GOOGLE 101

Module 4

GOOGLE 101

Welcome to Google 101! In this portion of the lesson, we're going to go over *what* each Google tool is, *when* you'll use it, and *how* you can get started.
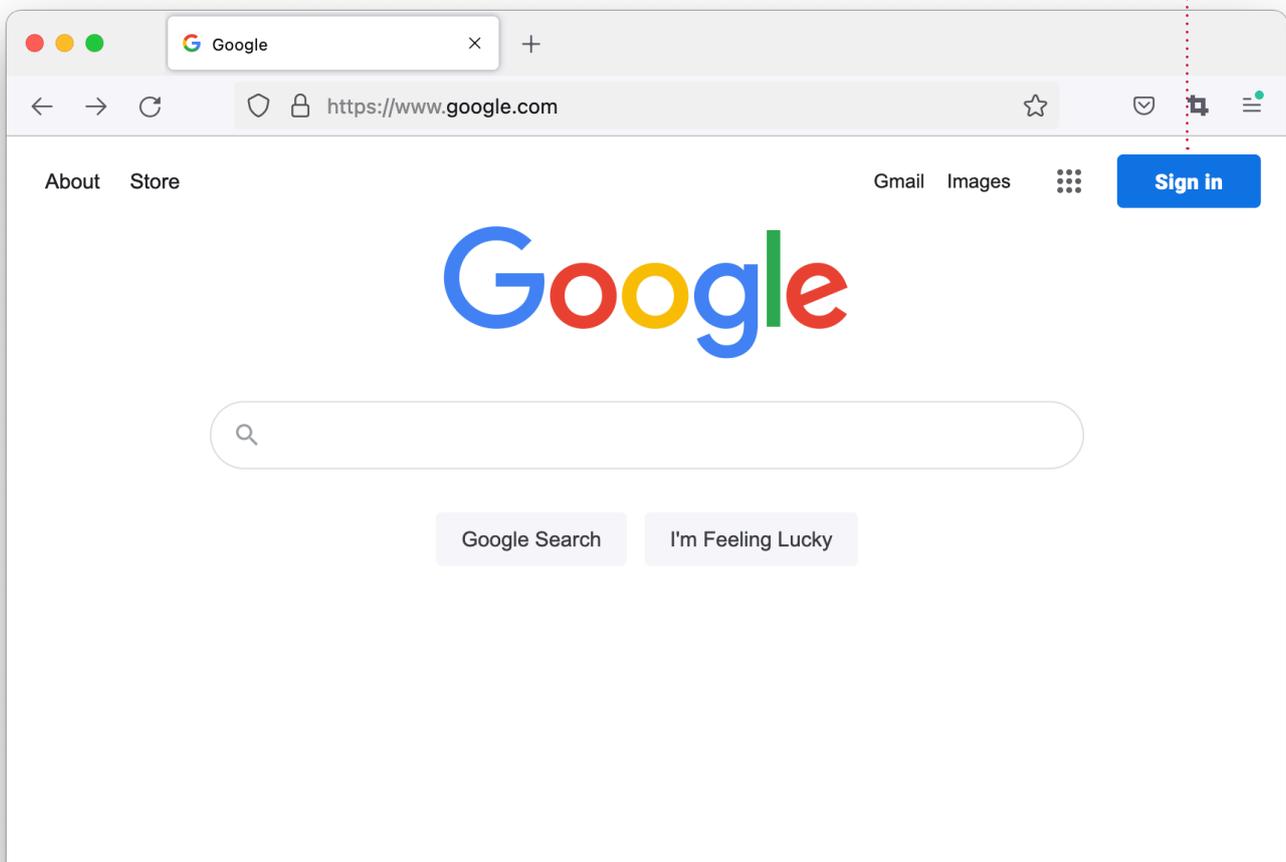
CREATE A GOOGLE ACCOUNT

To use any of the Google tools, such as Gmail, Google Docs, Google Sheets, Google Slides, Google Forms, Google Calendar, Google Contacts, and Google Drive Cloud Storage, you'll need to create a Google account if you haven't already.

Follow these instructions to get started:
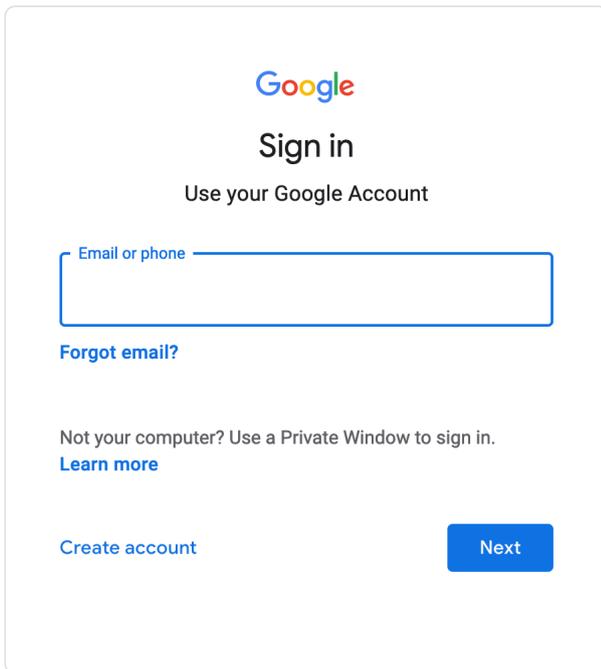
Step 1: Visit www.google.com.

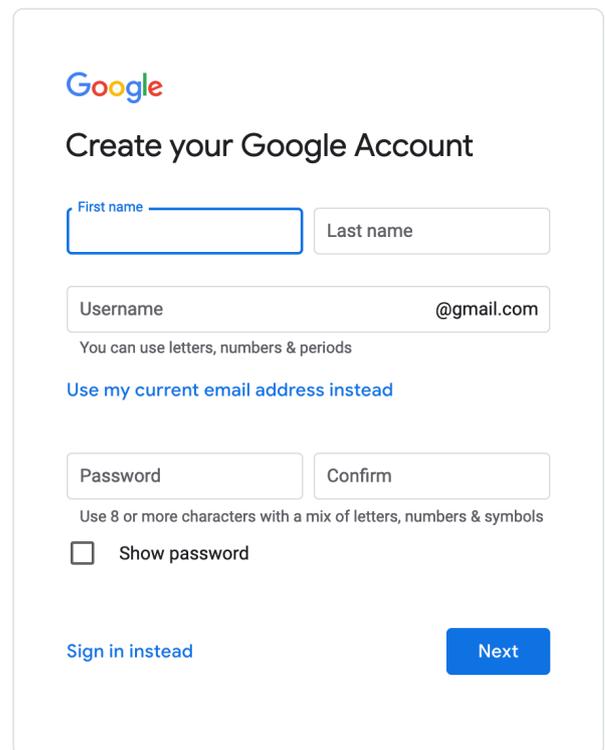**Step 2:** Select "Sign in" in the top-right corner.

CREATE A GOOGLE ACCOUNT

Step 3: Log in or Create an account.

Step 4: If you need to create an account, you'll enter the required information for the sign-up form: (First and Last Name, username, and password).

Step 5: You'll need to verify your account with a phone number. This will ensure that your account is protected –– if you ever lose your password, you'll be able to access it with your phone.

Once you agree to the terms and finish the sign-up process, you'll have a Google Account, which includes all of the Google tools.

GOOGLE DOCS

What is Google Docs?

Google Docs is an online tool that you can use to create, edit, and save documents in a web browser.

One of the best parts of Google Docs is that your changes are saved automatically! So, if you add or edit any information from your document, you don't have to worry about losing your work.

Google Docs is also collaborative. This means that you can share a document with friends or colleagues –– and that you can all work on it at the same time! Since your changes are saved automatically, you can watch any updates made in real-time, whether by you or those you're sharing the document with.

You can only collaborate on a document if you specifically share and grant editing access to a contact.

When Will You Use Google Docs?

You can use Google Docs for work, play, and everything in between.

Professionally, you can use Google Docs to:

• Write reports.
• Create collaborative proposals.
• Take meeting notes.
• Write and format a document.
• And much more!.

Personally, you can use Google Docs to:

• Create a shopping or to-do list.
• Working on an itinerary, idea, or plan with friends or family.
• Keep track of personal notes or information.

GOOGLE DOCS

How Do You Find Google Docs?

Once you've logged into your Google Account, you can access Google Docs by either:

• Going to https://docs.google.com/.

