



# GOOGLE DRIVE & DOCS

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**G Suite** for Education

# Introduction to Google Drive

- A file storage and synchronization service
- Edit documents, spreadsheet, and presentations with collaborators
- Multiple apps within Google Drive: Docs, Sheets, Slides, Forms, and Drawing
- Add more apps into Drive

# Let's get started!

- <http://drive.google.com>
- Log into Google Drive using your Google account.



# Google Drive

Google Drive

NEW

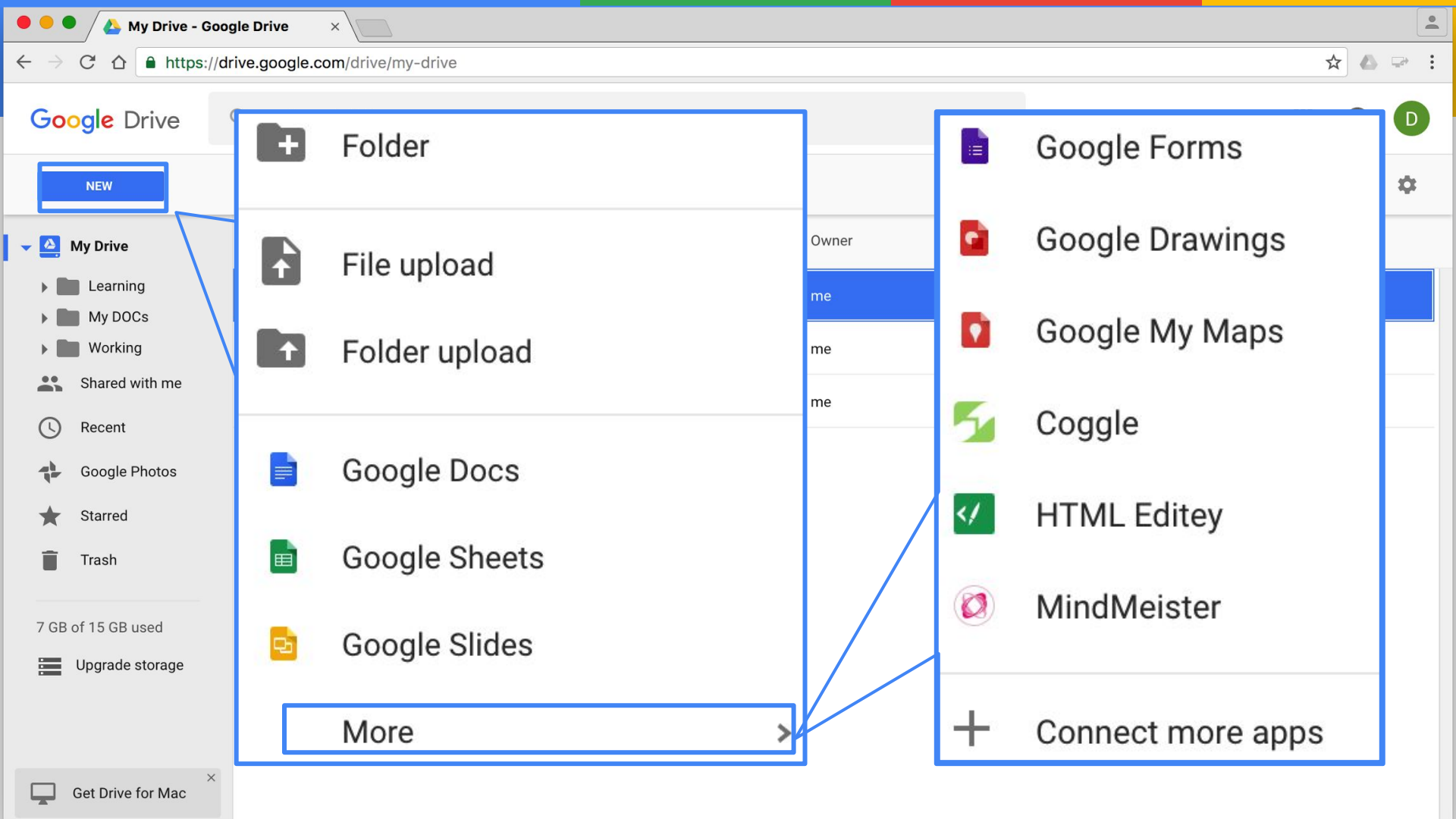
- My Drive
  - Learning
  - My DOCs
  - Working
- Shared with me
- Recent
- Google Photos
- Starred
- Trash

7 GB of 15 GB used

Upgrade storage

- Folder
- File upload
- Folder upload
- Google Docs
- Google Sheets
- Google Slides
- More

Owner			Last modified			File size		
me			Sep 23, 2016			me		
me			Mar 6, 2016			me		
me			Sep 23, 2016			me		



Google Drive

NEW

My Drive

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My DOCs

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Google Photos

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Upgrade storage

Get Drive for Mac



Folder



File upload



Folder upload



Google Docs



Google Sheets



Google Slides

More



Google Forms



Google Drawings



Google My Maps



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HTML Editey



MindMeister



Connect more apps

NEW

My Drive

- My Drive
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7 GB of 15 GB used

Upgrade storage

- Name ↓
- Working
  - My DOCs
  - Learning

New folder...

Upload files...

Upload folder...

