

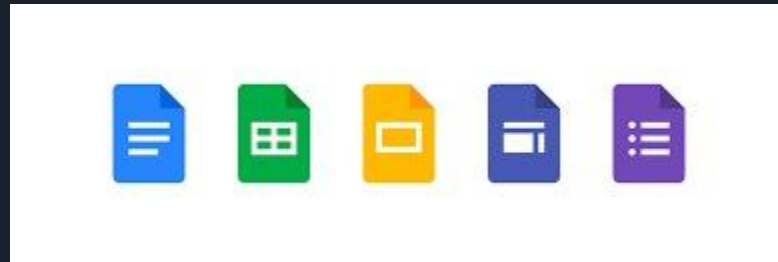


GOOGLE DOCS

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INTRODUCTION

Google Docs is a free Google app that provides users with the ability to create, edit, and collaborate with others live on the web. It also integrates with Google Drive, Google's new storage app, creating a single place for you to access your document from anywhere! To get started with Google Docs, all you need is to create a free Google account.





APPLICATION OF GOOGLE DOCS

WORD PROCESSING :

Create and share documents on the web and access them from any computer or smart phones. The familiar desktop layout makes collaborative editing easy.

SPREADSEETS :

Create and share spreadsheets online.

Google spreadsheets makes it easy to track budgets, run financial calculations, track data and more.



APPLICATION OF GOOGLE DOCS

- EMBEDDABLE PRESENTATIONS :

Create and share presentations on the web. Add text, images, video and more directly to your presentation slides.

- ONLINE DRAWINGS :

Work together to create drawings and diagrams in Google docs and insert them into your documents, spreadsheets, presentations and web pages.

- HTML FORMS :

Collect information by creating a form in Google Docs. Includes all the feature you expect from a form creation tool.



ADVANTAGES OF GOOGLE DOCS

- INTERNET CONNECTIVITY :

Unlike Microsoft Word and most other word processors, Google Docs runs in a Web browser -- you don't need to install Docs on your computer. Running Docs through the Internet makes it possible to work on any Internet-connected computer, but this presents a limitation: If you lose your Internet connection, you lose access to the program.

- GOOGLE DRIVE INTEGRATION :

All files you edit in Docs automatically save to Google Drive every time you make a change, so if your computer crashes, you can pick up exactly where you left off -- Docs doesn't even have a "Save" option in the File menu. Drive stores each save as a separate revision, making it possible to revert changes. Google does not count Docs files toward your allotted space on Drive, so you can keep an unlimited number of documents and revisions.



DISADVANTAGES OF GOOGLE DOCS

The biggest drawback to Google Docs is the presentation program. It is not the strongest presentation program and, in my opinion, is not close to being equal to PowerPoint. Google Docs' presentation program does not have a variation of styles/themes, templates, charts/graphs, and slide transitions.