Google Drive Suite

GMAIL, DOCS, SHEETS, SLIDES, AND PHOTOS

| Gmail | Docs | Sheets | Slides | Photos |

<u>Google Drive is Google's F R E E suite of productivity applications.</u>

Gmail allows you to send and receive email.

Docs lets you to create documents alone or in groups and save to common formats.

Sheets lets you log and analyze data in a spreadsheet environment.

Slides lets you and colleagues create slideshows for formal presentations.

Photos helps you back up, organize, and share your pictures.

All of these services have apps on major platforms like iOS and Android or the web.

All Google Drive services (there are more than these 5) require you to have a F R E E Google account. You'll use the same email address username and password to log in to all of them. If you don't like a certain service, you don't have to use it.
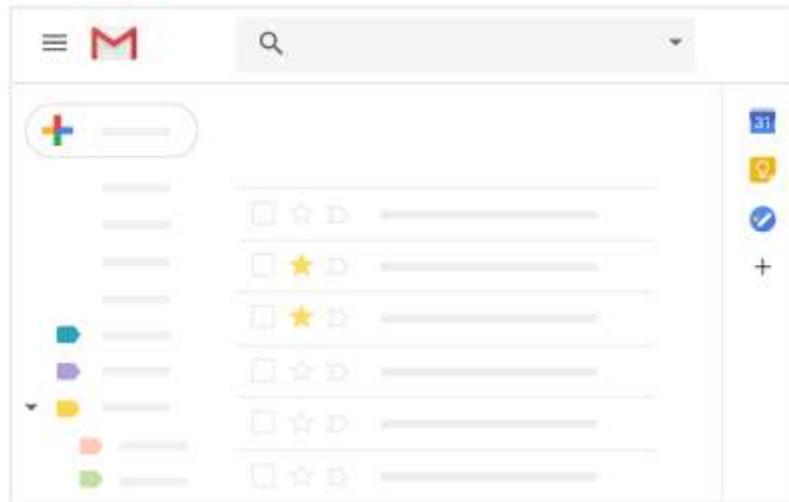
Gmail

Google's Gmail was released on April Fools' Day 2004, but was, and is, no joke. Overtime, it has become one of the best email services out there with simple email writing, powerful spam filtering, advanced search capabilities, and limited ads.
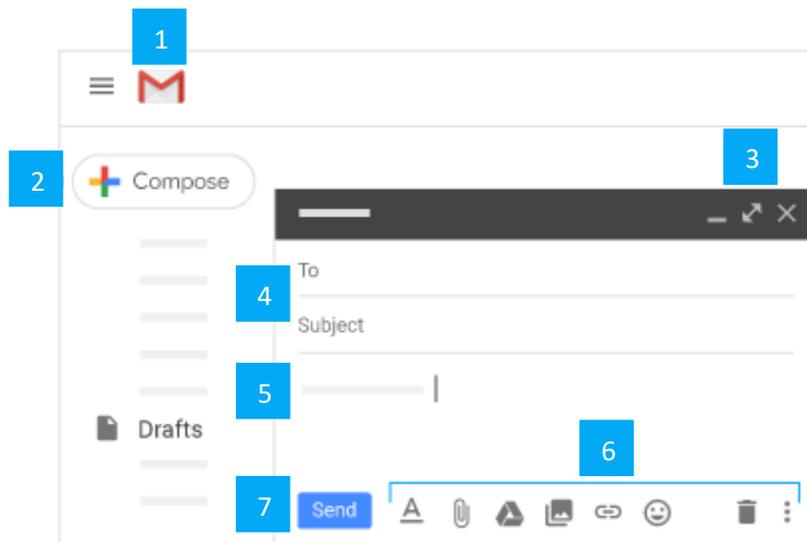
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- Log in to your Gmail by going to https://mail.google.com in any web browser.
- Click the **+** button in the upper left corner to write a new message.
- View sections of your Gmail like **Inbox**, **Sent**, and **Trash** on the left edge.
- New and read messages take up the middle of the screen.
- Click **checkboxes** next to each message to see options like **Delete**.
- Search for messages you can't find in the box across the top middle.