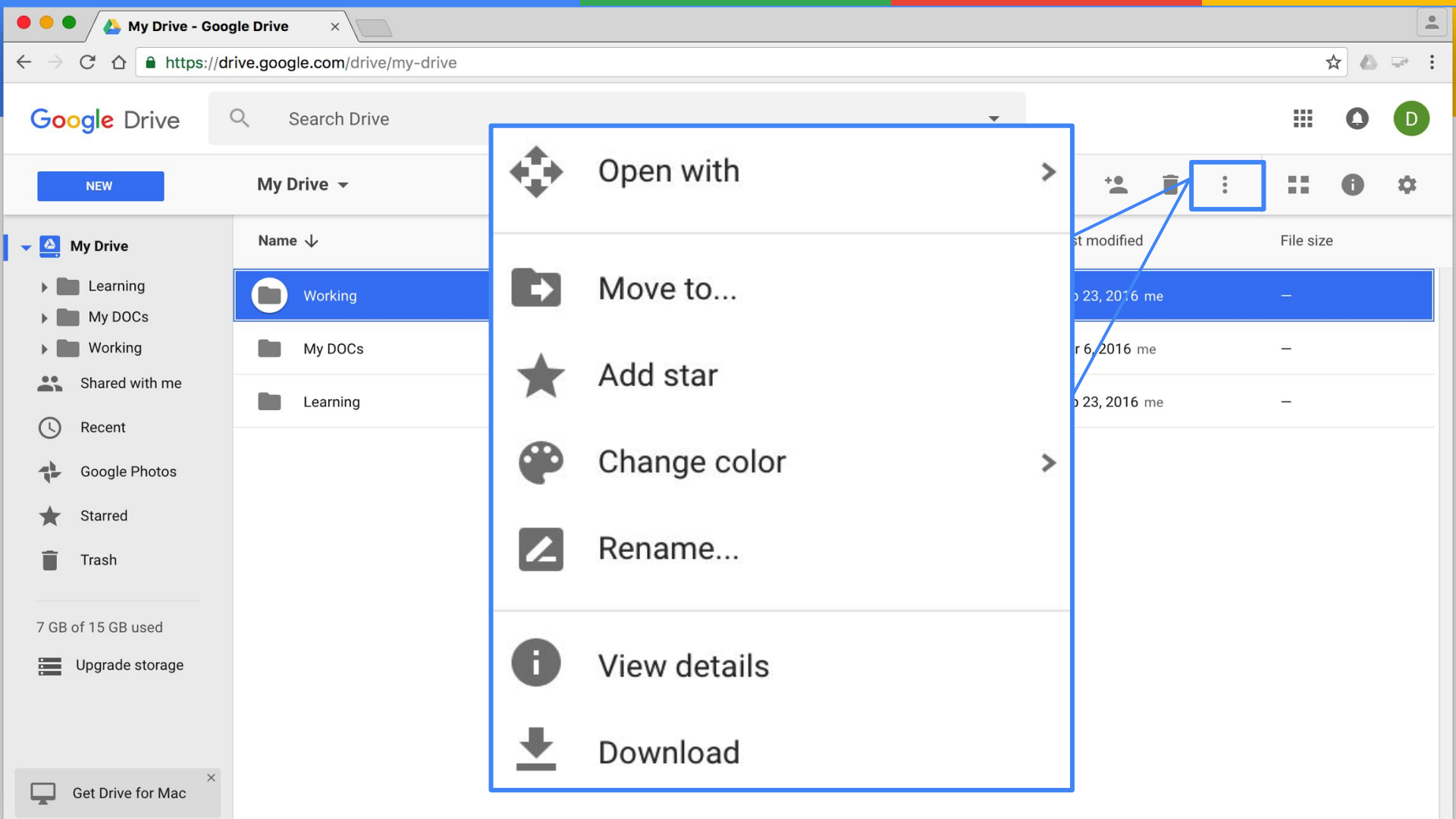
Google Docs

Google Sheets

Google Slides

More

Last modified	File size
Sep 23, 2016 me	—
Mar 6, 2016 me	—
Sep 23, 2016 me	—



Google Drive

Search Drive

NEW

My Drive ▾

Name ↓

Working

My DOCs

Learning

My Drive

Learning

My DOCs

Working

Shared with me

Recent

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Starred

Trash

7 GB of 15 GB used

Upgrade storage

Get Drive for Mac



Open with



Move to...



Add star



Change color



Rename...



