



## Google Apps

There are many practical features and applications on the Internet you can take advantage of. One of the most important is called Google Apps. Remember during our email tutorial when made a Google Gmail account? Well, Gmail is just one of many Google Apps. There are a few other that we will be looking at.

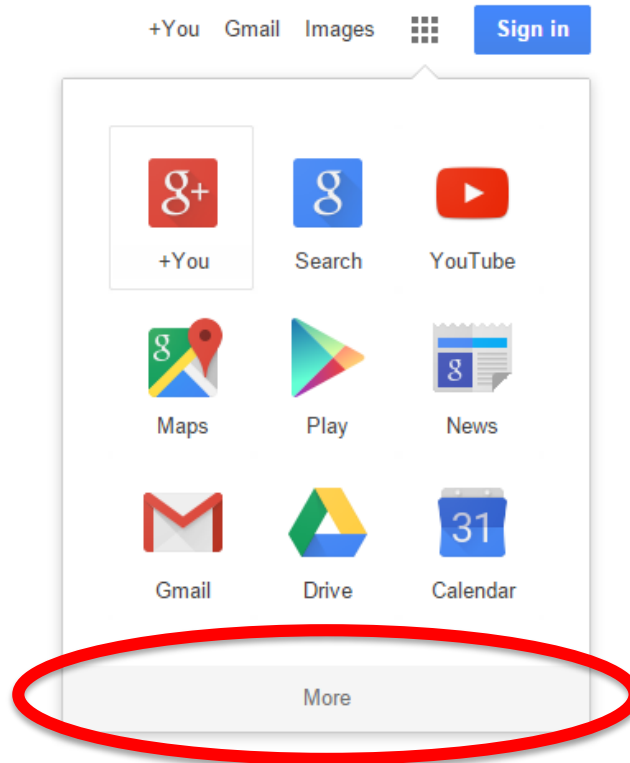
1. Open your web browser.
2. Go to [www.google.com](http://www.google.com).
3. On the top right part of the screen, click the blue button that says "Sign in."

A blue rectangular button with the text "Sign in" in white.

4. You can then log into the account you already created for Google. However, if you have not yet created a Google (Gmail) account, then please refer back to the "[Creating an Email Account](#)" tutorial in the "Online Content" tab.
5. Once you have logged into your account, you now have access to *all* of the Google Apps!
6. To enter into different apps, click the square on the top right next to the blue "Sign in" button that looks like this:



7. You should then see a screen like this one (next page):



8. Here, you can click on the different apps that you want to visit. Keep in mind that there are dozens more besides these nine if you click on the more button below the apps (circled above).
9. To open an app, click on the picture for the app you want to go to.
10. Here is a quick rundown of all the important apps:
  - a. Search: Use this as a way to quickly use the Google Search Engine to find any information or website you are looking for.
  - b. YouTube: This is a shortcut to get to [www.youtube.com](http://www.youtube.com) (see our Exploration Lab on YouTube).
  - c. Maps: This can give you step-by-step directions to and from any place.
  - d. News: Use this to stay up-to-date on the latest news.
  - e. Gmail: This is the email program we heavily discussed in our email tutorial series.

- f. Drive: This is one of the most useful of the Google Apps. Google Drive is like a Microsoft Office program (see the Exploration Lab on Microsoft Office) online. You can make documents, spreadsheets, and presentations. Yet, you can do this while collaborating with others online. In other words, other people can edit/change your Google Drive files at the same time you are (people that you authorize, of course). This is really helpful for making any kind of presentation or letter or file that needs the help of another person that is not physically in the room with you.
  - g. Translate: This is an online language translator.
  - h. Finance: This nifty app fills you in on the latest financial news as well as stock information.
11. Keep in mind that all these apps can be used without a Google account. However, to save any information--a Google Drive file for example--you have to have a Google account. Thus, it is really important that you make one.
12. Now, it is your turn to go out and explore the Google Apps. Have fun and always voice your questions or comments to us at any time!

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