HOW TO: Google™ Apps

Docs, Sheets, Slides, Calendar, & Drive

English

ABOUT

Use this guide to write papers, create spreadsheets, give presentations, manage your time, and save your files using popular Google Apps. Each step has a screen shot to help you see the process.

This tutorial is written for Windows 7 but can be applied in other versions of Windows and iOS.

Visit:
google.com/edu/products/productivity-tools/

CONTENTS

WRITE A PAPER!

MAKE A SPREADSHEET!

DO A PRESENTATION!

PLAN YOUR TIME!

SAVE YOUR FILES!

WORDS TO KNOW

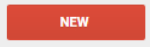Study these words before using Google Apps.

Access (v)
To be able to see or find.

Document (n)
A file you create to record information.

Button (n)
An object you can click to do an action.
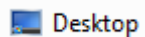
Checkmark (n)

Click (v)
Select by pressing the button on the mouse.

Collaborate (v)
To work together.

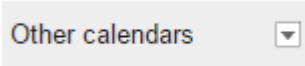**Desktop (n)**
Your computer or the main page of your computer.

Download (v)
Save to your computer.

Dropdown menu (n)
Click the arrow to choose an option.

Hover (v)
Put your mouse over a word or icon.

Grid (n)
A block of squares or lines.

Icon (n)
A symbol or picture to represent something.

Icon for Google Drive

Internet browser (n)
The program you use for your Internet.
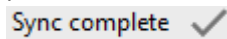
Locate (v)
To find.

Navigate (v)
To find the right way, to guide.

Spreadsheet (n)
Electronic document to organize and calculate data.

Sync (v) or Synchronization (n)
Your changes are updated and saved in all places.

Update (v)
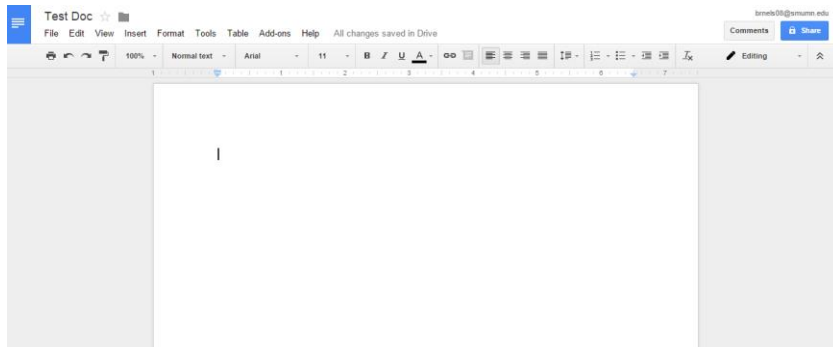Make changes to have a new version.

View (v)
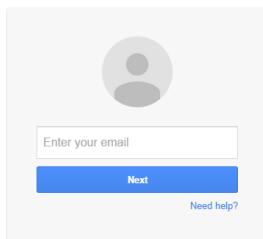To see

Visible (adj)
You can see it

Google Docs

With Google Docs, you can create text documents similar to Microsoft Word. You can share and work on text documents together with your class/professors at the same time.
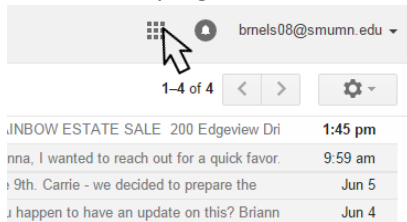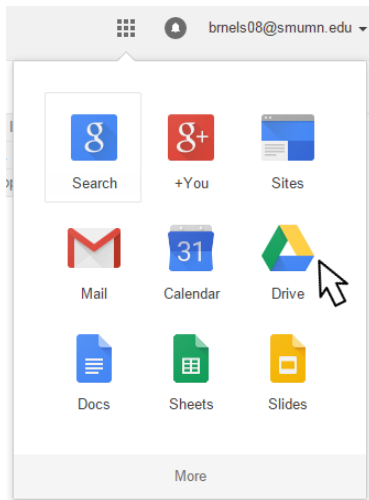
Create a Google Doc
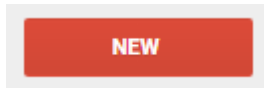
1. Log in to Google or Gmail

2. In the top right corner, click the icon that looks like a grid of squares
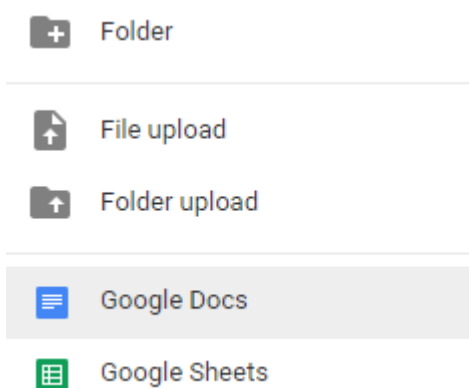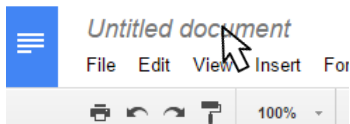
3. Choose Google Drive

4. Click new (red button on left)

5. Click Google Docs

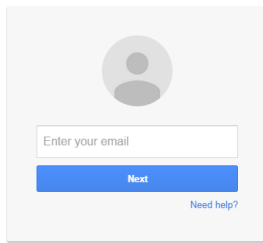6. Click on "untitled document" title at the top. Type your new title.

7. Work on your document
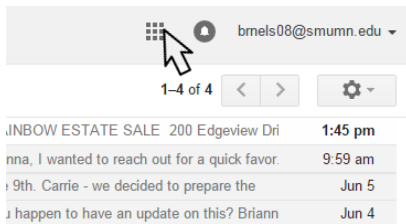8. Changes are saved automatically
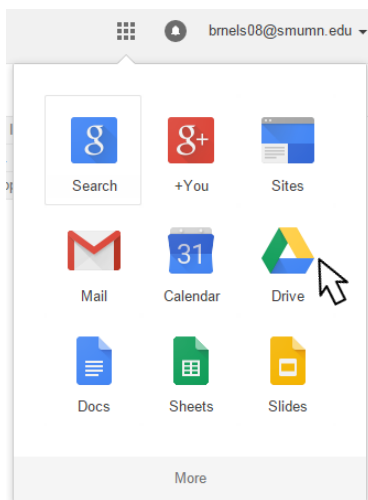
Share a Google Doc
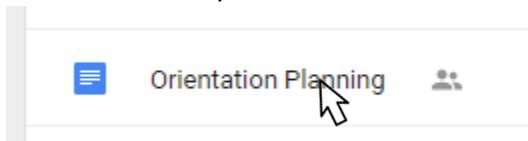
1. Log in to Google or Gmail

2. In the top right corner, click the icon that looks like a grid of squares
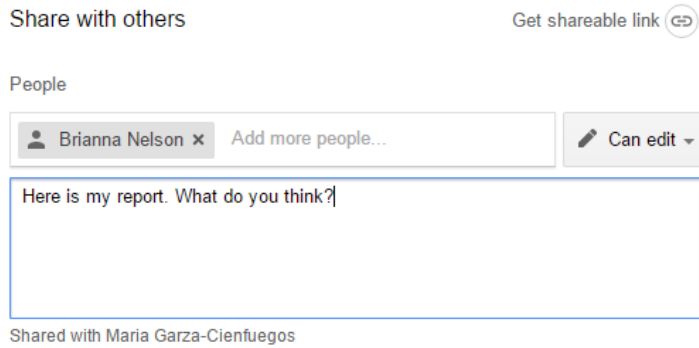

3. Choose Google Drive or Docs

4. Click the Doc you wish to share

5. Click the Share (blue) button

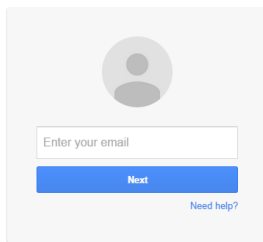6. Enter the email addresses and add a message (optional)
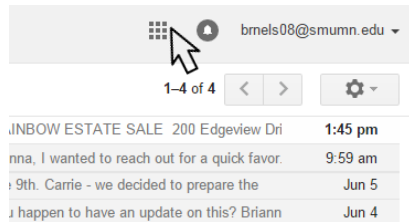

