

GOOGLE APPS AT DEERFIELD PUBLIC LIBRARY



CLASS OUTLINE:

- 1) Who is Google?
- 2) What do we mean when we say “Google Apps?”
- 3) Quick review of Google Drive
- 4) Cloud Computing vs. Traditional Computer
- 5) Google Docs
- 6) Google Sheets
- 7) Google Slides
- 8) Google Sites

EXPECTED OUTCOMES:

- 1) Knowledge of what Google Office is.
- 2) Understanding of where your information is saved.
- 3) Ability to utilize Google Docs, Sheets, Slides, and Sites

WHO IS GOOGLE?

- Google’s main mission stems from this principle: “Google’s mission is to organize the world’s information and make it universally accessible and useful.”
- Founded in 1998 by Larry Page and Sergey Brin, 2 PhD students at Stanford University (who still own 16 percent of the shares of the publically traded company—now Alphabet Inc.)
- The company offers more than just searching: since 1998, they’ve added email, an office suite in Google Drive, social networking (Google+), desktop products for organizing and editing photos, and instant messaging.
- Google also is the driving force behind Android operating systems, Chrome web browser, and Chrome-books, small and affordable laptops, etc.
- Previous search engines used to rank a page’s value on how many times a word appeared on a website. Google’s system looked at the connections between websites based on the amount of information (pages) available.

GOOGLE APPS

Google is famous for its search engine, but it also makes many other free **web-based** tools. You can customize many of these so that they use your information to give you personalized results.

To access these tools, you'll need to be signed in to a Google Account. If you don't already have a Google Account, you can get one by going to <http://accounts.google.com>.

Most of these can be accessed from any Google page through this drop-down menu at the top right of your web browser window.



The image shows a screenshot of the Google Apps drop-down menu. At the top, there is a search bar, a user profile icon labeled '+Ben', a notification bell, and a 'Share' button. Below this is a grid of app icons: +Ben (Google Plus), Search, YouTube, Maps, Play, News, Gmail, Drive, and Calendar. A 'More' button is located at the bottom of the grid. Annotations with arrows point to various icons and the 'More' button, each accompanied by a text box explaining the app's function.

Google Plus is a social networking service.

Google Maps is a dynamic mapping system for most of the world right down to the street level.

Google News searches just news sources, and can be customized to only search for the news you care about.

Google Calendar is a dynamic calendar that you can share with others and sync with your phone.

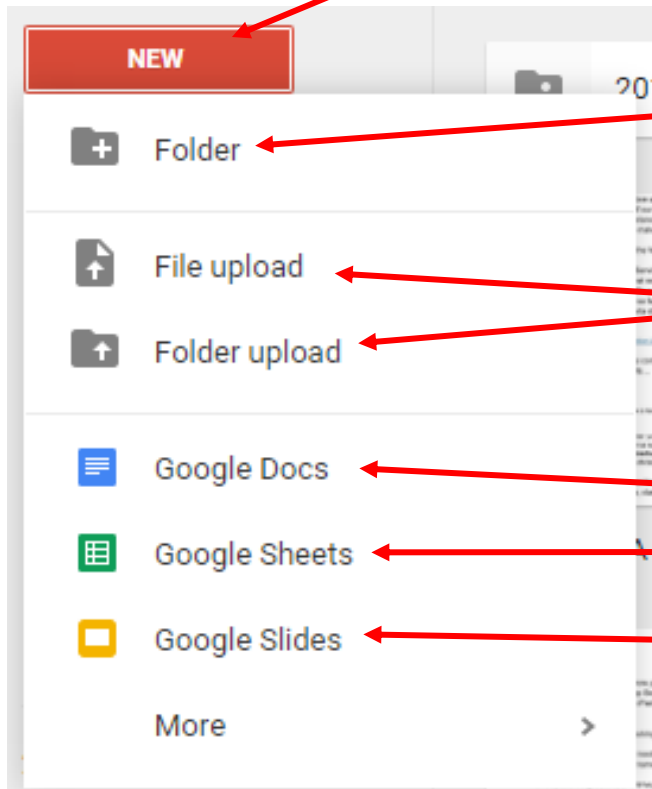
Google Drive allows you to create, store, and share many kinds of documents using programs that resemble Microsoft Office

There are many more Google apps and tools—click More to access other apps, including Sites

GOOGLE DRIVE

Google Drive is a great way to **create**, **store**, and **share** documents that can be accessed anywhere from an internet browser. If you know how to use Microsoft (MS) Office programs, Google Drive programs will make sense to you. The storage feature works like any folder—except that it's stored online (this is sometimes called cloud-based storage). You can store Google Drive programs **and** other types of files in your drive. Google Drive also makes it easy to share and collaborate on files and folders with others.

To create or upload a file or folder, click **NEW**.



Create a **Folder** to keep your documents orderly.

