

A Quick Guide To...

Volume 1

Google-Drive



What is google drive?

Google Drive is a file storage and synchronization service online (you can also download it onto your desktop) developed by Google. Google Drive allows users to store files on their servers, synchronize files across devices, and share files.

Introduction to using your G-drive

First, click on the G-drive link on your desktop or type in G-drive into your devices internet search, select open G-drive, that should take you directly to your personal G-drive. You must have a google account to access this, for example - Mrsmith@gmail.com. If you don't have one, it's quick and easy to create.



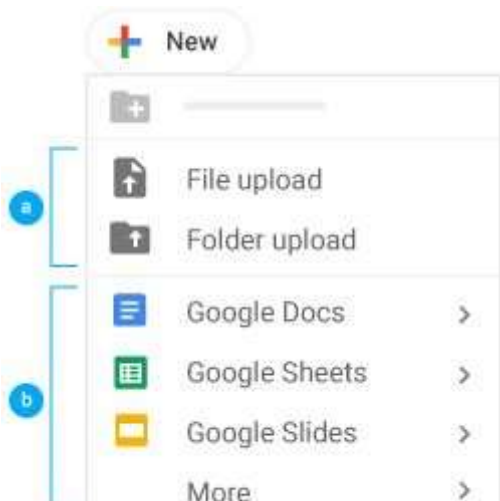
To create a new document click on the 'new' button.



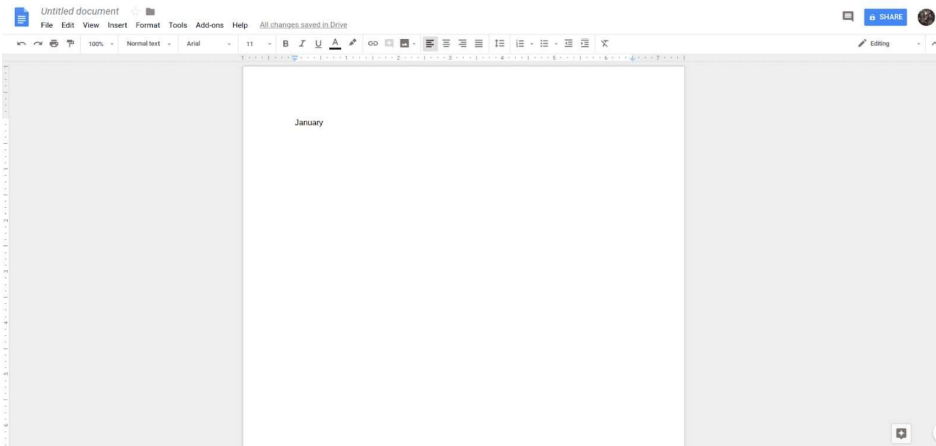
When you've clicked on the 'new' button a few options will appear..

The top two options are for uploading files and images from your computer. If you click on one of them it will bring up your documents on your laptop. Many people save their files, photos and videos in G-drive as a backup of their things in the event of their laptop breaking - all files will be saved here online.

The google docs option is similar to Word or Publisher (only free). Click on the small arrow next to google docs and select 'blank document'- which will open up the writing programme.

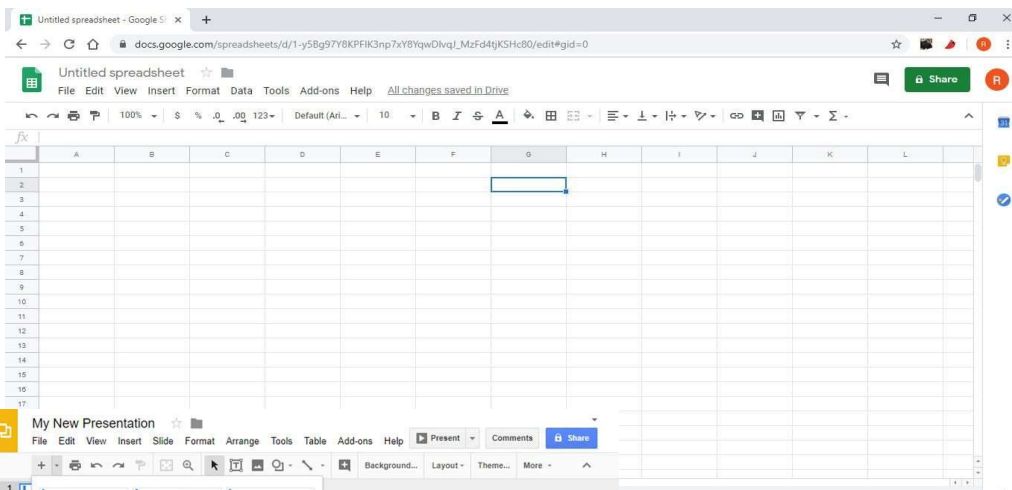


What google docs looks like..

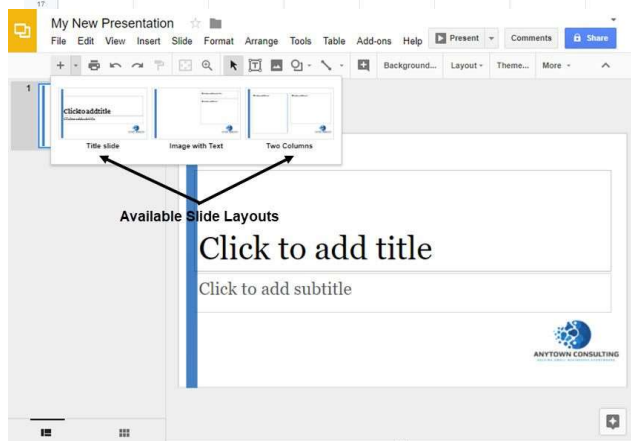


Google docs is where you can write anything notes or for office work. Similar to Word Processor.

Google Sheets is used in a similar way to Excel. Where you can create numeracy tables, timesheets etc.



Google sheets is like a calculator but it has different symbols.



Google slides is where you make presentations.

Google Slides is like a powerpoint show, where you can create presentations..