



# A COMPLETE GUIDE TO GOOGLE DRIVE

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# Google Drive Guide

**Ian Lamont**

## Google Drive Guide:

**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.

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**Storage and Collaboration** Navneet Singh, Introduction Overview of Google Drive What is Google Drive Why is it a popular choice for cloud storage History and evolution of Google Drive Why use Google Drive over other cloud storage services Chapter 1 Getting Started with Google Drive Creating a Google Account if the user doesn t have one Signing up for Google Drive Setting up Google Drive on different devices PC smartphone tablet Understanding the Google Drive interface Home My Drive Shared Drives Team Drives and Shared With Me Chapter 2 Managing Files and Folders Uploading files and folders to Google Drive Creating folders for organization File formats supported by Google Drive Google Drive file structure and hierarchy Syncing files and folders across devices Accessing and managing files offline Chapter 3 Sharing and Collaboration Sharing files and folders with others Setting permissions Viewer Commenter Editor Sending links vs email invites Using Google Drive with Google Docs Sheets and Slides for real time collaboration Commenting on documents and leaving feedback Managing shared files and folders Chapter 4 Google Drive Advanced Features Integrating Google Drive with other Google apps Gmail Google Photos Google Keep Using Google Drive for automatic photo and video backups Google Drive s integration with third party apps Zapier Microsoft Office etc Advanced search techniques in Google Drive filters keyword search Using Google Drive s Recent and Starred files File version history and reverting to previous versions Chapter 5 Google Drive Security and Privacy Understanding Google Drive s security measures Setting up two factor authentication 2FA Controlling who can access your files and folders Managing Google Drive s sharing settings Encrypting files for extra security Google Drive and data privacy concerns Chapter 6 Google Drive Storage and Management Understanding Google Drive storage limits Free vs paid plans Google One How much space does Google Drive offer with a free account How to check your storage usage Managing and freeing up space in Google Drive What happens when you reach the storage limit Upgrading to Google One Chapter 7 Google Drive on Mobile Devices Installing and setting up the Google Drive app for iOS and Android Managing files on mobile devices Using Google Drive offline on mobile Uploading and downloading files through mobile apps Scanning documents directly to Google Drive via the mobile app Chapter 8 Google Drive for Teams and Businesses Using Google Drive in a business setting Shared Drives vs My Drive Best practices for teams Managing multiple users and file access within an organization Google Workspace integration Gmail Docs Sheets etc for businesses Managing

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