Upload a file or a folder made with other software.

Docs is for word processing in the style of MS Word.

Sheets is for crunching numbers in the style of MS Excel

Slides is for slideshows in the style of MS PowerPoint.

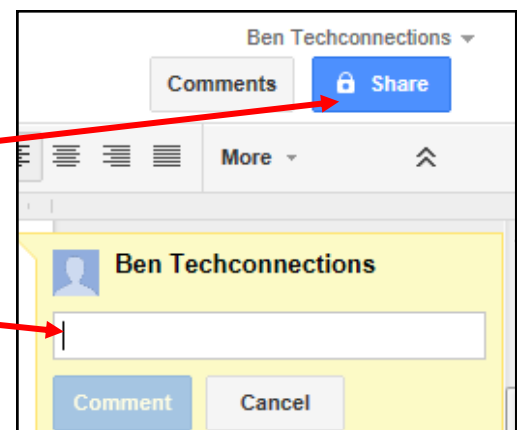
***Note that your Docs, Sheets, Slides, etc. have their own homepages as well where you can also find your documents. You can also access these from your drop-down menu.

COLLABORATE! GOOGLE DRIVE MAKES IT EASY TO WORK

WITH OTHERS.

Click **Share** and you can allow others to edit or download your document. You just need to know the person's email address (it doesn't need to be with Gmail.)

Click **Comment** and you can leave comments on another person's documents.



CLOUD COMPUTING VS. TRADITIONAL COMPUTING

If you've heard the phrase "the cloud" used to describe some computer functions before, but weren't sure what it meant, we're here to help! Cloud computing just means that the application and files you create on that application are stored online, in contrast to traditional computing where the application and files made by it are stored on your physical computer.

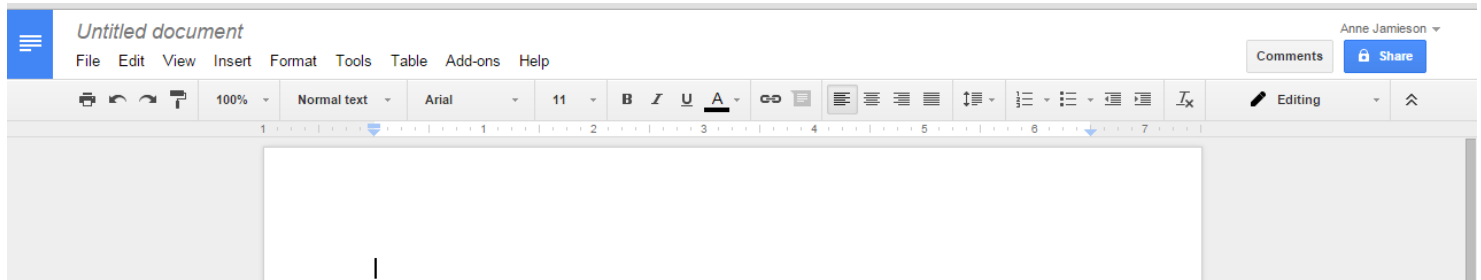


 Question	 Microsoft Word "Traditional Computing"	 Google Doc "Cloud Computing"
Where is the information that runs the application stored?	On your computer	On the internet
Where are your documents saved?	On your computer	On the internet, automatically No save!
Where can I open this document?	On your computer unless you share it—and then in Microsoft Word	On any internet browser on any device
How can other people edit this document?	Through the Microsoft Word application	Simultaneous editing through any internet browser
How can I share this document with someone so they can read it?	Printing, emailing, putting on a disc or drive	Printing, emailing, putting on a disc or drive, and sharing
What kind of formatting capabilities does the application have?	Much more comprehensive—Word has been honing word processing for over 30 years!	All the basics—and not much else (yet)



GOOGLE DOCS

You can use **Google Docs** to create documents (in a similar way to those created in Microsoft Word) through Google that are automatically saved to your Google Drive.

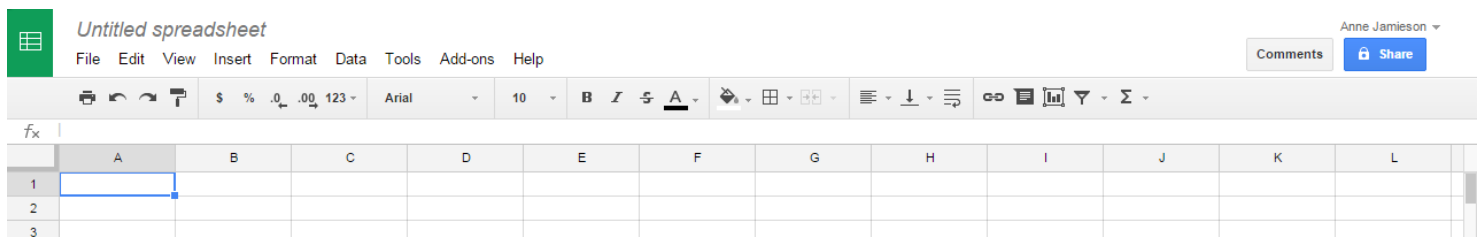


Google Docs looks very familiar to anyone who has utilized Microsoft Word — it shares many of the same features, including different fonts, the ability to **bold**, *italicize*, and underline, alignments, creation of bulleted and numbered lists, and much more.

