- Because these documents are cloud based the owner of the file can invite others to share it with
- By doing so they can also allow those other individuals to edit and critique the file
- It works great for group presentations or office wide spreadsheets
- Here's a video to better explain the idea behind this:
- <http://www.youtube.com/watch?v=eRqUE6IHTEA>





First, make sure that you are using the Google Chrome browser. >>

Double click on the Google Chrome icon to get started or check “All Programs” on your computer.

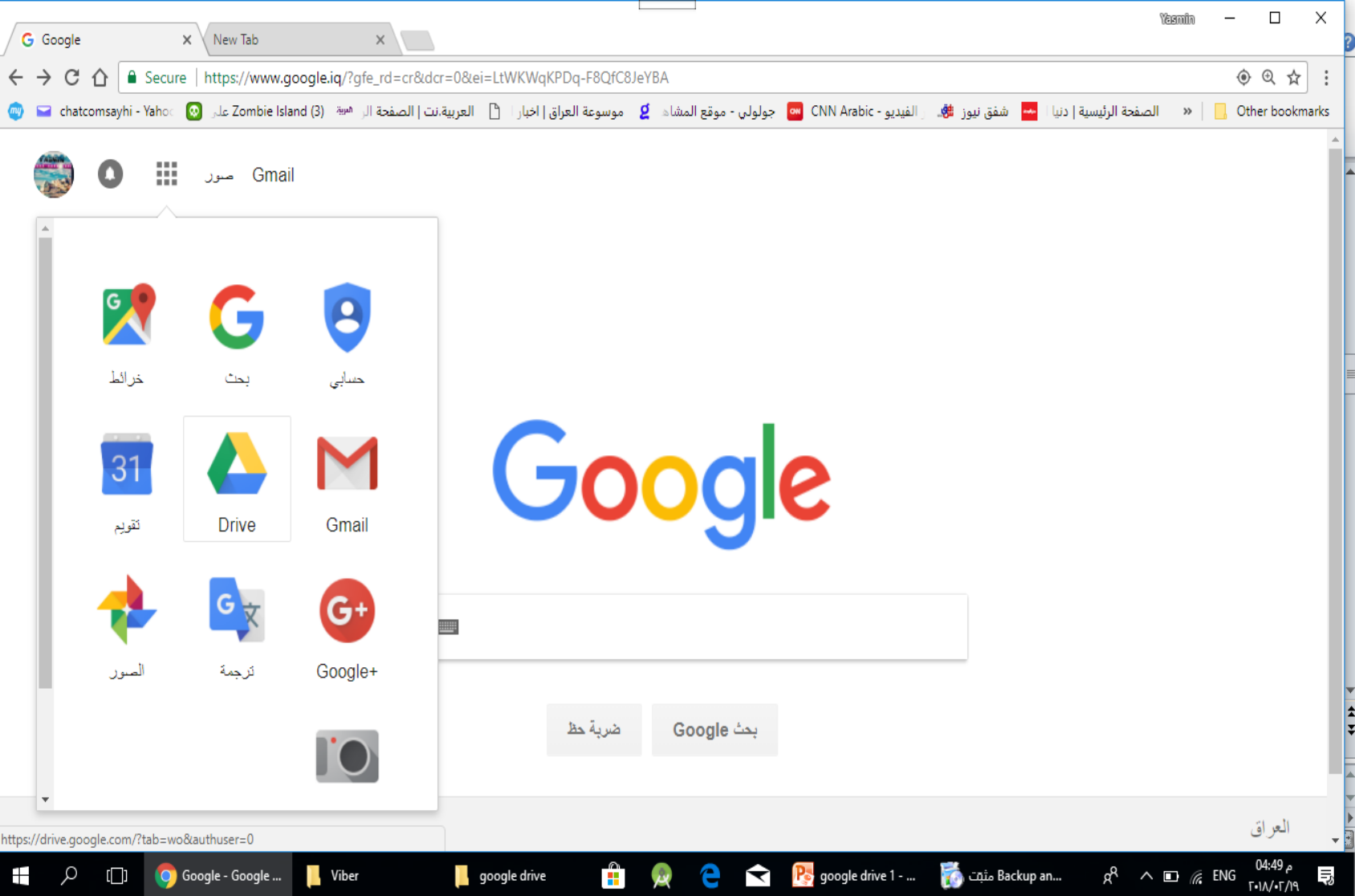
Accessing Files

To access all of your files, folders, and Google Docs, you have three options:

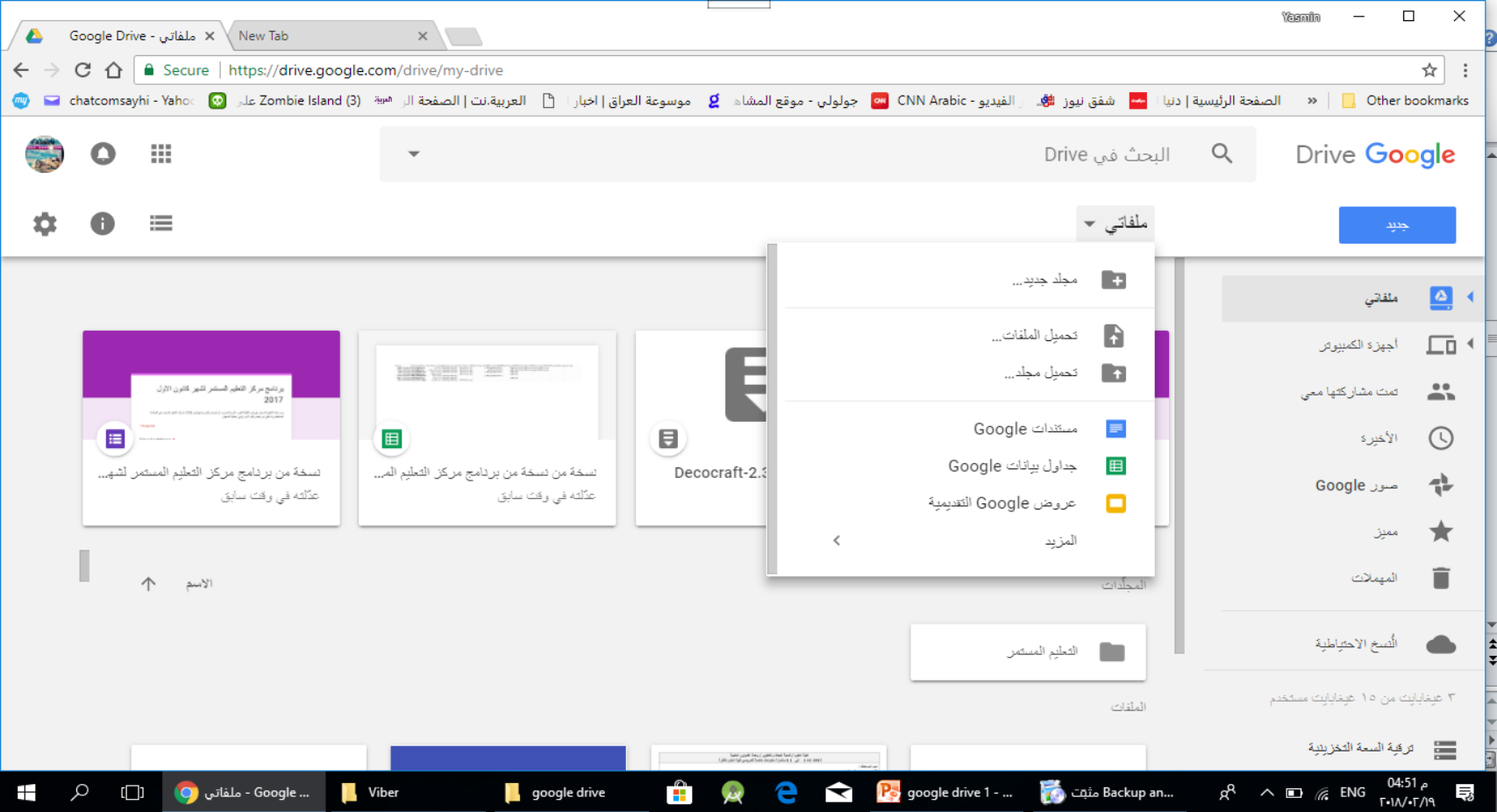
1. Sign into Google Drive on the web at drive.google.com.
2. Open the Google Drive folder on your computer (created when you install Google Drive for your Mac or PC).
3. Go to the Google Drive mobile app on your Android or iOS device.

Google Drive





Make sure that you are signed into Google.



Once signed in, you can click on Drive in the menu at the top of the page. In “My Drive” you can see all of the documents that you have made with Google.





