



# HOW TO USE GOOGLE DRIVE

## BEGINNER'S GUIDE

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# Google Drive Guide Install

**Klaus Riede**

## **Google Drive Guide Install:**

*Google Drive and Docs in 30 Minutes (2nd Edition)* Ian Lamont, 2015-01-26 Updated in 2018 The top selling guide to Google's free online office suite is now available in a revised and expanded second edition. Thirty minutes is all you'll need to get up to speed with Google Drive, Google Docs, Google Sheets, and Google Slides, the free online productivity suite and alternative to Microsoft Office. Millions of people use the software every day. You can use Drive, Docs, Sheets, and Slides to perform the following tasks: Write letters and reports, Crunch numbers and create online data entry forms, Give presentations, Collaborate online with classmates and colleagues, Convert Microsoft Office documents to Google formats and vice versa, Print documents, drawings, and spreadsheets, Export PDFs, Make pie charts, bar charts, and simple tables, Publish documents and spreadsheets online using the new Google Sites. After covering registration, file creation, and other basics, Google Drive and Docs In 30 Minutes 2nd Edition zeroes in on the most important time saving tips and productivity tools. Highlights include: Converting files between Microsoft Office and Google formats, Best practices for organizing files in Google Drive, What to expect with collaboration and sharing, The pros and cons of Google's mobile apps for Drive, Docs, Sheets, and Slides, Accessing older versions of files, How to publish your documents to the Web for colleagues or members of the public to view, Functions, sorting, and filtering in Google Sheets with examples, Using Google Forms to gather data, Google Slides: Is it a suitable alternative to Microsoft PowerPoint, Working with offline files, Downloading third party apps. The tone of Google Drive and Docs In 30 Minutes is friendly and easy to understand, with lots of step by step instructions, screenshots, and examples. The guide can be used by anyone with a PC, Mac, or Chromebook. It also includes instructions for using Drive, Docs, Sheets, and Slides on Android and iOS phones and tablets. Google Drive and Docs In 30 Minutes 2nd Edition is authored by Ian Lamont, an award winning technology and business journalist. He has written several books in the In 30 Minutes series, including: Dropbox In 30 Minutes, Twitter In 30 Minutes, and Excel Basics In 30 Minutes. Here's what readers are saying about Google Drive Docs In 30 Minutes: I am so glad this was made. I've been using Google Docs for a while now and have been encouraging my teacher colleagues to do so as well to facilitate collaboration. It has become my go to text book to help new users understand quickly. If you're new to Google Drive or Google Documents, this will help you. If you're experienced and want something to help those who come to you with questions, this is a nice tool to help them remember what you show them. I highly recommend it. I just got a new position that requires record keeping. Having used Google Docs in the past, I decided to update my knowledge. I googled Docs for dummies and this was one of the results. I liked the concept that the title implies: a concise guide that will distill what I need and allow me to complete a task quickly. A clear and concise explanation of how to navigate your way through Google Docs. Excellent introduction to Google Drive. Well researched, easy to read, nicely organized.

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Basic knowledge of using Google Workspace services is assumed **The Ridiculously Simple Guide to Google Apps (G Suite)** Scott La Counte,2019-09-11 Chances are you grew up a Word and Office user Maybe you were a rebel and committed your herd to OpenOffice or dare I say WordPerfect but for the majority of people our lives were loyal to Microsoft In 2005 a small little startup named Upstartle developed something unheard of at the time a web based word processor called Writely It pioneered the idea of writing on the cloud and changed the way people thought about word processing Google noticed the little upstart and in 2006 they acquired the company The software was abandoned and turned into what everyone knows today as Google Docs It disrupted the industry namely Microsoft's industry Today Google has a whole suite of productivity apps from documents to spreadsheets you can do just about anything from the cloud Microsoft and Apple have each made big attempts to create cloud based environments of their own for office productivity but Google pioneered the idea and its collaborative online environment make it hard to beat It's become so feature rich that many businesses are finding it to be the preferred way to conduct business If you are thinking about making the switch to Google or have already made the switch but want to make sure you are using it correctly then this guide will walk you through it It will show you all the basic features to make sure you can get up and running as quickly as possible It covers Google Drive Google Docs Google Slides Google Sheets and Google Forms Let's get started

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