• Selecting the icon with 9 dots in the shape of a square in the top right-hand corner. This is your Google Account menu. You can access all of your Google applications here!

It should look like this:
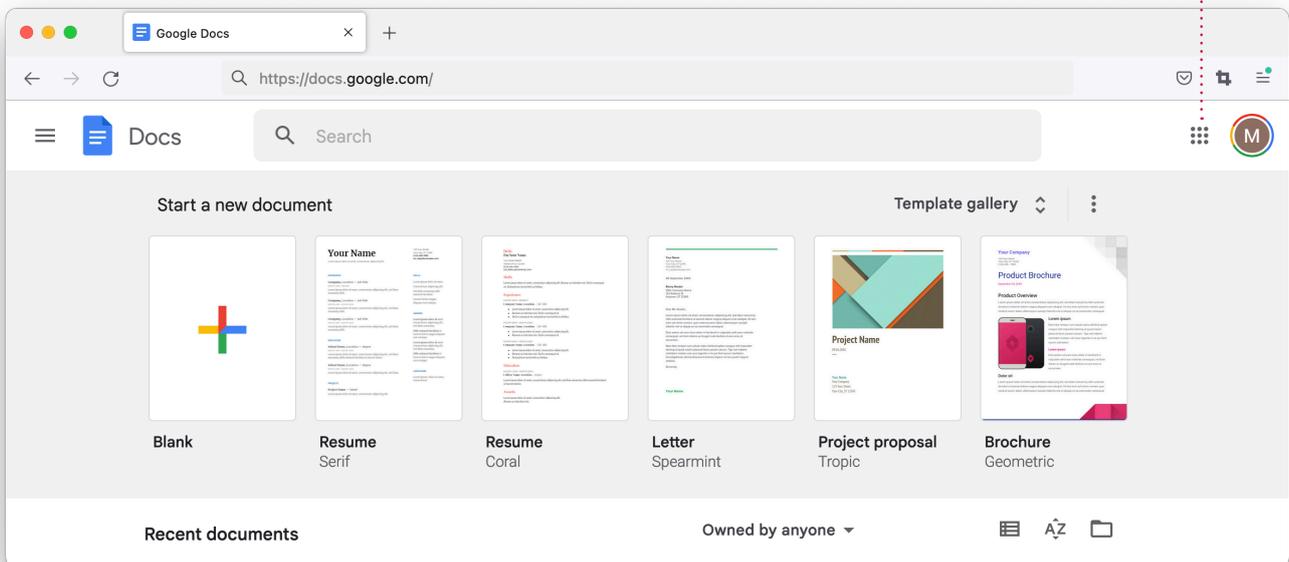
You can also download the Google Docs app on your phone.
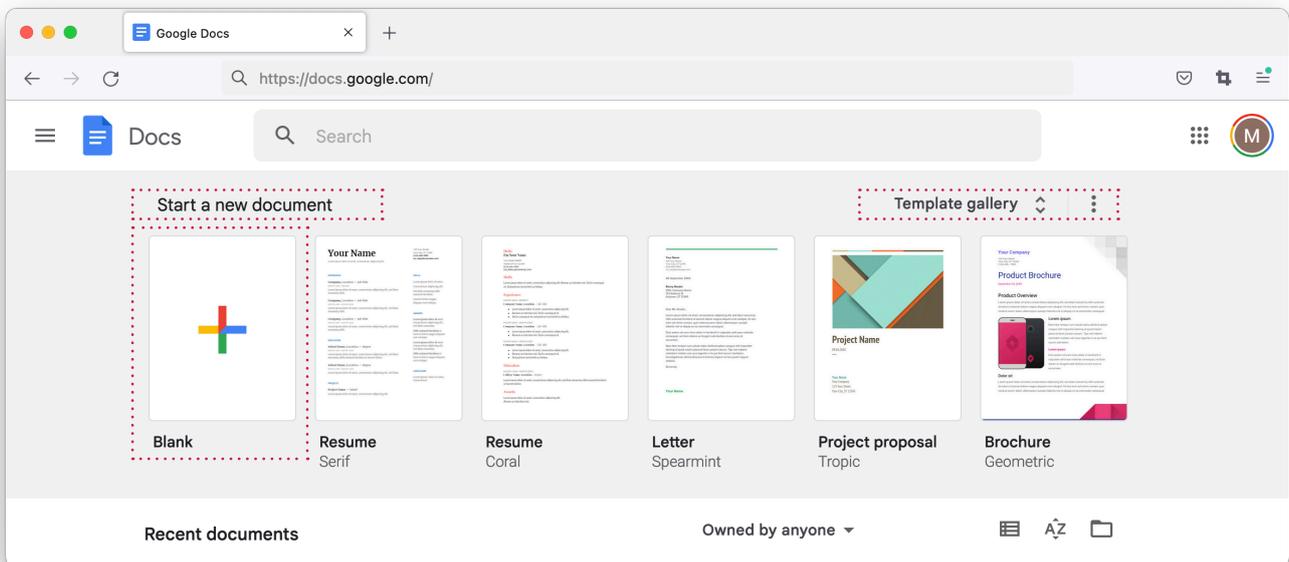
GOOGLE DOCS

How to Use Google Docs:

Create Documents

- Find "Start a new document" near the top of the webpage.

- Either select "Blank" to create a new document from scratch, or select "Template gallery" (to the right) to view pre-made document templates, such as resumés and letters.

  Once in your document, you'll be able to type, format, and edit it!

GOOGLE DOCS

Edit Documents

You can change the font, design, or layout of your document with some of the quick tools in the bar at the top of the screen, such as font, font size, and spacing. If you hover your cursor over each tool, you'll be able to see what it does.

Above the toolbar, you'll view the more advanced tools: "File, Edit, View, Format, Tools, Extensions, and Help." Click on each of these tabs to view a dropdown menu of features. Take a few minutes to click, hover, and test out each of these tools to become more comfortable with their functions.
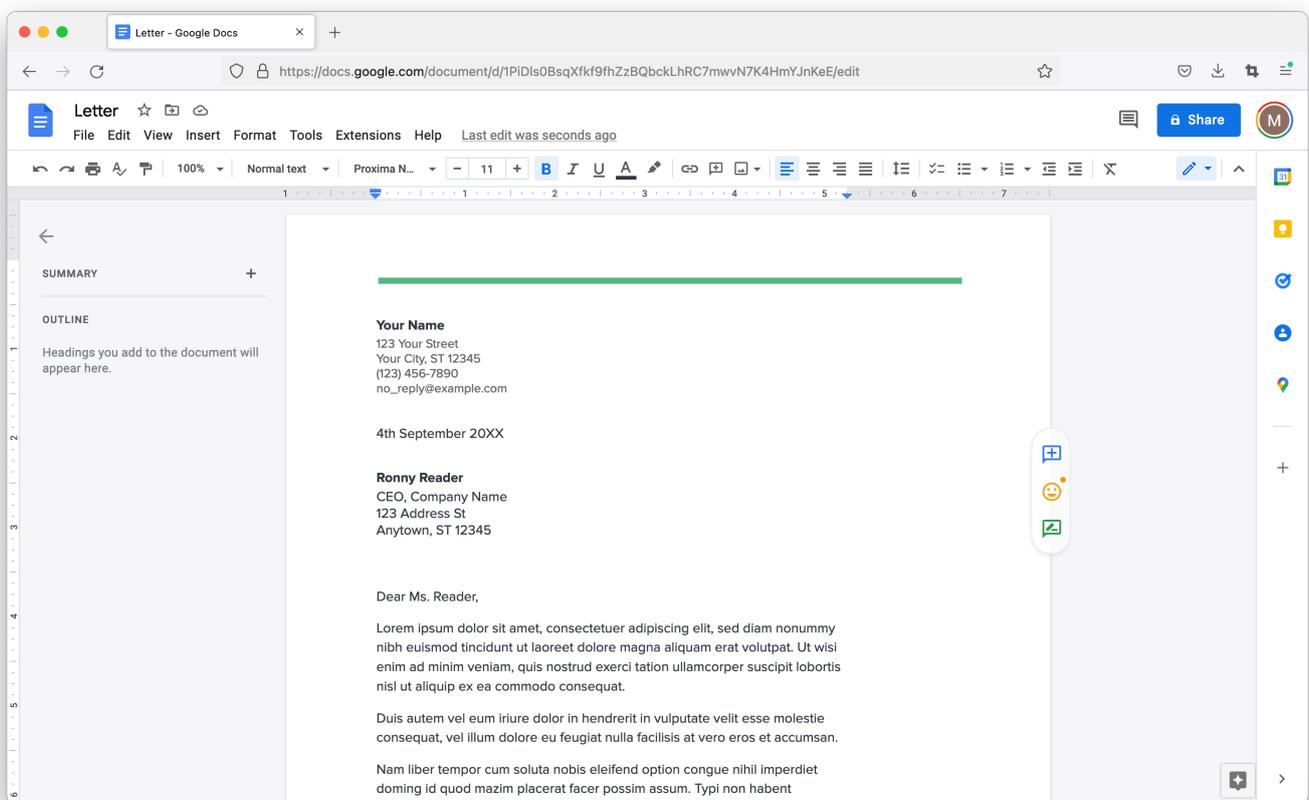
GOOGLE DOCS

Collaborate on Projects

As multiple people can work on a Google file at once, you'll find collaborating easier, no matter where you are.