Drive في البحث



Drive Google



النسخ الاحتياطية

جديد

آخر نسخة احتياطية

الاسم

١٢:١٩ م

HUAWEI RIO-L01 دعم

٢٠١٨/٠٢/١٥

SM-T113 دعم

٤:٣٣ ص

النسخة الاحتياطية من WhatsApp 9647819696649

٢٠١٦/٠٣/٢٤

النسخة الاحتياطية من WhatsApp 9647714392270

ملفاتي

أجهزة الكمبيوتر

تمت مشاركتها معي

الأخيرة

صور Google

٣ غيغابايت من ١٥ غيغابايت مستخدم

١٥١ ميغابايت

Drive

٣ غيغابايت

صور Google

٣٩ ميغابايت

Gmail

٣ غيغابايت من ١٥ غيغابايت مستخدم

ترقية السعة التخزينية

Google



Drive



My Drive

Shared with me

Starred

Recent

More ▾

Download Google Drive

My Drive

<input type="checkbox"/>	TITLE	OWNER
<input type="checkbox"/>	☆ AM Language Arts	me
<input type="checkbox"/>	☆ Gifted 2012-13	me
<input type="checkbox"/>	☆ New Folder	me
<input type="checkbox"/>	☆ Create Documents in Google Drive.	me
<input type="checkbox"/>	☆	me
<input type="checkbox"/>	☆ 24 Game examples.docx Shared	me
<input type="checkbox"/>	☆ Blatchford.pdf	me

Create Documents in Google Drive.

You can also create documents, spread sheets, presentations etc. by clicking on “CREATE” in My Drive.



برامج مركز التعليم المستمر لشهر كانون الأول 2017

نسخة من برنامج مركز التعليم المستمر لشهر... عدلته في وقت سابق

نسخة من نسخة من برنامج مركز التعليم المستمر... عدلته في وقت سابق

Decocraft-2.3.6.1_1.10.2.rar
فتحته في وقت سابق

برامج مركز التعليم المستمر لشهر كانون الثاني

نسخة من برنامج مركز التعليم المستمر... سابق

ملفاتي

- مجلد +
- تحميل ملف
- تحميل مجلد
- مستندات Google
- جداول بيانات Google
- عروض التقديمية Google
- المزيد

الاسم ↑


التعليم المستمر

النسخ الاحتياطية

3 عيّنات من 15 عيّنات مستخدم

ترقية السعة التخزينية

Drive

 Drag files or folders shared with you to **My Drive** for easy access. [Learn more](#)

My Drive







Shared with me

Starred

Recent

More ▾

Download Google Drive

- TITLE
- ★  Vocab for Scribbler of Dreams
- ☆  all vocabulary
- ★  Vacab
- ★  ...
- ★  ...
- ★  KELLY-LA



Click on Shared with me to see what documents that people have shared with you.

By clicking on “Shared with me” you can see all of the files and folders that others have shared with you.



Drive



CREATE

▶ **My Drive**

Shared with me

Starred

Recent

More ▾

Download Google Drive

My Drive



Download Google Drive directly on your computer.



Gifted 2012-13

New Folder

PI - Mr. O LA

PM Language Arts

24 Game examples.docx Shared

Blatchford.pdf

Blended Learning Grant meeting 12/14 - Camtasia and other useful tools

OWNER

me

me

me

me

me

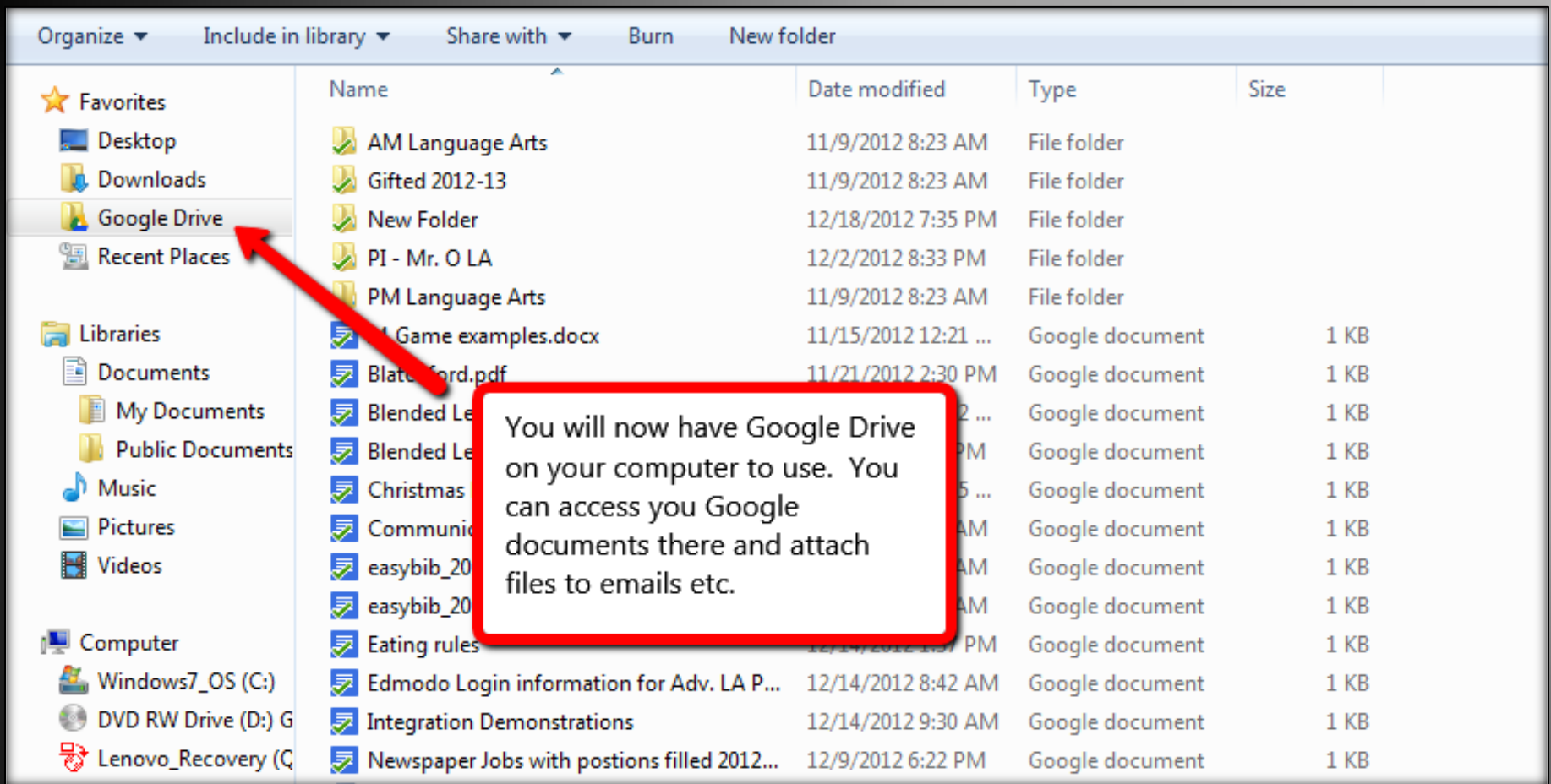
me

me

me

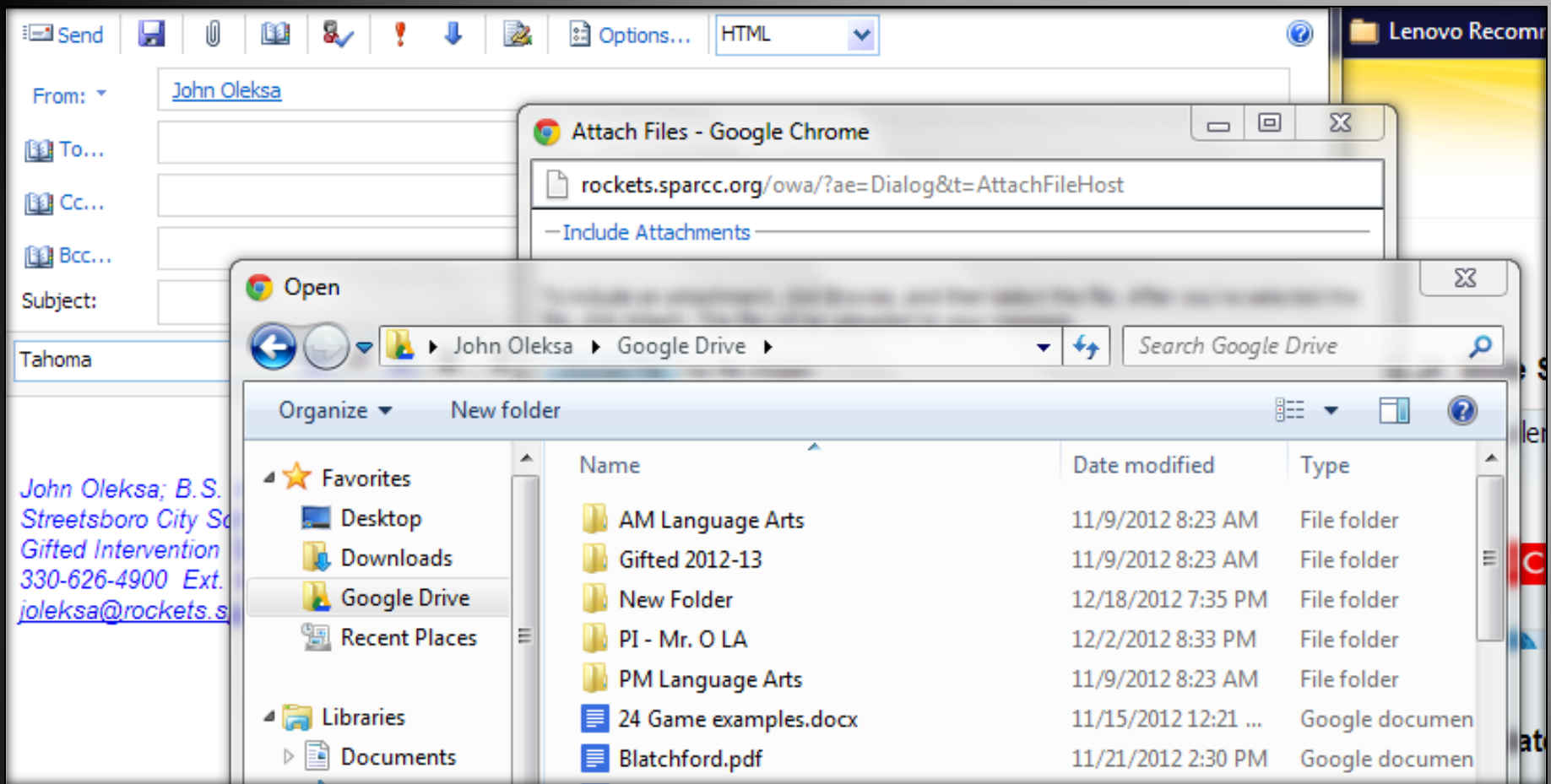
To get the full benefits of Google Drive, download it directly to your computer.