View details



Download



Last modified

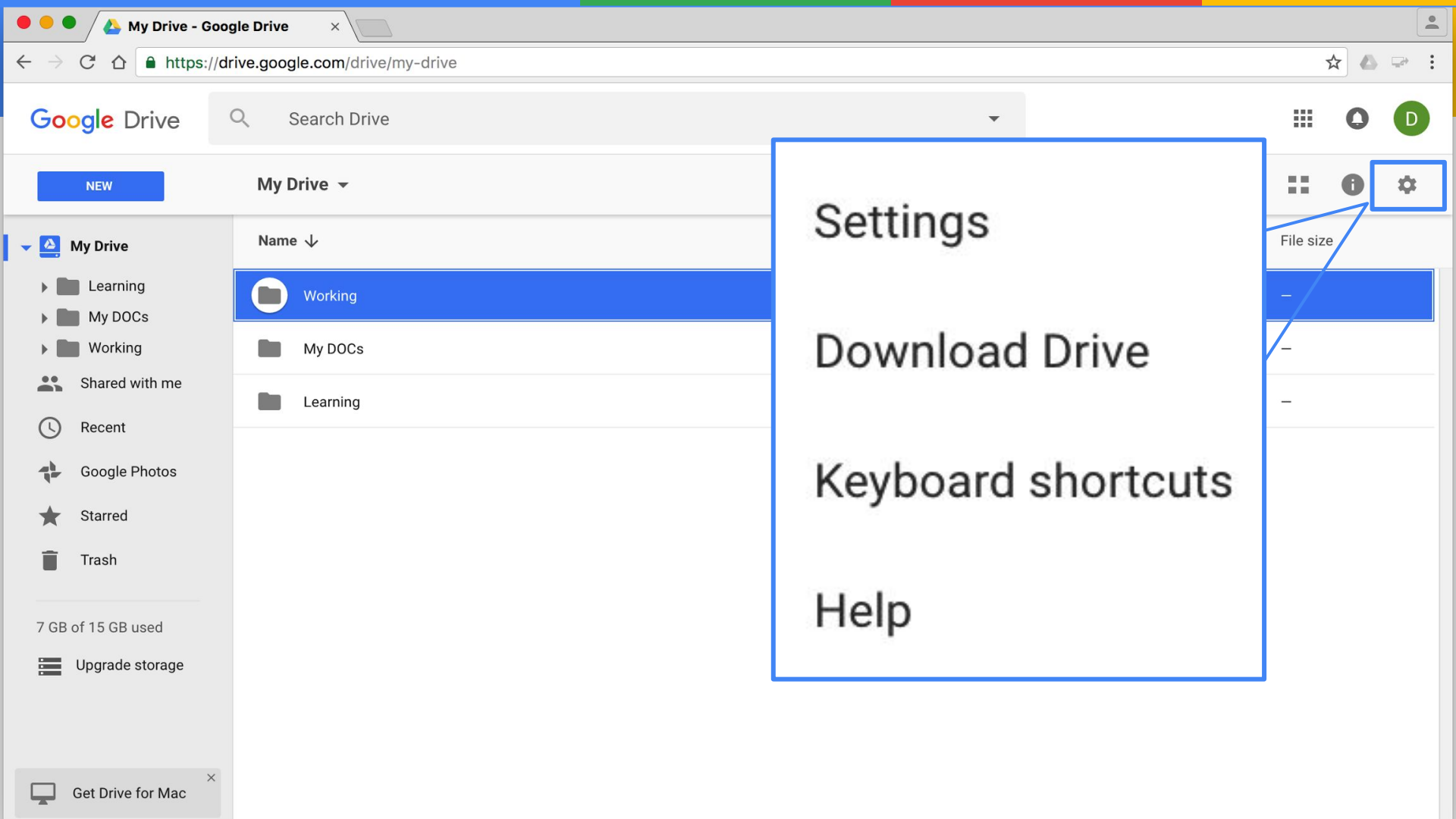
File size

23, 2016 me

6, 2016 me

23, 2016 me



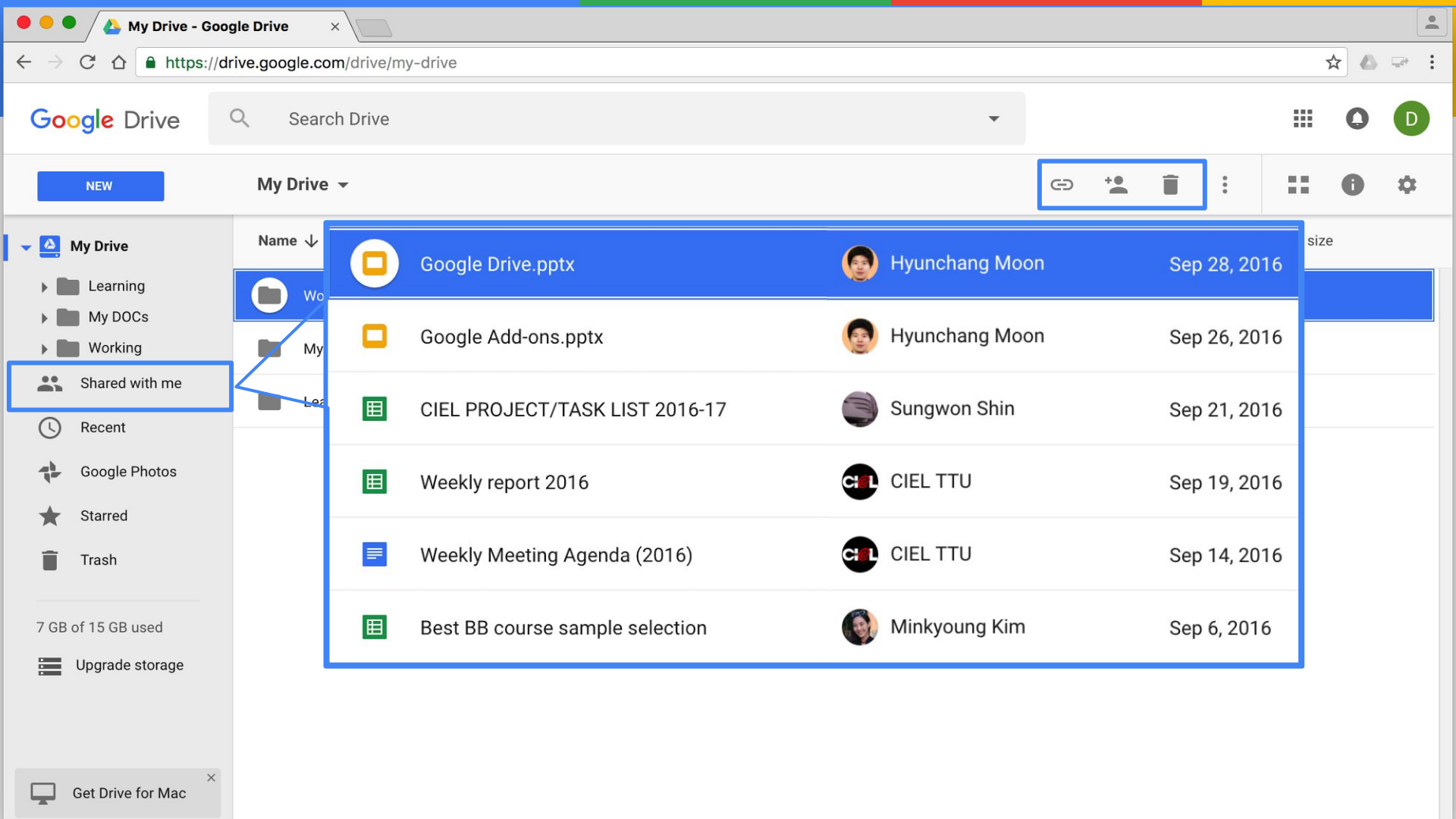


Settings

Download Drive

Keyboard shortcuts

Help



Google Drive

Search Drive

NEW

My Drive ▾



Name ▾

size



Google Drive.pptx



Hyunchang Moon

Sep 28, 2016



Google Add-ons.pptx



Hyunchang Moon

Sep 26, 2016



CIEL PROJECT/TASK LIST 2016-17



Sungwon Shin

Sep 21, 2016



Weekly report 2016



CIEL TTU

Sep 19, 2016



Weekly Meeting Agenda (2016)



CIEL TTU

Sep 14, 2016



Best BB course sample selection



Minkyong Kim

Sep 6, 2016



Recent



Google Photos



Starred



Trash

7 GB of 15 GB used



Upgrade storage



Get Drive for Mac

# Create and manage a folder

Two ways:

- a. Click on **“New”** and select **“Folder”**
  - b. Click on **“My Drive”** and select **“New Folder”**
- \* Rule that you can follow to ORGANIZE your folders

**2016 > Fall > EDEL 3300 > Module 1, 2, 3...**

# Move document(s) into a folder

Two ways:

- a. Select document(s), **Right click** > Select **“Move to”** > Select a Folder > Click **“Move”**.
- b. Select document(s), Click on **“More Actions”** > Select **“Move to”** > Select a Folder > Click **“Move”**.