1. Start over at your Gmail homepage.
2. Compose button.
3. Make the composer menu larger if necessary.
4. **To** field and **Subject** field.
5. Main body for typing your message.
6. Formatting, adding attachments, embedding Google Drive content, images, links, emoji, delete draft, and more options.
7. **Send** button for when you've completed your message.

- If you need more help with Gmail, Google has a great free guide available at: https://gsuite.google.com/learning-center/products/gmail/get-started/#!/

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**Docs**

Google Docs allows you to do most document creation tasks and enables si
editing. Additional "add-on" features can improve your experience even if D
have every ability of advanced word processors.
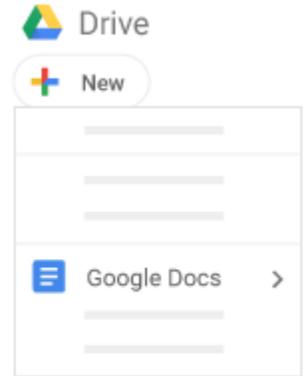
- Log in to Drive by going to https://drive.google.com . Click **New** then **Google Docs**.
- Give the document a title where it says *Untitled document*.
- Create your document using the page layout in the middle of the screen.
- Controls for formatting and menus like **File** appear above your document.
- Highlight text and then click formatting options to apply them.
- Documents automatically save. Check auto-saving is working by the Help menu.
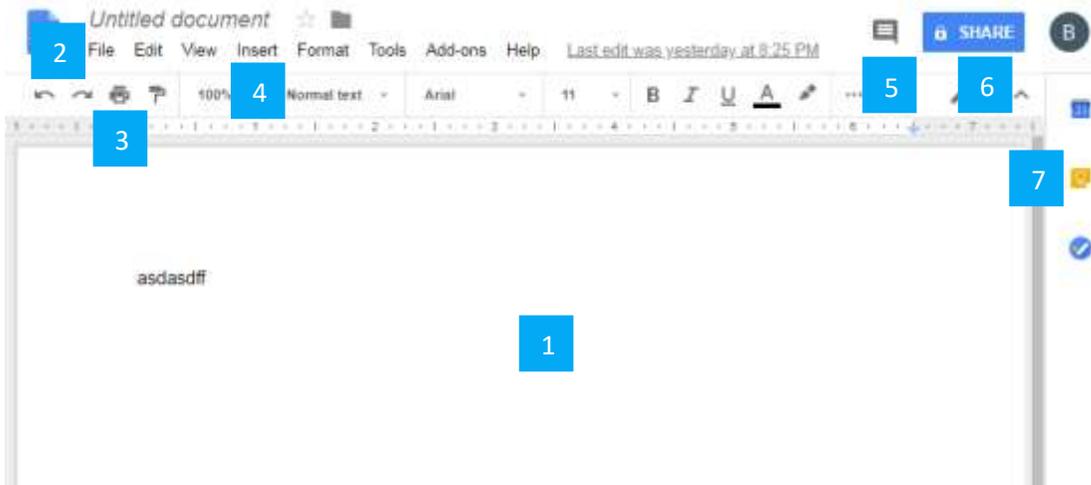
1. Type and add content.

2. File menu which includes downloading for offline editing.

3. Print the document.

4. Insert menu for adding images, tables, charts and more.

5. View comments by collaborators.

6. Share the document with others for them to view or edit.

7. Integrations with other Google services (you can safely ignore this sidebar menu).

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Sheets

Google Sheets allows you to do most common spreadsheet tasks and even uses many of the same functions as other major spreadsheet applications.

- Log in to Drive at https://drive.google.com . Click **New** then **Google Sheets**.
- Give the workbook a name where it says *Untitled spreadsheet*.
- Create your spreadsheet by entering data into the cells organized by rows 1-1000 and columns A-Z (the area of spreadsheets can be extended).
- See function output in the grid of cells, see function code in the *fx* bar.
- Manage multiple worksheets in your workbook at the bottom.
- Controls for formatting and menus like **File** appear above your document.

