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AutoCAD Video Tutorials This textbook includes access to videos that are designed to help you get started using the most common tools in AutoCAD. These tutorials complement the textbook content by providing a practical hands on approach to understanding the basics of AutoCAD. These videos parallel the tutorials in the book and serve as an excellent starting point for learners who prefer to see the tools in action reinforcing the written instructions and deepening your understanding of AutoCAD's essential functionalities. Although these videos do not encompass the entire scope of the textbook they offer a comprehensive overview of the basics facilitating a strong foundational knowledge. In this edition we've significantly expanded our video resources to encompass a broader range of AutoCAD's tools features commands and functionalities.

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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
- 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.

[Google Drive and Docs In 30 Minutes \(2nd Edition\)](#) Ian Lamont, 2018

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Reviewing **Google Drive 2025 Tutorial**: Unlocking the Spellbinding Force of Linguistics

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Within the pages of "**Google Drive 2025 Tutorial**," an enthralling opus penned by a highly acclaimed wordsmith, readers attempt an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives.

Throughout this assessment, we shall delve into the book's central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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