If you want to collaborate on a document with a friend or colleague, follow these directions:
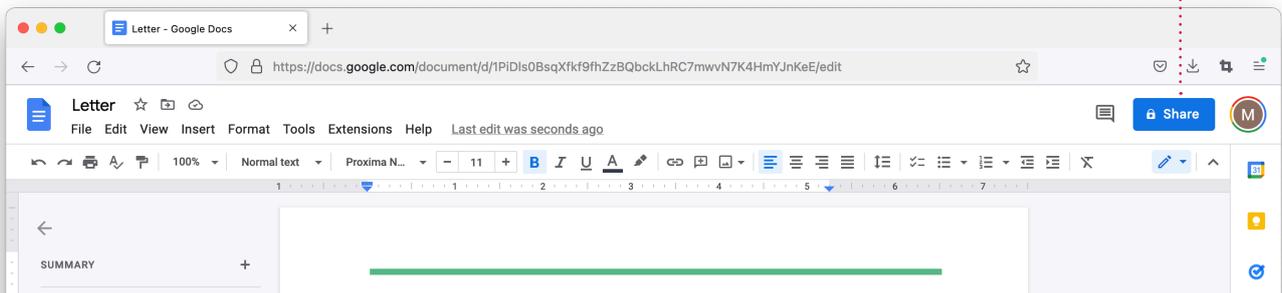
Step 1: Click the blue "Share" button in the top-right corner.

Step 2: A box that says "Share with people and groups" will come up.

Step 3: Click the "Add people and groups" bar, and type in the email address of the person(s) you want to share the document with.

Step 4: Next to their name(s), it will read "Editor." If you want them to be able to make changes to the document, keep this here. If you only want them to be able to view the document, or to leave comments on it, click on this box and adjust the settings.

Step 5: If you don't have their email address, you can go to "Get link" and select "Copy link" instead. This will give you a website address that you can paste to send to the person you want to share the document with.
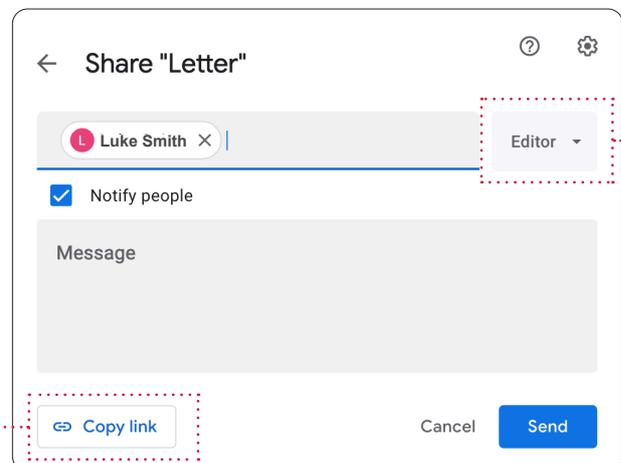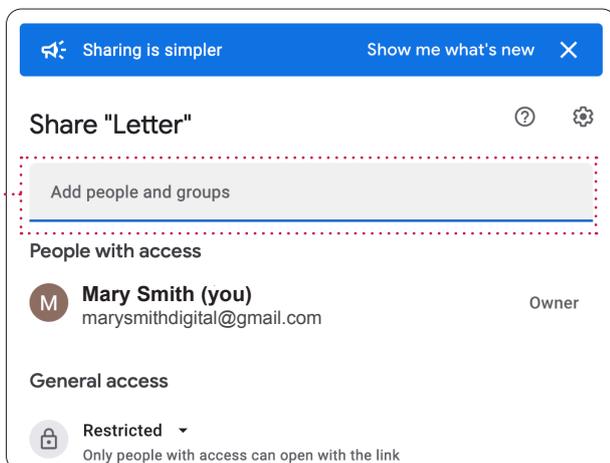
GOOGLE SHEETS

What is Google Sheets?

Google Sheets is an online tool that you can use to create and edit spreadsheets. It allows you to put numerical data into rows and columns for easy calculations and organisation. Its mathematical formulas and other features make it perfect for anyone working with numbers.

Google Sheets makes it easy to analyse this information and share it with others using the same collaborative features as those in Google Docs.

When Will You Use Google Sheets?

Google Sheets is primarily used for numbers and short-text entries. It's often used in an office work environment.

Professionally, you can use Google Sheets for:

• Data entry and organisation.
• Creating graphs and charts.
• Budgeting, payroll, and calculating financial estimates (common for accountants).

*Personally,* you can use Google Sheets to:

• Create a personal budget to keep track of your money.
• Make an organised to-do list.

How Do You Find Google Sheets?

Once you're logged into your Google Account, you can access Google Sheets by either:

• Going to https://www.google.com/sheets and selecting your Google Account menu in the top-right corner.

• Downloading the Google Sheets app on your phone.
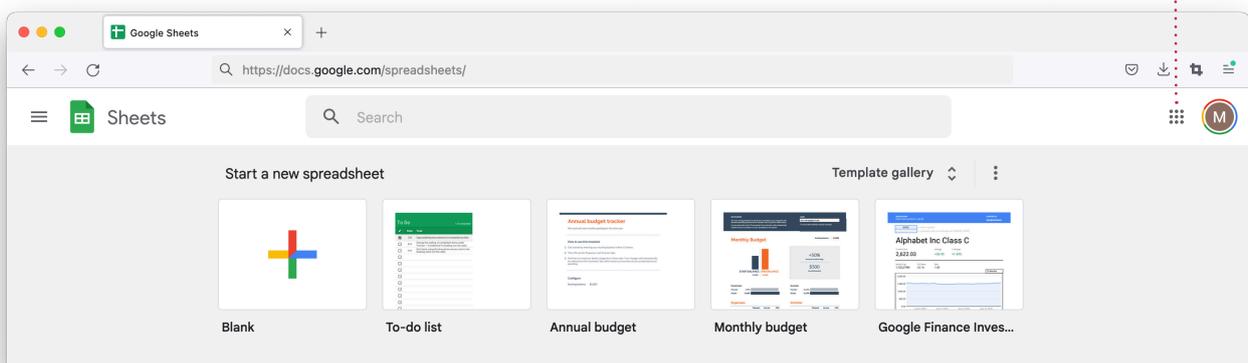
GOOGLE SHEETS

How to Use Google Sheets:

Create a Spreadsheet

- Locate "Start a new spreadsheet" near the top of the webpage.

- Either select "Blank" document to create a new document from scratch, or select "Template gallery" (to the right) to view document templates, such as invoices or monthly budgets.