7. Click Send
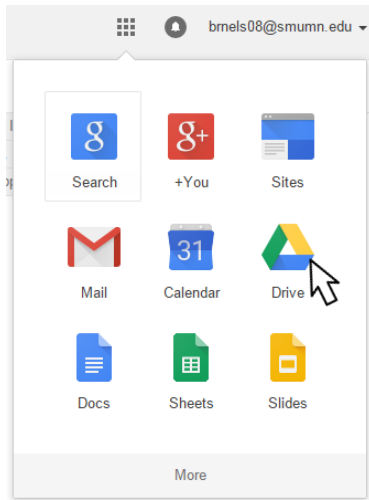

Download a Google Doc to your desktop
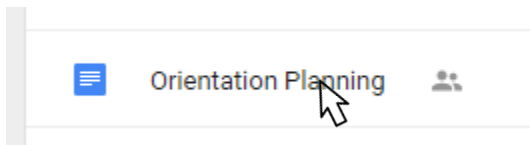
1. Log in to Google or Gmail

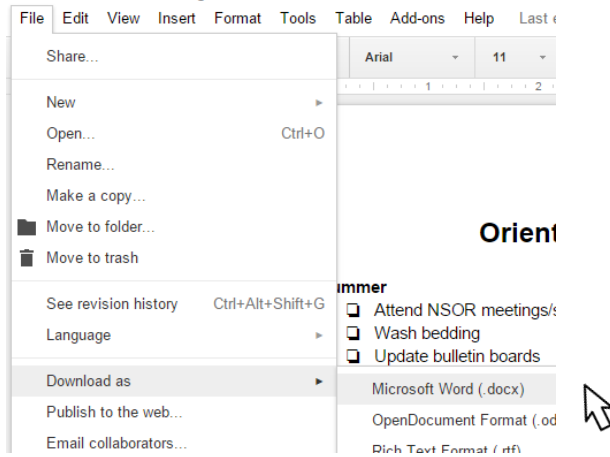2. In the top right corner, click the icon that looks like a grid of squares
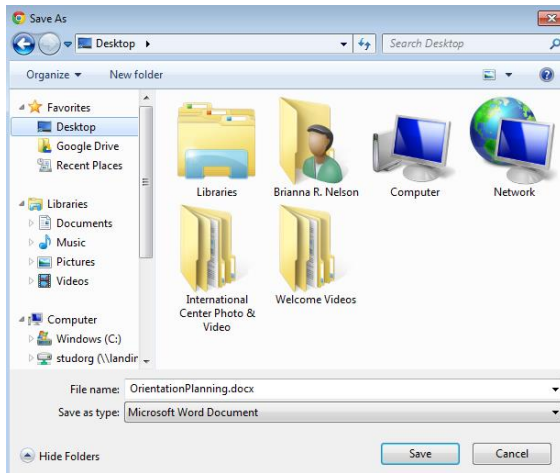
3. Choose Google Drive

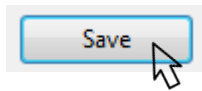4. Open the document or folder you want to download

5. Go to File > Download As > Choose the file type you wish to download

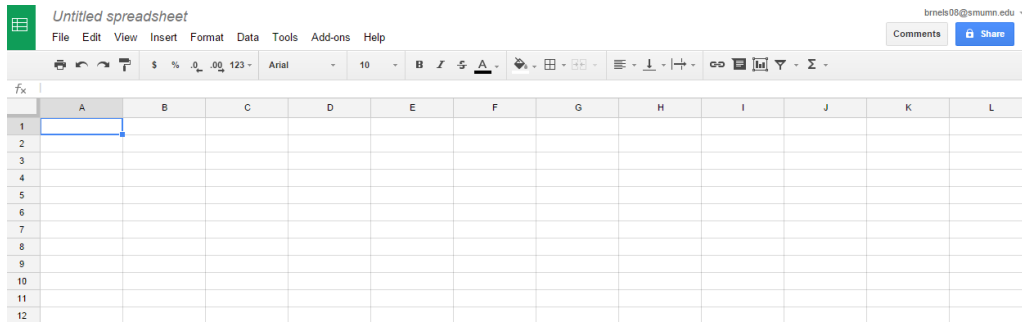6. Locate where to save the file
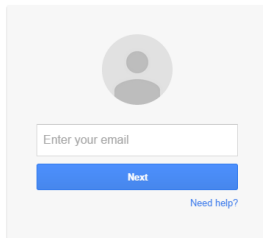

7. Click Save

Google Sheets

With Google Sheets, you can create spreadsheets similar to Microsoft Excel.
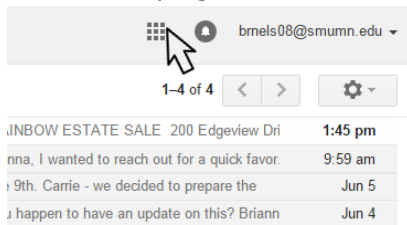

Create a Google Sheet

You can share and work on spreadsheets collaboratively online instead of emailing multiple versions back and forth.

1. Log in to Google or Gmail

2. In the top right corner, click the icon that looks like a grid of squares

3. Choose Google Drive

4. Click new (red button on left)

5. Click Google Sheets
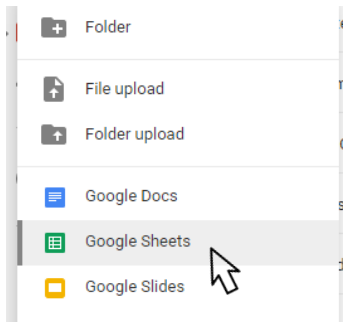
6. Click to rename the "Untitled spreadsheet" title at the top

7. Work on your document
8. Changes are saved automatically
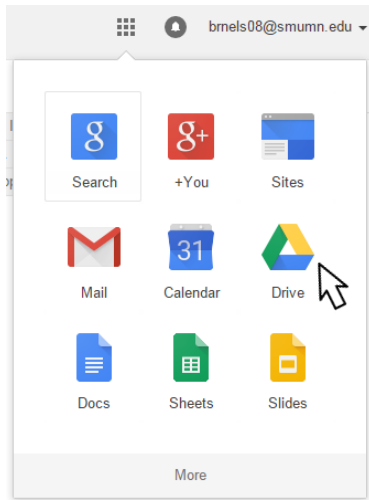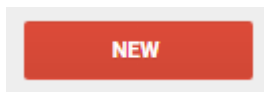
Share a Google Sheet

1. Log in to Google or Gmail

2. In the top right corner, click the icon that looks like a grid of squares

3. Choose Google Drive

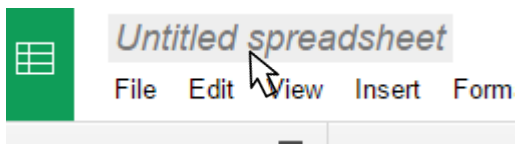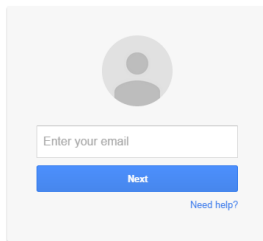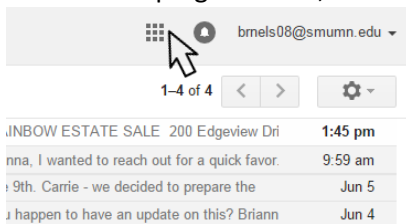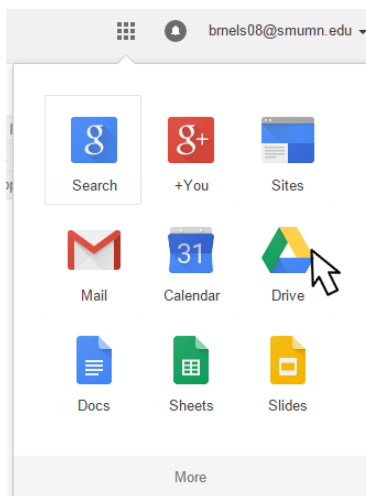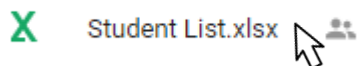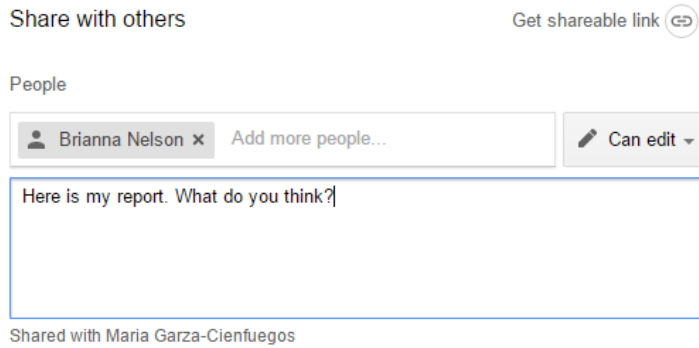4. Open the Sheet you wish to share

