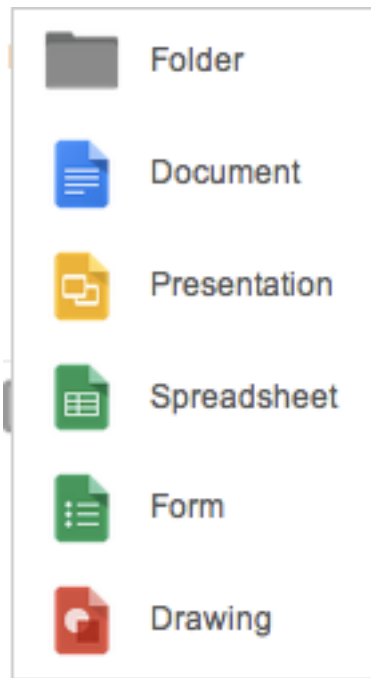




## Google Docs and Google Drive



### Working with Files and Folders

- Creating
- Sharing with selected users
- Sharing with a group of users
- Edit vs View
- Sharing a group of files
- Tricks with tinyurl.com

### The Document Module

- Comparison with Microsoft Word
- Unique Google Features
- Formatting tricks
- Using TABs
- Inserting images, links and equations
- Using the ruler
- Taking advantage of Revision History
- Renaming and duplicating files
- Using Comments
- Exploring the Research feature
- Downloading to Word format or PDF

- Uploading a Word file into Google Docs
- Working with Tables

### The Presentation Module

- Themes, backgrounds and layouts
- Transitions
- The Toolbar and the Icons
- Aligning Horizontally and Vertically
- Arranging Objects to be Closer/Further
- Working with Tables

### The Form Module

- Creating a form from a spreadsheet
- Creating a form using the question/answer approach
- Types of Layouts
- Types of questions on a survey
- Rearranging questions
- Two ways to capture the data
- Adding a picture
- Changing the notify options

### The Spreadsheet Module

- Basic concepts: rows, columns, cells
- Filling down and across
- Magic bottom right corner
- Magic Cell boundaries
- Printing tricks
- Basic formulas
- Two ways to enter a formula
- How to Use the \$ Symbol
- How to Compute Weighted Average
- How to Create a Budget or Gradebook
- Downloading into Excel
- Uploading from Excel

### The Drawing Module

- Basic concepts: rows, columns, cells
- Grouping Objects
- Inserting Tables and Adding Text boxes
- Downloading as PNG, JPG or PDF
- Bring to Front and Send to Back

### Organizing Folders

- Student Portfolios
- Shared Documents for Faculty

### Other Wonderful Gems

- Uploading/Sharing Videos