  Once in your spreadsheet, you'll be able to input and edit information!
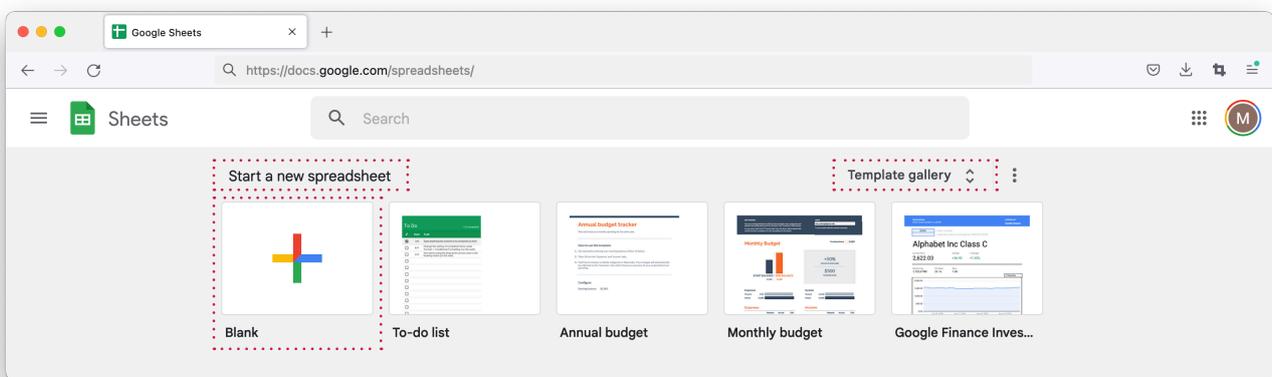
Edit a Spreadsheet Template

To practice, select the "Invoice" template from the "Template gallery". Once you're there, you'll see tools and tabs that are similar to the ones in Google Docs. Take a few minutes to get familiar with these by hovering over each tool. Click on the "File," "Edit," and other tabs to see what each one does!
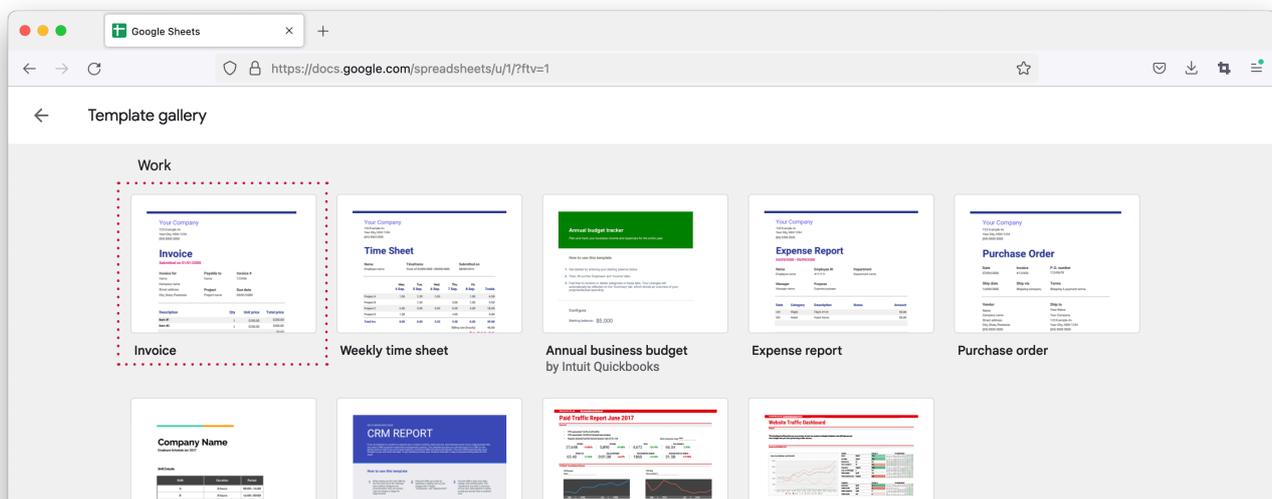
GOOGLE SHEETS

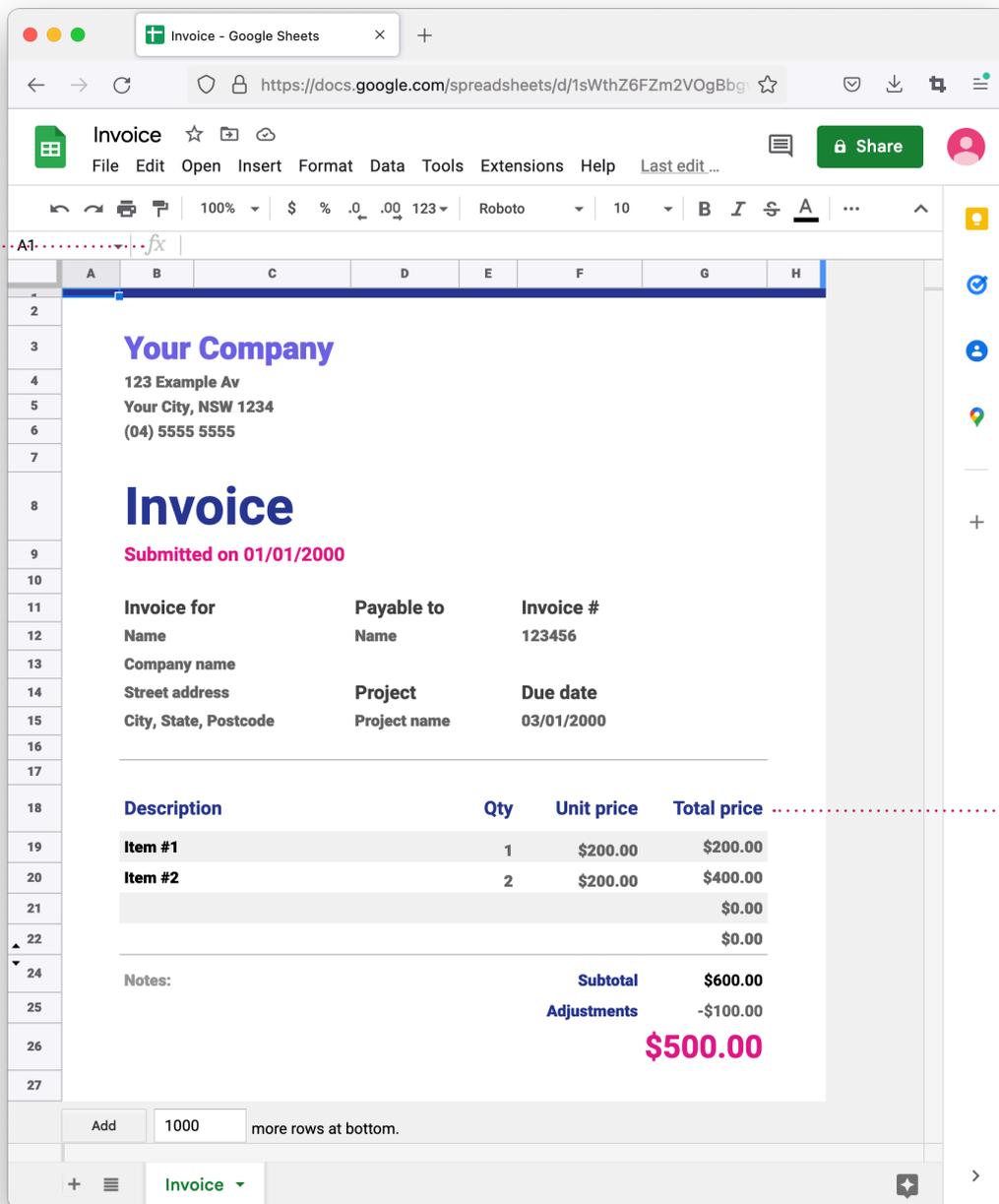- To edit the invoice, simply click on the area or information you want to change. This will align with a unique row and column.

- To change the number or text in a box, type it into the "fx" entry bar located above the spreadsheet and below the tools.

- Take it a step further by editing the number under "Total Price" and "Unit Price" to see how that affects the spreadsheet's formula!

GOOGLE SLIDES

What is Google Slides?

Google Slides is an online tool used to design visual presentations, webinars, and slideshows. It includes simple templates that you can use to add pictures, text, and videos. Just like the other Google tools, you can collaborate with Google Slides and work with others on a presentation at the same time.

When Will You Use Google Slides?

Google Slides is used by individuals, students and professionals to create and collaborate on presentations for friends and family, in schools, and in the workplace.

