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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 and 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.

Create, Compose, Connect! Jeremy Hyler, Troy Hicks, 2014-04-16 Find out how to incorporate digital tools into your English language arts class to improve students' reading, writing, listening, and speaking skills. Authors: Jeremy Hyler and Troy

Hicks show you that technology is not just about making a lesson engaging it's about helping students become effective creators and consumers of information in today's fast paced world. You'll learn how to use mobile technologies to teach narrative informational and argument writing as well as visual literacy and multimodal research. Each chapter is filled with exciting lesson plans and tech tool suggestions that you can take back to your own classroom immediately. See Jeremy Hyler's TEDx <https://www.youtube.com/watch?v=WHtXIJvSSAA>

Flash Teams Melissa Valentine, Michael Bernstein, 2025-10-07 A USA Today Bestseller A dramatic new future of work in which managers assemble exactly the expertise they need within minutes. If you've ever wished you could assemble your version of The Avengers at work this book will help you make it happen. Adam Grant 1 New York Times bestselling author of Think Again and host of the podcast Re Thinking Gone are the days of static organizational charts and staffing based on the manager's rolodex and intuition. Now you can recruit any expertise you need from a global online network within minutes an on demand on the spot expert at the exact moment that you need their help. You can right size their involvement too some of those experts give a second opinion or a moment of brainstorming whereas others join as full fledged team members for a sustained collaborative effort. This is the future promised by flash teams a model that The New York Times has already praised for its revolutionary potential a world where experts are available anytime and everywhere where remote work has become a norm and where AI is in the loop to guide team decisions. In Flash Teams award winning management scholar Melissa Valentine and computer scientist Michael Bernstein chart the opportunities of flash teams and navigate the challenges that teams and managers will face. They distill lessons from their own work assembling and managing flash teams on demand that every manager can learn from so they can successfully use flash teams in their own organizations. Drawing on original research and industry examples this book will help readers to Recognize and source needed expertise within minutes. Anticipate and plan team designs with AI. Redesign team structures on the fly as projects evolve. Industries are already being transformed by this new approach to teaming. Flash Teams arms leaders managers and entrepreneurs with the tools they need to accomplish their goals with confidence speed and agility.

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Using Lists 1 Using Lists 2 The Chart of Accounts 3 The Customers Jobs List 4 The Employees List 5 The Vendors List 6
Using Custom Fields 7 Sorting List 8 Inactivating and Reactivating List Items 9 Printing Lists 10 Renaming Merging List
Items 11 Adding Multiple List Entries from Excel 12 Customer Groups Setting Up Sales Tax 1 The Sales Tax Process 2
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Discounts 7 Payments 8 Changing Item Prices Basic Sales 1 Selecting a Sales Form 2 Creating an Invoice 3 Creating Batch
Invoices 4 Creating a Sales Receipt 5 Finding Transaction Forms 6 Previewing Sales Forms 7 Printing Sales Forms Using
Price Levels 1 Using Price Levels Creating Billing Statements 1 Setting Finance Charge Defaults 2 Entering Statement
Charges 3 Applying Finance Charges and Creating Statements Payment Processing 1 Recording Customer Payments 2
Entering a Partial Payment 3 Applying One Payment to Multiple Invoices 4 Entering Overpayments 5 Entering Down
Payments or Prepayments 6 Applying Customer Credits 7 Making Deposits 8 Handling Bounced Checks 9 Automatically
Transferring Credits Between Jobs 10 Manually Transferring Credits Between Jobs Handling Refunds 1 Creating a Credit
Memo and Refund Check 2 Refunding Customer Payments Entering and Paying Bills 1 Setting Billing Preferences 2 Entering
Bills 3 Paying Bills 4 Early Bill Payment Discounts 5 Entering a Vendor Credit 6 Applying a Vendor Credit 7 Upload and
Review Bills Using Bank Accounts 1 Using Registers 2 Writing Checks 3 Writing a Check for Inventory Items 4 Printing
Checks 5 Transferring Funds 6 Reconciling Accounts 7 Voiding Checks 8 Adding Bank Feeds 9 Reviewing Bank Feed
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Designer 11 Aligning and Stacking Objects in the Layout Designer 12 Resizing Columns in the Layout Designer Estimating 1
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Manuals, MicroStrategy, 2013-10-31 The Express User Guide provides instructions to get started with MicroStrategy Express It includes an introduction to dashboard analysis creation sharing and management as well as creating and managing users and teams

PC Magazine, 2005 **Business Week**, 2007 **Automobile Magazine**, 2006 **Discovering**

Computers Gary B. Shelly, Thomas J. Cashman, Misty Vermaat, Jeffrey J. Quasney, 2006-02 This third edition from the Shelly Cashman Series covers the same breadth but with less depth as Discovering Computers 2007 Complete This title is ideal for a short course on computer concepts or in application software courses With the Shelly Cashman Series project oriented step

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