1. Drag lines between row #s and ABC columns to change their sizes.
2. Number controls allow $currency %percent, and other formats.

3. Click into the **Data** menu to see options like **Filtering** and **Pivot Tables**.
4. Click into the **Tools** menu for options like **Macros** and **Protection**.
5. Click into the **Help** menu then click Function list to see all supported functions.
6. Double click into a cell to type in values without looking up to the *fx* bar.
7. Add more worksheets to your workbook.

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Slides

Along with most standard slideshow features, Google Slides has assisted alignment, powerful media integrations, and real-time collaboration.

- Log in to Drive at https://drive.google.com . Click **New** then **Google Slides**.
- Give the slideshow a name where it says *Untitled presentation*.
- View all of your slides in the pane on the left edge.
- View the current slide you're working on in the middle.
- Add notes about slides below the current slide.
- See menus and controls for creating content at the top left. These change as you click on different elements of your presentation.
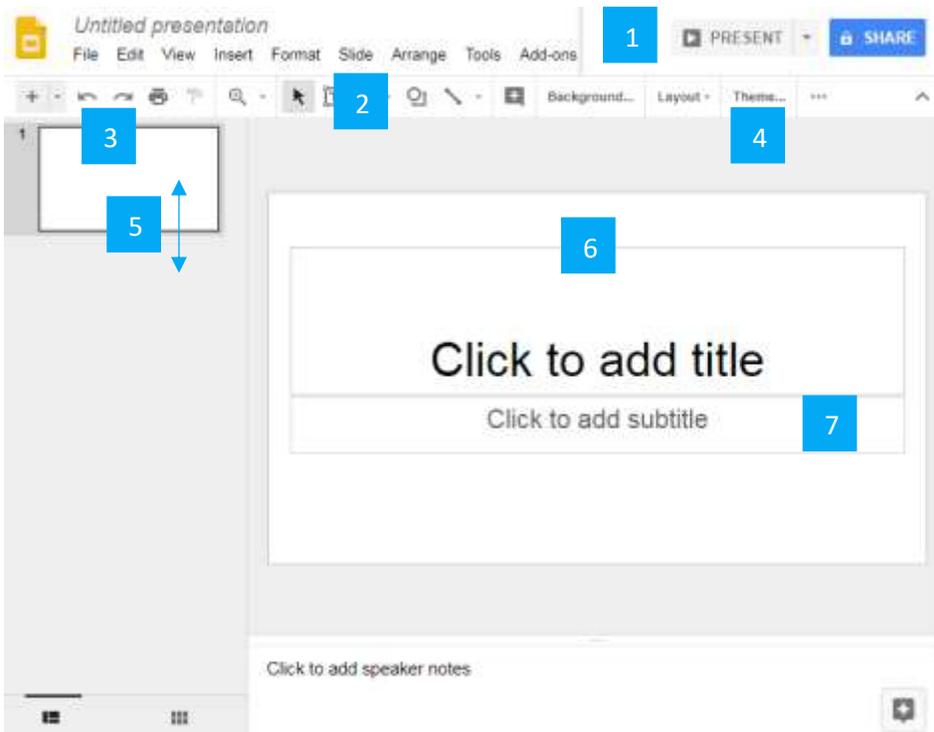
1. Click the large **Present** button next to **Share** to play your presentation for your audience.
2. Apply transitions, delete, and duplicate in the **Slide** menu.
3. **Undo** or **redo** changes. Click into text boxes to add text content.
4. Change the **Theme** of your slideshow.
5. See previews of slides and drag slides around to change their order.

6. Click into text boxes to add text content.

7. Drag the edges of text, picture, and other content boxes to reposition content.

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Photos

Photos uploads from devices like smartphones, or you can manually upload photos cameras like DSLRs. It has powerful organization, sharing, and search features.