5. Click the Share (blue) button

6. Enter the email addresses and add a message (optional)

Share with others   Get shareable link ⊝

People

| 👤 Brianna Nelson ✕ | Add more people... | ✏ Can edit ▾ |

Here is my report. What do you think?|

Shared with Maria Garza-Cienfuegos

7. Click Send

Send

Download a Google Sheet to your desktop

1. Log in to Google or Gmail
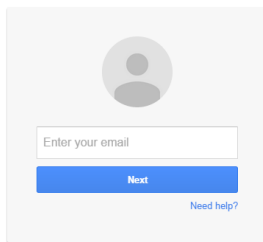
Enter your email

Next

Need help?

2. In the top right corner, click the icon that looks like a grid of squares

⚏ 🔔   brnels08@smumn.edu ▾

1–4 of 4 ‹ › ⚙▾

.INBOW ESTATE SALE 200 Edgeview Dri   1:45 pm
nna, I wanted to reach out for a quick favor.   9:59 am
9th. Carrie - we decided to prepare the   Jun 5
u happen to have an update on this? Briann   Jun 4

3. Choose Google Drive or Sheets

4. Open the sheet you wish to download
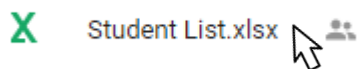
5. Go to File > Download As > Choose the file type you wish to download

6. Locate where to save the file

7. Click Save

Google Slides

With Google Slides, you can create slideshow presentations similar to Microsoft PowerPoint.

Create a Google Slide

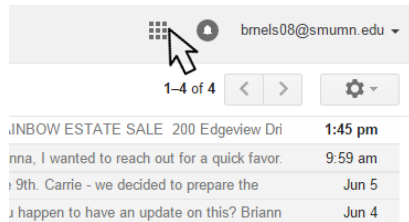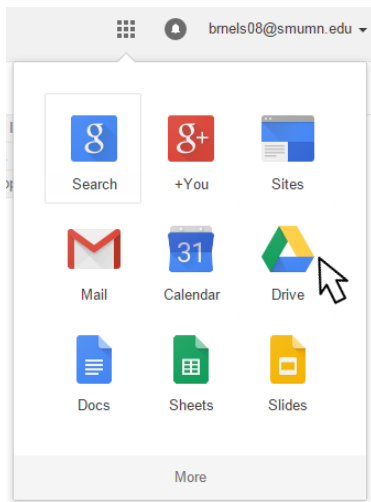You can share and work on presentations collaboratively online instead of emailing multiple versions back and forth.

1. Log in to Google or Gmail
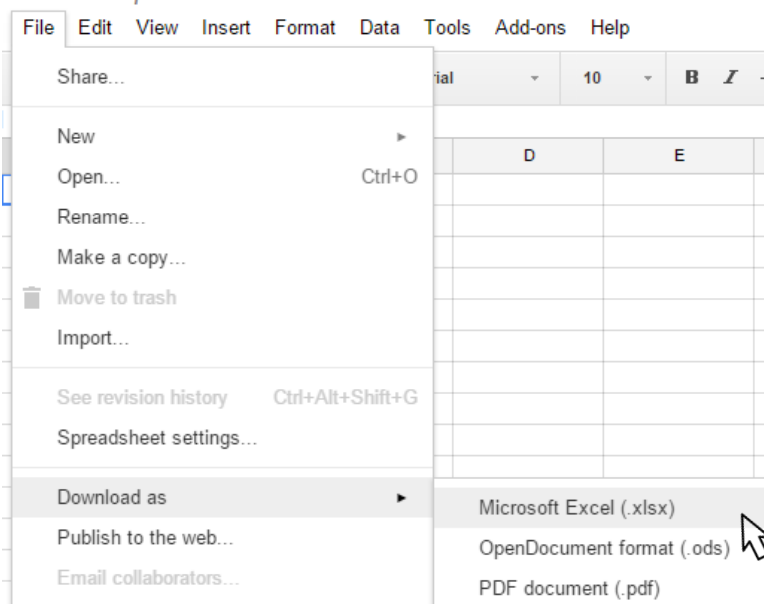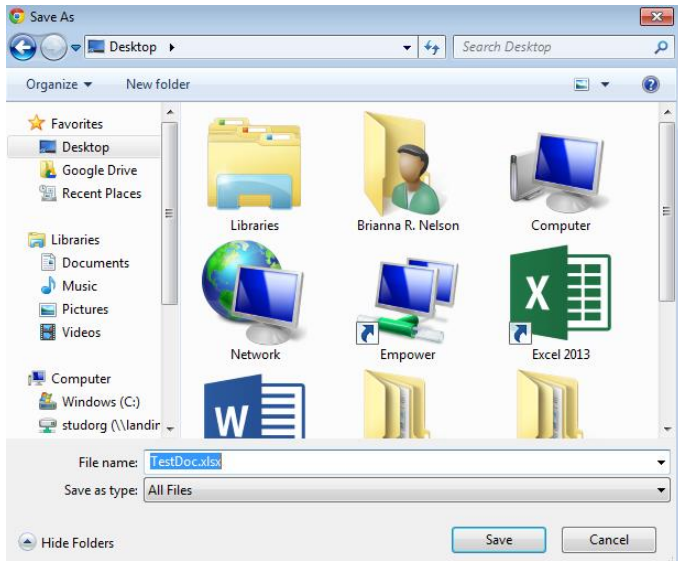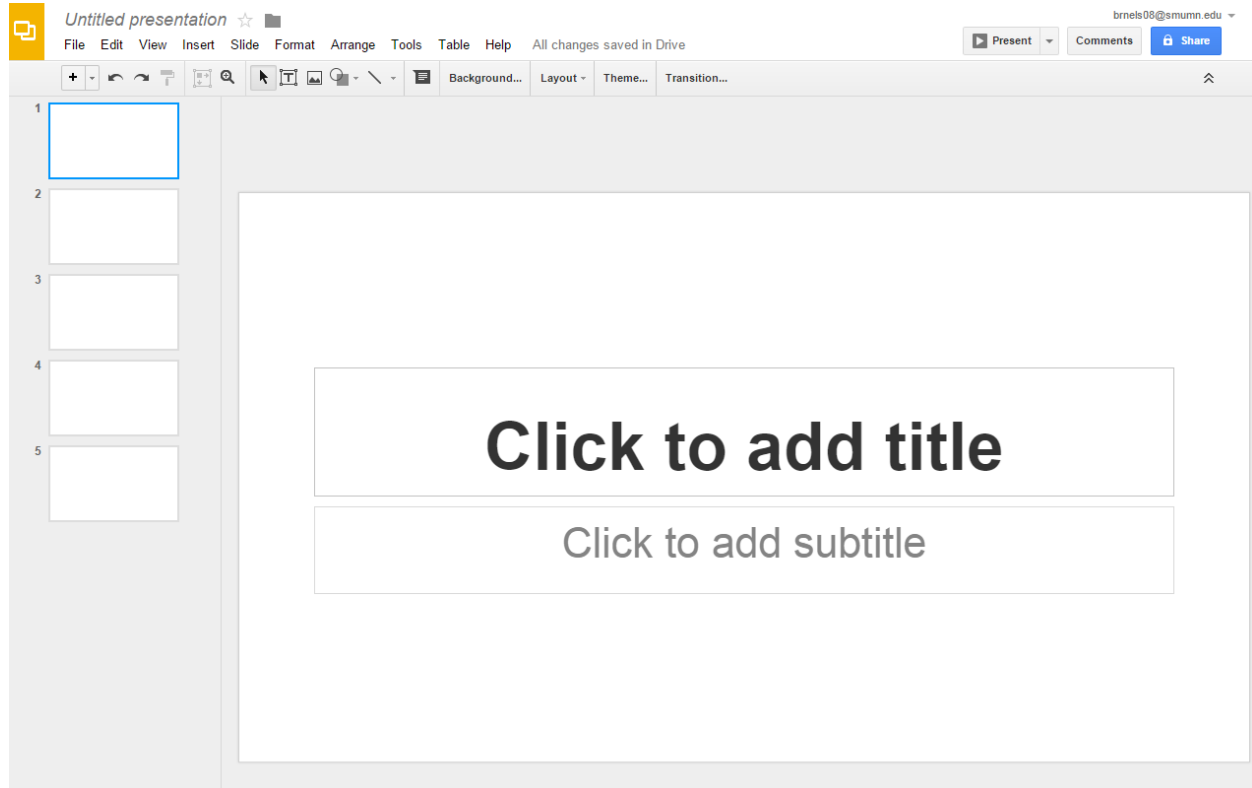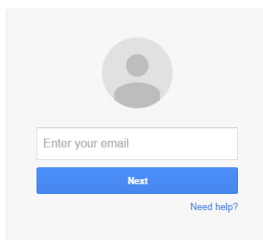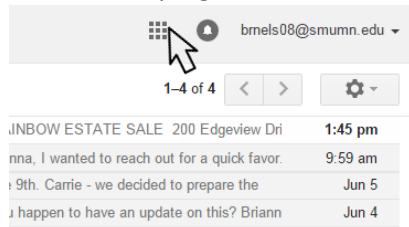
2. In the top right corner, click the icon that looks like a grid of squares

