



## Course Syllabus

### Google Drive and Docs

Google Drive and Google Docs are two applications that you get for free with a Google or Gmail account. Drive is a general-purpose storage application, and Docs is a word processing application that integrates nicely with Drive. The purpose of this class is to show you how to use both, and give you the chance to practice and ask questions.

**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 Google Drive and Google Docs:

- Go to gmail.com. Find the 9-dot grid in the top right corner, click on it, and then click on either the Drive icon (the first icon below) or the Docs icon (the second).



- Alternatively, you can type drive.google.com OR docs.google.com into the address bar.
- Exercise: Navigate to your Drive application, then navigate to your docs application.

### Google Drive:

#### Tour of the Main Interface:

- Main window: how to toggle quick access and list view on/off.
- Open a file by double-clicking on it.
- Left menu: My Drive (default), Recent, Starred, Trash, Storage, New.
- Exercise: Toggle list view on and off.

#### Storing And Backing Up Files:

- New > File Upload. Or just drag and drop from your desktop.
- Adding files directly from Gmail.
- How to select multiple files at once (ctrl+click or shift+click) (on a Mac: cmd+click or shift+click).
- Exercise: Upload a file from your hard drive to your Google Drive. Then, find an email attachment in your Gmail and add it directly to your Google Drive.

#### Deleting Files:

- Right Click > Remove.
- How to restore files from the trash
- How to empty the trash.
- Exercise: Delete a file from your drive, go into the trash, and restore the file.

#### Organizing Files:

- Creating folders and subfolders.
- Moving files into and out of folders.
- Using the crumb trail.
- Exercise: Move a file into a folder. Go into that folder and create a sub-folder. Move your file into that sub-folder. Now, move the file all the way back onto your main Drive homepage using the crumb trail. Then delete your folders.

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## Session 2:

### The Drop-down Menu:

- Right-click on a file or folder to access the drop-down menu.
- Shortcut, star, rename, view details, make a copy, and download.

- To have more download choices with a Google Doc, Sheet, or Slide, open the file and click on the file menu, then go down to “Download”.
- Right-clicking on a folder gives you a similar drop-down menu, the only notable difference is “Change Color”.
- Exercise: Right click on a file and rename it. Then right click and download it to your hard drive.

#### Searching for Files:

- Search based on text in the file.
- Narrow search based on document type or other parameters.
- Exercise: Search for a file using keywords that you suspect are in the file name itself or in the contents of the file. Note that if you select a file in the search results, the location of that file appears at the bottom of the window.

#### Google Docs:

- Google Drive is the umbrella storage application
- There are several other Google apps that create specific sorts of files, among them Docs, Sheets, Slides, Forms, and Drawings.
- When you create these sorts of files, they are automatically saved in your Google Drive, so when you want to access them later, you can find them there.
- We will just be talking about Google Docs, a word-processing application, because it is the most commonly used.

#### Create a New Doc:

- Navigate to your Docs homepage and click the multicolored plus sign. Or, if you are inside Google Drive, click “New” and then “Google Doc”.
- Status icon: you don’t need to manually save Docs. They are automatically saved to your Drive as you edit them.
- Top section: home button, editable title, star, move. You can share a google doc from inside it using the blue button at the top right.

- Menu Bar: File, Edit, View, etc.
- Toolbar: shortcuts for things you'll want to change frequently. The menu bar has more options. There is redundancy between the toolbar and the menu bar.
- Exercise: Create a Google Doc, give it a title and some text, and then close the window. Go to your Google Drive and find the Google Doc (it should be automatically saved there) and open it up.

### Working with a Doc:

- Undo, redo: can be used multiple times in a row, but they only have about 2 minutes of memory.
  - Version History: allows you to revert your document to a previous version. Also allows you to see who made which changes.
  - Spelling and grammar check
  - Page size
  - Basic formatting: font, font size, bold, italics, underline, color, highlight
  - Styles: how to change them and set changes as the default (Format > Paragraph Styles > Options > Save as my default styles)
  - Alignment, line spacing, margins (File > Page Setup)
  - Cut, Copy, and Paste (ctrl x, c, v on Windows, cmd x, c, v on Mac), how to paste without formatting.
  - Clear formatting button
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### Session 3:

#### **More Advanced Google Docs Options:**

- Lists
- Inserting links and images
- Edit menu:

- Find and Find and Replace
- Insert menu:
  - Tables
  - Footnotes
  - Headers and Footers
  - Page Numbers
  - Table of Contents
- Tools menu:
  - Voice typing
  - Preferences
- Templates (e.g. for a resume, formal letter, or contract), creating your own template, buying an inexpensive template on Etsy.
- Comments and suggesting mode

**How to share files using Google Drive:** collaboration is at the heart of Google products.

- Traditional Email Sharing: sending a Drive file as an email attachment.
  - In this case the recipient gets a COPY of your file.
  - Exercise: Send one of your Drive files as an email attachment.
- Google Sharing: allowing others to access a particular file or folder in your Drive.
  - In this case the recipient gets to access your file or folder itself.
  - The benefit is that multiple people can contribute to a single file without needing to email each other every time they want to change the file.
  - Another benefit is that you can share large files, unlike email which generally has a 25 MB limit.
- There are three types of Google Sharing:
  - Email sharing (the most common)

- Link sharing (less common but useful when you don't want to or can't input the email addresses of everyone you want to share with).
- Shared Drives (even less common because they are only available for paid Google accounts).
- How to set and change permissions.
- How to stop sharing a file.
- Exercise: I will create a "Potluck Signup" Google Doc and share it with the class participants (with their permission). Find the email notification, open the file, and add what you are bringing to the potluck. After our class, try to share one of your own files with someone (feel free to share it with me if you want!).

Sharing files with non-Google accounts (e.g. Yahoo or Hotmail):

- Of course you can always use traditional sharing as described above.
- The best policy: the first time you share a file with someone, email them separately to verify that they are able to access the file.

Sharing From a FREE Google Account	Google Drive	Google Photos
Email Sharing	Can view but can't edit.	Can't share.
Link Sharing	Anyone can view and edit (shows up as edited by "anonymous users")	Anyone can <b>view</b> photos and <b>share</b> the link with others, but to add or download you need to sign into a Google account.

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Optional Topics:

- Google Support (<https://support.google.com/>)
- How downloading/uploading interacts with file types (e.g. converting from Word to Docs or Docs to PDF).
- Backup and Sync: a way to automatically sync parts of your Google Drive to parts of your hard drive and vice versa. (Note: depending on how you use it, this may use space on your computer).

- Offline mode:
  - See [this website](#)
  - Use Chrome; Install and turn on “Google Docs Offline Chrome Extension”; in settings, check “Sync Google Docs, Sheets, Slides & Drawings files to this computer so that you can edit offline”; right click files and select “Available Offline.”
  - When offline, non-openable files will be grayed out. When you open an offline file, it will say “Changes Saved to Device” and only when an internet connection is restored will it say “Changes Saved to Drive”.
  - Difference from downloading is that data is stored in browser cache and is automatically synced when your internet connection is restored.

### **Suggested Classes:**

- Beyond Gmail
- Introduction to Google Sheets
- Using Email Effectively
- Understanding the Internet
- Learning About Devices
- Internet Safety