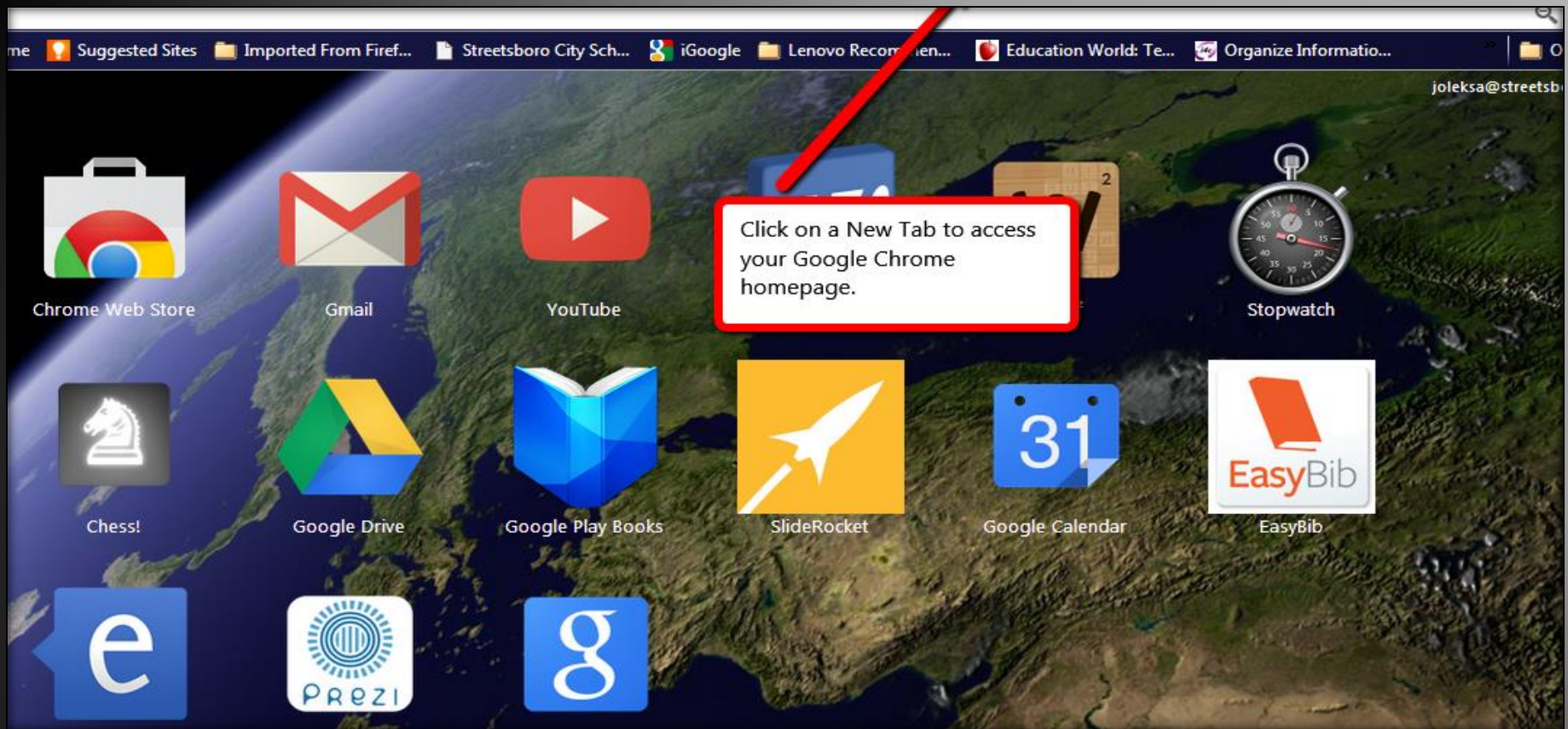


Once Google Drive is downloaded to your computer, it will appear as an available drive and you will be able to use it like you would any other drive.





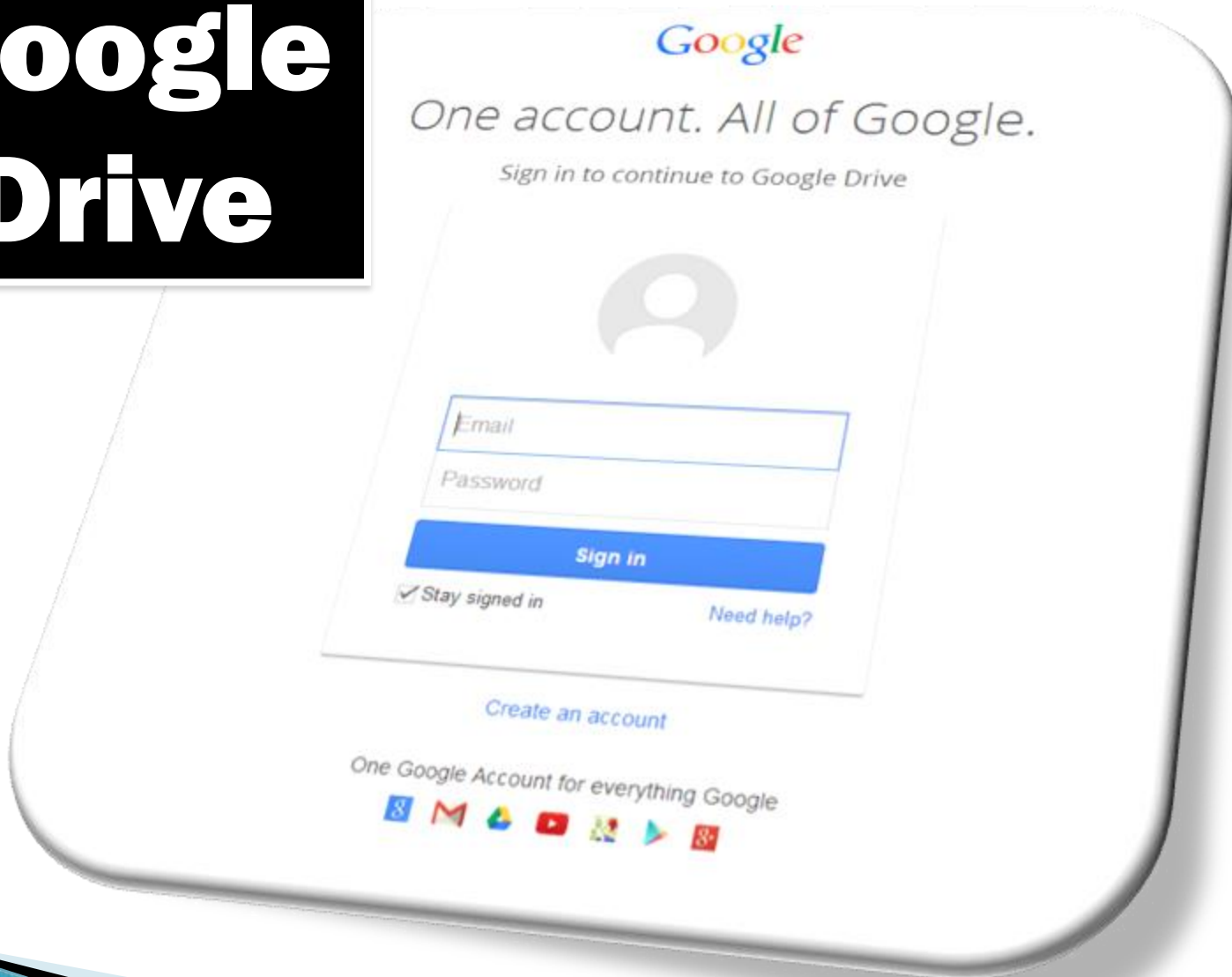
Example: You will now be able to attach documents to an email using the Google Drive. >>



You can even download the Google Drive app onto your Google Chrome Homepage. Now you will be able to access your Google files anywhere and at any time! There is even a Google Drive App for your Android phone or tablet!



