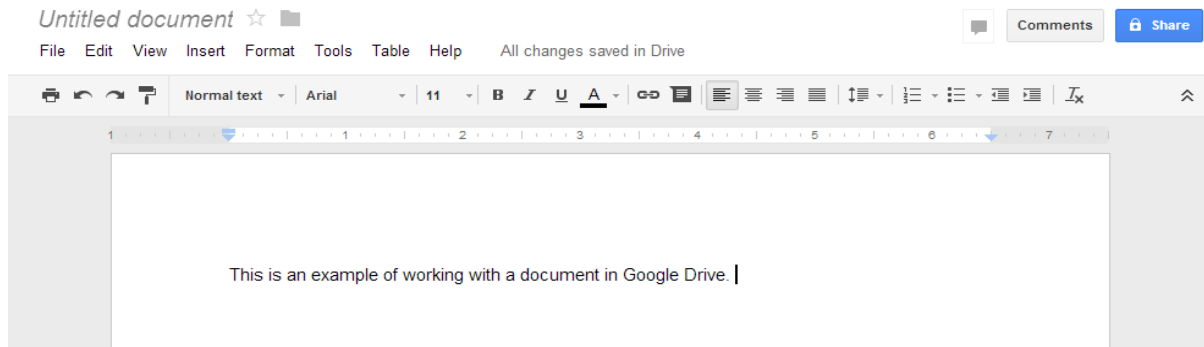


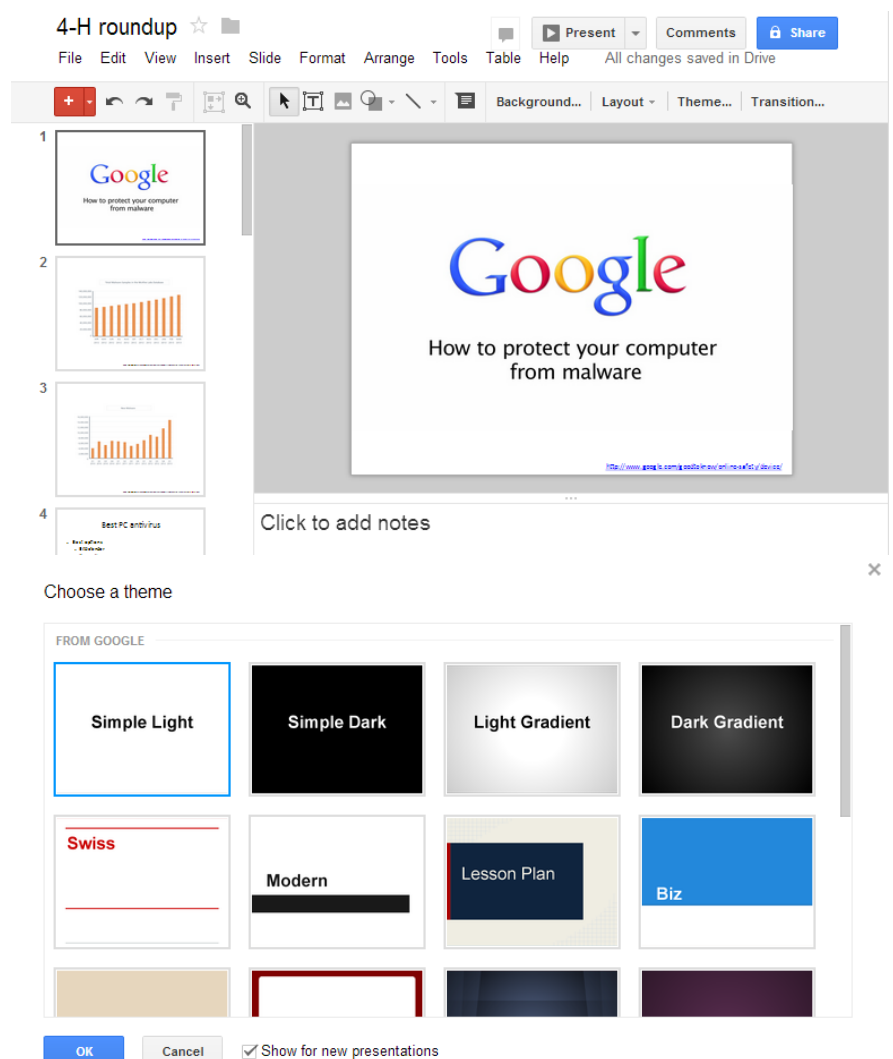
How to use Google Drive apps (formerly Google Docs.)

Google Drive has several apps that allow you to create or work with existing PowerPoint, Word and Excel documents. This training document will cover some of the options and features that Google Drive offers.

1. **Creating and editing documents.** While Google Drive does not give the full set of features that Microsoft Word offers, it does give you a very modest set of tools for creating or modifying documents.



2. **Creating and editing presentations.** Whether you are opening a existing PowerPoint or creating a new presentation, Google Drive has many options available. Much like the Documents app, it does not offer all the functionality that Microsoft PowerPoint has. However, I would not say that you would be limited in any way when working with the Google Drive Presentation app. Using themes (better known as templates in PowerPoint,) inserting videos, adding slide transitions, importing slides from other presentations , and presenting presentations are just a few of the advanced features that it offers.



3. Creating and editing Spreadsheets

(alternative to Microsoft Excel.) Google Drive has a very nice spreadsheet app. It gives you very basic but useable features that allow you to open and edit Excel spreadsheets, create new spreadsheets, use basic formulas, create charts and graphs from cell data, and many more features. For you to edit Excel spreadsheets, you must first open them in Google Drive's app called Spreadsheets. This will convert the excel file to a different format; however, it does not lose the formatting or functions from the original spreadsheet. It also allows you to download the spreadsheet in different formats including: Excel, OpenDocument, PDF, and etc.

4. Creating distributing forms. Google Drive includes a Form app that acts very similar to SurveyMonkey. It allows you to create, distribute, and extract data from surveys. When working with a form it give you several different themes that you can choose from. Once you have selected a theme, you can start by creating questions for your survey. Text, Multiple choice, checkboxes, choose from a list, date, and scale are just a few of the types of questions that you can use when creating your survey. After you have created your survey, you can send it out directly by email or you can post a link on a website. Google Drive Forms automatically saves the results to a spreadsheet so you can quickly and easily analyze the results.

If you have questions, please contact your DASNR IT Support Specialist.