3. Choose Google Drive

4. Click new (red button on left)

5. Click Google Slides

6. Click to rename the "Untitled presentation" title at the top

7. Work on your document
8. Changes are saved automatically

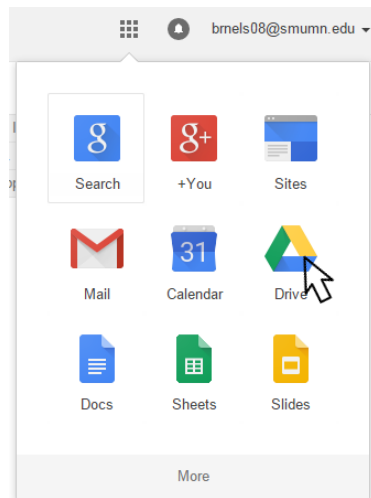## View a Google Slide presentation full screen

1. Log in to Google or Gmail
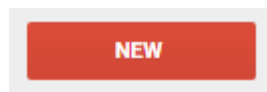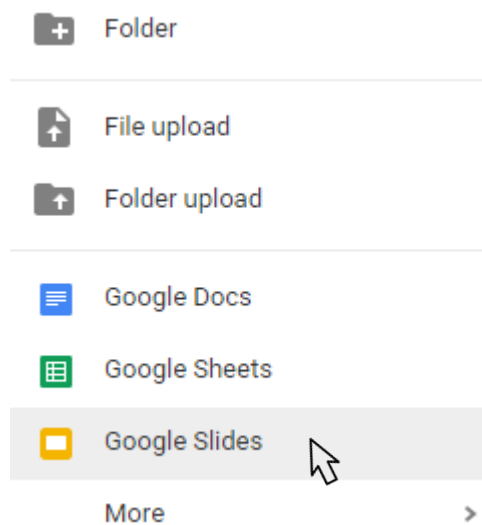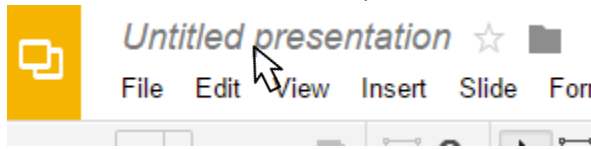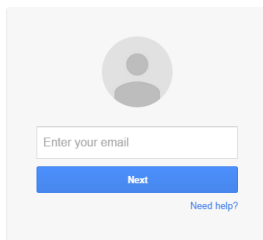

2. In the top right corner, click the icon that looks like a grid of squares

3. Choose Google Drive

4. Open the Slide

5. Click the Present button (top right)

6. The slideshow appears full screen. Use the arrow keys on your keyboard to navigate.

7. Click Esc on your keyboard to exit full screen.

Share a Google Slide

1. Log in to Google or Gmail
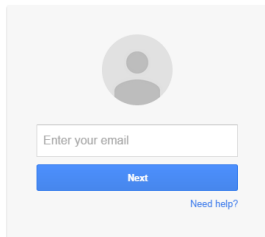
2. In the top right corner, click the icon that looks like a grid of squares

3. Choose Google Drive or Slides

4. Open the Slide

5. Click the Share (blue) button

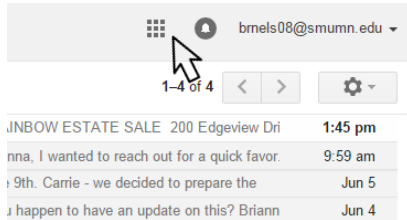6. Enter the email addresses and add a message (optional)
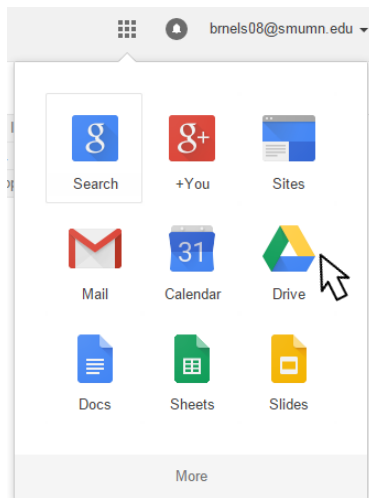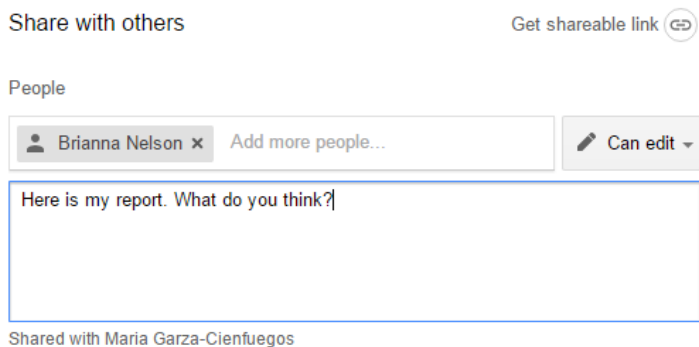

