

GOOGLE OFFICE AT DEERFIELD PUBLIC LIBRARY



CLASS OUTLINE:

- 1) Who is Google?
- 2) What do we mean when we say "Google Office?"
- 3) Quick review of Google Drive
- 4) Google Docs
- 5) Google Sheets
- 6) Google Slides

EXPECTED OUTCOMES:

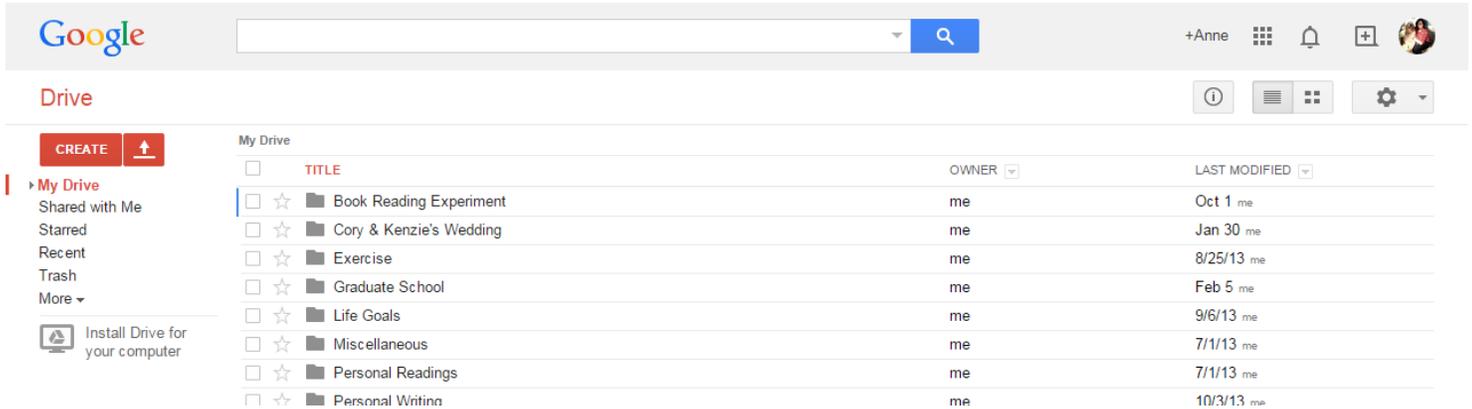
- 1) Knowledge of what Google Office is.
- 2) Ability to utilize Google Docs, Sheets, and Slides
- 3) Understanding of where your information is saved.

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)
- 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.
- 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 DRIVE

Google Drive is Google's cloud storage system. Using **Google Drive** allows you to save your information both on your computer's hard drive and in a personal cloud. Doing this enables you to access your information from any computer or tablet as long as you log in with your Google ID.



Not only can you save files created on your computer to your **Google Drive** account, but you can also use it to create documents, spreadsheets, and more using Google's Office Suite.

Create allows you to create new files using Google's Office Suite.

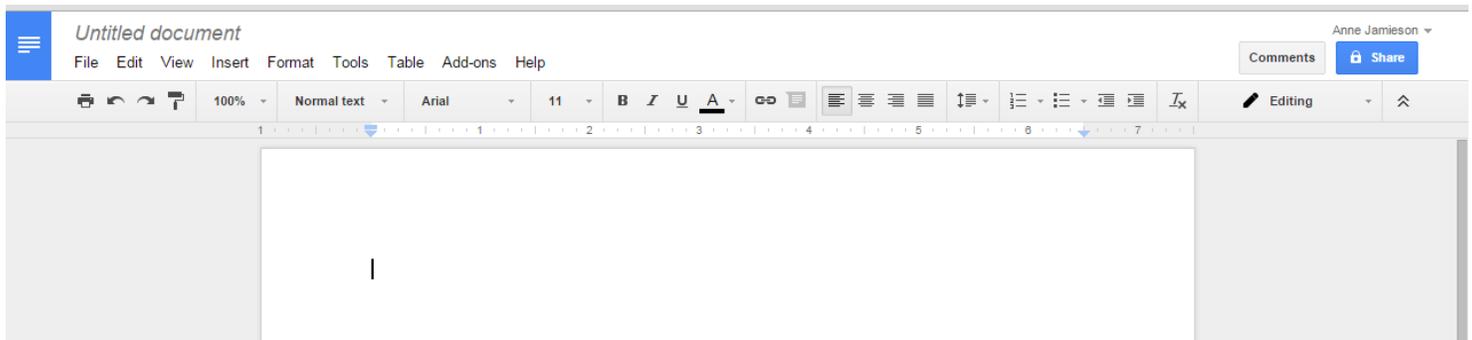


Upload allows you to migrate files created on your computer to your Google Drive.



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.

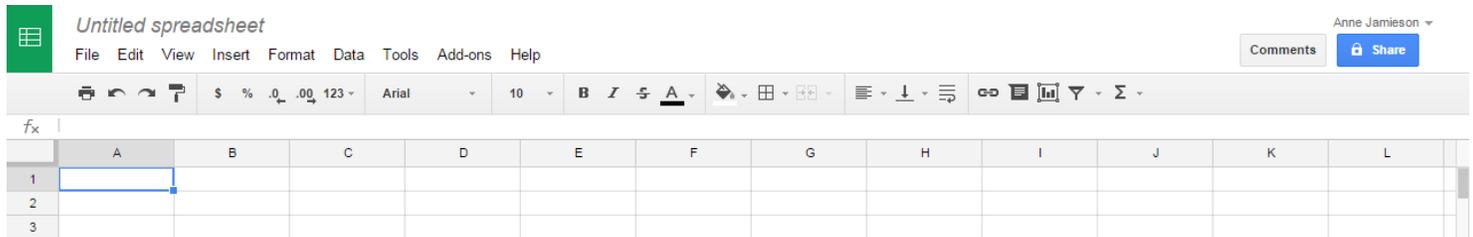


Google Docs looks very familiar to anyone who has utilized Microsoft Word — it shares many of the same features, including different fonts, the ability to **bold**, *italicize*, and underline, alignments, creation of bulleted and numbered lists, and much more.



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 Spreadsheets shares many of its capabilities with Microsoft Excel, including formulas, so if you have any familiarity with Excel you will be able to easily transfer that over to using **Google Spreadsheets**.



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.

It is very similar to Microsoft PowerPoint, so if you have any familiarity with that software you will very quickly grasp the concepts behind **Google Slides**.

