

# Introduction to Google Docs

June 8, 2011

By Amita Lonial

# Upcoming Events of Interest

- Travelling Down Freedom's Main Line: The Freedom Rides at 50  
Saturday, June 11 at 2pm
- Making Your Business Website More Effective  
Monday, June 13 at 9:30a
- Digital Media Classes – Photoshop, GarageBand & iMovie  
Throughout out the Summer

# The Cloud



A communications network. The word cloud by itself may refer to any local area network (LAN) or wide area network. However, append the word "computing," and "cloud computing" refers to services offered on the public Internet or to a private network that uses the same protocols.

Source: PC Magazine - [http://www.pcmag.com/encyclopedia\\_term/0,2542,t=cloud&i=39847,00.asp](http://www.pcmag.com/encyclopedia_term/0,2542,t=cloud&i=39847,00.asp)

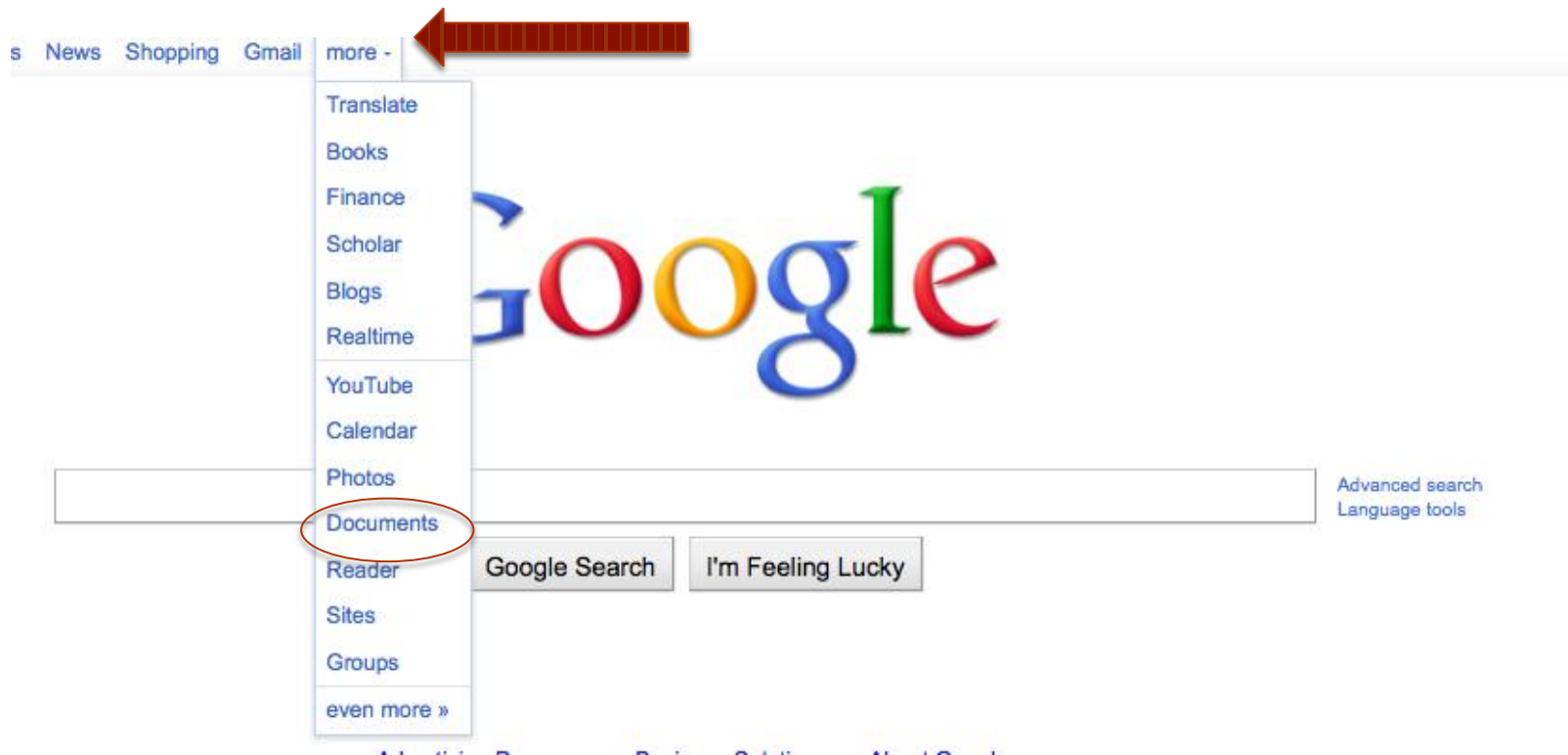
# What is Google Docs?