- Log in to Drive by going to https://photos.google.com .
- You will likely want to install the Google Photos app on smartphone and tablet devices. Photos is available in the iOS and Android Google Play app stores.
- The middle shows your photos from most to least recent. Scroll to see more.
- **Photos**, **Albums**, **Assistant**, and **Sharing** sections are listed on the left side.
- Above those, the three line **Main Menu** shows your settings.
- At the top middle, search for photos. Try searching for people, places, and things.
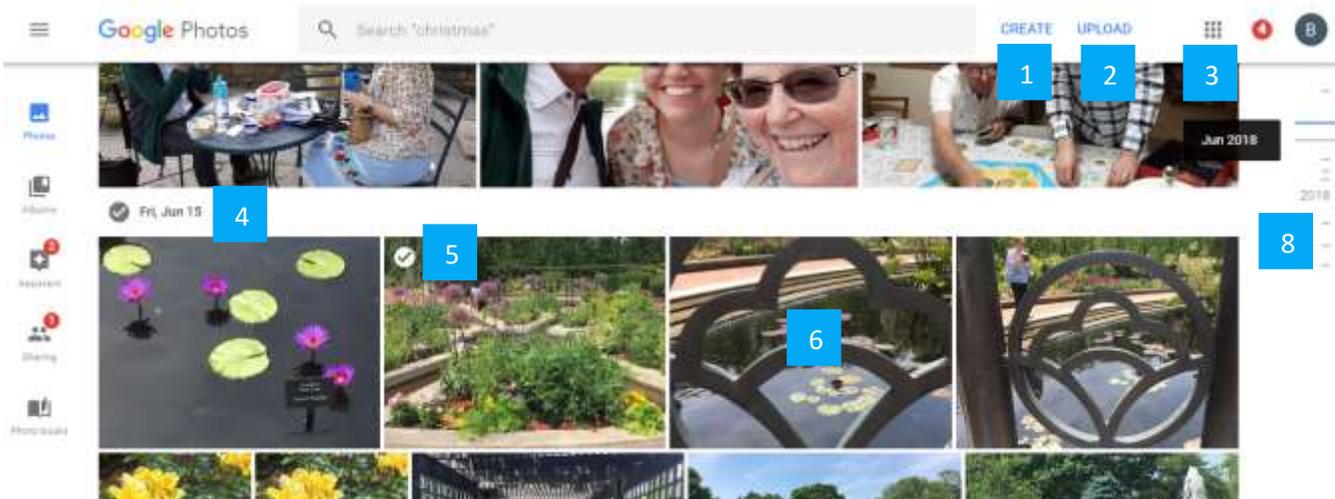
1. The **Create** button gets you started making albums, collages, and more.
2. If your device hasn't uploaded photos automatically, click/press **Upload**.
3. Click/press the grid of nine squares button to see links to other Google services.
4. Click/press on specific days to select all pictures from that day.
5. Click/press in the upper left corners of specific picture(s) to select them.
6. Click/press the middle of a photo to see it larger and see options such as editing.
7. Click/press ← buttons to go back to where you started from photos, albums, and searches (not pictured).

8. Move your mouse over toward the right edge of the screen to quickly skip to different months/years when you took your photos.

Help using Google services

- Ela Area Library cardholders can sign up for F R E E one-on-one technology help appointments. https://eapl.org/events/computer-programs/one-one-technology-help-appointment-request
- The library also has a variety of technology books in our collection around call numbers 000-007.
- Lynda.com provides access to instructor led video courses on many topics including technology. Click through from https://eapl.org/resources to create a free account with your library card.
- GCFLearnFree.org has great technology lessons available online at https://edu.gcfglobal.org/en/subjects/tech/
- Google itself also has a "G Suite Learning Center" which exhaustively covers many of its services available at https://gsuite.google.com/learning-center/#!/ . It does, however, assume some level of background knowledge.

More Google services

Forms lets you design and publish surveys and questionnaires.

Drawings lets you create diagrams, and charts.

Sites lets you create and publish websites without the hassle of domains and hosting.

My Maps creates custom maps to give annotated directions or highlight areas.

…and there are even more Google services beyond these!