Google Drive



Google Docs

- ▶ Google Drive is the new home for Google Docs
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Note: other lessons will explore presentations, spreadsheets and forums within Google Drive. This lesson introduces Google Drive and explains Google Documents – (word processing) tool.

Accessing Files

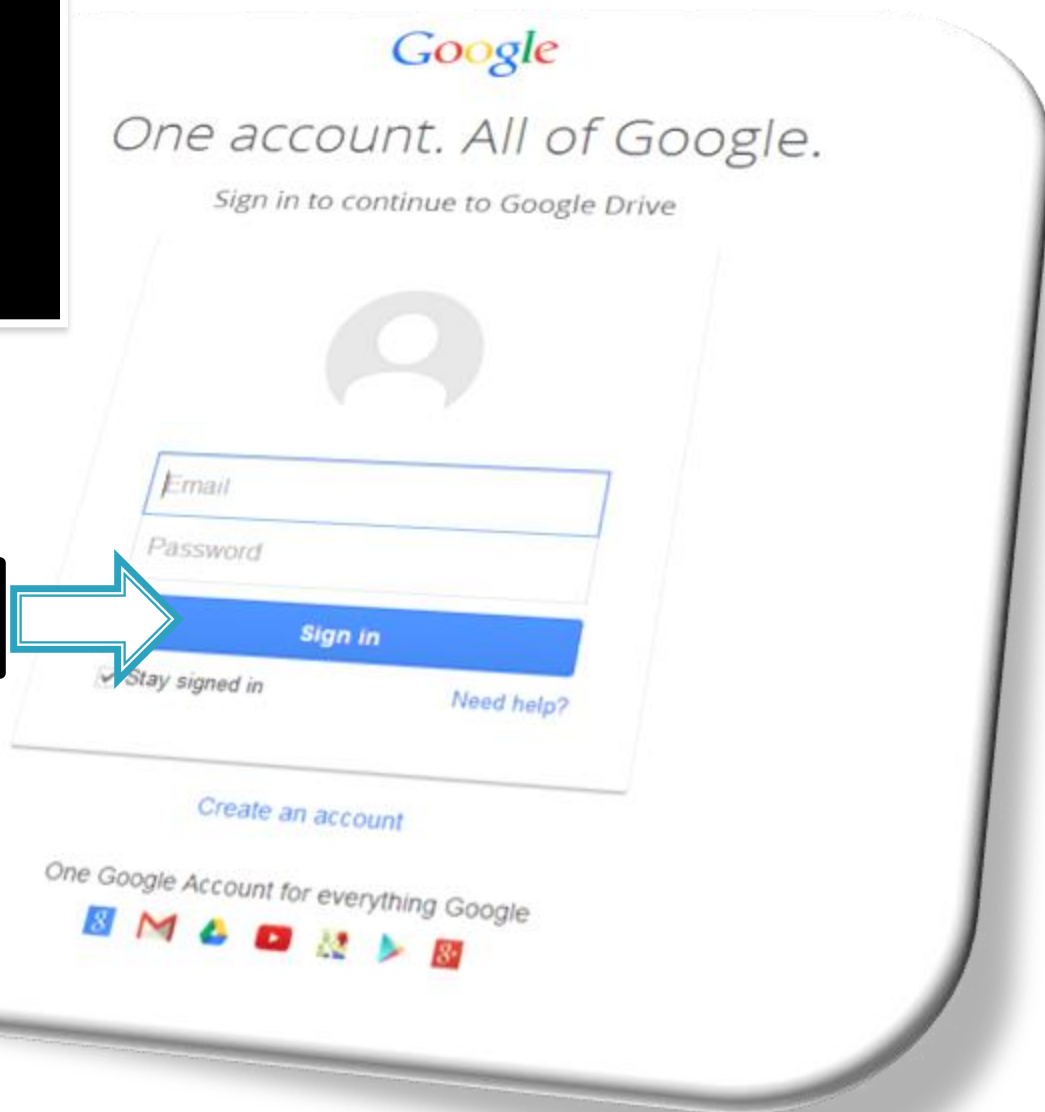
To access all of your files, folders, and Google Docs, you have three options:

1. Sign into Google Drive on the web at drive.google.com.
2. Open the Google Drive folder on your computer (created when you install Google Drive for your Mac or PC).
3. Go to the Google Drive mobile app on your Android or iOS device.

Go to drive.google.com

Google Drive

Select – Sign in



Introduction to Google Drive and Creating Documents

Google
Canada

Click

Here



+You



Search



YouTube



Maps



Play



News



Gmail



Drive



Calendar

More

From the Google Homepage – Select Drive

Getting Started

Google

Search Drive

Drive

NEW

- Folder
- File upload
- Google Docs
- Google Sheets
- Google Slides
- More

1. Click on **New**
2. Select your desired program (**Docs, Sheets, Slides**)

Note: Click on More for

NEW

- Folder
- File upload
- Google Docs
- Google Sheets
- Google Slides
- More

- Google Forms
- Google Drawings
- Google My Maps
- Connect more apps

Untitled Document

Untitled Document

Saving

- ▶ Because Google Docs, Sheets, and Slides save to a secure, online storage facility, you can create documents, spreadsheets, presentations, and drawings without the need to save to your local hard drive.
- ▶ You can also access your documents from any computer by signing into your Google Account.
- ▶ In the event of a local hard drive crash, you won't lose your saved content.

My Drive

- Home for all your files
- With Google Drive for your PC, you can sync files from your

