TOOLS
Google Drive is a cloud storage service that allows you to store your documents, photos, videos, and more online in one place.

From Drive, you can also access Google Docs, where you can create, share, and collaborate on documents, spreadsheets, presentations, and more from anywhere while online.
What does that mean?
So How Do I Use The Drive?

In your browser’s address bar, type in Google.com
Step # 2

Locate the 9 squares box on the top right of the pages. These 9 squares are called the Google Apps Launcher.
Questions???
Step # 3

Select Drive and sign in!
Step # 4

Sign In →

One account. All of Google.
Sign in to continue to Google Drive

Email
Password
Sign in

Stay signed in

Need help?

Create an account

One Google Account for everything Google

Log in to Gmail

Log in to YouTube

Log in to Drive

Log in to Maps

Log in to Calendar

Log in to Talk

Log in to Google+
### Step # 5

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Let’s Get Familiar

These are all folders containing documents, presentations, and spreadsheets saved to my drive.

Can’t find something in your drive? Search for it here!
Questions????
Let’s Get Familiar

This link is for creating new folders, documents, spreadsheets and presentations
This is the link to upload documents, spreadsheets, and presentations that you may want to save on your Drive or share with others. (Select from drop-down menu under “My Drive”)
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Here you can see who the author is, meaning who created the document, as well as the date and time it was last edited or saved.
Creating a Document

Click HERE!
Decisions

Here is where you decide what you would like to create!
What is THAT?!

Google’s FREE Version of MS Word

Google’s FREE Version of MS Excel

Google’s FREE Version of MS PowerPoint

My face when I discovered Google Drive and Google Docs
Questions????
LOOKS Just Like MS Word!
Similar tool bar & icons!

Google Docs

MS Word

Untitled document

File Edit View Insert Format Tools Table Add-ons Help

100%  Normal text  Arial  11

1

[Image of a baby]
LOOKS Just Like MS PowerPoint!
LOOKS Just Like MS Excel!
Similar tool bar & icons!

MS Excel

Google Docs
Questions???
Sharing

DOCUMENTS
Share Documents!

Click the share button

Sharing is caring
You will have to name the document before you share it.
Type the email address of the person you would like to share the document with.
Here is where you grant the other person permission to edit, comment only or just view the document.
WATCH & LEARN!