



## Course Syllabus

### Beyond Gmail

The aim of this class is to give you an overview of some of the most useful and popular Google applications that you get for free when you sign up for a Gmail account.

**Please note:** other things being equal, I will be presenting the desktop/laptop versions of these applications, not the tablet/smartphone versions. The latter have most of the same functionality but have a different layout. However, if we have time, I can show you the tablet/smartphone versions as well.

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#### Session 1:

##### **Google Applications vs. Traditional Desktop Applications:**

- Traditional Desktop Applications:
  - Examples: Microsoft Word, Apple Photos, Microsoft Photos, etc.
  - Data that you store when you use these applications (e.g. documents, photos, music) are stored on your local hard drive.
- Google Applications:
  - Examples: Gmail, Google Drive, Google Photos, etc.
  - Data that you store when you use these applications (e.g. documents, photos, music) are stored on computers that Google owns.
  - These computers are housed in massive high-security warehouses (nearest one is in NC)
  - When you look at an email, photo, document etc, you are actually sending a request down to NC and the relevant computer is sending the data back to you.
  - This idea of storing your files on some company's computers is called cloud storage.
- Benefits of Google Applications over Traditional Desktop Applications:

- Overall more secure.
- Can share files with others more easily.
- Can access your files from anywhere, and have all of your files synced across multiple devices.
- Free and automatically updated behind the scenes.
- Downsides:
  - You generally need to be connected to the internet.
  - You are giving a fair amount of your data to a mega-corporation.

### **How to get to the Google applications:**

- Go to gmail.com. Find the 9-dot grid in the top right corner and click on it. This will give you a drop-down menu with all the Google apps you can access. Note that you can rearrange them by clicking and dragging.
  - Alternatively, you can usually type the name of the application followed by “.google.com” in the address bar and hit enter. For instance, to get to Google Drive I would type in “drive.google.com”. This is often more efficient than the first method.
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### **Account:**

- The icon will either be a colored circle with your first initial in it OR your Google profile picture.
- See what info Google collects by default and selectively block it.
  - The tradeoff is that searches, ads, and recommendations may not be as well tailored to your interests.
- Security: how to add two-factor authentication as well as recovery emails/phone numbers.
- “Find a lost device” feature.

### **Drive:**

- Umbrella application for storage of all sorts of files
- Great for storing, backing up, and sharing files
- Not unlimited: a free account gets you around 15 GB (about 5000 photos or a million pages of text)

### **Docs/Sheets/Slides:**

- They have their own app buttons, or you can create them directly from within Drive
- Docs is for word processing (essays, letter, to-do lists, etc), Sheets is for spreadsheets (budgets, accounting, anything numeric), and Slides is for presentations.
- Similar to Word/Excel/Powerpoint. You can also edit files with those formats using these corresponding applications.

### **Photos:**

- Application to store and organize photos.
- Default backup for android phones.
- How to add/upload an image, how to delete an image.
- How to create an album.
- How to share an individual photo or a whole album (including to Facebook or Twitter).

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## Session 2:

### **Contacts:**

- Application to manage contacts in Gmail (and android phones by default)
- How to create new contacts: Create button, from Gmail, or from “Other contacts”

- How to edit and remove contacts.
- How to create labels for multiple contacts. You can then use that label in Gmail to quickly email every contact with that label.

### **Calendar:**

- General layout, how to switch between week/month/day.
- Add an event by clicking the plus sign or just clicking in the main window near where you want the event to go.
- How to edit and delete events.
- How to create additional calendars to keep yourself organized.

### **Maps:**

- Very useful for getting from point A to point B or just exploring.
- To explore: zoom in/out, drag map around using mouse (can see distance in bottom right)
- Main window: shows roads, place names, and some physical features
- Can also search for a specific address, business, town, or other landmark and get directions there.
- The side panel with often have useful information, especially for businesses.
- Can be used on a mobile device as a GPS.
- To get a print-out of directions: Click "Directions" then "Details" then the print icon.

### **Youtube:**

- Owned by Google
- If you have a Gmail account you also have a youtube account

- Can watch videos: search or look at recommendations (which will become more useful the more you use youtube)
- Especially useful for how-to videos (try searching for “How to harvest basil”, “How to use gmail”, etc).

### **Meet:**

- Similar to Zoom, allows you to video conference with other people
- Can schedule a meeting on Google calendar, start a meeting right away, or get a link to send to other people.
- For free accounts, meetings with more than 2 people can last up to 1 hour, however all attendees must have a Google account.
- For paid accounts, non-Google account holders can join.

### **Keep:**

- Note-taking app
- Interface like a bulletin board with sticky notes
- Makes suggestions as you type
- Nice for grocery lists and reminders, especially if you have Keep on your phone

### **Forms:**

- Allows you to create surveys, quizzes, feedback forms, etc.
- Allows you to collect responses, analyze results, and export results to a spreadsheet.

### **Suggested NDEC Classes:**

- Introduction to Google Drive and Docs
- Using Email Effectively

- Cloud-Based Backup Solutions
- Understanding the Internet
- Learning About Devices
- Internet Safety