



Google Drive This Week Tutorial

David Butler



Google Drive This Week Tutorial:

Creating Online Tutorials Hannah Gascho Rempel, Maribeth Slebodnik, 2024-02-14 Today's students rely heavily on electronic resources they expect to be able to access library resources from any location and at any time of the day. Online education is ubiquitous from K-12 through graduate level coursework and is increasingly used in on-the-job training. Libraries must be prepared to guide learners to use library resources when and where they are needed. Thoughtfully designed online tutorials can be the library's answer to providing this point-of-need instruction that learners have come to expect. When librarians don't have the technical expertise needed to create online tutorials, *Creating Online Tutorials: A Practical Guide for Librarians*, Second Edition will help guide them through the basics of designing and producing an online tutorial. Using practical examples, the book leads librarians through the process of creating an online tutorial from start to finish and provides tips and strategies that will be useful to librarians with more experience in designing online tutorials. This detailed roadmap for designing and producing online tutorials covers:

- Is a tutorial the right solution?
- Assessing diverse user needs
- Choosing the right technology
- Selecting and organizing instructional content
- Planning tutorial design elements
- Integrating assessment into tutorial design
- Maintaining and updating tutorials
- Finding online tutorial resources

After reading this book, new tutorial developers will have a practical, adaptable blueprint that enables them to confidently address the creation of their first online tutorials, and experienced developers will learn efficient techniques to create and enhance future tutorials that are attractive, effective teaching tools.

Google Drive and Docs in 30 Minutes (2nd Edition) Ian Lamont, 2015-01-26 Updated in 2018. The top-selling guide to Google's free online office suite is now available in a revised and expanded second edition. Thirty minutes is all you'll need to get up to speed with Google Drive, Google Docs, Google Sheets, and Google Slides, the free online productivity suite and alternative to Microsoft Office. Millions of people use the software every day. You can use Drive, Docs, Sheets, and Slides to perform the following tasks:

- Write letters and reports
- Crunch numbers and create online data entry forms
- Give presentations
- Collaborate online with classmates and colleagues
- Convert Microsoft Office documents to Google formats and vice versa
- Print documents, drawings, and spreadsheets
- Export PDFs
- Make pie charts, bar charts, and simple tables
- Publish documents and spreadsheets online using the new Google Sites

After covering registration, file creation, and other basics, *Google Drive and Docs in 30 Minutes*, 2nd Edition zeroes in on the most important time-saving tips and productivity tools. Highlights include:

- Converting files between Microsoft Office and Google formats
- Best practices for organizing files in Google Drive
- What to expect with collaboration and sharing
- The pros and cons of Google's mobile apps for Drive, Docs, Sheets, and Slides
- Accessing older versions of files
- How to publish your documents to the Web for colleagues or members of the public to view
- Functions, sorting, and filtering in Google Sheets with examples
- Using Google Forms to gather data
- Google Slides: Is it a suitable alternative to Microsoft PowerPoint?
- Working with offline files
- Downloading third-party apps

The tone of *Google Drive and Docs in 30 Minutes* is friendly and easy to understand with

lots of step by step instructions screenshots and examples The guide can be used by anyone with a PC Mac or Chromebook It also includes instructions for using Drive Docs Sheets and Slides on Android and iOS phones and tablets Google Drive and Docs In 30 Minutes 2nd Edition is authored by Ian Lamont an award winning technology and business journalist He has written several books in the In 30 Minutes series including Dropbox In 30 Minutes Twitter In 30 Minutes and Excel Basics In 30 Minutes Here s what readers are saying about Google Drive Docs In 30 Minutes I am so glad this was made I ve been using Google Docs for a while now and have been encouraging my teacher colleagues to do so as well to facilitate collaboration It has become my go to text book to help new users understand quickly If you re new to Google Drive or Google Documents this will help you If you re experienced and want something to help those who come to you with questions this is a nice tool to help them remember what you show them I highly recommend it I just got a new position that requires record keeping Having used Google Docs in the past I decided to update my knowledge I googled Docs for dummies and this was one of the results I liked the concept that the title implies a concise guide that will distill what I need and allow me to complete a task quickly A clear and concise explanation of how to navigate your way through google docs Excellent introduction to Google drive Well researched easy to read nicely organized

Science Strategies to Increase Student Learning and Motivation in Biology and Life Science Grades 7 Through 12 David Butler,2022-02-17 On the first day of school have you ever thought of your classrooms as newly opened boxes of crayons I do Like pencil sticks of colored wax the students each have different names individual characteristics and various levels of brightness I set a goal each year to promote not only creativity but to draw out of my students reasons about why science is so important As science educators we not only need to illustrate the importance of knowing facts and terminology but also be able to frame those concepts in such a way that students are motivated to want to study and understand biology When I began teaching I never thought that I would have the multitude of experiences I have now I have taught in schools ranging from city to rural public to private and large to small not to mention classes ranging from general science to advanced biology Through these diverse experiences I have developed a number of strategies that have enhanced student achievement and science appreciation In this book I will share with you these experiences and techniques showing you how to enhance teaching skills increase student drive create mental connections better manage your class time use proper technology practice forms of differentiation and incorporate the NGSS In addition this text allows me to share my most treasured philosophies experiences and teaching strategies and how they can be applied to biology life science classrooms

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