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- What to expect with collaboration and sharing
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- Accessing older versions of files
- How to publish your documents to the Web for colleagues or members of the public to view
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- 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
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Here's what readers are saying about Google Drive and Docs In 30 Minutes:

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- 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.
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- 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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