computer to My Drive

NEW

- + Folder
- File upload
- Google Docs
- Google Sheets
- Google Slides

More >

- Google Forms
- Google Drawings
- Google My Maps
- + Connect more apps

NEW

- Folder
- File upload

- Google Docs
- Google Sheets
- Google Slides

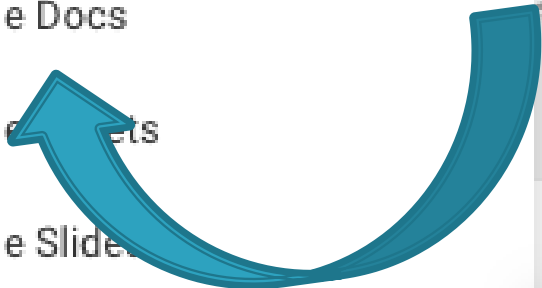
More



- Google Forms
- Google Drawings
- Google My Maps
- Connect more apps

Select Docs

- This is Google's word processor
- It is similar to Microsoft Word



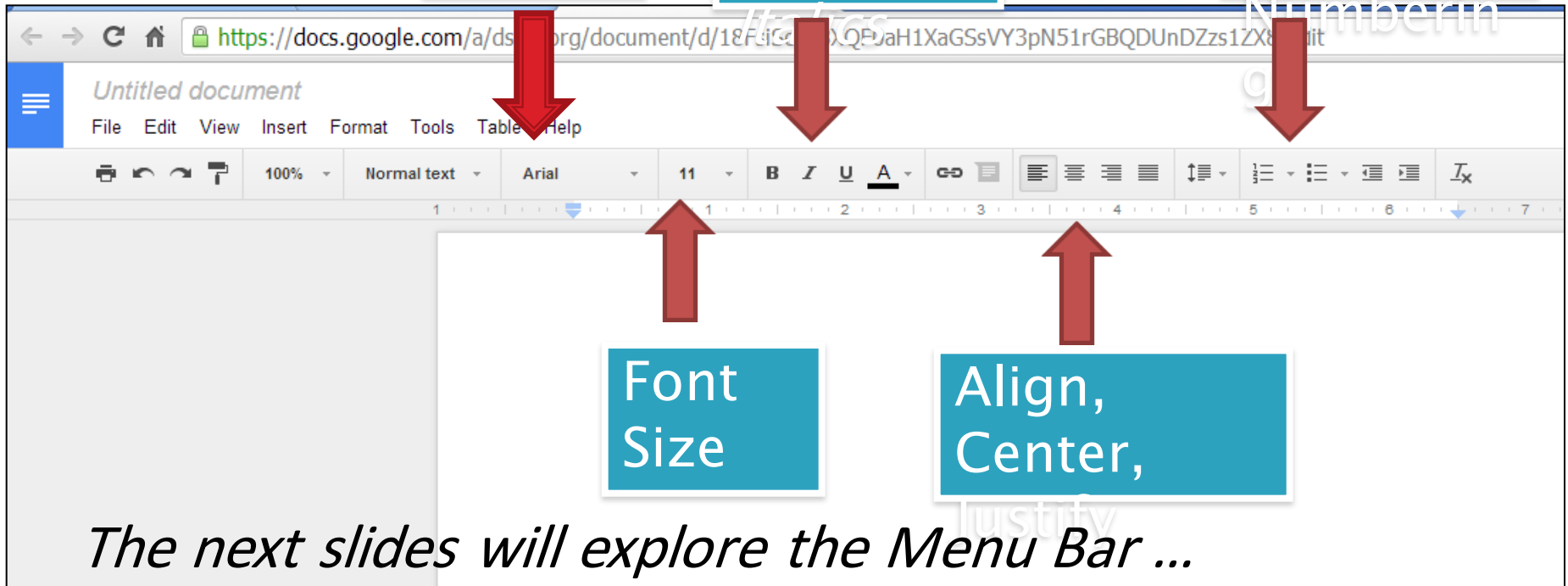
Tool Bar

Font
Style

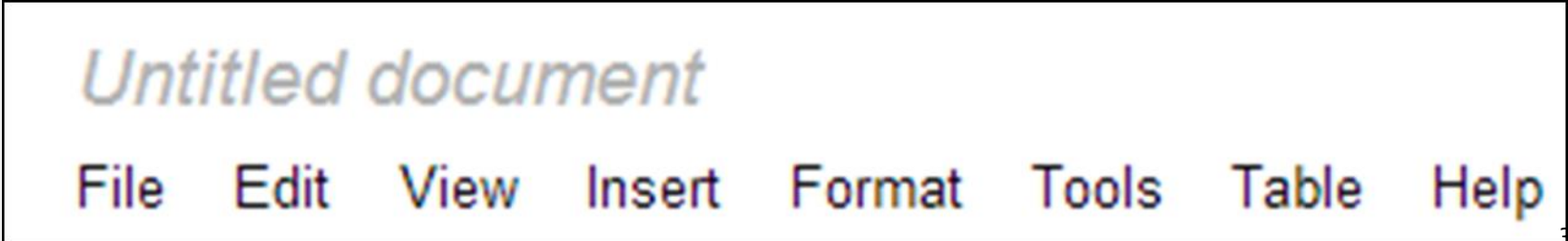
BOLD,
underline
and

Bullets
and

Numbering



The next slides will explore the Menu Bar ...



A screenshot of the Google Docs web interface. The browser address bar shows the URL: <https://docs.google.com/a/dsbn.org/document/d/1vTEjXY-uP-5sc-Wyd5TwhKq4uuL-XnySo69brSZgXuM/edit>. The document title is "Untitled document". The "File" menu is open, showing options: Share..., New, Open... (Ctrl+O), Rename..., Make a copy..., See revision history (Ctrl+Alt+Shift+G), Language, Download as, Publish to the web..., Email collaborators..., Email as attachment..., Page setup..., and Print (Ctrl+P). The toolbar shows font settings: Arial, 11, Bold, Italic, Underline, Text color, and background color. A blue text box with white text is overlaid on the document content, reading: "Share, Open, Print documents and more." The document content area shows a ruler at the top with markings from 1 to 6.

File – Page Setup

The image shows a Google Docs interface with the 'File' menu open. The 'Page setup...' option is highlighted, and a blue arrow points to it. The 'Page setup' dialog box is open, showing the following settings:

- Orientation:** Portrait (selected), Landscape
- Paper size:** Letter (8.5" x 11")
- Page color:** White
- Margins (inches):** Top: 1, Bottom: 1, Left: 1, Right: 1

Buttons at the bottom of the dialog include 'OK', 'Cancel', and 'Set as default'.

File - Download

The image shows a Google Docs interface with the 'File' menu open. The 'Download as' option is highlighted, and a sub-menu is visible showing the following file types: Microsoft Word (.docx), OpenDocument Format (.odt), Rich Text Format (.rtf), PDF Document (.pdf), Plain Text (.txt), and Web Page (.html, zipped). A blue callout box with a white border and a white arrow pointing to the 'Download as' option contains the text 'Download your document into one of these file types'.

File Edit View Insert Format Tools Table Help All changes saved in Drive

Share...

New

Open... Ctrl+O

Rename...

Make a copy...

Move to folder...

See revision history Ctrl+Alt+Shift+G

Language

Download as

Publish to the web...

Email collaborators...

Email as attachment...

Page setup...

Print Ctrl+P

Project Name
Your Name
|

Microsoft Word (.docx)
OpenDocument Format (.odt)
Rich Text Format (.rtf)
PDF Document (.pdf)
Plain Text (.txt)
Web Page (.html, zipped)

Download your document into one of these file types

Edit

Actions under this Tab

- Undo your previous action
- Paste a Picture

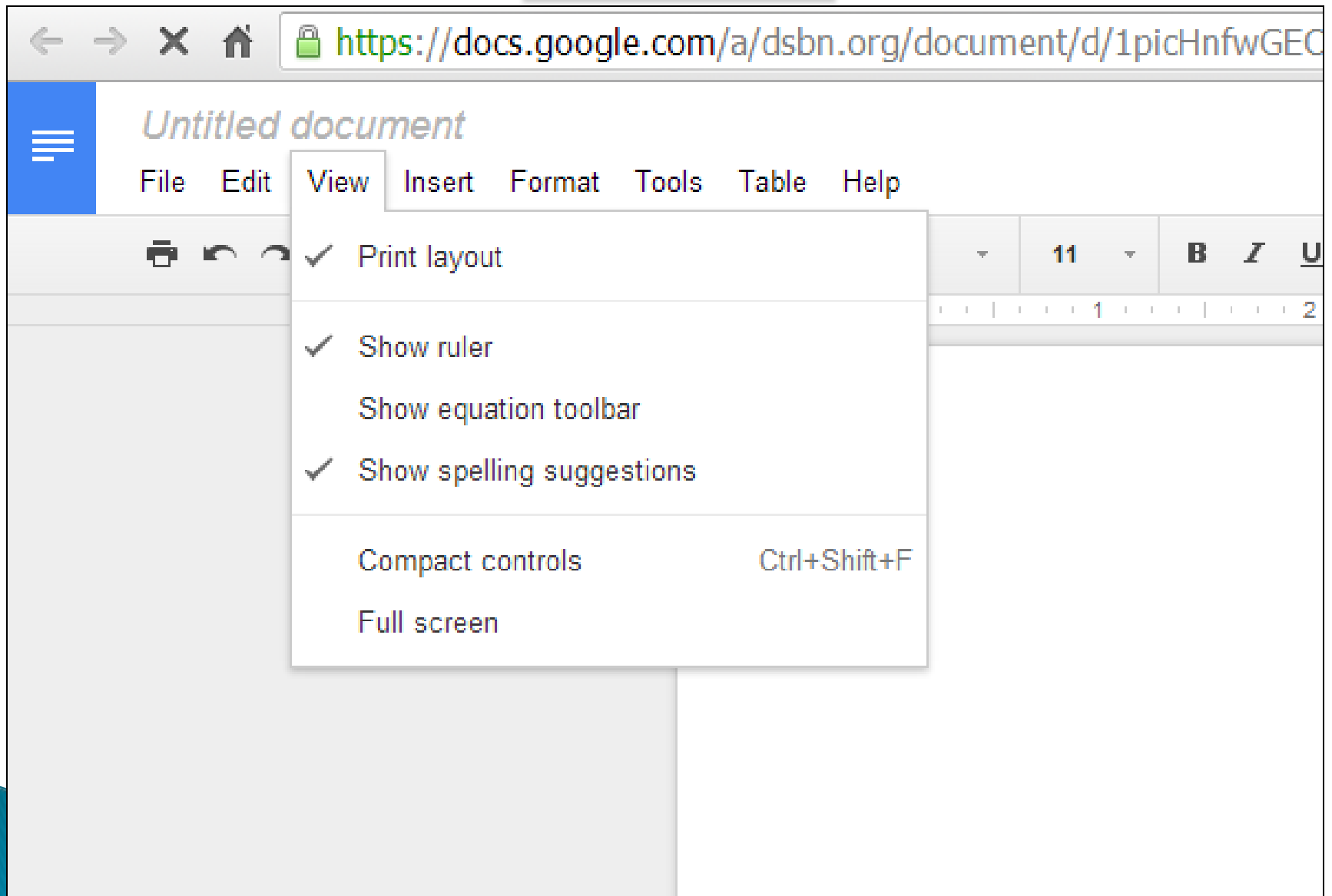
The screenshot shows the Google Docs interface. The 'Edit' menu is open, displaying options such as Undo (Ctrl+Z), Redo (Ctrl+Y), Cut (Ctrl+X), Copy (Ctrl+C), Paste (Ctrl+V), Web clipboard, Select all (Ctrl+A), and Find and replace... (Ctrl+H). A blue arrow points from the 'Find and replace...' option to a 'Find and replace' dialog box. The dialog box has a title bar with a close button (X). It contains a 'Find' field with the text 'job' and a counter '1 of 4'. The 'Replace with' field contains the text 'jobs'. There is an unchecked checkbox for 'Match case'. At the bottom, there are buttons for 'Replace', 'Replace all', '< Prev', and 'Next >'.

