

Google Drive Tutorial



*How to Use
For Beginners*



Google Drive Compare Tutorial

Scott C. Dulebohn



Google Drive Compare 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.

Mastering Google Drive: Your Ultimate Guide to Cloud Storage and Collaboration Navneet Singh, Introduction Overview of Google Drive What is Google Drive Why is it a popular choice for cloud storage History and evolution of Google Drive Why use Google Drive over other cloud storage services Chapter 1 Getting Started with Google Drive Creating a Google Account if the user doesn't have one Signing up for Google Drive Setting up Google Drive on different devices PC smartphone tablet Understanding the Google Drive interface Home My Drive Shared Drives Team Drives and Shared With Me Chapter 2 Managing Files and Folders Uploading files and folders to Google Drive Creating folders for organization File formats supported by Google Drive Google Drive file structure and hierarchy Syncing files and folders across devices Accessing and managing files offline Chapter 3 Sharing and Collaboration Sharing files and folders with others Setting permissions Viewer Commenter Editor Sending links vs email invites Using Google Drive with Google Docs Sheets and Slides for real-time collaboration Commenting on documents and leaving feedback Managing shared files and folders Chapter 4 Google Drive Advanced Features Integrating Google Drive with other Google apps Gmail Google Photos Google Keep Using Google Drive for automatic photo and video backups Google Drive's integration with third-party apps Zapier Microsoft Office etc Advanced search techniques in Google Drive filters keyword search Using Google Drive's Recent and Starred files File version history and reverting to previous versions Chapter 5 Google Drive Security and Privacy Understanding Google Drive's security measures Setting up two-factor authentication (2FA) Controlling who can

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