# Work offline

In the Google Drive,

Select “**Setting**” > Click on “**Setting**” > Check on “**Offline**”

## **Note:**

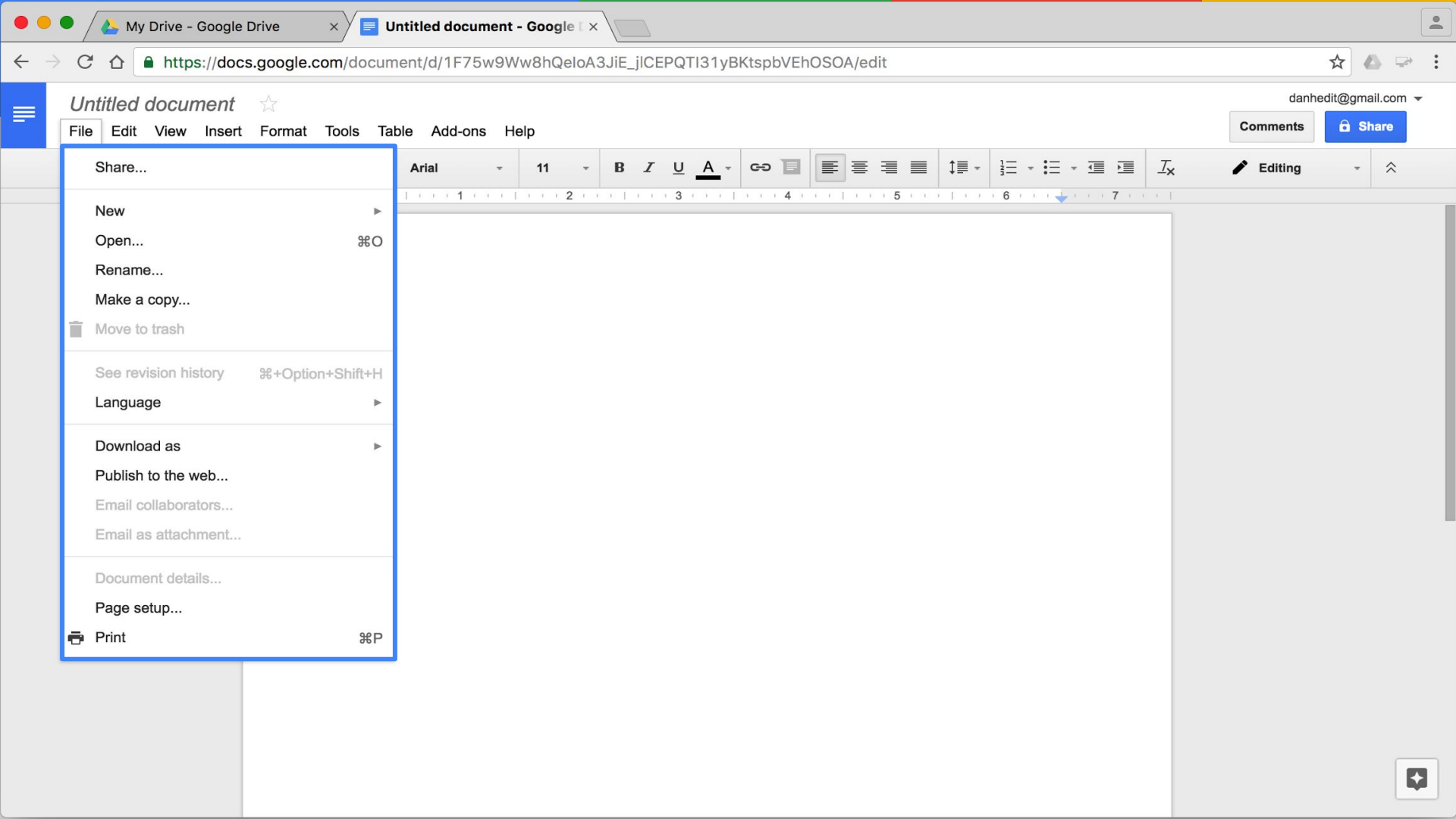
- You need to open Google Drive before working offline
- You can work offline on mobile devices if this feature is turned on.



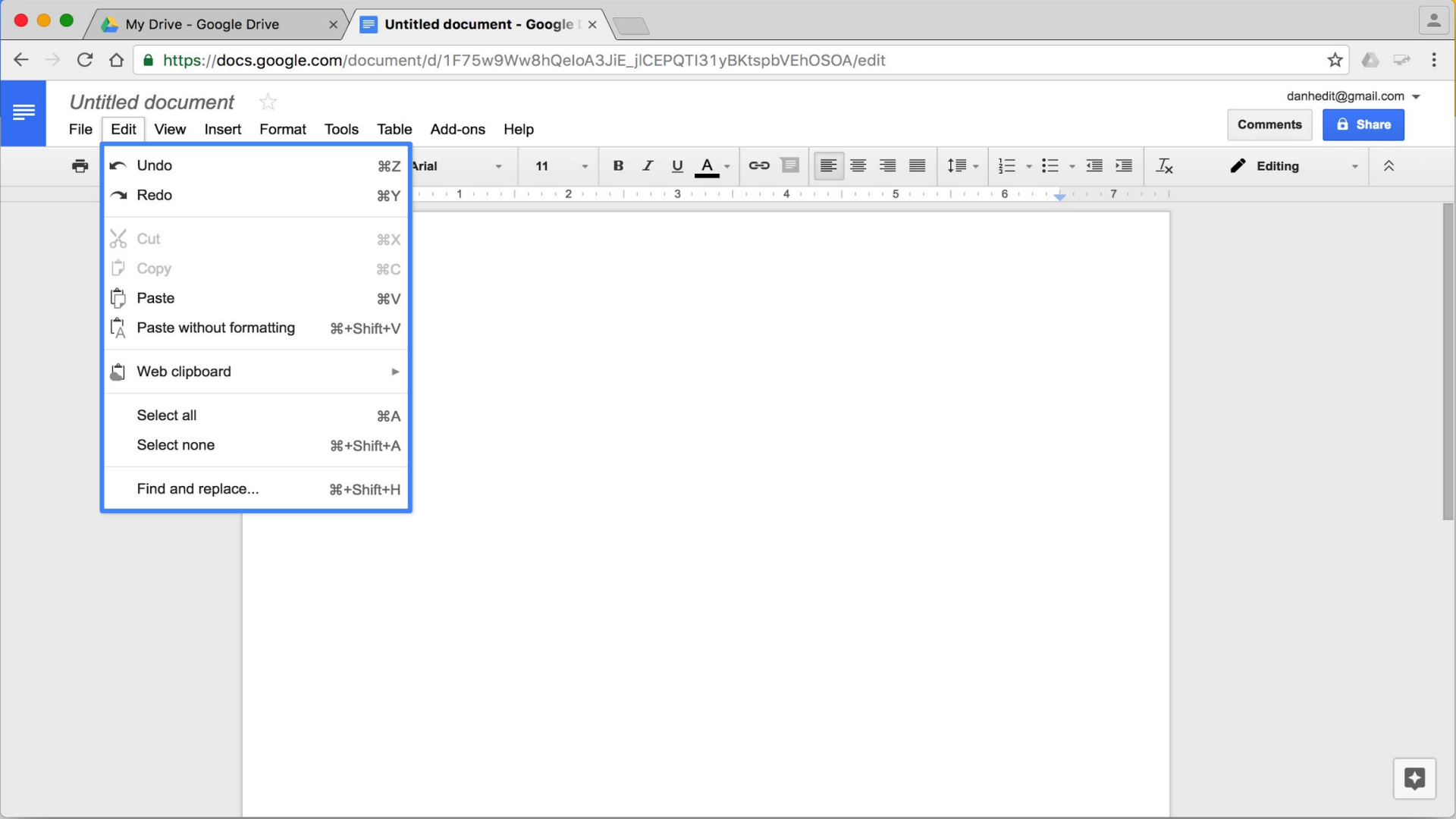
**Questions or comments about Google Drive**