Find and replace a word in your document

- Example shown replaces the word

job with jobs

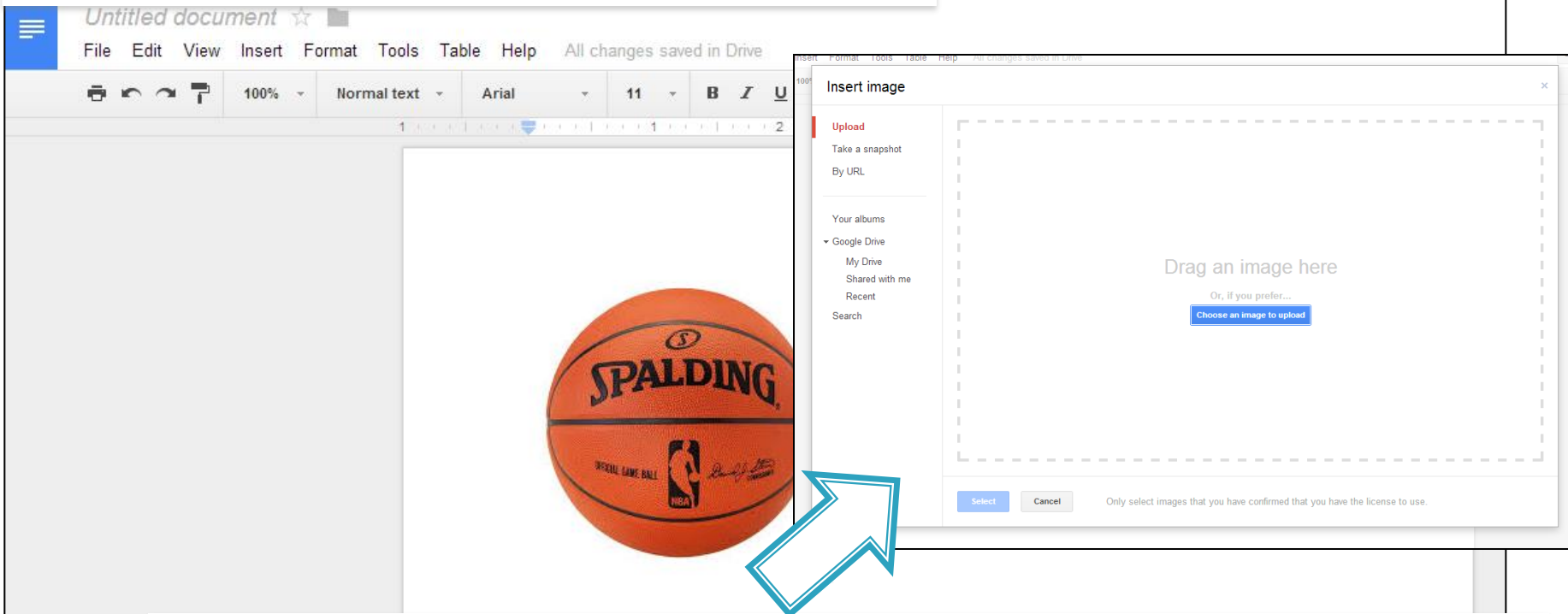
View



Insert

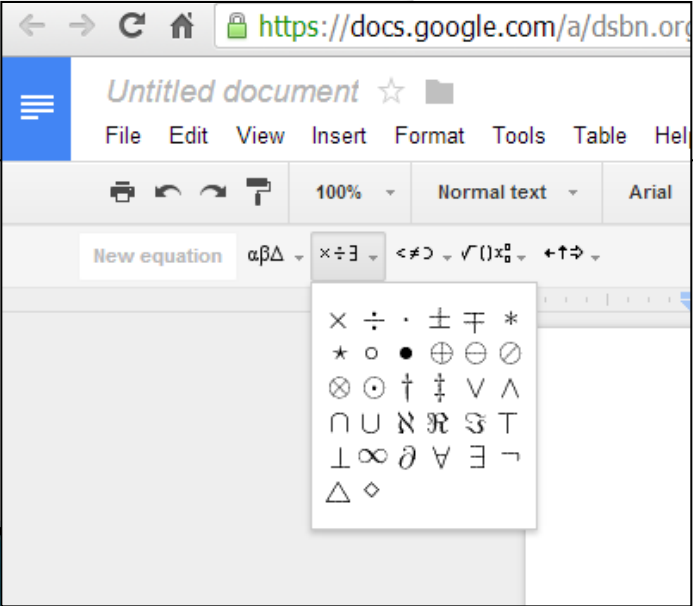
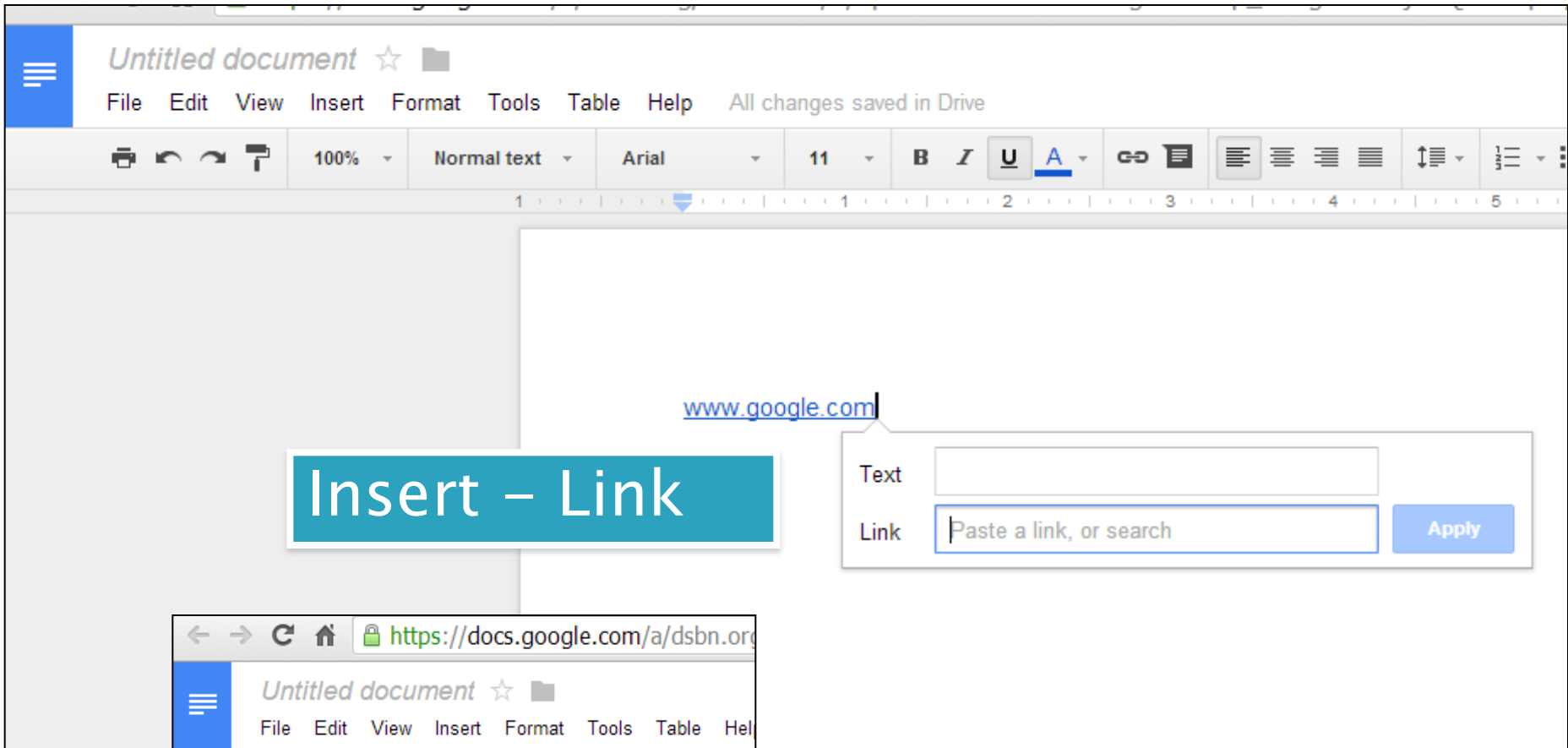
The image shows a screenshot of the Google Docs interface. The 'Insert' menu is open, displaying various options. Four red callout boxes with white text and blue arrows point to specific menu items: 'Image' (with a red box labeled 'Image'), 'Equation...' (with a red box labeled 'Equatio'), 'Table' (with a red box labeled 'Table'), and 'Link...' (with a red box labeled 'Lin'). A teal box in the bottom right contains the text: 'The next slides will explore inserting images, links and equations'. The browser address bar shows a URL starting with 'https://docs.google.com/a/...'. The document title is 'Untitled document'. The menu items visible are: Image..., Link..., Equation..., Drawing..., Table, Comment, Footnote, Special characters..., Horizontal line, Page number, Page count, Page break (Ctrl+Enter), Header, Footer, Bookmark, and Table of contents.