7. Click Send

Download a Google Slide to your desktop

1. Log in to Google or Gmail
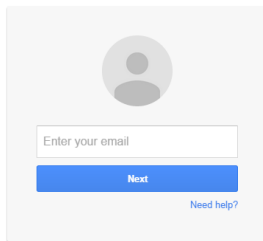
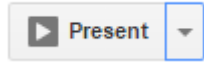2. In the top right corner, click the icon that looks like a grid of squares
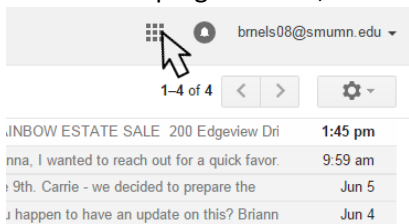
3. Choose Google Drive or Sheets
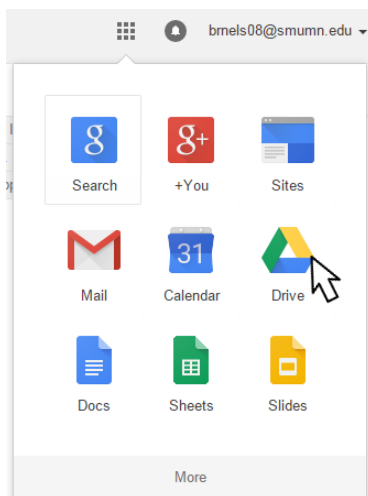
4. Open the document or folder you wish to download
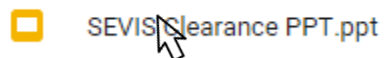
5. Go to File > Download As > Choose the file type you wish to download
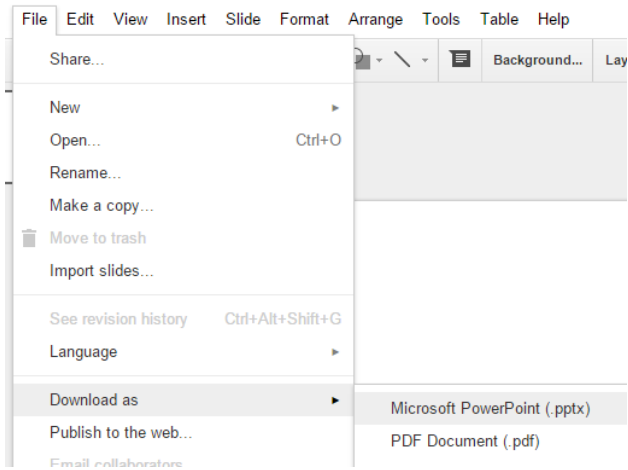
6. Locate where to save the file

7. Click Save

Google Calendar

Use Google Calendar to maintain a calendar online and view other contacts' calendars, create events and invite others.
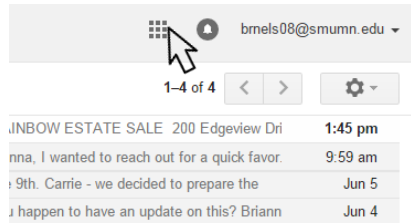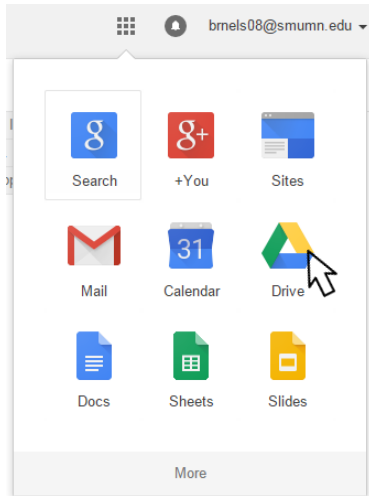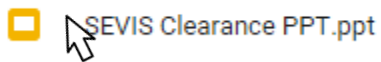
View your Google Calendar

1. Log in to Google or Gmail

2. In the top right corner, click the icon that looks like a grid of squares


3. Choose Google Calendar

4. Use the calendar on the left to choose days/weeks/months

June 2015

| S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

5. Use the tabs at the top to view calendar by day, week, month, and year

Day	Week	Month	4 Days	Agenda

View another contact's Google Calendar

Be aware that you may not have access to everyone's calendar.

1. Log in to Google or Gmail
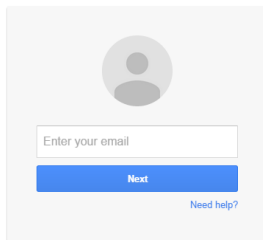
Enter your email

Next

Need help?

2. In the top right corner, click the icon that looks like a grid of squares

brnels08@smumn.edu

1–4 of 4

AINBOW ESTATE SALE 200 Edgeview Dri	1:45 pm
nna, I wanted to reach out for a quick favor.	9:59 am
9th. Carrie - we decided to prepare the	Jun 5
u happen to have an update on this? Briann	Jun 4
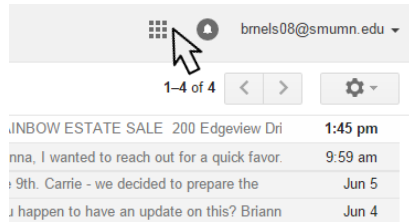
3. Choose Google Calendar

4. Under the dropdown menu on the left, Other Calendars, type the name of the calendar owner you wish to add

Print your Google Calendar

1. Log in to Google or Gmail

2. In the top right corner, click the icon that looks like a grid of squares
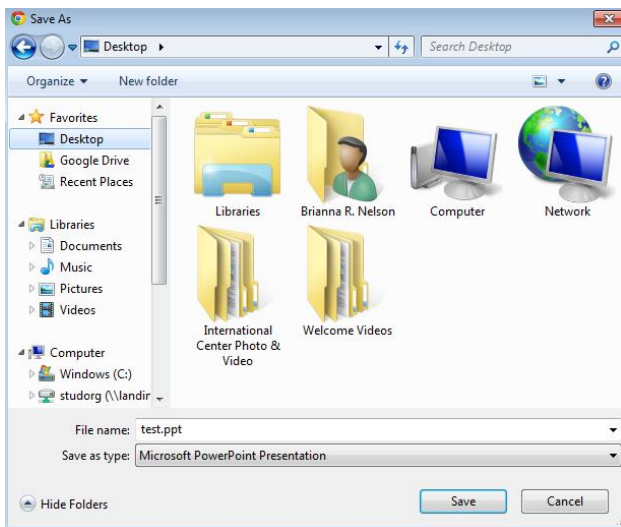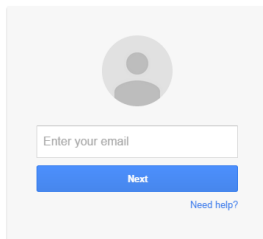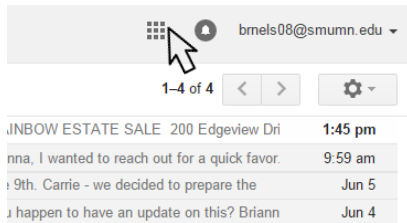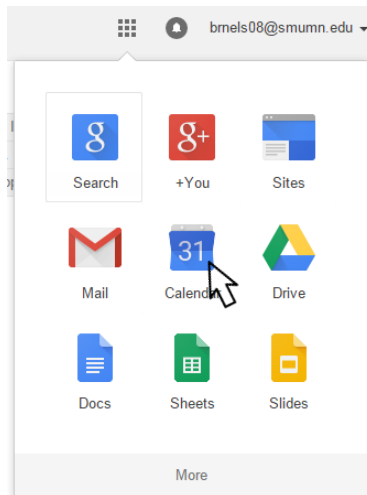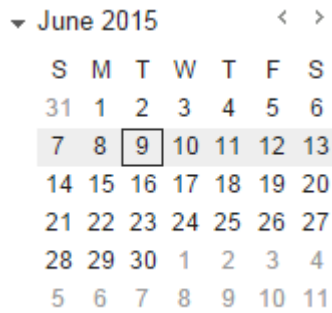
3. Choose Google Calendar

4. Select the calendar and view you wish to print

5. In the top right corner, click More > Print

Add an event to a Google Calendar

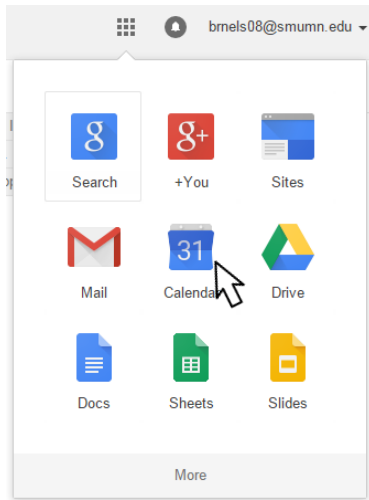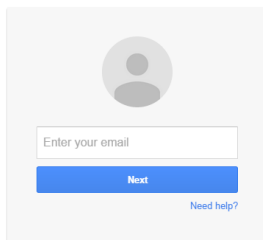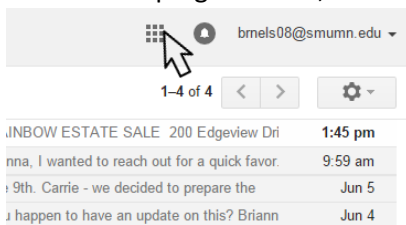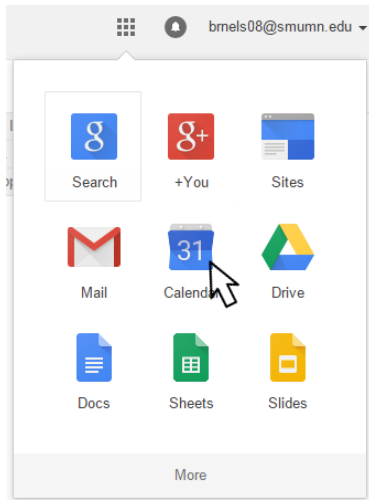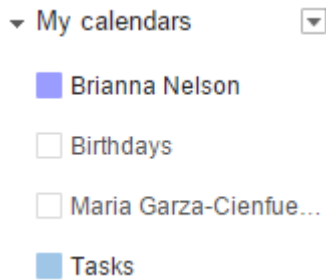1. Log in to Google or Gmail