Professionally, you can use Google Slides for:

• Visual business and academic presentations, webinars, slide decks, and reports.
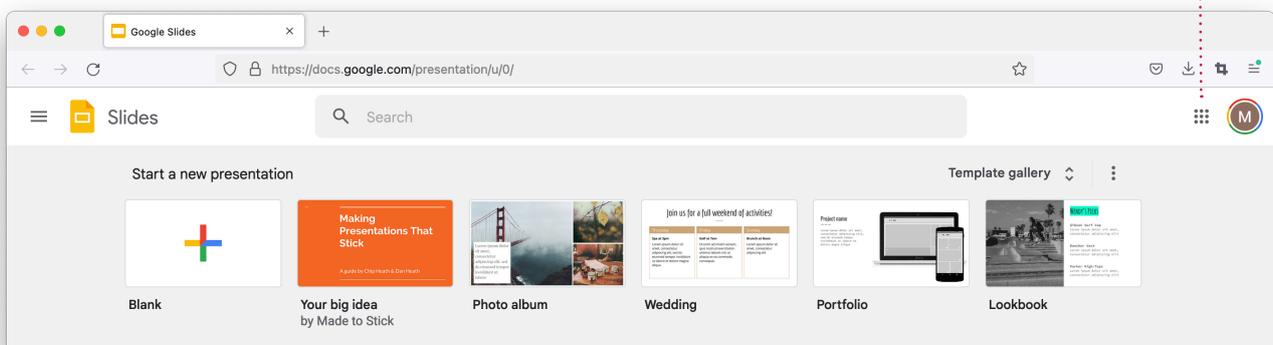
Personally, you can use Google Slides for:

• Fun slideshows to compile pictures, videos, and memories!

How Do You Find Google Slides?

Once you have logged into your Google Account, you can access Google Slides by either:

• Going to https://www.google.com/slides and selecting your Google Account menu in the top-right corner.

• Downloading the Google Slides app on your phone.

GOOGLE SLIDES

How to Use Google Slides:

Create a Presentation

- Find "Start a new presentation" near the top of the webpage.

- Either select "Blank" to create a new document from scratch, or else select "Template gallery" (to the right) to view document templates, such as photo albums or portfolios. Once in your presentation, you'll be able to add and edit visuals!
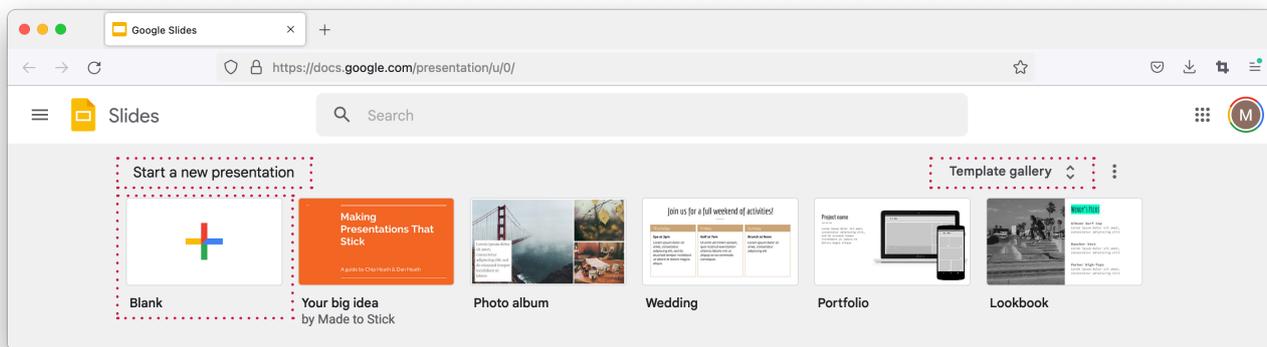
Edit a Presentation Template

To practice, select the "Your big idea" template near the top of the page. This template is often used for business presentations and slide decks.
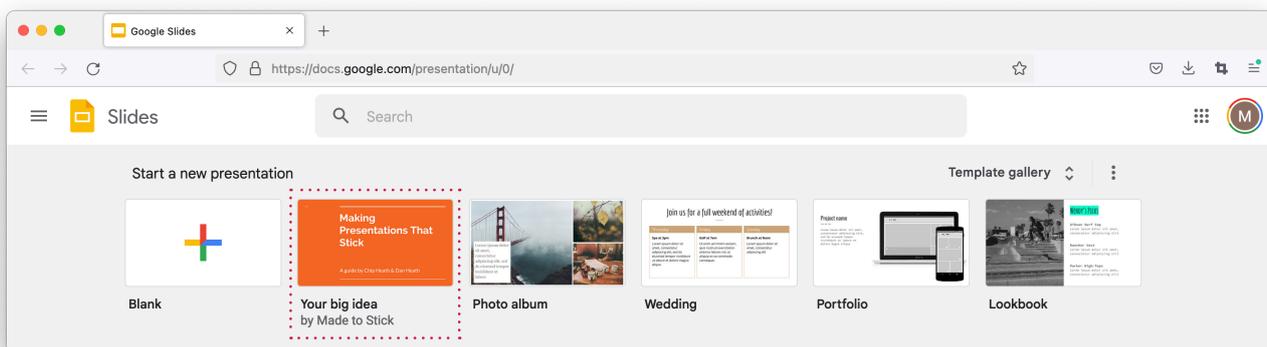
GOOGLE SLIDES

You'll notice that there are similar tools and tabs as there was in Google Docs and Sheets. Take a few minutes to test and get familiar with these, by hovering over each tool and clicking on the "File," "Edit," and other tabs to see what each feature does!

- To edit the slideshow, click on the area or information that you want to change. Click and drag items like text or images to move them around. You can change the font, colours, and more!

- To add a picture to your slideshow, select the "Insert" tab from the menu at the top. Hover over "Image" and select "Upload from computer."
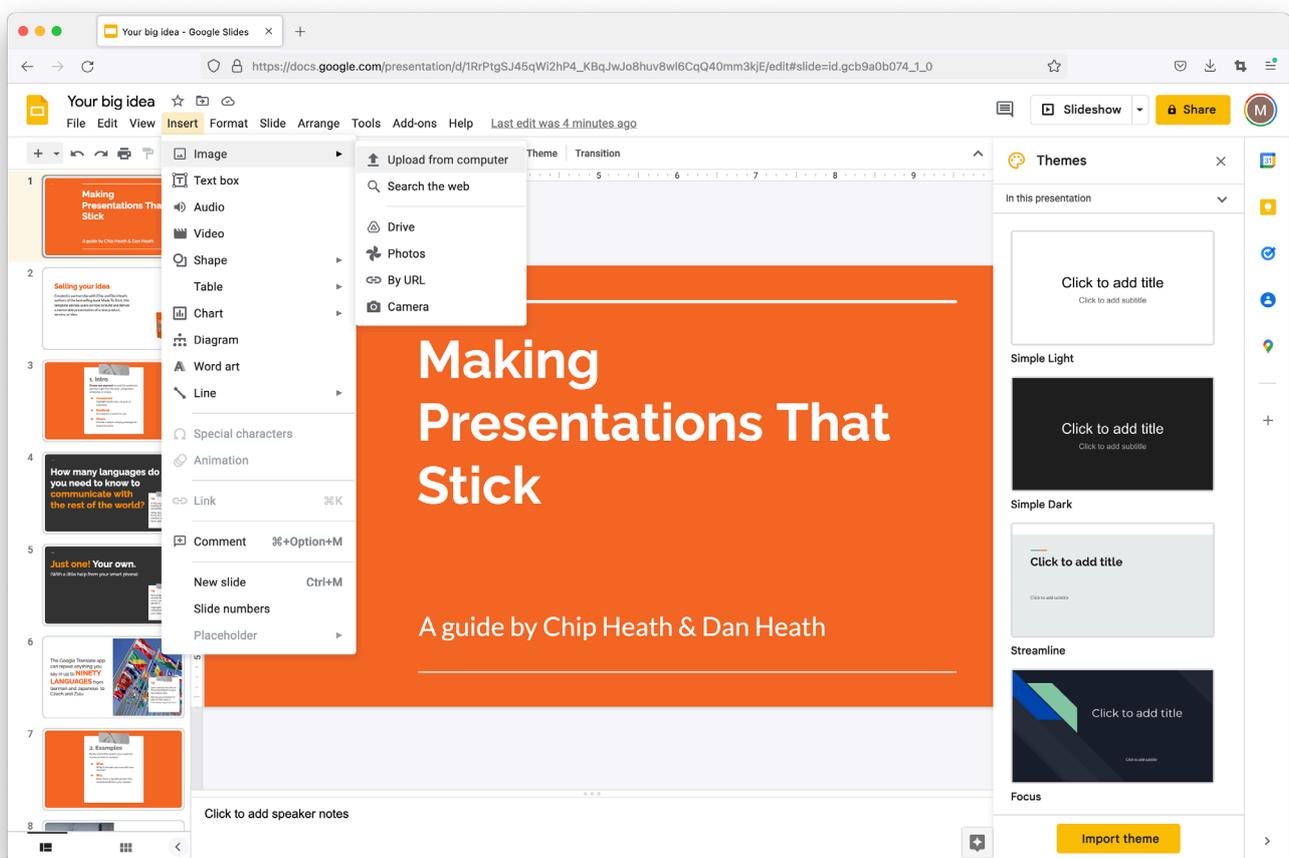
GOOGLE FORMS

What is Google Forms?