Insert - Image



- This box appears when insert – image is selected
- Find or drag the image into this box
 - An image saved on your computer
 - Search Google right there
- The image will be inserted onto the page

Insert – Link

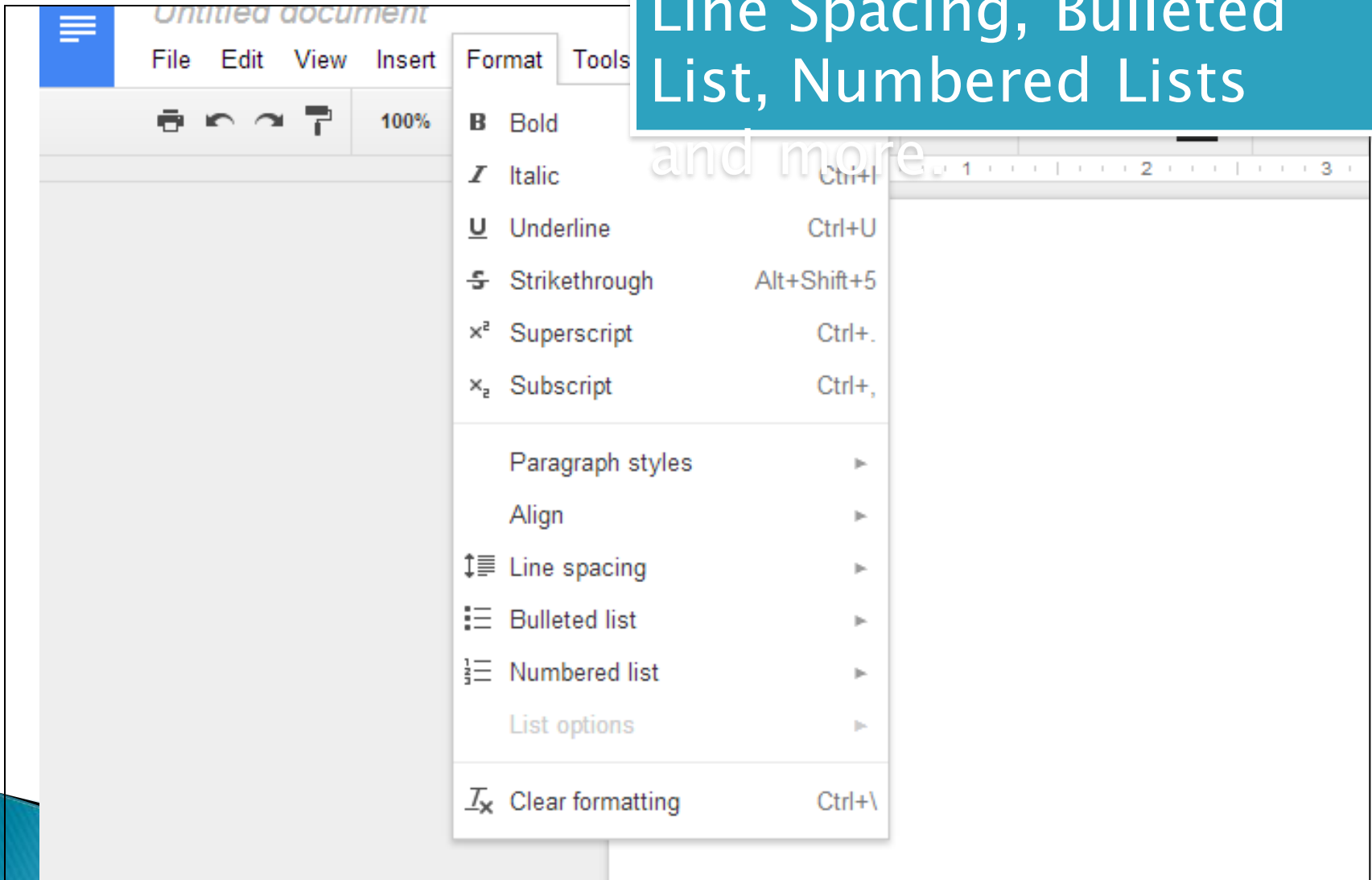


Insert – Equation

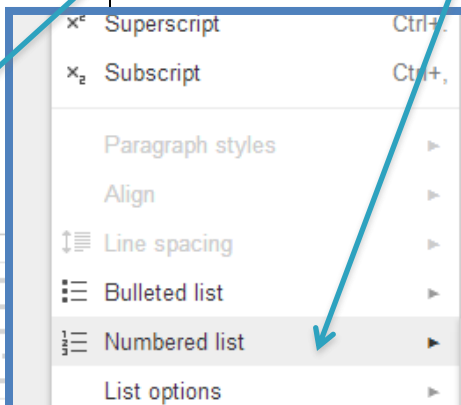
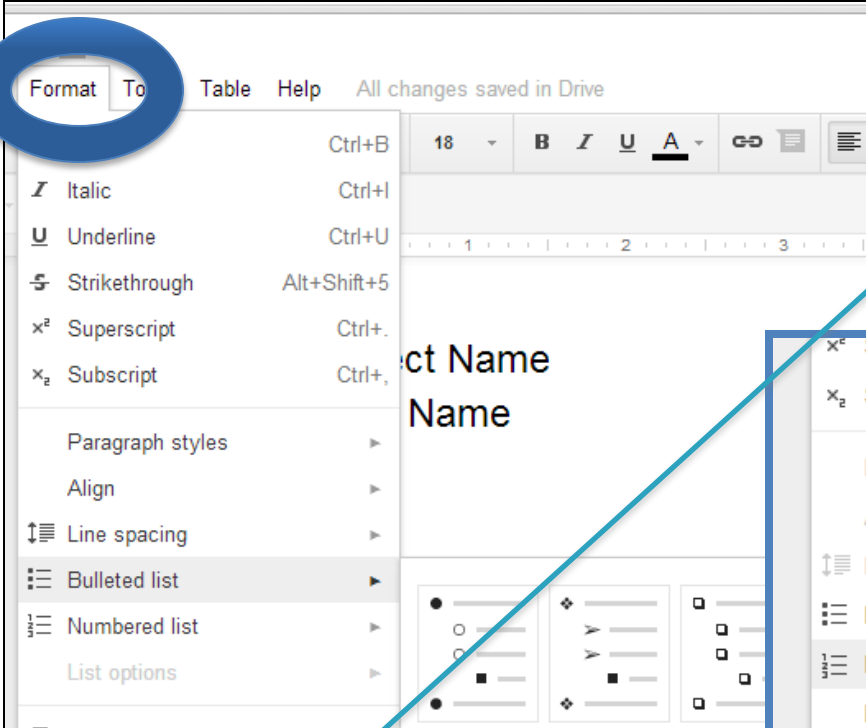
Format

Options include: Bold, Italic, Underline, Align, Line Spacing, Bulleted List, Numbered Lists

and more



Bulleted and Numbered Lists



Lists

To Do List

1. First
2. Second
3. Third
4. Fourth

ft

1. _____ a. _____ b. _____ i. _____ 2. _____	1) _____ a) _____ b) _____ i) _____ 2) _____	1. _____ 1.1. _____ 1.2. _____ 1.2.1. _____ 2. _____
A. _____ a. _____ b. _____ i. _____ B. _____	I. _____ A. _____ B. _____ 1. _____ II. _____	01. _____ a. _____ b. _____ i. _____ 02. _____

Bulleted list

Numbered list

List options

Clear formatting Ctrl+\

The image shows a grid of 12 different list styles, including various bullet points, numbers, and symbols. The styles are arranged in two rows of six. The first row includes styles with solid circles, open circles, squares, diamonds, and stars. The second row includes styles with solid diamonds, open circles, and stars.

Tool

Research a topic

- In this example, word processor was typed into the search area

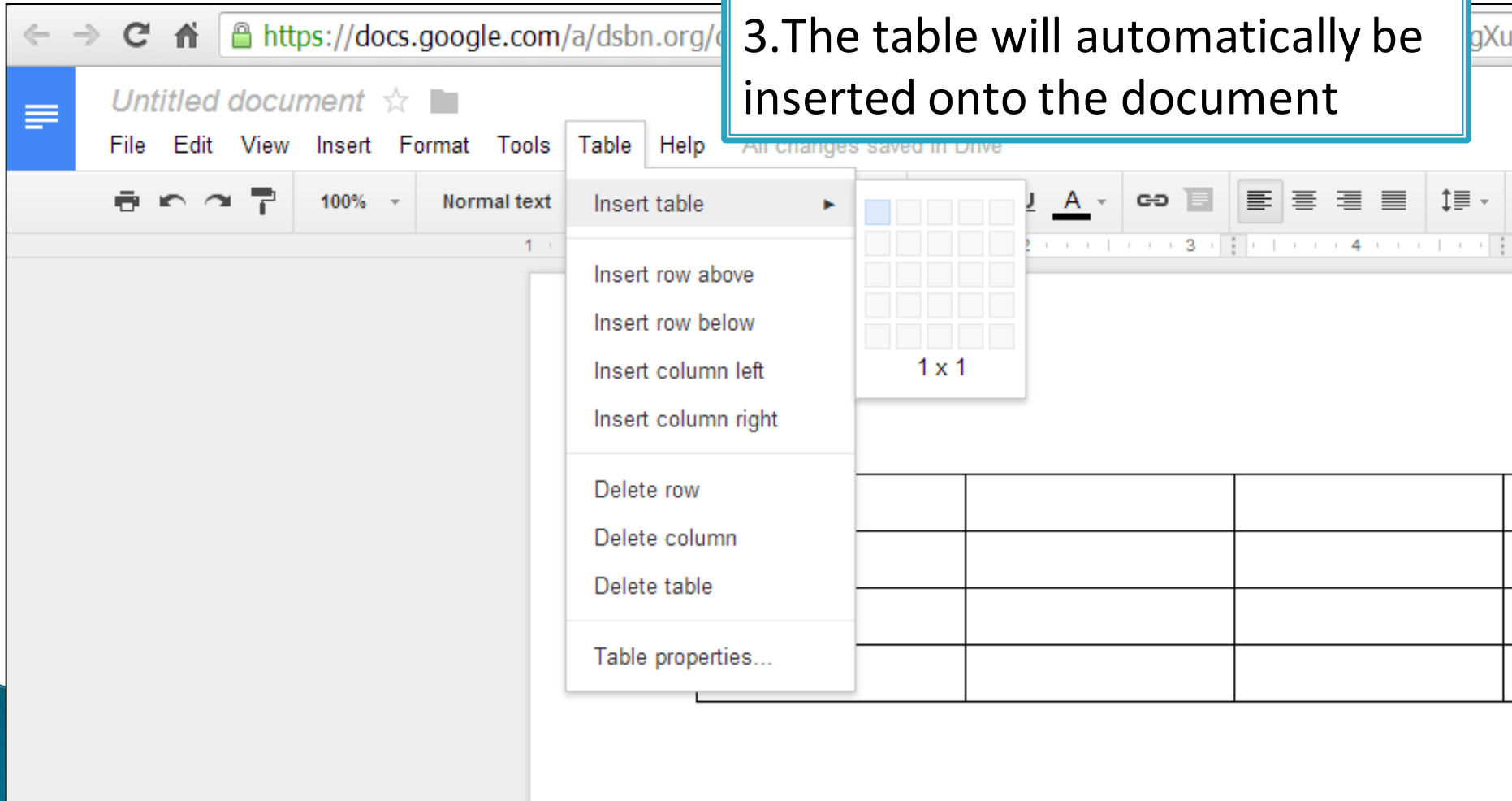
The screenshot shows the Google Docs interface. At the top, the address bar displays the URL <https://docs.google.com/a/dsbn.org/doc>. Below the address bar is the document title "Untitled document" and a menu bar with options: File, Edit, View, Insert, Format, Tools, Table, and Help. The "Tools" menu is open, showing options: Spelling..., Research, Define, Word count, Translate document..., Script editor..., and Preferences... A blue arrow points from the "Research" option in the menu to the "Research" sidebar on the right. The sidebar has a search input field containing "word processor" and a "Web results" section. The first result is "Word processor - Wikipedia, the fr... en.wikipedia.org" with a snippet: "A word processor is an electronic device or computer software application that, as directed by the user, performs word processing: the composition, editing, ...". Below the text are three thumbnail images of word processor software.