2. In the top right corner, click the icon that looks like a grid of squares

3. Choose Google Calendar
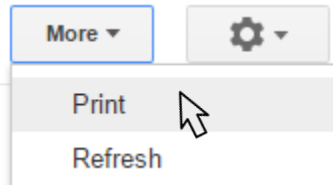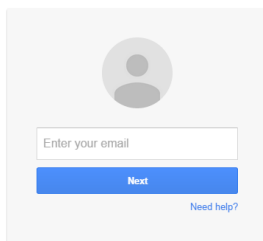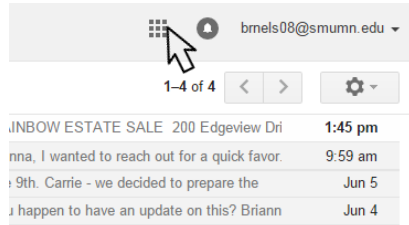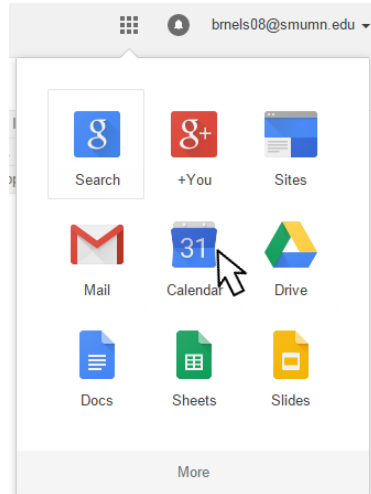

4. Click the red Create button on the left or use your mouse to highlight a block of time for your event, then click edit event

OR
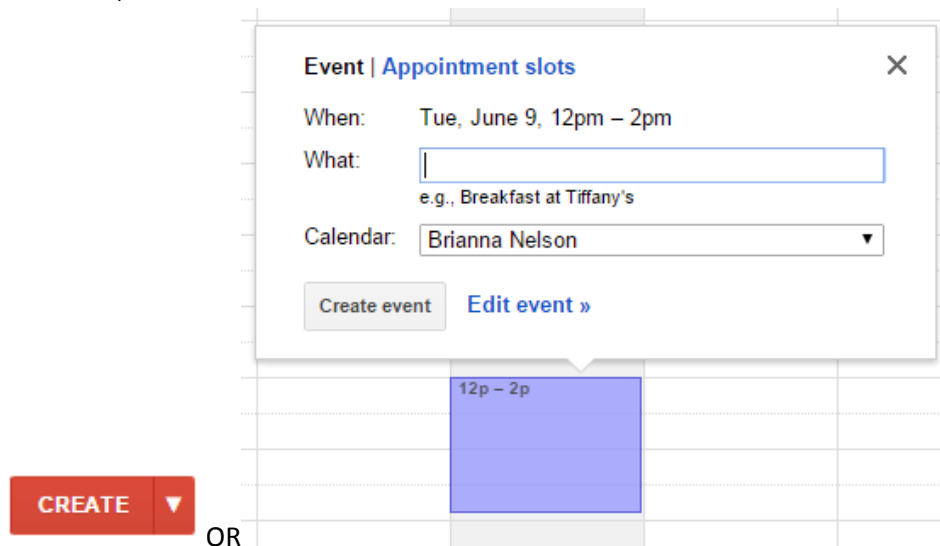
5. Enter the event information

Untitled event

| 6/9/2015 | 12:00pm | to | 2:00pm | 6/9/2015 |

☐ All day ☐ Repeat…

Event details | Find a time

Where   Enter a location

Video call   ◼ Join meeting: brnels08
              Change name | Remove

Calendar   Brianna Nelson ▼

Description

6. Click Save.

SAVE

Google Drive

Google Drive is a personal folder hosted online. You can access it from any computer just by logging into your Google account. You can also install Google Drive onto your desktop computer that will sync to your online drive.
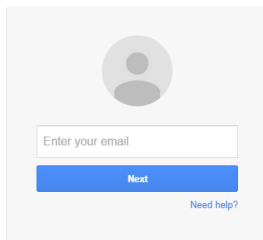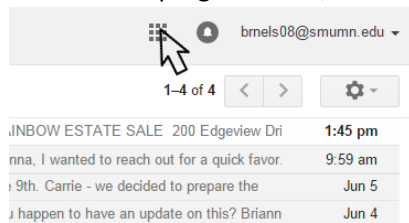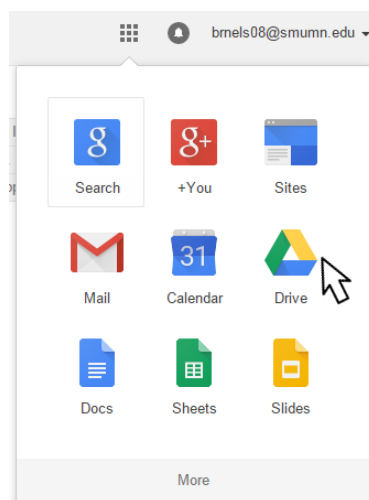
Access your Google Drive online

1. Log in to Google or Gmail

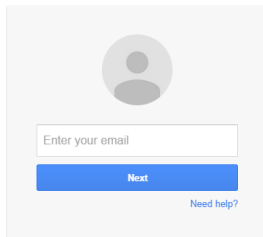2. In the top right corner, click the icon that looks like a grid of squares
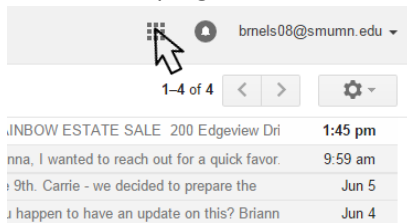

3. Choose Google Drive

Upload a document or folder to your online Google Drive

Documents (that are not Google Docs, Slides, Sheets, etc.) cannot be edited, only viewed, through the online Google drive – to do this, download Google Drive on your desktop (see "Download Google Drive to your computer desktop").