Google Forms is an online tool used to create surveys and questionnaires. Forms makes it easy to share and receive answers from large groups of people quickly. You can input multiple-choice and free-form questions, and the results will be available to you in real-time.

Just as with the other Google tools, you can add collaborators to build a Google Form together.

When Will You Use Google Forms?

Like all Google tools, Google Forms can be used by anyone. However, it is commonly used by people who manage large groups of people, and those who need to receive feedback on a larger scale.

Professionally, you can use Google Forms for:

- Performing research for school or work.
- Receiving feedback about an idea, product, or event.
- Event registration and sign-ups.

Personally, you can use Google Forms for:

- Voting on a decision with your friends and family.
- Asking multiple questions to several people in an organised way.
- Getting RSVPs for an event.

How Do You Find Google Forms?

Once you have logged into your Google Account, you can access Google Forms by either:

- Going to https://www.google.com/forms and selecting your Google Account menu in the top-right corner.
- Downloading the Google Forms app on your phone.
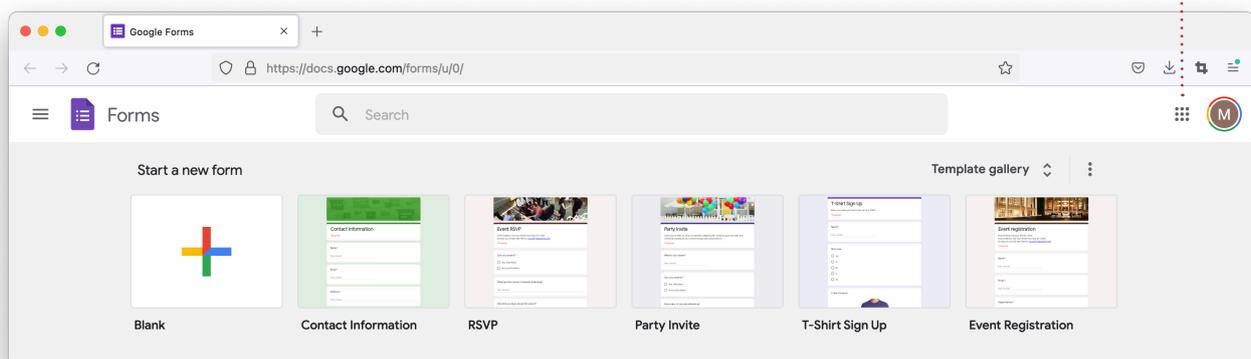
GOOGLE FORMS

## How to Use Google Forms:

Create a Form

- Locate "Start a new form" near the top of the webpage.
- Either select "Blank" to create a new document from scratch, or select "Template gallery" to the right to view document templates, such as contact information or RSVP.

Once in your presentation, you'll be able to add and edit the questions!
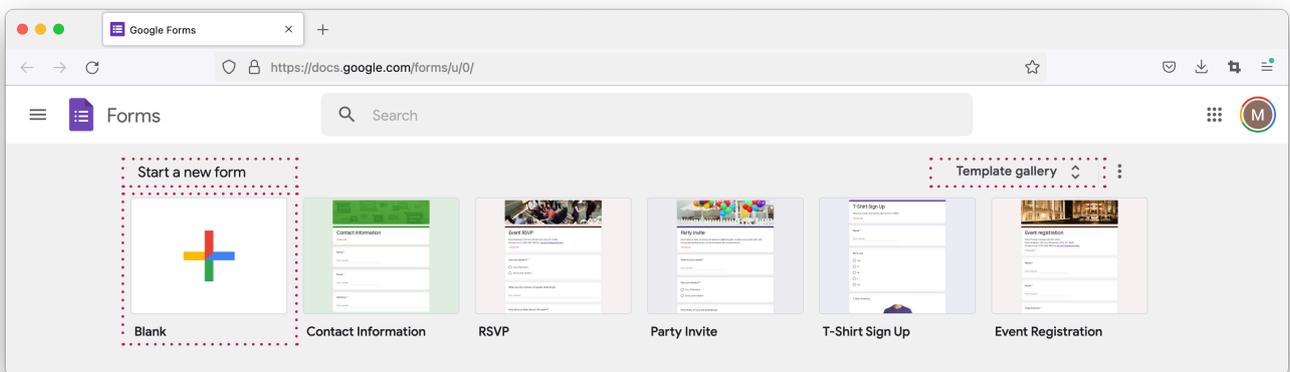

Edit a Form Template

To practice, select the "RSVP" template near the top of the page.
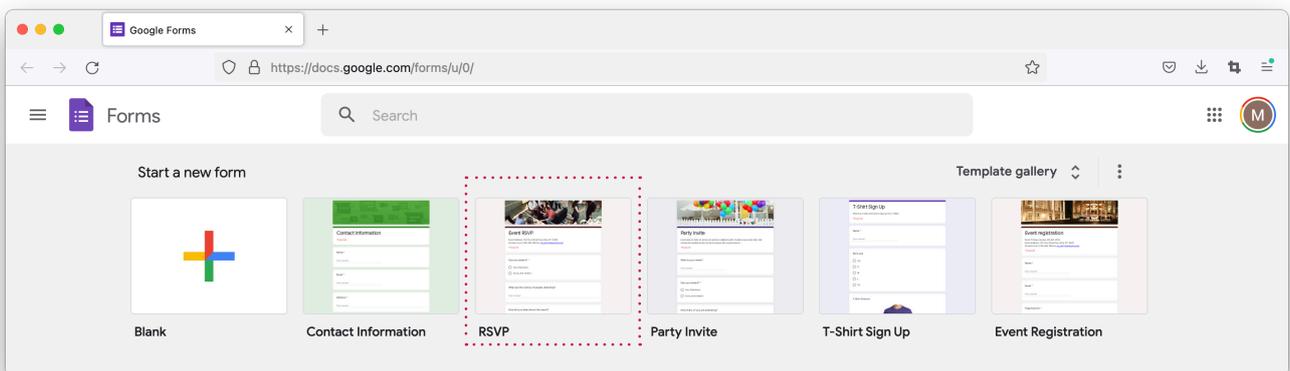
GOOGLE FORMS

To edit information, simply click on the text you want to change and retype it. Once you click on a question, it will let you change the questions, answers, format, and even whether it's a multiple-choice or short-answer question… and more!

Once you've finished your form, select "Send" in the top-right corner and type in the email addresses of those you'd like to send it to.
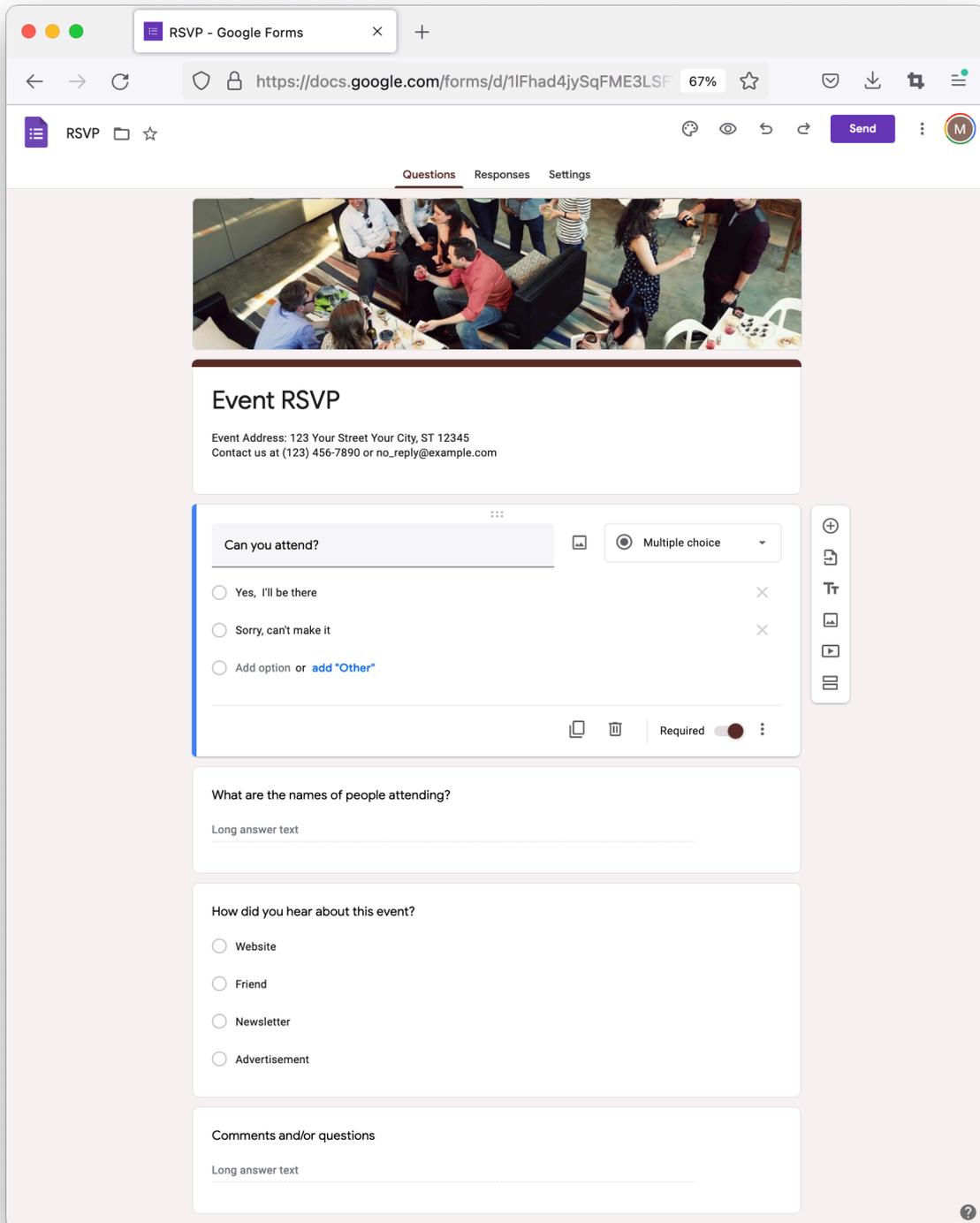
GOOGLE CALENDAR