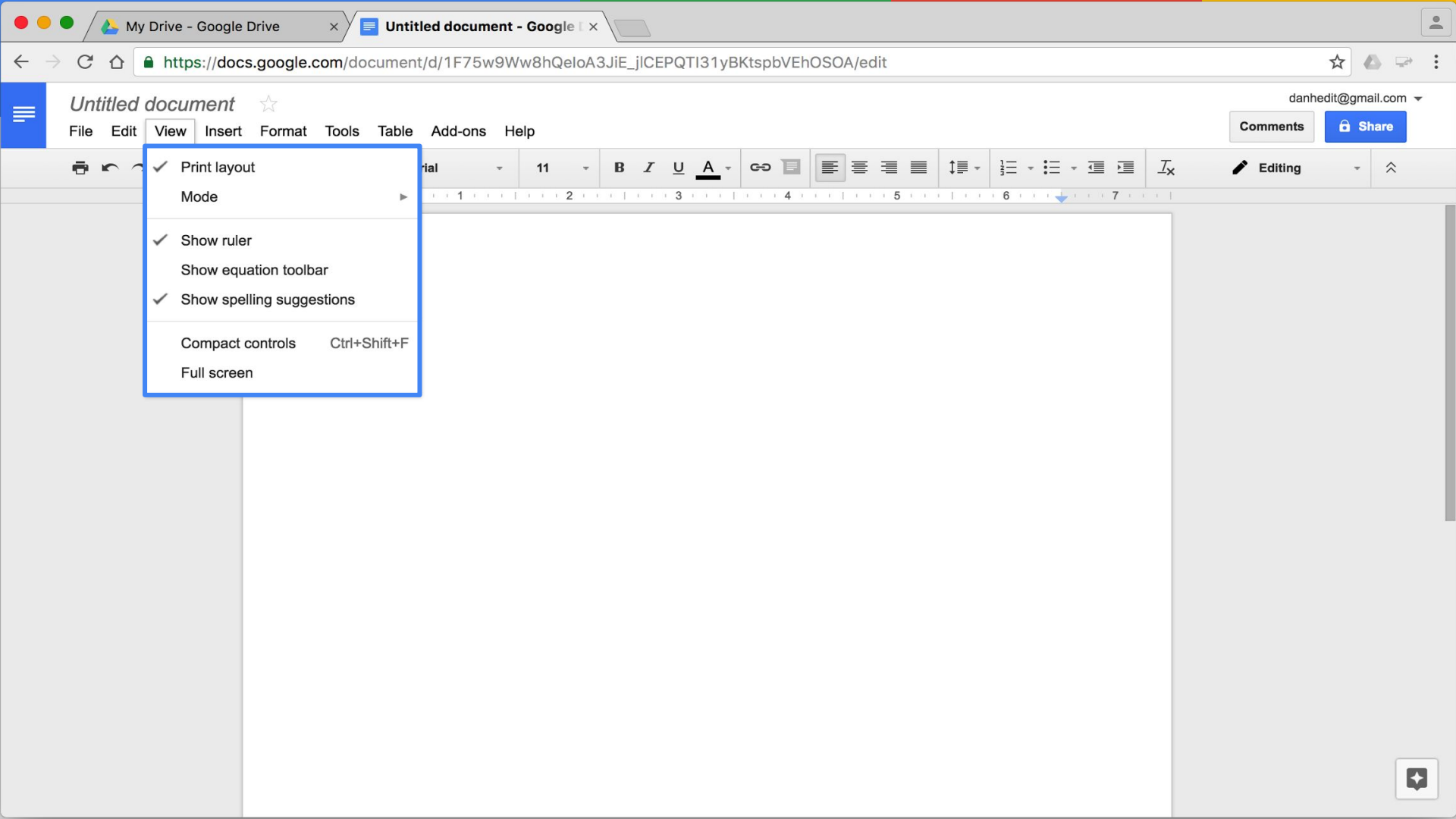


# Google Docs









Untitled document

File Edit View Insert Format Tools Table Add-ons Help

danhedit@gmail.com

Comments

Share

✓ Print layout

Mode

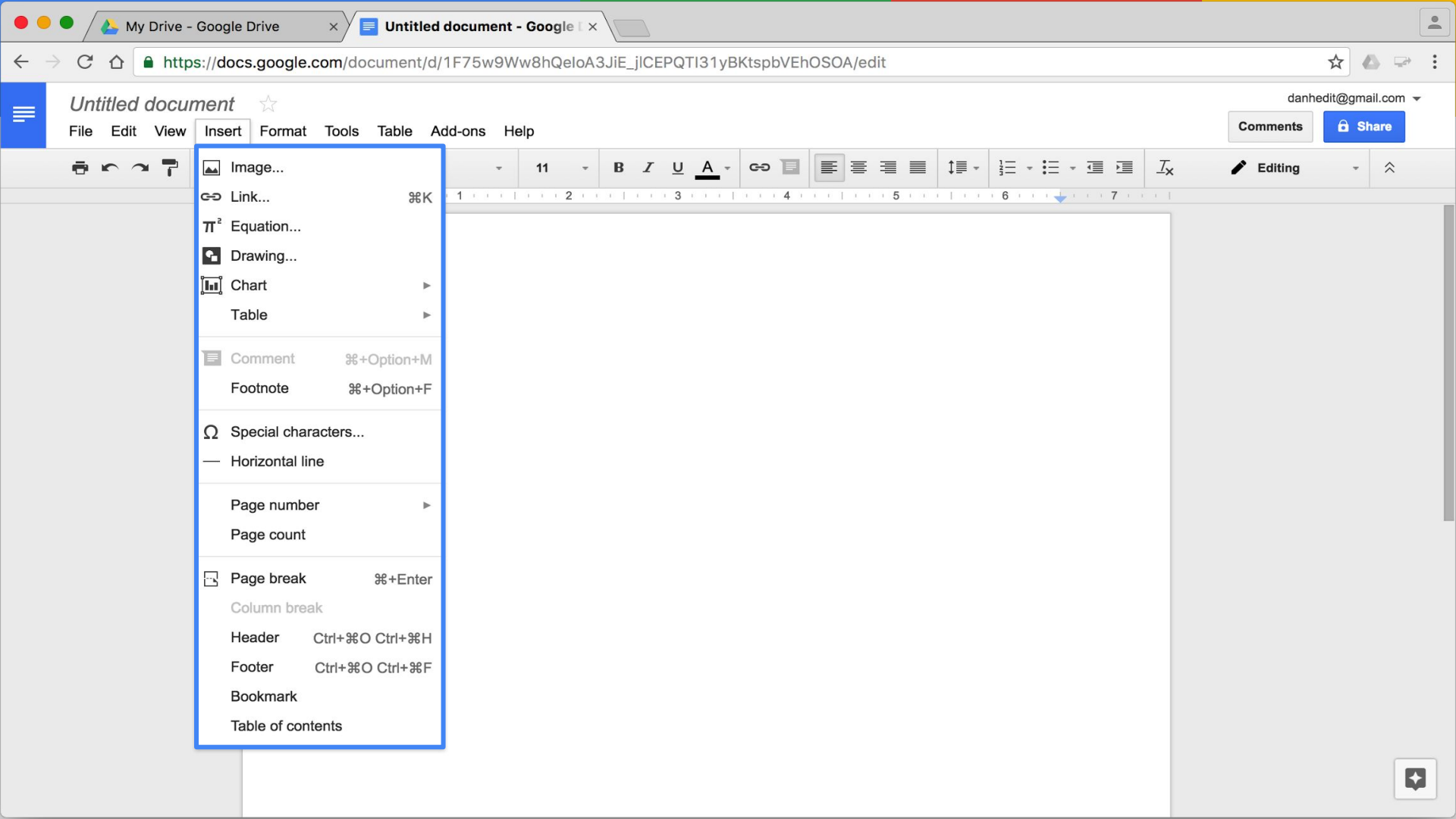
✓ Show ruler

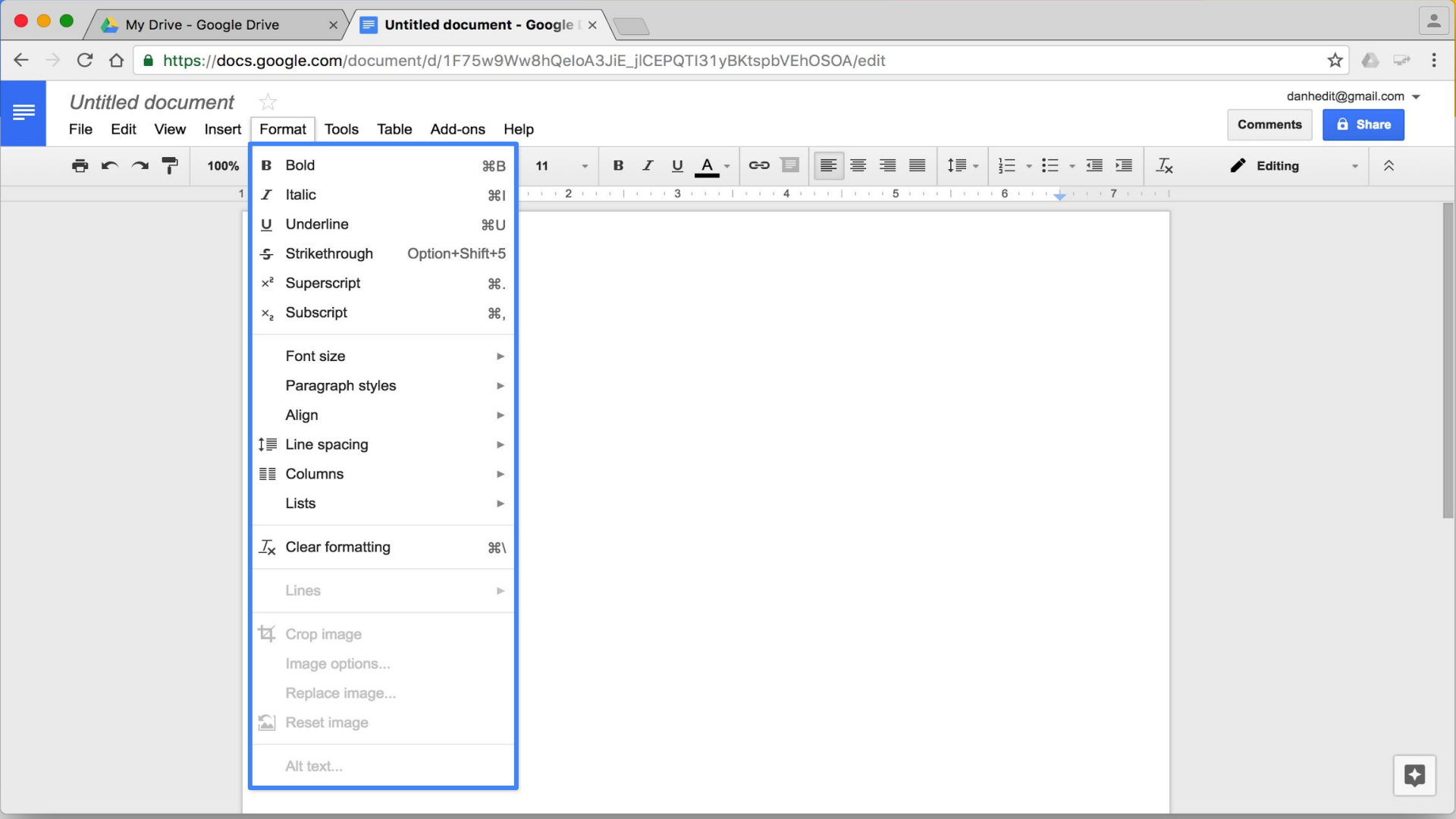
Show equation toolbar

✓ Show spelling suggestions

Compact controls Ctrl+Shift+F

Full screen





# Untitled document

File Edit View Insert **Format** Tools Table Add-ons Help

danhedit@gmail.com

Comments

Share

- B** Bold %B
- I* Italic %I
- U Underline %U
- ~~Strikethrough~~ Option+Shift+5
- x<sup>2</sup> Superscript %.
- x<sub>2</sub> Subscript %,