Google Docs is a free, Web-based word processor, spreadsheet, slide show, form, and data storage service offered by Google. It allows users to create and edit documents online while collaborating in real-time with other users.

# Where to find Google Docs

docs.google.com

OR



# Why Google Docs Rocks!

- Free!
- Access & Convenience
- Alternative to Microsoft Office and Open Office
- Collaboration is easy
- Easy to publish documents online or embed them in websites

# Where Google Docs Falls Short...

- Simplified editing tools = less features than MS products
- Formatting can be frustrating
- Security/Privacy issues
- Putting your fate in Google's hands...

# Getting a Google Account

accounts.google.com

Sign in with your  
**Google Account**

Email:   
ex: pat@example.com

Password:

Stay signed in

[Can't access your account?](#)

**Don't have a Google Account?**  
[Create an account now](#)

# Google Account Dashboard

[Web](#) [Images](#) [Videos](#) [Maps](#) [News](#) [Shopping](#) [Mail](#) [more](#) ▼



Google accounts

## Profile



You don't yet have a [public profile](#).  
[Create a profile](#) or [edit your person](#)  
creating a public profile.

- Translate
- Books
- Finance
- Scholar
- Blogs
- Realtime
- YouTube
- Calendar
- Photos
- Documents
- Reader
- Sites
- Groups
- [even more »](#)

## Personal Settings

### Security

- [Change email](#)
- [Changing your password](#)
- [Recovering your password](#)
- [Using 2-step verification](#)
- [Authorizing applications & sites](#)

### Dashboard

[View data stored with this account](#)

### Email addresses

alonial@skokiellibrary.info (Primary email)  
[Edit](#)

### Multiple sign-in

Off - [Edit](#)

### Connected accounts

[View and manage your accounts from other services](#)

# Google Docs

Mail Calendar **Documents** Photos Reader Web more -

alonial@skokielibrary.info -

Google docs

Home x

Search Docs x

Browse template gallery

Create new ▾

Upload ▾

Documents ▾

Images & videos ▾

More options ▾

Home

Starred ☆

All items

Trash

Owned by me

▾ My collections

No collections

▸ Collections shared with me

Actions ▾

Sort by Last modified ▾ View List ▾

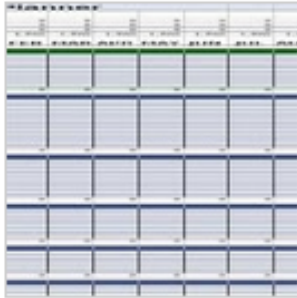
No item selected

Welcome to Google Docs! Click the "Create New" button to create a new online document or the "Upload" button to edit a file from your desktop. Your documents will show up here. [Learn more](#)

Time to test drive!



# Templates



## **Family Budget Planner** By [Vertex42.com](https://Vertex42.com)

★★★★☆ 889 ratings [Rate It](#) [Embed](#) [Report abuse](#)

A yearly budget spreadsheet for family budget planning. Includes a detailed list of income and expense

Use this template

[Preview](#)



## **Circles Resume** By [Google](https://Google.com)

★★★★☆ 964 ratings [Rate It](#) [Embed](#) [Report abuse](#)

Represent your job search clearly and effectively using this modern resume. This design is mirrored in t "Circles" to find other templates in this set.