What is Google Calendar?

Google Calendar is an online calendar used to organise schedules and set up reminder notifications for upcoming events. It's designed to be able to be used across teams. You can share your calendar with others to make it easier to schedule meetings and stay up-to-date on projects.

When Will You Use Google Calendar?

Professionally, you can use Google Calendar for:

• Scheduling work meetings and events.
• Sharing your calendar with your team.
• Getting reminders for important due dates.

Personally, you can use Google Calendar for:

• Planning out your day.
• Remembering important dates.
• Sharing events with friends!

How Do You Find Google Calendar?

Once you're logged into your Google Account, you can access Google Calendar by either:

• Going to https://calendar.google.com/ and selecting your Google Account menu in the top-right corner.
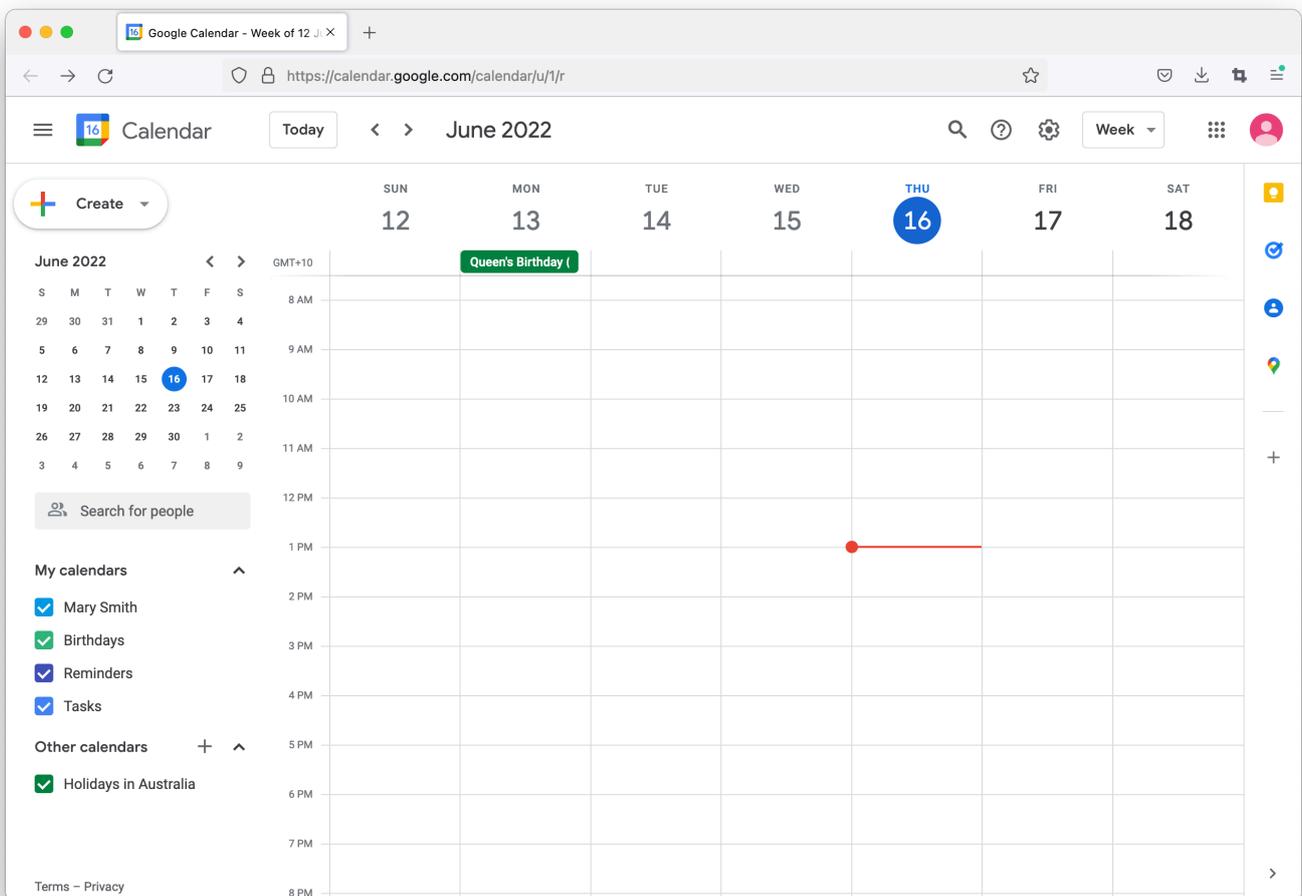• Downloading the Google Calendar app on your phone.
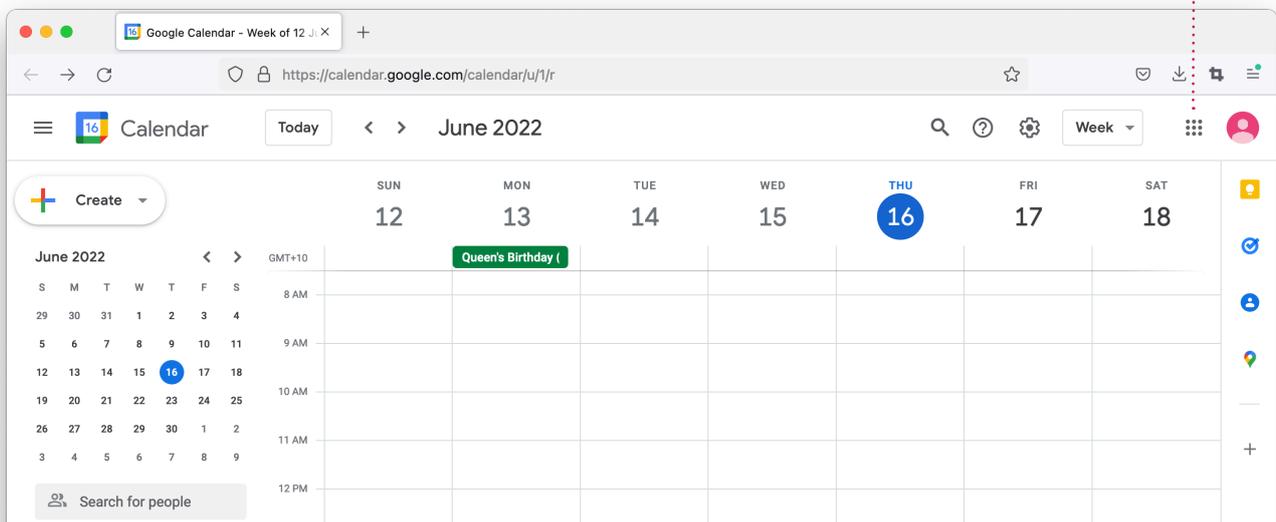
GOOGLE CALENDAR

How to Use Google Calendar:

Edit Your Calendar

You can add an event to your calendar by selecting a time or day.