1. Log in to Google or Gmail

2. In the top right corner, click the icon that looks like a grid of squares

3. Choose Google Drive

4. Click new (red button on left)

5. Click File Upload or Folder Upload

Save an email attachment to your online Google Drive

1. Open the email (in Gmail) containing the attachment you wish to save

2. Hover your mouse over the attachment

3. Choose the Save to Drive icon

4. Choose the folder in which you wish to save the attachment

5. Click Move
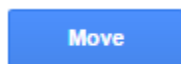
Create a folder in your online Google Drive

You can organize your Google Drive by creating folders. It is possible to create folders within folders.
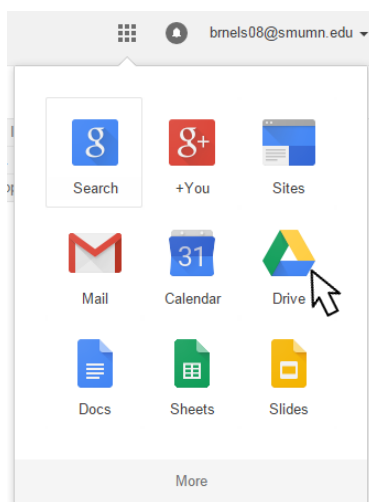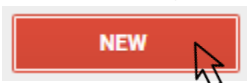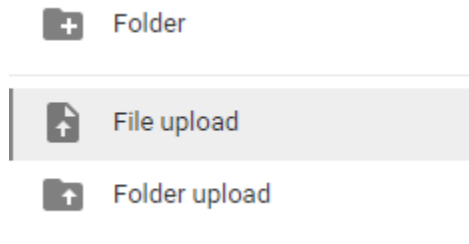
1. Log in to Google or Gmail

2. In the top right corner, click the icon that looks like a grid of squares

3. Choose Google Drive

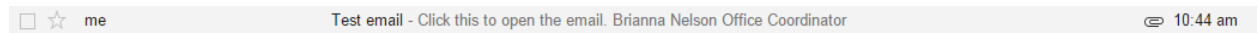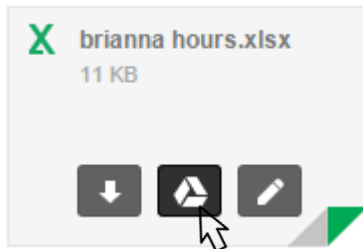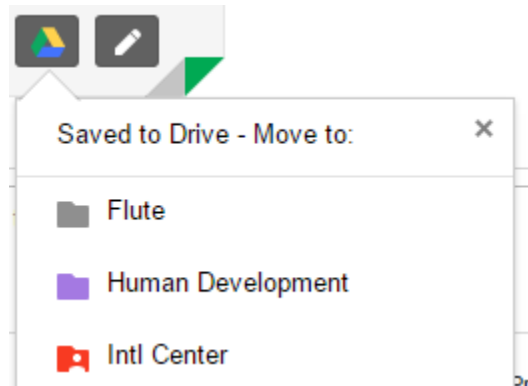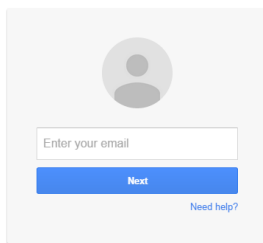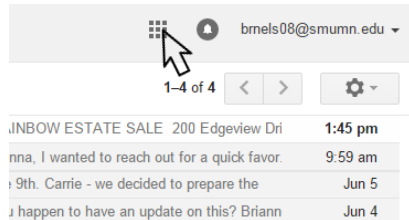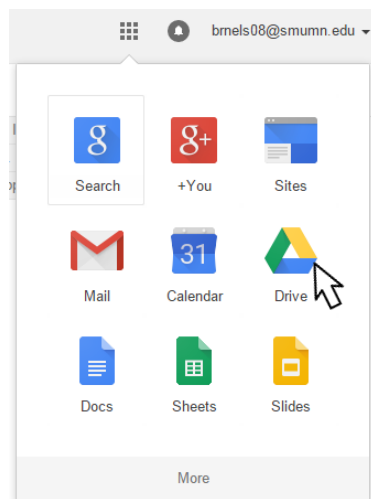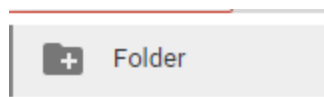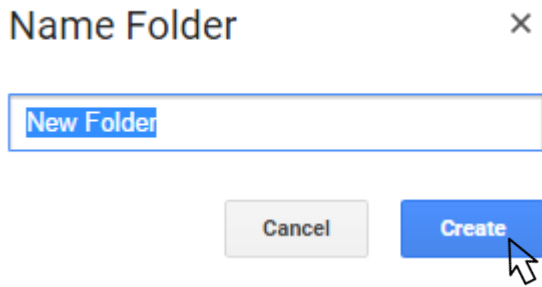
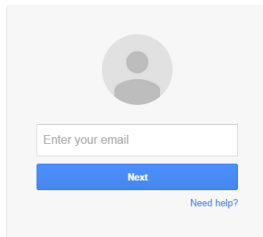4. Click new (red button on left)

5. Click Folder

6. Enter the folder name and click Create

Name Folder   ✕

New Folder

Cancel   Create

Rename a file or folder in your online Google Drive

Organize your Drive with clear file and folder names.

1. Log in to Google or Gmail

Enter your email

Next

Need help?

2. In the top right corner, click the icon that looks like a grid of squares

brnels08@smumn.edu ▾

1–4 of 4 ⟨ ⟩ ⚙ ▾

INBOW ESTATE SALE 200 Edgeview Dri   1:45 pm
nna, I wanted to reach out for a quick favor.   9:59 am
9th. Carrie - we decided to prepare the   Jun 5
u happen to have an update on this? Briann   Jun 4

3. Choose Google Drive

brnels08@smumn.edu ▾

Search   +You   Sites

Mail   Calendar   Drive

Docs   Sheets   Slides
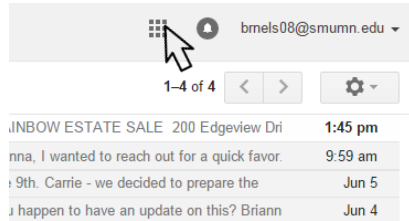
More

4. Locate the file or folder you wish to rename

Test Doc

5. Using your mouse, right click and choose Rename

6. Type the new name

Share a document or folder in your Google Drive

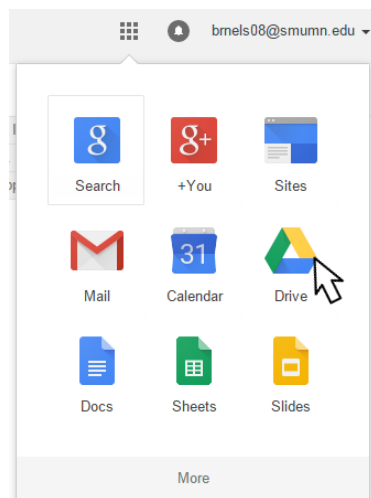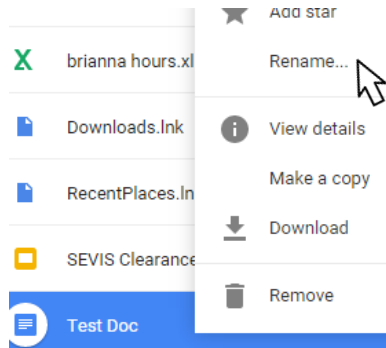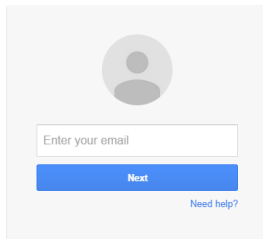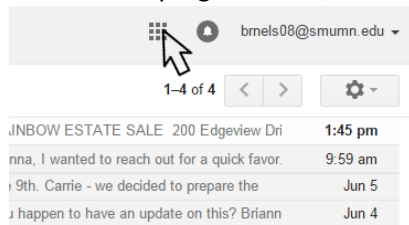You can change settings so others can edit or just view.

