

# Using Google Docs



# To the Cloud



- Cloud computing is Internet-based computing, whereby shared resources, software and information are provided to computers and other devices on-demand, like electricity.

[en.wikipedia.org/wiki/Cloud\\_computing](https://en.wikipedia.org/wiki/Cloud_computing)

# Google Docs: The Why and the How



Want to  
know  
how to  
use  
Google  
Docs?

Watch This!

Google Docs in Plain English by [Common Craft](#)

# Why?



- Totally online – you can access and edit from anywhere
- Free alternative to Microsoft Office (Word, Excel, PowerPoint)
- Collaborate with colleagues, family, friends
- Chat while working with someone on the same document
- Create Documents, Spreadsheets, Presentations and Forms
- Many Templates to choose from

# How?



- Create a Google account
- Go to Google Docs
- That's it



# Types of Documents you can create



- Documents = **Word**
- Presentations = **PowerPoint**
- Spreadsheets = **Excel**
- Drawings = **Org charts and flow charts**
- Forms = **Surveys**

# Templates!



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# Chat with others while editing the same document



A screenshot of a Google Docs web interface. The browser address bar shows the URL: https://docs.google.com/document/d/144cBtP9x3uV010QdpAawylbuWMLyWHWVtqe7a13Ehdh7H/enf. The document title is "Commission Memo.docx". The interface includes a menu bar (File, Edit, View, Insert, Format, Tools, Table, Help) and a rich text editor toolbar. The main document content area contains a table with two empty cells, the word "Memo" in a large bold font, and a "To:" field with "From: Jan Burke" below it. On the right side, a chat window is open, showing a message from "eclassmpp10" that says "me: this is michelle this is kinda cool". A red arrow labeled "Chat" points to the chat window, and another red arrow labeled "Document" points to the main document content area.

# Problems



- Not as powerful as Microsoft Office (Only simple formatting)
- Sometimes acts weird
- There are potential Security/Privacy risks
- Cannot access your documents if you cannot access the Internet

# Try it yourself



- Create a Google account or log in with one, then...
  - Upload and edit a document
  - Write a letter
  - Create a spending spreadsheet with graphs
  - Look over the templates
  - Make a form to choose a date/time for a meeting/dinner
  - Create your own project!

# Where do I go for help?



- [Google Docs Getting Started Guide](#)
- [How to Use Google Docs from eHow.com](#)
- [Google Docs Tutorial \(Youtube video by YoungMath\)](#)
- [Getting Started with Google Docs from Edutech](#)