From there, you can add titles, timeframes, reminders, locations, descriptions, and even add guests to your event. Take a few moments to practice and get familiar with the Calendar features.

GOOGLE CONTACTS

What is Google Contacts?

Google Contacts is an online tool you can use to organise and access the email addresses of your friends, family, colleagues, and stakeholders. It allows you to send messages to groups of people all at once.

## How Do You Find Google Contacts?

Once you're logged into your Google Account, you can access Google Contacts in a few ways:

- Simply visit https://contacts.google.com/
- Select your Google Account menu in the top-right corner.

How to Use Google Contacts:

Add and Edit Your Contacts

1. Locate "Create Contact" near the top left-hand corner.
2. Use "Create Label" to organise your contacts into groups.
3. Import, export, or print to share them.
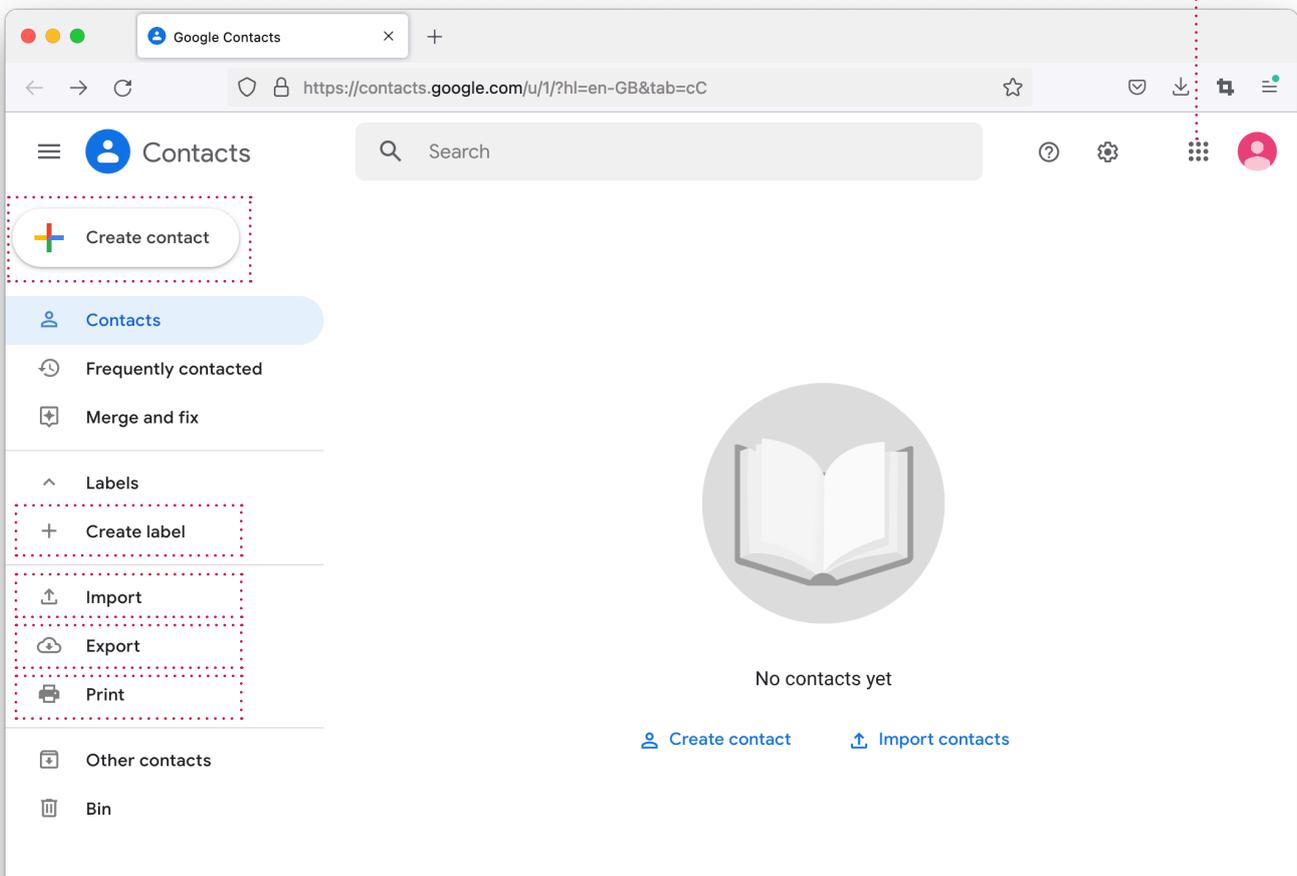
GOOGLE DRIVE

What is Google Drive?

Google Drive is an online storage tool for saving and accessing your files all in one place.

When Will You Use Google Drive?

Professionally, you can use Google Drive for:

- Sharing large files with coworkers and clients.
- Managing files across devices.

Personally, you can use Google Drive to:

- Keep your photos and files on the 'cloud' to save your storage space and access them anywhere.

How Do You Find Google Drive?

Once you've logged into your Google Account, you can access Google Drive by either:

- Going to https://drive.google.com/ and selecting your Google Account menu in the top-right corner.
- Downloading the "Google Drive" app on your phone.
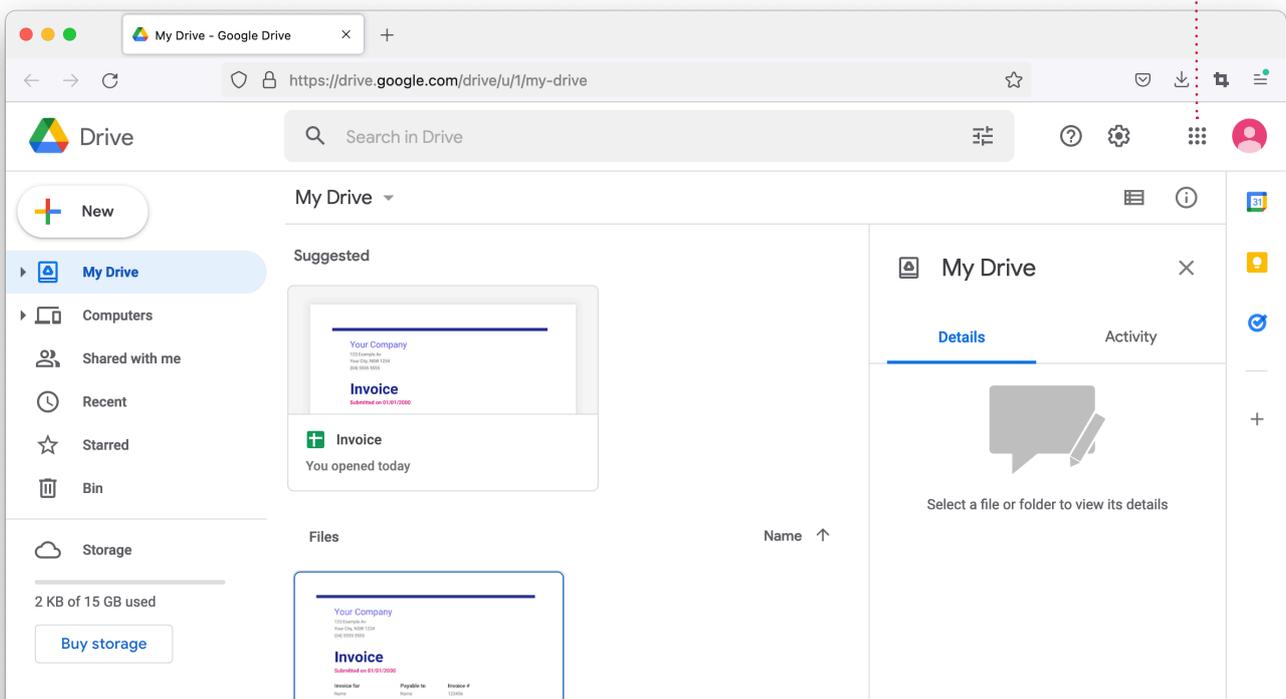
GOOGLE DRIVE

How to Use Google Drive:

Add and Edit Your Files

- Find "New" near the top left-hand corner to upload files to your drive.
- Click on a file to access or share it with others.