Font size ▶

Paragraph styles ▶

Align ▶

Line spacing ▶

Columns ▶

Lists ▶

*I*<sub>x</sub> Clear formatting %\

Lines ▶

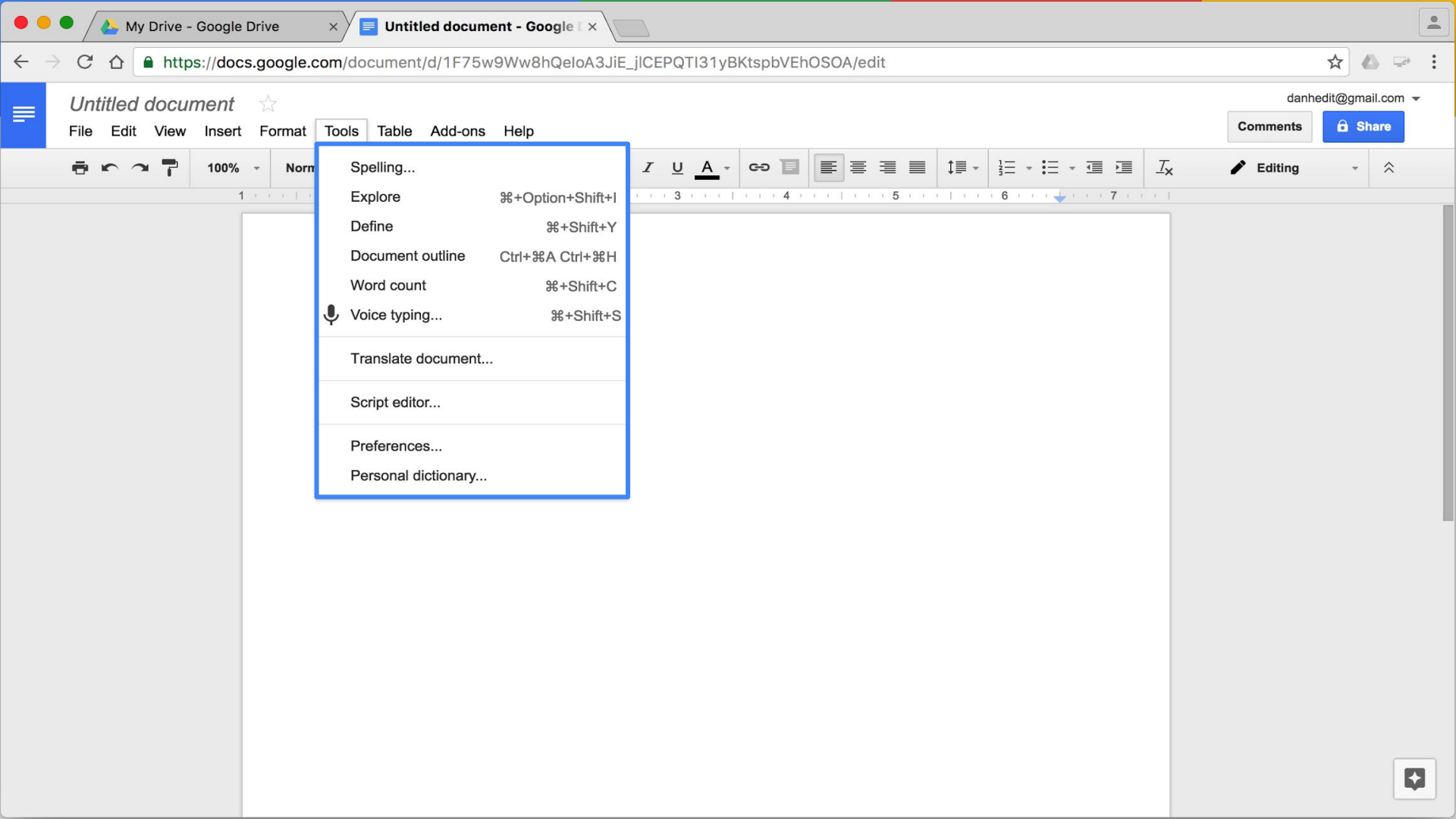
Crop image

Image options...

