



Tech Boot Camp: Google Drive

What is Google Drive?

Google Drive is a free service from Google that allows you to store files online and access them anywhere using the cloud. Google Drive also gives you access to free web-based applications for creating documents, spreadsheets, presentations, and more.

How to sign up for Google Drive

To use Google Drive, you must have a

Gmail account.

If you already have

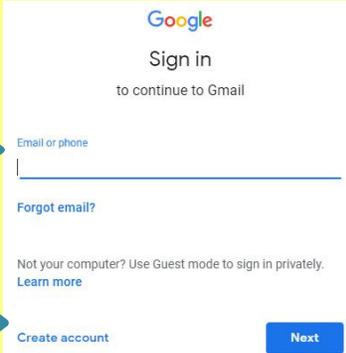
a Gmail account,

you can sign in as

usual. If you need to

create one, click on

"Create account".



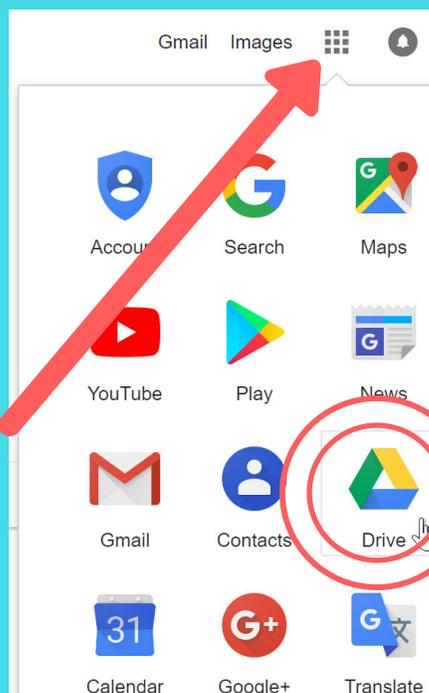
To create an account, you will need to enter your name, a unique email address, and password. (You may need to try a couple of email addresses to find one that is not already in use.)

Below are some of the types of files you can create and share on Google Drive:

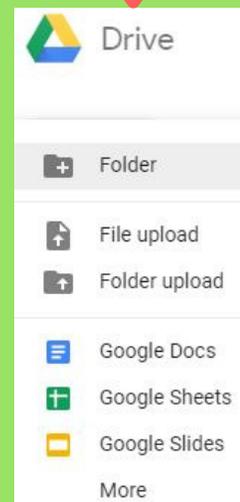
- **Documents:** For composing letters, flyers, essays, and other text-based files (similar to Microsoft Word documents)
- **Spreadsheets:** For storing and organizing information (similar to Microsoft Excel spreadsheets)
- **Presentations:** For creating slideshows (similar to Microsoft PowerPoint presentations)

Once you've set up your Google account, you can access Google Drive by going to <http://drive.google.com> in your web browser.

You can also navigate to Google Drive from any Google page (such as Gmail or Google search) by selecting the grid icon near the top-right corner, then clicking Drive.



When you are in Google Drive and ready to start creating files, click on "New", which will drop down this menu



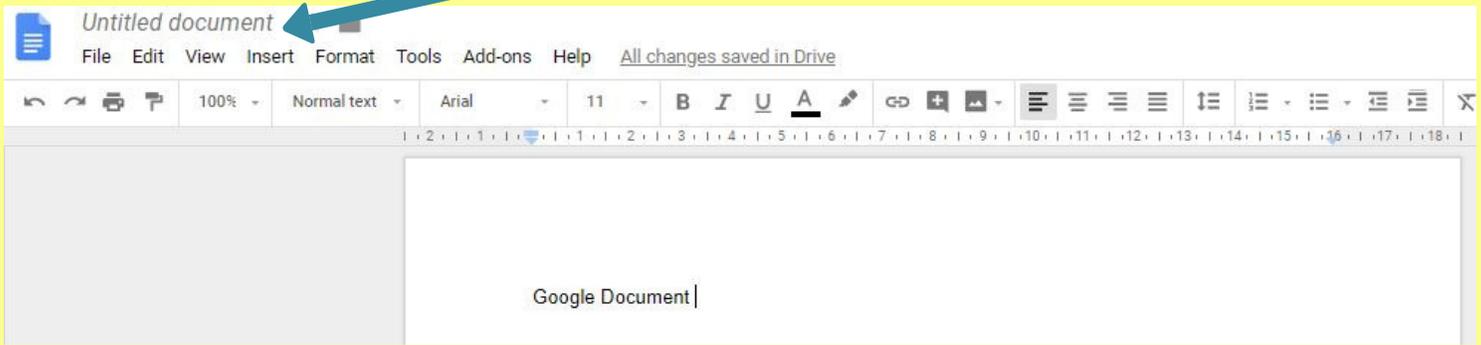
From here you can create new folders, documents, spreadsheets, slides, and more!

(Each new item created will open in a new tab.)



Google Docs

The first thing you should do when creating a new document (or any other type of file) is give it a unique, informative title - it should give you a good idea of what the document is about. To do this click on "Untitled document" and replace with your own title.