1. Log in to Google or Gmail

2. In the top right corner, click the icon that looks like a grid of squares

3. Choose Google Drive

4. Open the file or folder you wish to share

5. Click the Share (blue) button

6. Enter the email addresses and add a message (optional)

7. Click Send

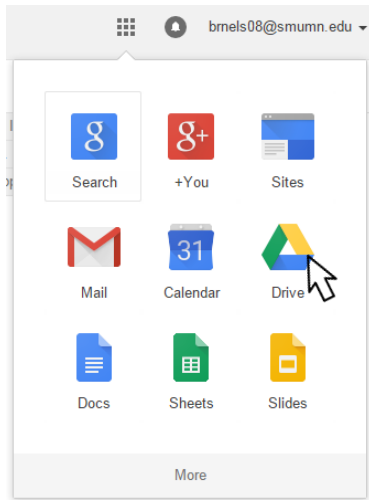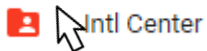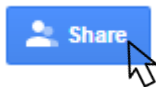## View others' files that have been shared with you through Google Drive

1. Log in to Google or Gmail

2. In the top right corner, click the icon that looks like a grid of squares

3. Choose Google Drive

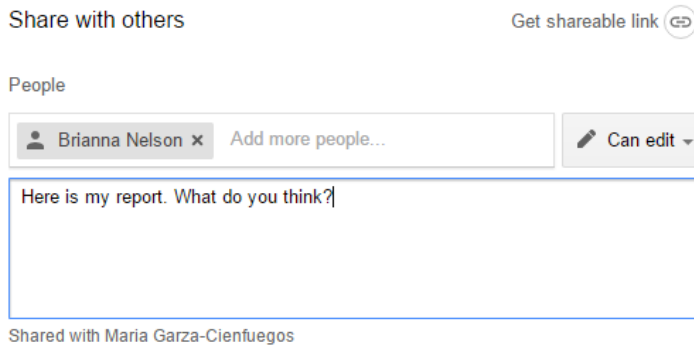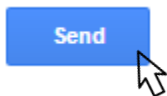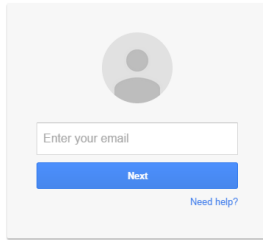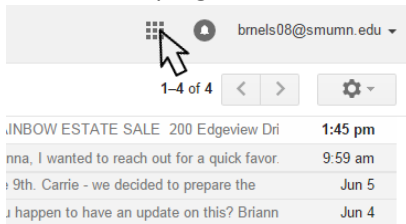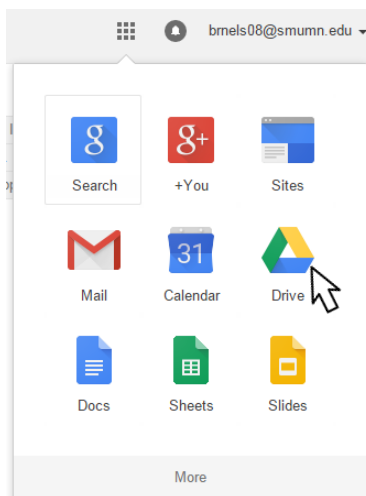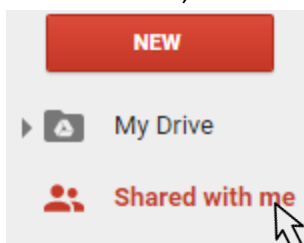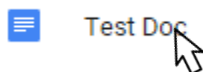4. On the left, select Shared with me

5. Locate the document you wish to view

## Download Google Drive to your computer desktop

This will allow you to access files easily from your desktop without having to open your Google account in an internet browser. You will be able to edit, rename, create, and delete files directly in this folder. Files in your desktop Google Drive are synced automatically to your online account.

1. Go to tools.google.com/dlpage/drive
2. Click download drive
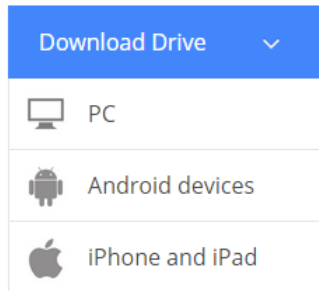
3. Click Accept and Install
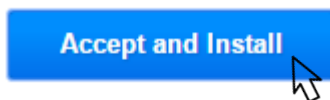
4. Follow the prompts to install the drive on your computer (you may need an administrator code to allow installation)
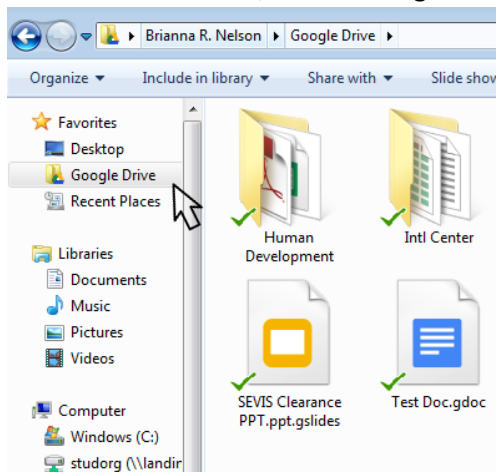
Access Google Drive on your desktop

To access directly from your desktop, Google Drive must first be installed on your desktop.

1. Open My Computer or My Documents

2. On the left menu, choose Google Drive (under Desktop)

Hide selected Google Drive folders on your desktop

This is a useful feature if you want to hide some private folders from your desktop and other users who use the same computer.
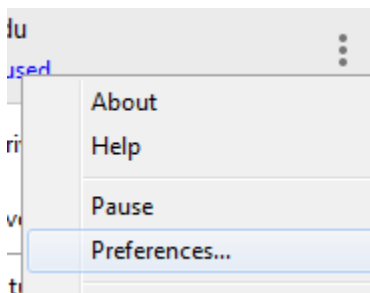
1. Click the Google Drive icon at the bottom right corner of your screen (looks like a triangle similar to a recycling sign).
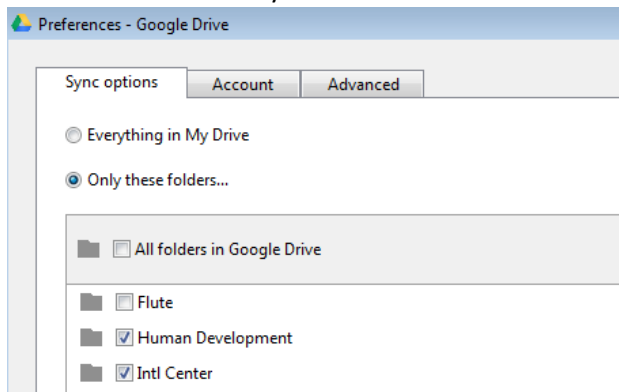

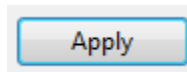2. Click the three little dots at the top right corner

3. Choose Preferences

4. Check the folders you wish to remain visible

5. Click Apply

Sync folders from your desktop Google Drive to your online Google Drive

This should be automatic. Synced files in your Google Drive will have a green checkmark over them. A red X means the file has not synced. You can monitor the synchronization status by clicking the Google Drive icon at the bottom right corner of your screen.

1. Click the Google Drive icon on your screen.

2. The checkmarks are good – that means the files are synchronized.
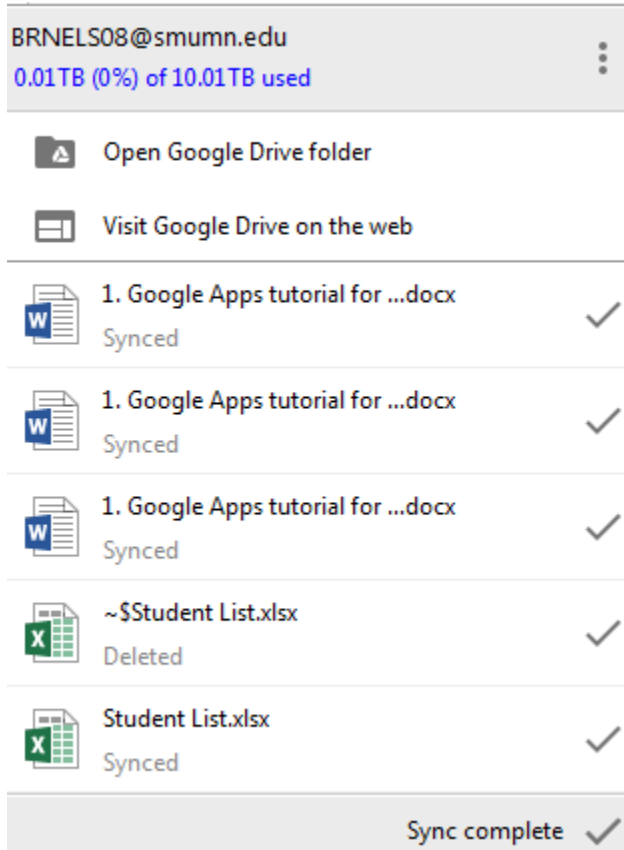
Using desktop Google Drive

Documents can be deleted (may not go to trash), renamed, and created in your desktop Google Drive folder in the same way you would use My Documents. Right click on the files to rename, copy, delete, etc.