Use this template

[Preview](#)



## **Personal Monthly Budget** By [Vertex42.com](https://Vertex42.com)

★★★★☆ 489 ratings [Rate It](#) [Embed](#) [Report abuse](#)

This personal monthly budget compares projected and actual expenses for a given month. Designed to

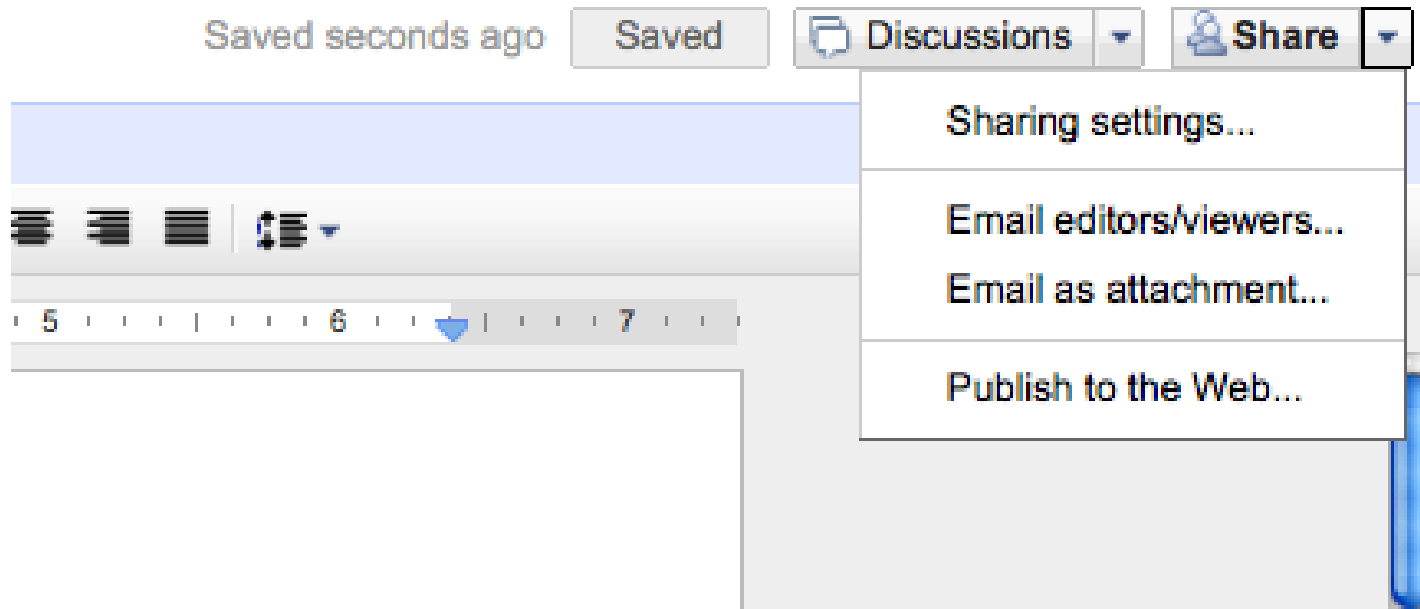
Use this template

[Preview](#)

# Uploads

- You can upload docs, spreadsheets, photos, videos, pdf's, etc.
- This can be helpful if you have a file that you aren't able to open any other way!

# Sharing = Caring



# Getting Organized

Collections = Folders (kinda...)

The screenshot displays the Google Docs interface. At the top left is the "Google docs" logo. To its right is a breadcrumb trail with "Home" and a close button. Further right is a "Search Docs" search bar. A yellow notification banner at the top right states: "Test 1" has been added to "Fu". Below the search bar is a navigation bar with "Create new" and "Upload" buttons, and dropdown menus for "Documents", "Images & videos", and "More options". On the left side, there is a sidebar menu with "Home" (selected), "Starred", "All items", "Trash", "Owned by me", "My collections" (with sub-items "Library" and "Fun!"), and "Collections shared with me" (with "No collections"). The main content area shows a list of documents under the heading "MODIFIED TODAY". The list includes: "Fun!" (with a star icon), "Library" (with a star icon), "Test 2" (with a star icon and a "Library" tag), and "Test 1" (with a star icon and a "Fun!" tag).

# Helpful Resources at the Library

- Books:
- Lynda.com
- Librarians!

# Questions!