Check spelling throughout the document

Table

Steps for creating a table...

1. Select **Table – Insert table**
2. Select the appropriate number of rows and columns
3. The table will automatically be inserted onto the document



The screenshot shows the Google Docs interface. The 'Table' menu is open, displaying options: 'Insert table', 'Insert row above', 'Insert row below', 'Insert column left', 'Insert column right', 'Delete row', 'Delete column', 'Delete table', and 'Table properties...'. A small grid selector is visible, showing a 1x1 grid with the text '1 x 1' below it. The main document area contains a 4x3 table.

Help

The image shows a Google Docs interface with the 'Help' menu open. The menu options are: Search the menus (Alt /), Docs Help, User Forum, Google+ Community, Report an issue, Report abuse, and Keyboard shortcuts. A search window is overlaid on the bottom right, displaying 'Search Help' and a list of suggested articles: 'Edit and format a Google document', 'Save your Google documents, spreadsheets, and presentations', 'Page setup', 'Find a useful template', and 'Table of contents in documents'. Below the list is a 'MORE' section with a 'Help Center' link and a 'Send feedback' button.

Format Tools Table Help All changes saved in Drive

Normal text A

Search the menus (Alt /)

Docs Help

User Forum

Google+ Community

Report an issue

Report abuse

Keyboard shortcuts

Search Help

SUGGESTED ARTICLES

- [Edit and format a Google document](#)
- [Save your Google documents, spreadsheets, and presentations](#)
- [Page setup](#)
- [Find a useful template](#)
- [Table of contents in documents](#)

MORE

[Help Center](#) [Send feedback](#)

Search a variety of topics that will help you with formatting your document

Email Collaborators

Untitled document ☆

File Edit View Insert Format Tools

- Share...
- New ▶
- Open... Ctrl+O
- Rename...
- Make a copy...
- Move to folder...
- See revision history Ctrl+Alt+Shift+G
- Language ▶
- Download as ▶
- Publish to the web...
- Email collaborators...
- Email as attachment...
- Page setup...
- Print Ctrl+P

Sharing settings

Link to share (only accessible by collaborators)

[ment/d/1picHnfwGEOwW2UHegWJecYlp_4dngxWWOj3nQVW7qBo/edit?usp=sharing](https://docs.google.com/document/d/1picHnfwGEOwW2UHegWJecYlp_4dngxWWOj3nQVW7qBo/edit?usp=sharing)

Who has access

Private - Only you can access

[Change...](#)

Share

documents

There are currently no collaborators, but you can add people to share with here.

Invite people:

Enter names, email addresses, or groups...

[Can edit](#) ▼

Notify people via email - [Add message](#)

- Send a copy to myself
- Paste the item itself into the email

Share & save

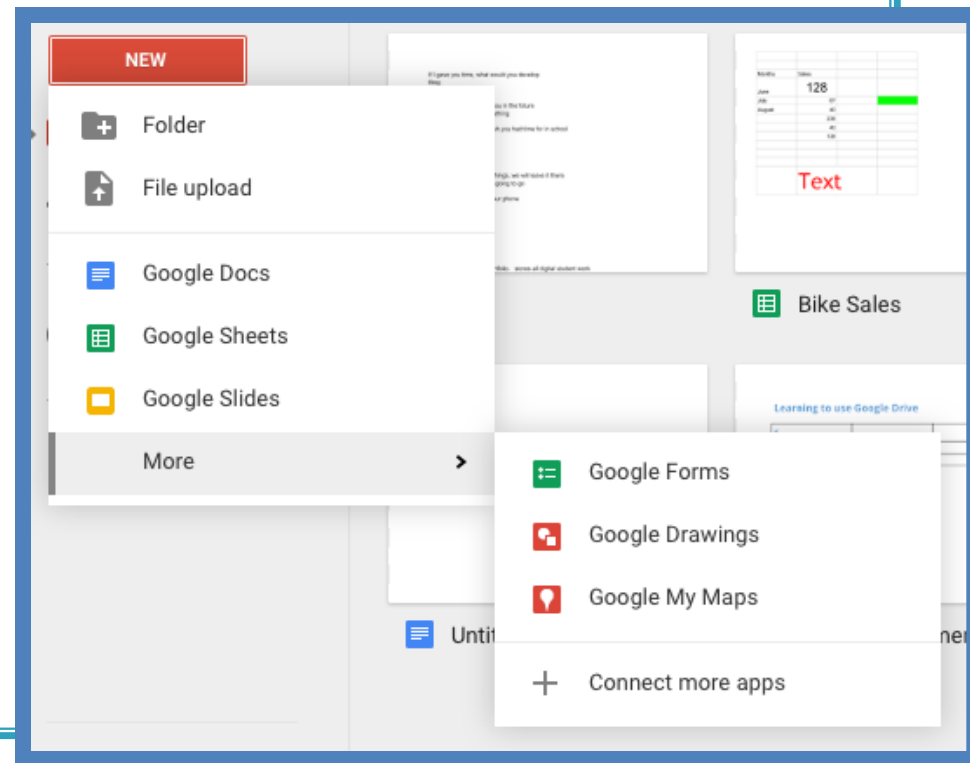
Cancel

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

Further Lessons

Other lessons will explore...

- Slides (Presentations)
- Sheets (Spreadsheets)
- Forms
- Drawings



Activities using Google Documents

- Word Processing
Exercise
 - Table

Word Processing Exercise #1

Instructions

1. Create the title “**Google Docs**” in 24pt **Comic Sans** font at the top of the document
2. Type your first and last name in 18pt **Verdana** font below the title
3. **Center** and **Bold** the title and your name
4. Create a table that is 2 Columns and 4 Rows
5. Enter information and pictures about **Google Drive, Google Docs or Word Processing** into the cells of this table.
6. Below the table create the subtitle “**Pause Before You Post**”
7. Below this title type the following...
Before I make a post, I pledge to ask myself:
 - ▶ *Who will be able to see what I post?*
 - ▶ *Will anyone be embarrassed or hurt by it?*
 - ▶ *Am I proud of what I’m posting?*
 - ▶ *How I would feel if someone posted it about me?*
8. Create bullets for each of the bulleted points above
9. Use spell-check and correct any errors
10. Change the page margins to 1.5” or all the way around (Top, Bottom, Left and Right)

Instructions for creating the Summer Camp Table

1. Construct a table that is **8 Columns** and **7 Rows**
2. Type in all the required information into the cells
3. Change the Fill of the appropriate cells to orange
4. Outline the table in orange

Note: To change fill and outline colors, highlight cells of table, select **Table – Table Properties**

Welcome to the Google Docs editors Help Center

<https://support.google.com/docs/?hl=en#topic=1382883>

Table in Google Documents

Times	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9:00	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
10:00	Games	Tug of War	Free Time	Fishing	Games	Fishing	Free Time
11:00	Swimming	Tennis	Swimming	Tug of War	Swimming	Diving	Swimming
12:00	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1:00	Games	Fishing	Games	Sailing	Tug of War	Chess	Fishing
2:00	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner

Note: the next slide includes instructions for creating this table