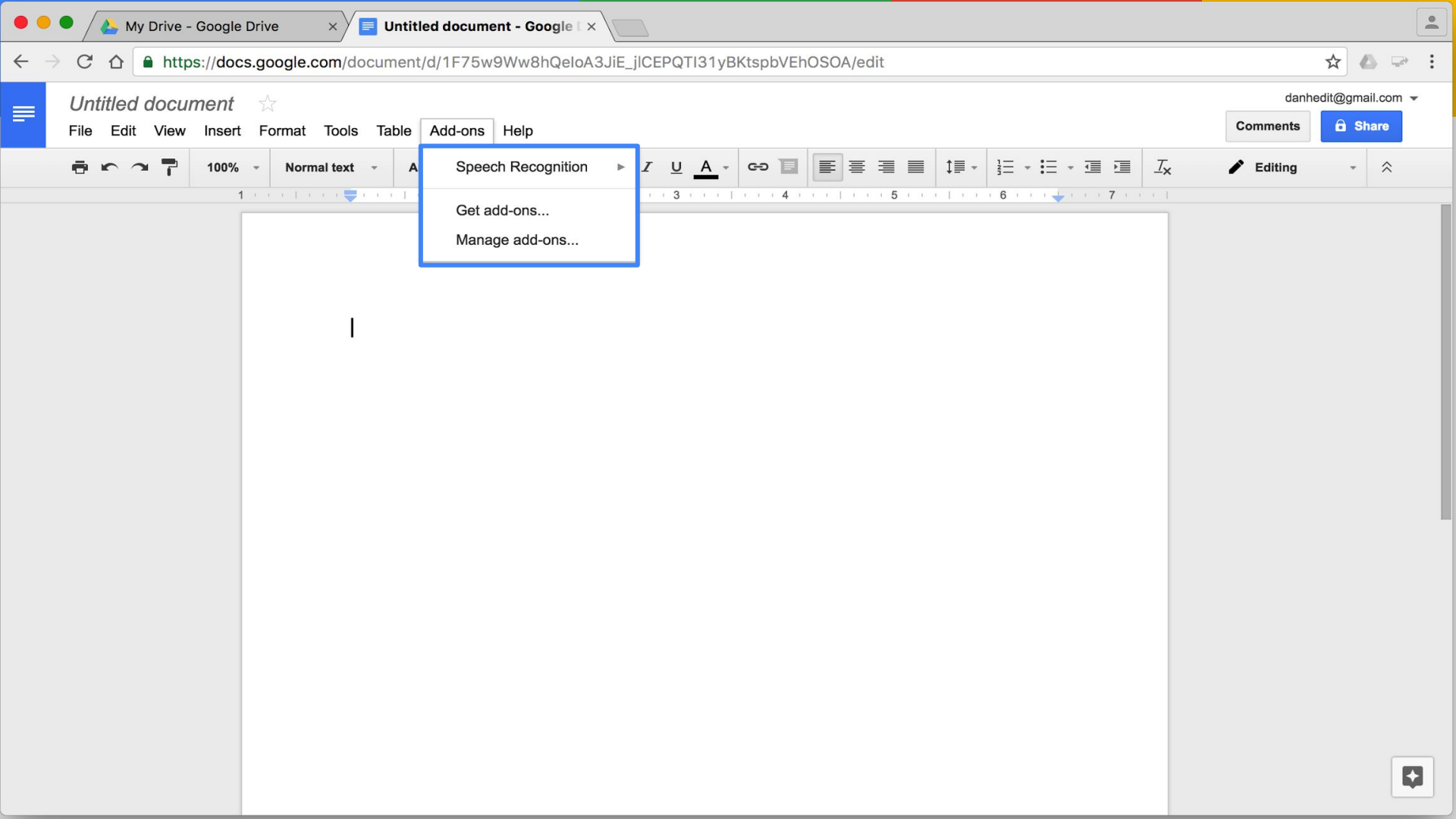
Replace image...

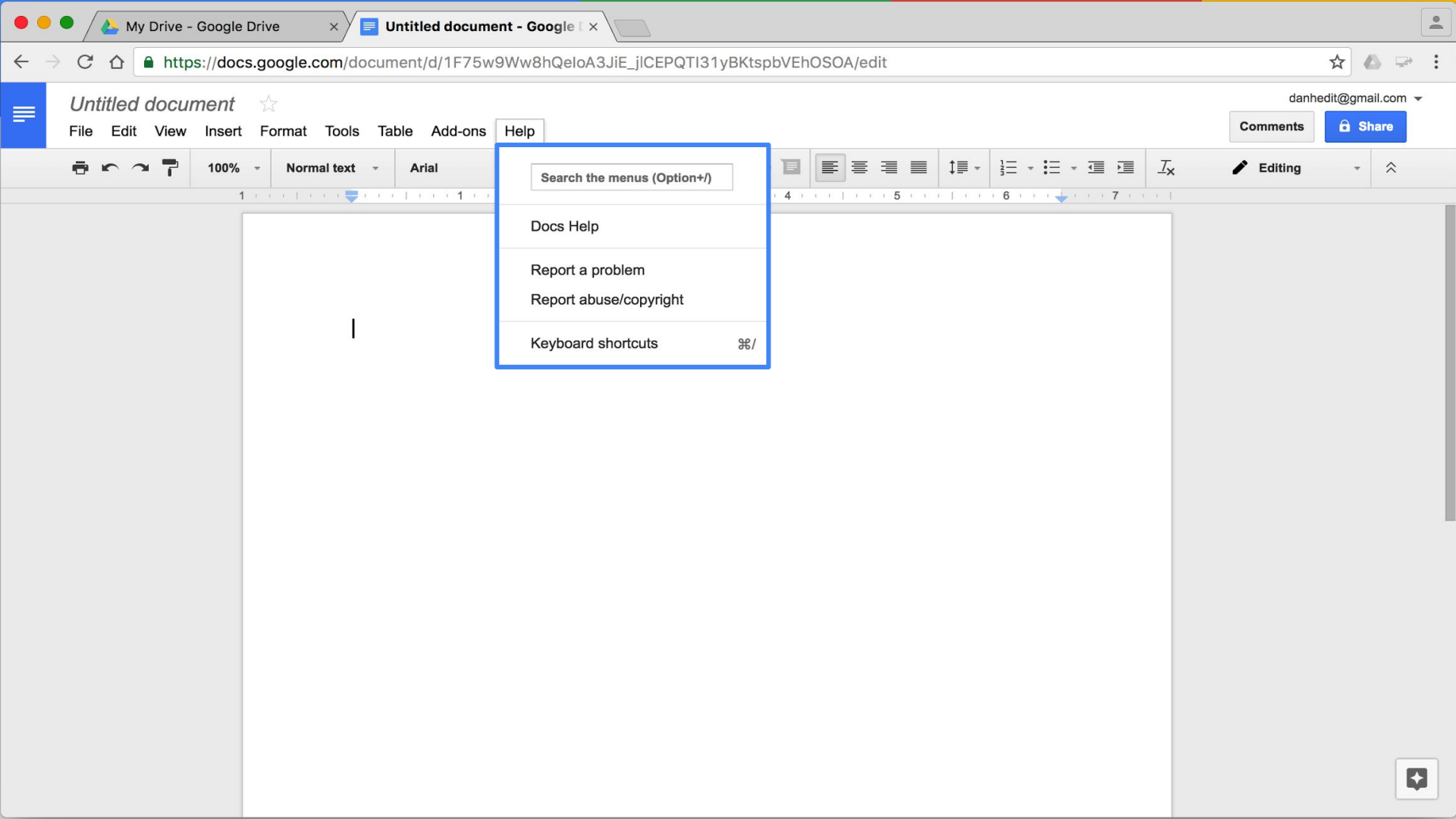
Reset image

Alt text...











# Three different features in Docs

1. Voice Typing
2. Translation
3. Revision History

# 1. Voice Typing

Go to “**Tools**” > Select “**Voice Typing**”

## 2. Translation

Go to “**Tools**” > Select “**Translation**”

## 3. Revision History

Go to “**File**” > Select “**See Revision History**”

# FAQs

Here is a link to our center's website where all the job-aids for Google Products and Blackboard are located.

<https://goo.gl/bglVcD>

## EXIT SURVEY

<http://tinyurl.com/cielworkshopeval>