



Google Drive How To

Rachel Sandford



Google Drive How To:

Google Drive Noah Robinson, 2016-07-11 Google Drive which was formerly called Google Docs is an efficient file storage and management service extended by Google

[Google Drive and Docs in 45 Mins](#) Ivan McGhee, 2020-10-24 Do you have 45 minutes to spare? It's all you'll need to get up to speed with Google Drive. Google Docs, Google's free online productivity suite and Microsoft Office alternative. The software is at the core of Google Apps and G Suite. Millions of people use Google's apps every day on their Chromebooks, PCs, and mobile devices. You too can use Drive and Docs to perform all kinds of tasks. Write reports and letters with Google Docs. Use the Google Drive app and the Google Docs app on your Android phone or tablet or iPhone or iPad to create and edit files on the go. Collaborate online with classmates and colleagues. Convert Microsoft Office documents to Google formats and vice versa. Perform limited editing of Microsoft Word. An easy desktop reference. This guide covers Google Drive basics as well as the updated mobile and desktop interfaces for Docs. The tone of this Google Drive book is friendly and easy to understand with lots of step-by-step instructions and examples. The guide can be used by anyone with a PC, Mac, or Chromebook. It also includes instructions for using Google Drive Docs apps on iPhones, iPads, and Android phones and tablets. In addition to serving as a solid introduction to new users, it's a great reference manual for more experienced users as well as for people making the transition from Microsoft Office, not to mention teachers using Google Drive for education and Google Docs in the classroom. It includes a glossary of Google keyboard shortcuts as well as sections on document formatting, organizing, and syncing files, offline documents, collaboration, and Office Compatibility Mode for Microsoft Office documents. Order it today.

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.

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