Google Docs works very similarly to Microsoft Word, and has basic text formatting tools along the top of the document, like:

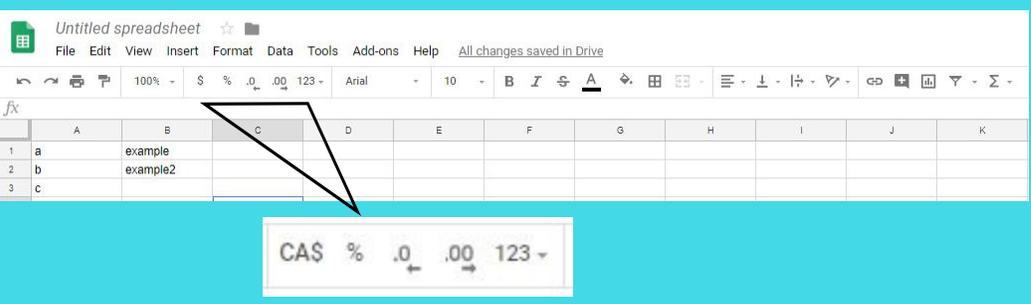
- Font: size, type, bold, colour, etc.
 - Paragraph: line spacing, alignment, numbering, bullet points
- You can also add images, charts, page numbers, etc., using the "insert" tool.

Fun fact:
All files in Google Drive have the automatic save function, which means you don't need to hit save any time you edit your documents, etc.

Downloading and Printing
You may need to download a Google Document. To do this you click on "file" and select "download as", which will let you choose what kind of file you want to download it as (such as .pdf, .docx, etc.). If you want to print a Google Doc, we suggest that you download it first, as files printed straight from Google can sometimes come out a little bit wonky.



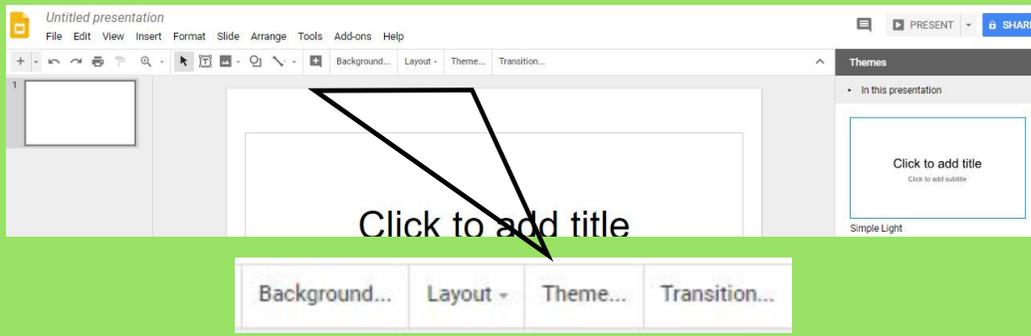
Google Sheets



Google Sheets works just like Microsoft Excel. You can use it create spreadsheets, charts, lists, etc. It has the same formatting and editing tools as Google Docs, but also offers special tools for financial charts, like format as currency, format as percentage, etc.



Google Slides



Google Slides works just like Microsoft PowerPoint. You can use it to create presentations, and slides. It has the same formatting and editing tools as Google Docs, but also offers special tools for making interesting slide, like layouts, themes, and transitions.

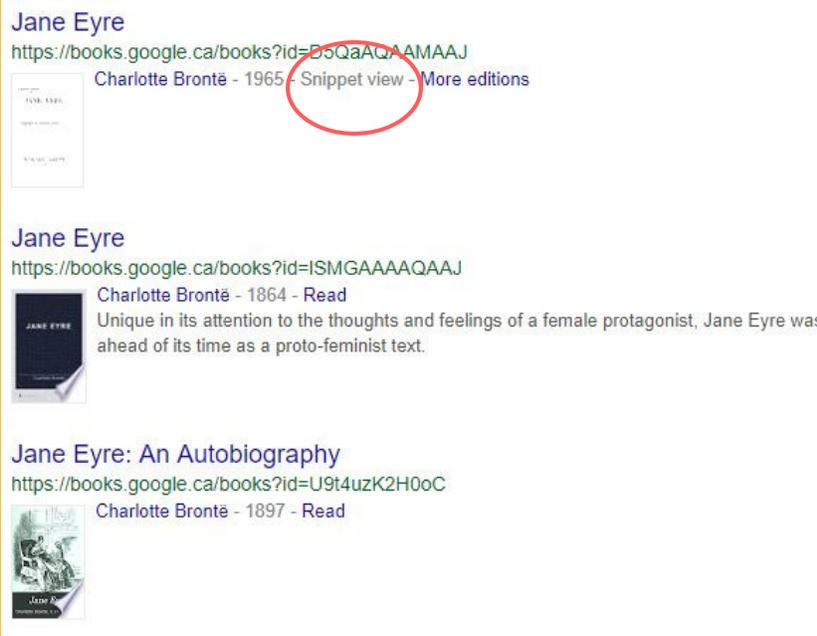
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Helpful Resources

Google Drive Tutorial at GCFGlobal

<https://edu.gcfglobal.org/en/googledriveanddocs/>

How to use Google Drive, by Google

<https://support.google.com/drive/answer/2424384?co=GENIE.Platform%3DDesktop&hl=en>