GOOGLE SPREADSHEETS



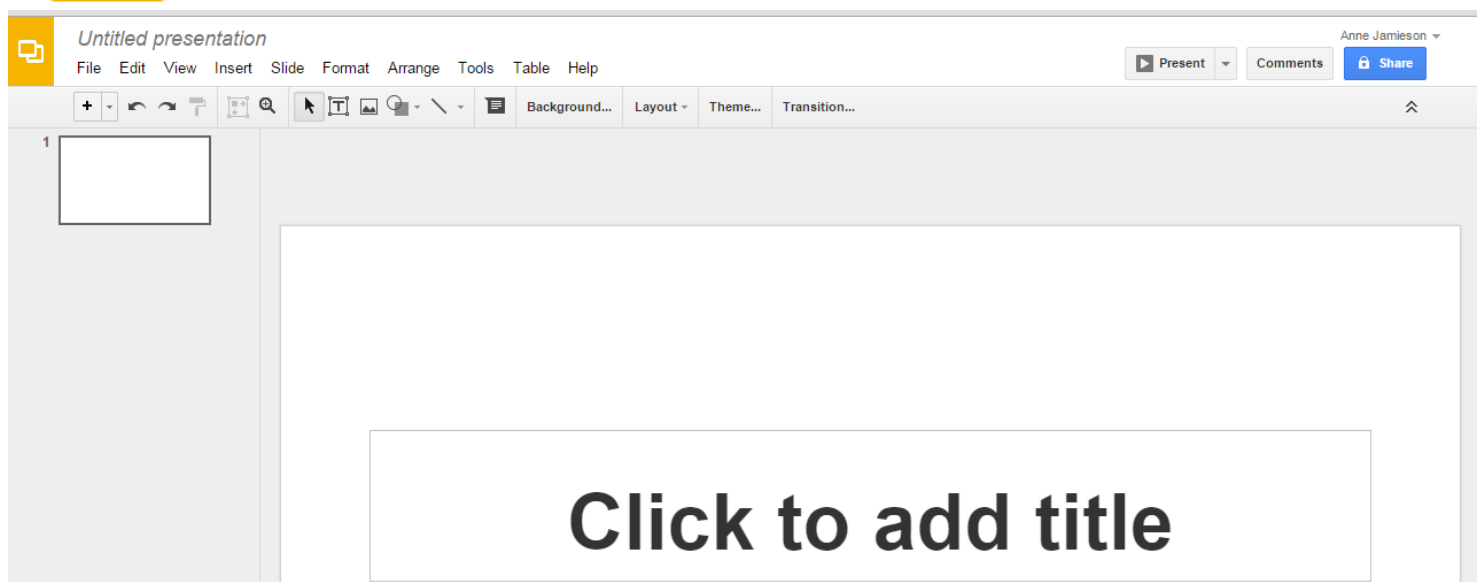
You can use **Google Spreadsheets** to create spreadsheets (in a similar way to those created in Microsoft Excel) through Google that are automatically saved to your Google Drive.



GOOGLE SLIDES



You can use **Google Slides** to create presentations (in a similar way to those created in Microsoft PowerPoint) through Google that are automatically saved to your Google Drive.





GOOGLE SITES

You can use **Google Sites** to create websites for your self or your business.

Google Sites is an relatively easy-to-use, free website creator. You can create the site yourself or—like other Google Docs—collaborate with others. You can also determine the level of sharing and editing—again, just like Docs—or make it public to the world.

Because your site is stored "in the cloud," it is available from any device that can access the internet, and from anywhere in the world an internet connection is available.

Why use Google Sites?

- It's free.
- It's easy to create. If you can enter text, you are on your way to creating a webpage.
- You can collaborate with others in creating and editing content.
- It is integrated with other Google tools so you can easily share video, photos, presentations, and calendars.
- Your site is searchable using Google Search technology.
- All versions of your pages are saved. You'll be able to see when revisions were made and by whom.
- You determine who has access to your site and the level of permission you would like users to have.
- Your site is stored on Google's secure servers.
- 100 MB of free online storage.

**Adapted from "Mary Fran's Getting Started with Google Sites" <https://sites.google.com/site/mflynchsites/>*

See more resources and an example of a site at:

<https://sites.google.com/a/deerfieldlibrary.org/google-apps-class-2016/>

Notes: