



A Guide to Web Productivity Tools

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A Guide to Web Productivity Tools

Learner's Guide

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APTECH LIMITED

First Edition - 2015





Dear Learner,

We congratulate you on your decision to pursue an Aptech course.

Aptech Ltd. designs its courses using a sound instructional design model – from conceptualization to execution, incorporating the following key aspects:

- Scanning the user system and needs assessment

Needs assessment is carried out to find the educational and training needs of the learner

Technology trends are regularly scanned and tracked by core teams at Aptech Ltd. TAG* analyzes these on a monthly basis to understand the emerging technology training needs for the Industry.

An annual Industry Recruitment Profile Survey# is conducted during August - October to understand the technologies that Industries would be adapting in the next 2 to 3 years. An analysis of these trends & recruitment needs is then carried out to understand the skill requirements for different roles & career opportunities.

The skill requirements are then mapped with the learner profile (user system) to derive the Learning objectives for the different roles.

- Needs analysis and design of curriculum

The Learning objectives are then analyzed and translated into learning tasks. Each learning task or activity is analyzed in terms of knowledge, skills and attitudes that are required to perform that task. Teachers and domain experts do this jointly. These are then grouped in clusters to form the subjects to be covered by the curriculum.

In addition, the society, the teachers, and the industry expect certain knowledge and skills that are related to abilities such as *learning-to-learn, thinking, adaptability, problem solving, positive attitude etc.* These competencies would cover both cognitive and affective domains.

A precedence diagram for the subjects is drawn where the prerequisites for each subject are graphically illustrated. The number of levels in this diagram is determined by the duration of the course in terms of number of semesters etc. Using the precedence diagram and the time duration for each subject, the curriculum is organized.

- Design & development of instructional materials

The content outlines are developed by including additional topics that are required for the completion of the domain and for the logical development of the competencies identified. Evaluation strategy and scheme is developed for the subject. The topics are arranged/organized in a meaningful sequence.

The detailed instructional material – Training aids, Learner material, reference material, project guidelines, etc.- are then developed. Rigorous quality checks are conducted at every stage.

➤ Strategies for delivery of instruction

Careful consideration is given for the integral development of abilities like thinking, problem solving, learning-to-learn etc. by selecting appropriate instructional strategies (training methodology), instructional activities and instructional materials.

The area of IT is fast changing and nebulous. Hence considerable flexibility is provided in the instructional process by specially including creative activities with group interaction between the students and the trainer. The positive aspects of web based learning –acquiring information, organizing information and acting on the basis of insufficient information are some of the aspects, which are incorporated, in the instructional process.

➤ Assessment of learning

The learning is assessed through different modes – tests, assignments & projects. The assessment system is designed to evaluate the level of knowledge & skills as defined by the learning objectives.

➤ Evaluation of instructional process and instructional materials

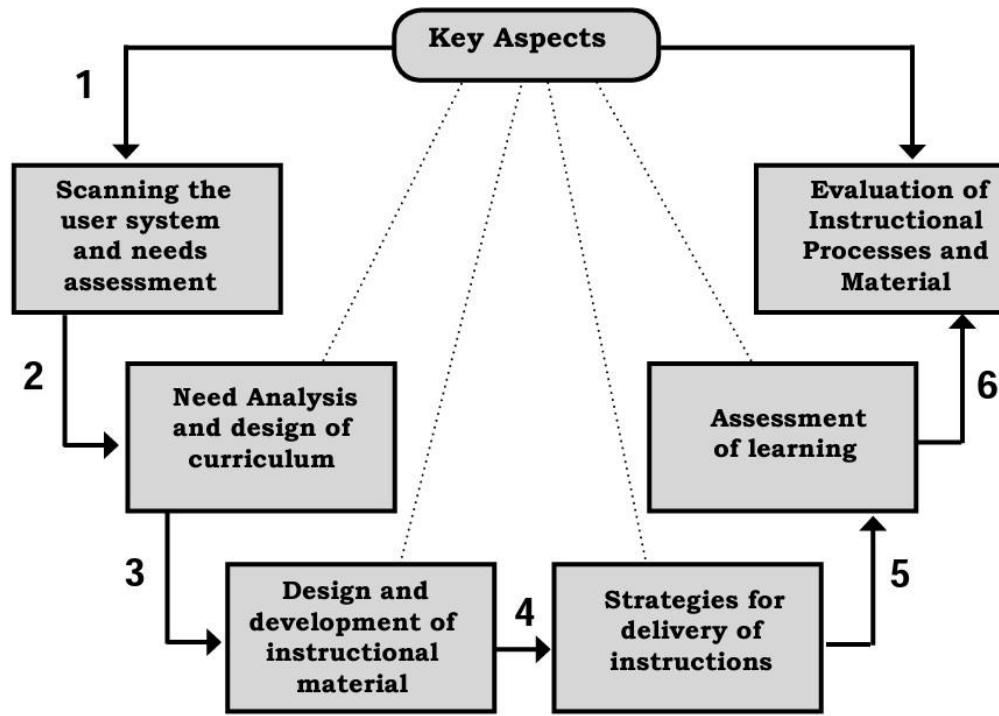
The instructional process is backed by an elaborate monitoring system to evaluate - on-time delivery, understanding of a subject module, ability of the instructor to impart learning. As an integral part of this process, we request you to kindly send us your feedback in the reply pre-paid form appended at the end of each module.

*TAG – Technology & Academics Group comprises members from Aptech Ltd., professors from reputed Academic Institutions, Senior Managers from Industry, Technical gurus from Software Majors & representatives from regulatory organizations/forums.

Technology heads of Aptech Ltd. meet on a monthly basis to share and evaluate the technology trends. The group interfaces with the representatives of the TAG thrice a year to review and validate the technology and academic directions and endeavors of Aptech Ltd.

Industry Recruitment Profile Survey - The Industry Recruitment Profile Survey was conducted across 1581 companies in August/September 2000, representing the Software, Manufacturing, Process Industry, Insurance, Finance & Service Sectors.

Aptech New Products Design Model



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Preface

Google Apps is a free suite of Web-based applications such as Gmail, Google Calendar, Google Drive, Google Docs, and Google Sites that are integrated together. These apps are designed by Google to meet the requirements of various businesses, educational groups, and so forth. Google Apps helps in saving money and resources and ensuring better security for applications.

The book '**A Guide to Web Productivity Tools**' begins with an introduction to Google Apps and then covers Google Docs, Google Calendar, Gmail, and Google Sites in detail. Google Apps provides Gmail that allow users with anytime and anywhere access to mails with powerful spam filtering, and integrated audio and video conferencing. Using Google Calendar, one can easily manage schedules, meetings, events, and more. Through Google Drive, the users can upload the files on the Google cloud and access them from any location and at any time. Google Docs enables you to create, edit, and collaborate documents among the group of people. Google Sites allows easy creation of Web sites, use of customized templates, and easier formatting and sharing of site with varied permission levels. Google Apps also provide chatting tools such as Google Hangouts and Google Groups that allow users to invite people for conversations and discussions.

The knowledge and information in this book is the result of the concentrated effort of the Design Team, which is continuously striving to bring to you the latest, the best, and the most relevant subject matter in Information Technology. As a part of Aptech's quality drive, this team does intensive research and curriculum enrichment to keep it in line with industry trends and learner requirements.

Design Team



Big Picture

A circular collage of various web-related terms such as media, content, post, network, like, follow, instant, forum, social, message, and broadcast.

Balanced Learner-Oriented Guide

for enriched learning available



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01

Introducing Google Applications



Welcome to the Session, **Introducing Google Applications**.

This session explains the different type of services provided by Google Apps and their benefits. In addition, the session also discusses the options related to security and privacy provided by Google Apps.

In this Session, you will learn to:

- Explain Google Apps
- Describe the different services provided by Google Apps
- Describe the steps to customize Google Apps for domains
- Describe the benefits of using Google Apps
- Explain the options related to security and privacy provided by Google Apps

Session**01****Introducing Google Applications****1.1 Introduction**

Google Apps is a set of Web-based applications such as Gmail, Calendar, Drive, Docs, Sites, and Groups that are integrated into a single suite. These applications are accessible from any device having Internet connection. The devices can be a PC, a mobile phone or a tablet.

The Google Apps applications are designed by Google to meet the requirements of various businesses, educational groups, government agencies, and non-profit organizations. Organizations or individuals can easily access the Google Apps applications over the network without any extra hardware or software configurations.

To help its customers with better support for Google Apps, Google provides the following services:

- Administration tools
- Customer support
- Application Programming Interfaces (APIs) that can be integrated with other IT systems

The main advantage of using Google Apps is that your documents are always available online for quick access and update.

1.1.1 Working of Google Apps

Google Apps works using a new technology called as cloud computing. Cloud computing is a computing model in which applications are hosted as services. The hosted services are accessed by users on a network such as the Internet.

Cloud computing requires minimal infrastructure to be maintained by organizations for managing their data and applications. Thus, cloud computing is a means using which users can use Google Apps.

Figure 1.1 shows the cloud managing the Google App services.

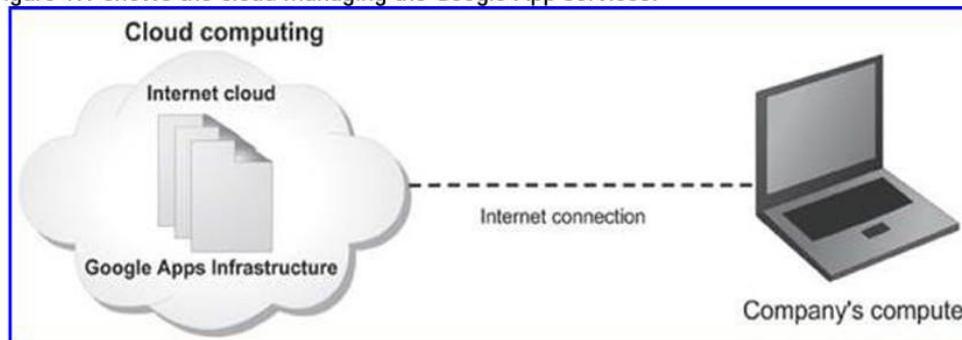


Figure 1.1: Google Apps on Cloud

Google provides highly secured, scalable, and reliable data servers to manage the data and applications required by Google Apps. This helps to reduce the cost and efforts required to maintain the servers and software for business tools on the organization level.

Session**01****Introducing Google Applications****1.2 Google Apps Applications**

Similar to Microsoft's Office suite of applications, Google provides Google Apps office applications to its users. The features of these applications are similar to the Microsoft's Office suite of applications. However, the only difference between the two is that Google applications are Web-based. The Web-based applications are accessed by the users over the Internet.

The documents created using Google Apps reside on Google servers. Thus, users can use a Web browser to access their documents and work with them online.

Figure 1.2 shows the various core application services provided by Google Apps.



Figure 1.2: Core Applications in Google Apps

These Google App services are as follows:

□ Google Apps Email (Gmail)

Gmail is a messaging solution to help user access their messages from anywhere and anytime once connected over the Internet.

The Gmail Google Apps is an improved version of Google's Gmail application, which is freely available to all the users.

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Figure 1.3 displays the Gmail page accessed by the users.

The screenshot shows the Gmail inbox interface. At the top, there are buttons for 'COMPOSE', 'Primary' (selected), 'Social' (with 1 new message), and 'Promotions'. Below this, the 'Inbox (6)' section is visible, containing the following messages:

From	To	Subject	Date
me (3)		[Update] Team Meeting - hi Tear	Jun 17
stevengeorgemay2014@gmail.com	stevengeorgemay2014@gmail.com		Jun 17
Steven george		Accepted: Team Meeting @ Wee	Jun 17
Tom, Steven (3)		Official Projects To Do New Em	Jun 13

Figure 1.3: Gmail Page

□ Google Calendar

It is an online event-managed program which provides the calendaring and scheduling solution. It helps to create and manage meeting invitations, schedule meetings, and publish/share the schedules. It allows users to delegate their calendar to other users by providing the necessary access rights. This helps the other users to edit the schedules and events.

The Google Apps Calendar can be accessed and managed from mobile devices and can also be synchronized with desktop calendar applications, such as Microsoft Outlook.

Figure 1.4 displays the calendar page for the user.

The screenshot shows the Google Calendar interface in a weekly view for the week of May 4-10, 2014. The days of the week are listed at the top: Sun 5/4, Mon 5/5, Tue 5/6, Wed 5/7, Thu 5/8, Fri 5/9, Sat 5/10. The left side shows a sidebar with a list of events and a search bar. The main area is a grid where each row represents an hour from 2pm to 11pm. A red horizontal bar is visible in the 8pm slot of the Friday grid, indicating a scheduled event.

Figure 1.4: Calendar Page

□ Google Drive

Google Drive is the cloud storage for files provided by Google. It allows the users to store and share files as well as folders from your computer on the Google cloud. Google Drive also provides access to popular Google service named Google Docs.

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Google Docs is a Web-based application that allows the users to create documents, spreadsheet, presentation, and drawings over the Web. The users can install the Google Drive client application on their machines to synchronize the files between the user's computers.

Figure 1.5 displays the home page of Google Drive.



Figure 1.5: Google Drive

Google Drive provides an initial storage capacity approximately 15 GB which can be increased for additional storage by paying monthly subscription.

□ Google Docs

Google Drive is the home of Google Docs. Google Docs is a 'software as a service' version of an office suite. It is a Web-based office suite which helps users to create and collaboratively edit the documents from anywhere in the world.

The various types of documents that can be created using Google Docs are as follows:

- **Document** – The document is similar to Microsoft Word document. It helps the users to create letters, text-based content, professional documents, and so on.
- **Presentation** – The presentation is similar to Microsoft PowerPoint and help users to create presentation slides.
- **Spreadsheet** – The spreadsheet is similar to Microsoft Excel and helps users to create workbooks to store and organize information.
- **Form** – The form helps to collect data from the users.
- **Drawing** – The drawing helps the users to create simple graphics or drawings.

These files can be sent in mails and saved on the user's computer in a variety of formats, such as Open Office, Hypertext Markup Language (HTML), Portable Document Format (PDF), Rich Text Format (RTF), Text, and Word.

The documents created using Google Docs are automatically saved on Google Drive, while user is working on them. This helps to prevent data loss and versioning of the documents. Google allows users to view and access the documents in a Web browser and there is no need to have any extra software installed on the computer. In addition, users can export and import the documents over the Web.

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Introducing Google Applications



Google Apps services are supported on recent versions of the Web browsers such as Firefox, Internet Explorer, Safari, and Google Chrome. These browsers run on all platforms such as Microsoft Windows, Apple OS X, and Linux operating.

□ Google Sites

Google Sites provide services for hosting a Web site. It is an online solution, which allows users to create and manage customized sites without having to program them. It provides different templates for creating document libraries, blogs, discussion forums, and wiki blogs which can share information dynamically.

It allows users to insert items from Google Videos, YouTube, Google Docs documents, Google Calendar, and Google Maps.

In addition, users can ensure effective administration by restricting access rights to different users accessing the sites. Using Google Sites, users can facilitate better access to enterprise information present in Google Docs, Google Calendar, and Gmail by integrating them into one place in the form of a team site or portal.

Figure 1.6 displays the Google Sites page for the user.

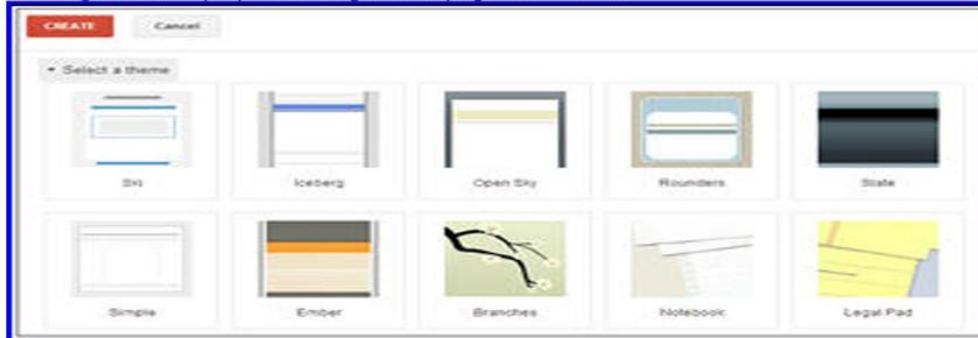


Figure 1.6: Google Sites

□ Google Groups

Google Group helps people to work in groups. The people can be project teams, students, departments, and so on who are willing to communicate over common topics. It provides an online forum to join and express their views on technology, products, ideas, and so on.

Some of the situations where online Google Groups can be used are as follows:

- Discussing on a specific subject or topic.
- Answering questions and providing rating to the products.
- Organizing conferences, meetings, or events.
- Reading and replying to group posts.

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Introducing Google Applications

Figure 1.7 shows the Google Groups page.

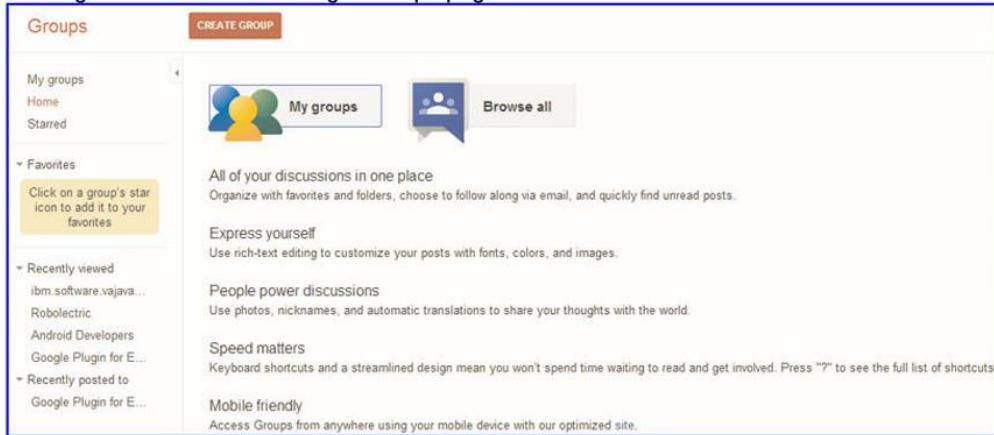


Figure 1.7: Google Groups

1.3 Google Apps Editions

The Google Apps hosted solution is offered for educational institutions and businesses. There are two separate editions, which provide respective support. The editions are as follows:

- Google Apps for Business:** This edition is chargeable to the business customers for the value of \$50/user for a year or \$5/user for a month.
- Google Apps for Education:** This edition is free of charge for schools and non-profit organizations.
- Google Apps for Non-profits:** This edition is certified and accredited under the Federal Information Security Management Act (FISMA) and provides similar features as Google Apps for Business.

1.3.1 Customizing Google Apps for a Domain

The different types of educational organizations such as Schools, universities, accredited institutions, and non-profit organizations can access Google Apps for education purpose.

While signing up for Google Apps Education edition, users need to create an administrator account to manage services. As an administrator, users can access the control panel that is built into the Google Apps. Using a control panel, an administrator can manage the account of other users or adjust the settings within a company's domain.

A domain is defined as a group of computers, accessed, and administered using a common set of rules. For example, in an organization, all computers are grouped in domains on networks, so that each computer can be accessed from another computer in the same domain.

If an organization is using Google Apps on a business level, then it will need a domain to sign up for the services. This will restrict outside users from accessing or reading any organization specific information. Users can also customize Google Apps for the businesses using the administrative rights.

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To access the account, a user has to sign in for Google Apps account with its domain name. For example, <https://www.google.com/a/domain-name> is entered in the Address bar of the Web browser.

After the user has logged in as administrator, the user can view the dashboard that lists all the services available to other users. The dashboard helps users to keep track of all services, such as the status of the service, number of users, link to the Inbox, and help.

Figure 1.8 displays the dashboard view for the administrator.

SERVICES		STATUS
 Calendar	Organize your schedule and share events with friends	Off
 Contacts	Manage your contacts	Off
 Drive	With Google Drive, you can create, share and keep all your stuff in one place. Share files with others, and edit them together in real time.	Off
 Gmail	Get a fresh start with email that has less spam	Off
 Mobile	Google Sync for Mobile	Always on
 Sites	Create, share and publish websites	Off
 Talk/Hangouts	Talk, IM, and share files with your friends for free	Off

Figure 1.8: Dashboard View

Users can click the application for modification from the dashboard. Generally, users can customize the Uniform Resource Locator (URL) for the service, the default sharing permission, disable the services, and so forth.

Table 1.2 lists the services that can be customized for individual Google applications.

Google Application	Customized Services
Google Mail	<input type="checkbox"/> Can customize the format of the name <input type="checkbox"/> Can turn on Labs and Voice/Video chat in Gmail <input type="checkbox"/> Can extend the Outlook/Blackberry support <input type="checkbox"/> Can turn on Post Office Protocol/Internet Message Access Protocol (POP/IMAP)
Google Drive	<input type="checkbox"/> Can customize the sharing options <input type="checkbox"/> Can turn on templates for Docs
Google Calendar	<input type="checkbox"/> Can customize the sharing options <input type="checkbox"/> Can also select what level of calendar visibility allowed for other users
Google Sites	<input type="checkbox"/> Can customize the sharing options to set whether users can share sites only within the domain or also share outside the domain <input type="checkbox"/> Select whether Sites created by users can be made public

Table 1.2: Customization Checklist

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Introducing Google Applications

1.4 Benefits of Using Google Apps

Google Apps provides various advantages to users. Some of the advantages are as follows:

- **Cost saving solution:** All Web-based messaging and other applications do not require any hardware or software. Users do not have to incur hardware costs as they need not set up any servers. Additionally, organizations can also save costs incurred on managing and maintaining the software, hardware, availability, and continuity infrastructure.
- **More storage space:** Google Apps provides tremendous storage space to all the users. The total of 30 GB is free e-mail storage space that each user is allocated. Users need to spend minimal time to manage their inbox and therefore, can be more productive.
- **Data access from anywhere and anytime:** Google Apps supports mobile access at no additional cost on BlackBerry devices, iPhone, Windows Mobile, Android, and other less powerful phones. This helps users to access their information from anywhere even while they are travelling. In addition, there are no extra or additional charges.
- **Ensures 99.9% uptime:** Google Apps is available 99.9% of the time, so users do not have to worry about the delay in accessing their data or e-mail. The data stored in the applications, such as Google Gmail, Google Calendar, and Google Docs is replicated in multiple secure data centers. Thus, if one data center is unavailable, the data is fetched using the replicated data center.
- **Security and privacy to the data:** The critical data saved on Google's servers is safe and secure. The information is not shared with any external user. The data saved by Google Apps applications is the user's data and only the user can decide if it needs to be shared or kept private. In addition, Google's information security team includes people that are experts in information security. The main focus of the team is to work on the application and network security for keeping the information safe.
- **Easy to deploy:** Google offers fast and flexible deployment of Google Apps, as users only have to make minimal configurations without installing the software or setting up the servers for Google Apps.
- **Efficient service management:** It allows the IT staff of any organization to focus more on the services offered rather than focusing on managing servers, software, and hardware infrastructure.

1.5 Security and Privacy Options

Google Apps has worked on several aspects of security and privacy. This helps to achieve trust from organizations. The ability to secure data and ensure the privacy of the information is the key strength area of Google. The privacy of the information is maintained by not sharing it with others or using it inappropriately.

The data saved in the Google Apps database is not shared or used by anyone. The Google Apps 'Terms of Service' ensures that:

- The users are the sole owners of their data.
- It is easy for the users to move their data in and out of the Google system, as per their need because they are the sole owners of the same.

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- The controls, processes, and policies in Google's data protection systems have acquired a Statement on Auditing Standards (SAS) 70 Type II attestation.
- Google abides by the US privacy laws applicable. The Google Apps 'Terms of Service' can specifically also comply with the regulations under the Family Educational Rights and Privacy Act (FERPA).
- Data protection from Google complies with European Union (EU) standards for educational institutions. This is ensured by Google's registration with the US-EU Safe Harbor agreement.

Some of the most commonly asked security and privacy questions are as follows:

- Who is the owner of the data that is saved by the users into Google Apps?** The data is owned by the users themselves. Google does not own that data. The user's data is never shared with other users except as noted in the privacy policy. Data is kept on the system as long as the user wants it to be there.
- Where is the data stored?** The data is stored in the Google's network of data centers. There are a number of data centers maintained by Google at different locations which are kept discreet for security purposes. Only authorized Google employees or personnel can access these data centers.
- Considering that my data is saved on the same server as any other customer, is my data safe?** Yes, the data is virtually secured. This means that though the data is saved on the same server, but it appears as the data is saved on different servers owned by the users. Neither the clients nor competitors will be able to access the data without user's authorization.

To ensure the security of the data, Google Apps has the following controls and protocols:

- **Logical security:** This assures that the Google Apps system and the data is restricted to the authorized individuals.
- **Privacy:** This ensures that the Google has implemented policies and procedures ensuring the privacy of the user's data saved into Google Apps.
- **Physical security of the data center:** This ensures that the data centers that house Google Apps are protected.
- **Managing availability:** This ensures that the incidents are reported immediately to the concerned team and appropriate actions are taken immediately to ensure that the data is available 99.99%.

Session

01

Introducing Google Applications

Check Your Progress

1. Google Apps is a set of _____ applications.

(A)	Web-based	(C)	Desktop
(B)	Command based	(D)	Server

2. Which of the following options define a domain?

(A)	A domain is referred to as a group of computers, accessed and administered using a common set of rules	(C)	A domain is referred to as a computer that is accessed and administered by the administrator
(B)	A domain is referred to as a group of computers that are access and administered using different set of rules	(D)	A domain is referred to a Dashboard in Google Apps

3. Consider the following statements:

Statement A: Google Apps provides more storage space.

Statement B: Businesses need to invest in the hardware and software to launch Google Apps.

Identify which of the given statements are true.

(A)	Statement A is true and Statement B is false	(C)	Both Statement A and B are true
(B)	Statement A is false and Statement B is true	(D)	Both Statement A and B are false

4. Which of the following features of Google Apps ensures that the data can be accessed from anywhere and anytime by the user?

(A)	Security and privacy of the data	(C)	Fast ads flexible deployment domain
(B)	Mobile access	(D)	More storage space

Session 01

Introducing Google Applications

Check Your Progress

5. The _____ is a model in which applications are hosted as services.

(A)	Google Docs	(C)	Google Calendar
(B)	Google Sites	(D)	Cloud Computing

Session**01****Introducing Google Applications****Answer**

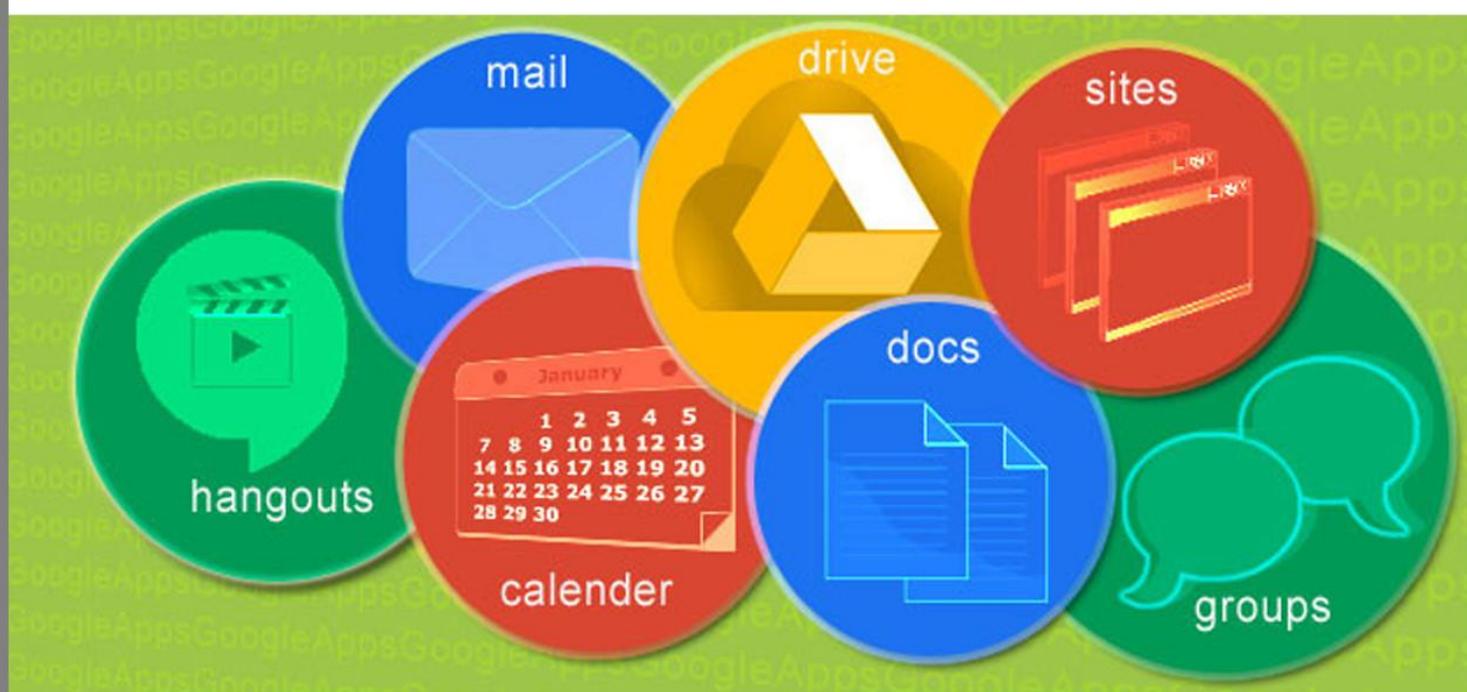
1.	A
2.	A
3.	A
4.	B
5.	D

Session**01****Introducing Google Applications****Summary**

- Google Apps is a set of Web-based applications.
- The various applications provided as services by Google Apps are namely, Gmail, Calendar, Drive, Docs, Sites, and Groups.
- Google Apps works using a new technology called as cloud computing in which applications are hosted as services.
- Users can customize Google Apps for their businesses using administrative rights.
- As an administrator, the user can access the Control Panel and activate or adjust the settings as required.
- Google Apps has worked on several aspects of security and privacy, thus securing the trust of organizations.
- The data saved in the Google Apps data centers is not shared or used by others.

02

Working with Mails



Welcome to the Session, **Working with Mails**.

This session covers how to create a Gmail account and manage mails in it. It also explains the management of contacts and tasks lists in Gmail. Further, the session explains how to use the chat facility through saved contacts.

In this Session, you will learn to:

- Create a Gmail Account
- Use Gmail to send and receive mails
- Add attachments in the mails
- Use Gmail to forward the e-mail conversations
- Demonstrate how to personalize the inbox
- Explain how to manage contacts
- Describe how to create task list
- Use the chat utility in Gmail
- Use mails offline

Session**02****Working with Mails****2.1 Introduction**

Google offers a free messaging environment in the form of Gmail. Like any standard e-mail management application, this Web-based interface allows users to perform routine e-mail management tasks in an easy and interactive way.

Additionally, the Gmail application helps user to personalize e-mail management by providing options to create and manage contacts, apply various themes, and set automatic responses for mails received during vacations.

2.2 Managing a Gmail Account

To get started with Gmail, the user needs to have an account.

To create a new Gmail account, perform the following steps:

1. Open the browser.
2. Type **www.gmail.com** in the Address bar and then press **ENTER**. The home page of Gmail is displayed as shown in figure 2.1.

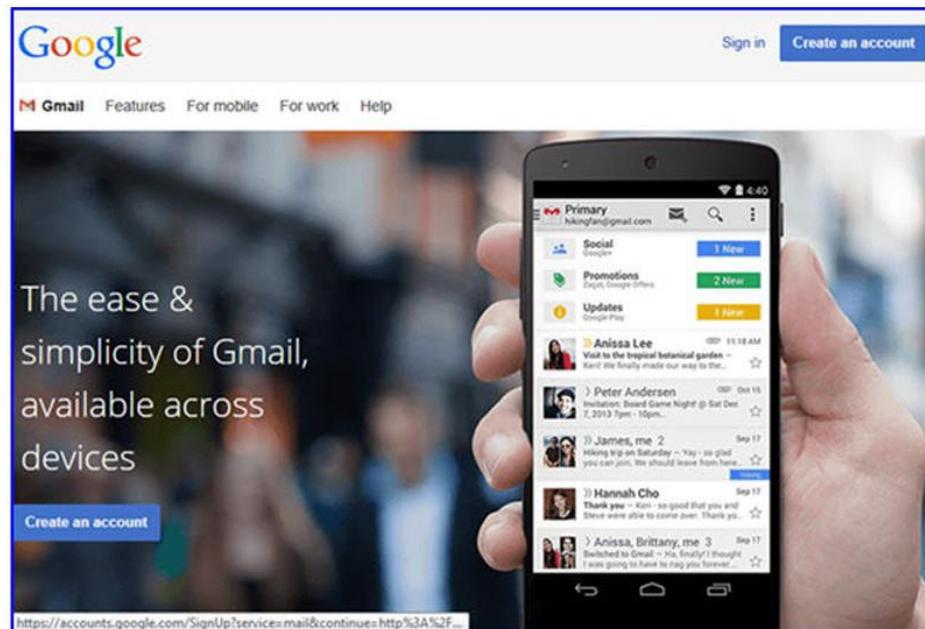


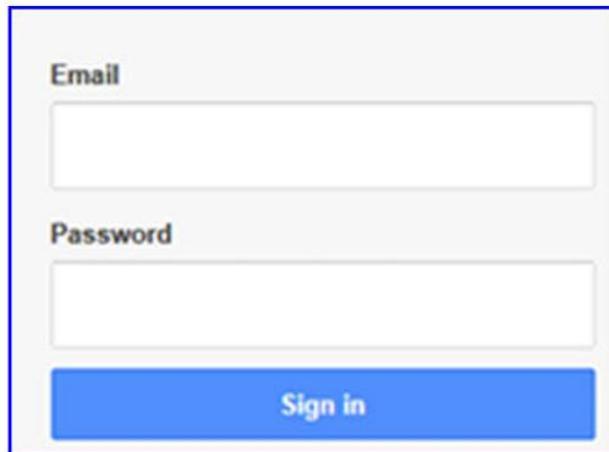
Figure 2.1: Gmail Home Page

Session

02

Working with Mails

3. If the Gmail account already exists, click **Sign in** to display the Google account page as shown in figure 2.2.

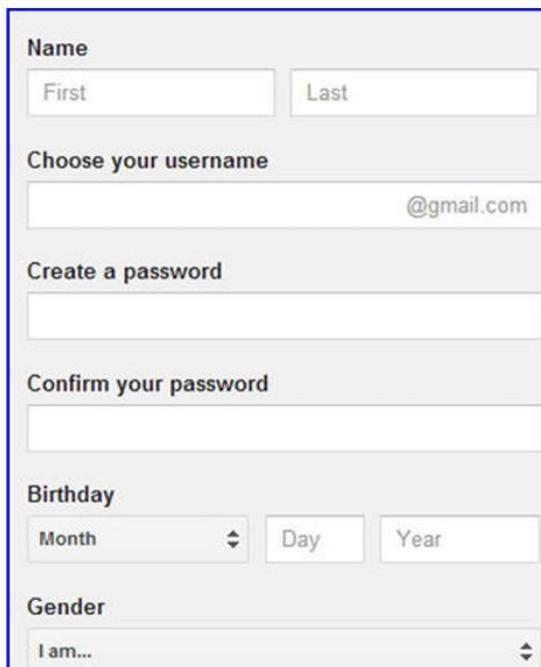


The image shows a simplified sign-in form with a blue border. It contains two text input fields labeled "Email" and "Password", followed by a blue "Sign in" button at the bottom.

Figure 2.2: Sign in Page

4. Type the user name and password in the respective text boxes and click **Sign in**.
5. In case if the Gmail account does not exist, then the user can click **Create an account** on the home page to create a new Gmail account.

The **Create an Account** page is displayed as shown in figure 2.3.



The image shows the "Create your Google Account" form. It includes fields for Name (First and Last), Choose your username (@gmail.com), Create a password, Confirm your password, Birthday (Month, Day, Year), and Gender (I am...).

Figure 2.3: Create your Google Account Page

Session

02

Working with Mails

6. Type the required details on the **Create an Account** page.
7. Select **I agree to the Google Terms of Service and Privacy Policy** check box and click **Next**. The **Welcome** page appears as shown in figure 2.4.

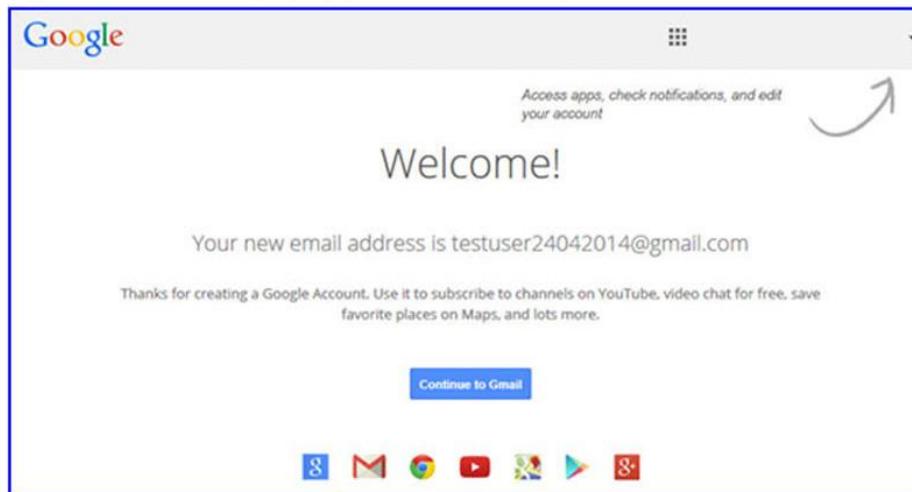


Figure 2.4: Welcome Page

8. Click **Continue to Gmail**. The **Gmail** page appears as shown in figure 2.5.

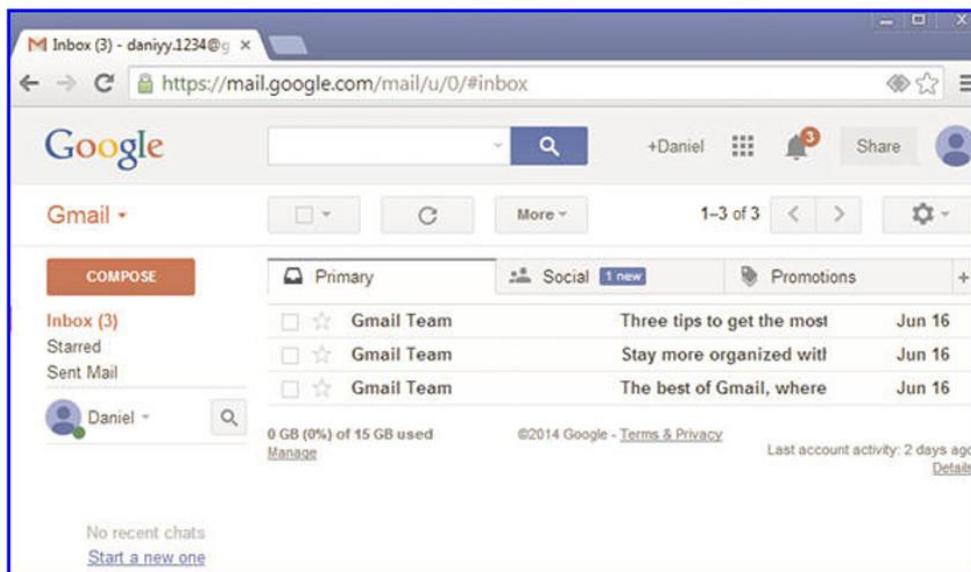


Figure 2.5: Gmail Page

Session

02

Working with Mails

2.2.1 Navigating the Gmail Interface

Gmail provides a user-friendly interface and therefore, makes it easy for users to navigate. Figure 2.6 illustrates the options given on the leftmost column of Gmail page.

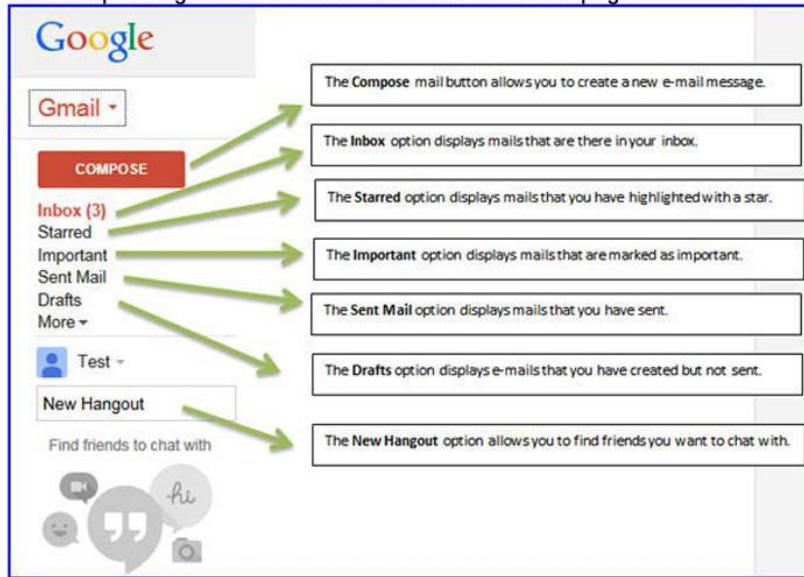


Figure 2.6: Leftmost Panel of Gmail Page

Some other options available under the **Gmail** drop-down list are **Contacts** and **Tasks** as shown in figure 2.7.

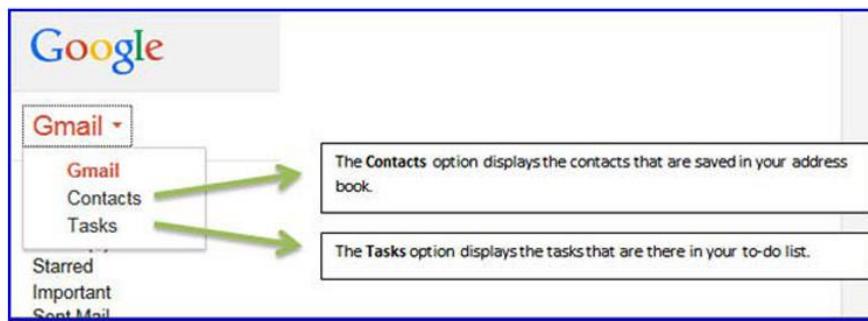


Figure 2.7: Options Under Gmail Drop-down List

2.3 Composing a New Message

To learn how to send and receive mails, consider an example, suppose a user has joined a new organization recently and wants to go through the leave policy of the organization. Additionally, the user wants to inquire about the process to get a copy of the leave policy and therefore, decides to write an e-mail to an HR executive.

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The user is presently at home and can easily use a Gmail account to send the e-mail. Gmail can also be used to receive mails.

To send an e-mail, perform the following steps:

1. Sign in to the Gmail account. The account home page will be displayed.
2. Click **Compose**. A **New Message** window opens on the lower-right corner of Gmail page as shown in figure 2.8.

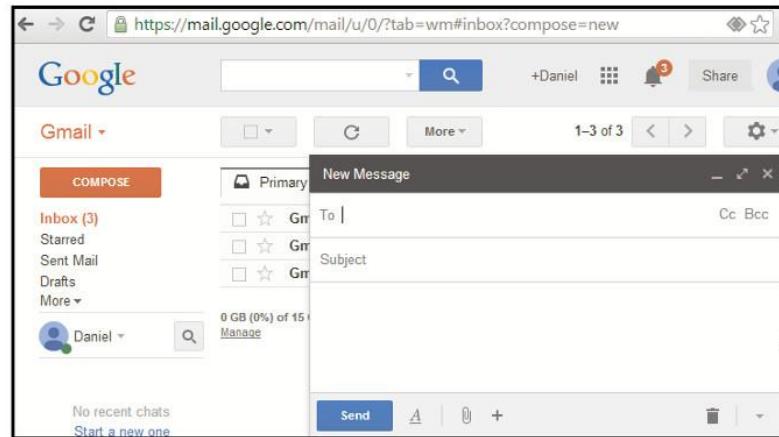


Figure 2.8: Creating a New E-mail Message

To open the message window in the full-screen mode, click the pop-out button  on the upper-right corner. This opens the **New Message** window in full-screen as shown in figure 2.9.

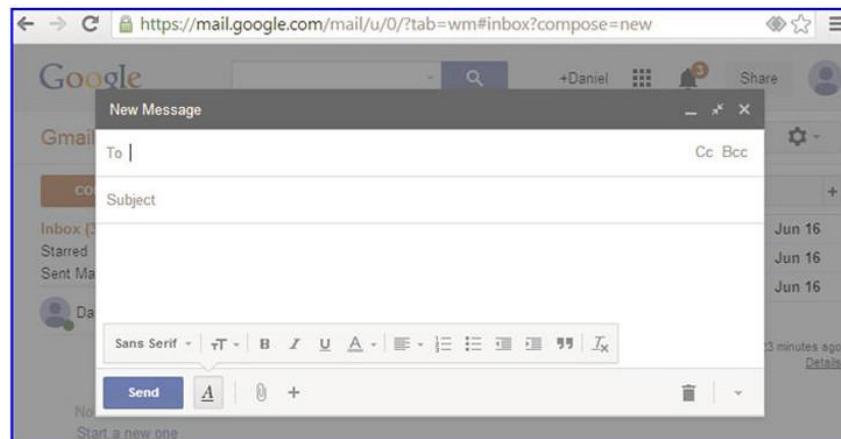


Figure 2.9: Full-screen View

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- In the **To** field, type the first letter or few letters of a recipient's name to look up their email address in the Gmail contact list as shown in figure 2.10.

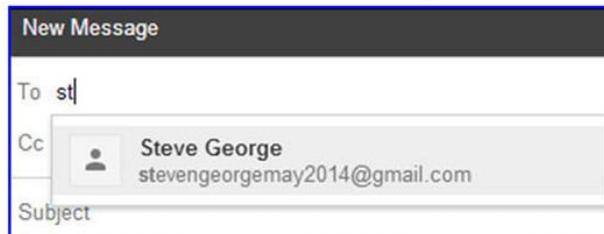


Figure 2.10: Adding Recipients



Gmail provides an option to drag and drop e-mail addresses from one field to another.

Gmail allows users to compose more than one message at the same time. To compose one or more messages simultaneously, click the **Compose** button repeatedly. Gmail opens multiple compose windows at the same time depending on the screen size as shown in figure 2.11.

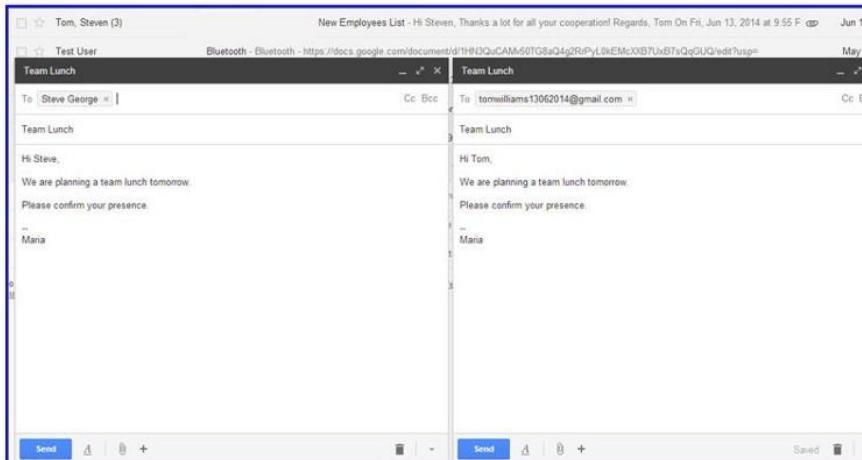


Figure 2.11: Compose Multiple Mails

2.3.1 Copying the E-mail to Other Recipients

When the user writes an e-mail address, the application will suggest addresses from the user's contact list. To choose the contact appearing at the top of the list, the user must press **ENTER**.

The user can also scroll down the list to select a different contact address. If the recipient's address is not saved in the contact list, the user can continue typing. For example, the user is writing an e-mail to the HR executive.

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However, the user also wants the HR manager to be aware of the leave policy request. In such a scenario, the user wants to mark a Carbon Copy (CC) of the e-mail to the HR manager by specifying his/her e-mail address in the **Cc** field. The **Cc** field is shown in figure 2.12.



Figure 2.12: Cc Field

There can also be a need to mark a copy of the e-mail to several recipients, but do not want the e-mail addresses to be visible to others. In such cases, the Blind Carbon Copy (BCC) feature is helpful. The user can specify the e-mail addresses in the **Bcc** field.

To type the message, perform the following steps:

1. Type the **subject** in the Subject text box.
2. Write the message in the body text area, as shown in figure 2.13.

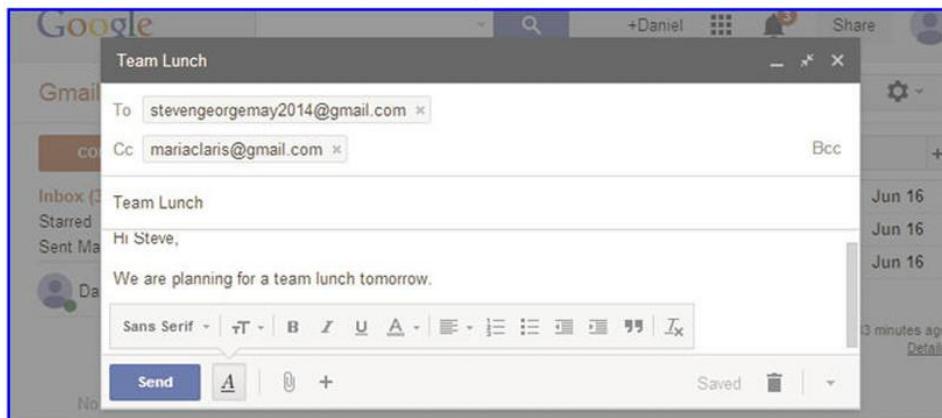


Figure 2.13: Message Area

2.3.2 Formatting the E-mail

Gmail provides various options to format the body text of the e-mail. To access the toolbar, the user needs to click **Formatting Options** in the **New Message** window. It is a toggle button which displays the various formatting options available in Gmail as shown in figure 2.14.

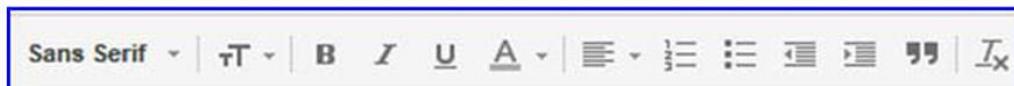


Figure 2.14: Formatting Options

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Gmail also provides File attachment as well as various attachments such as inserting photos, inserting links, and so on. The File attachment is visible next to the Formatting button. Other attachments can be accessed by clicking the + (plus) button in the **New Message** window as shown in figure 2.15.

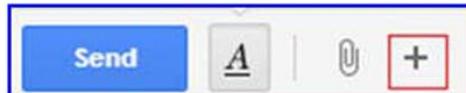


Figure 2.15: Attachment Options Button

The various attachment options are displayed in figure 2.16.

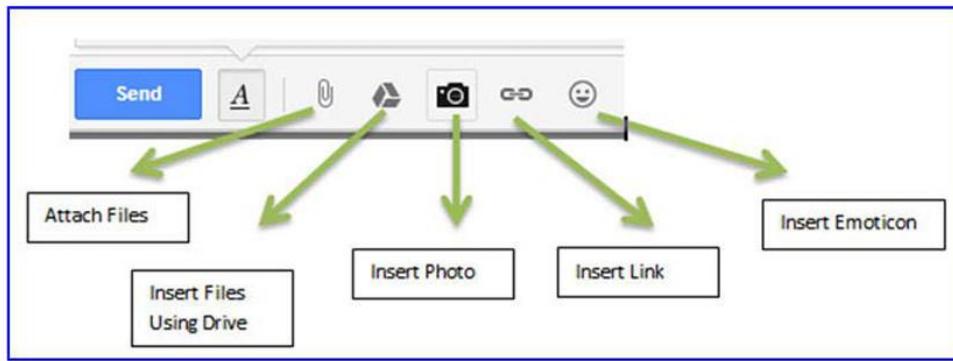


Figure 2.16: Attachment Options

To attach a file to a mail, perform the following steps:

1. Click **Attach files** icon, after the e-mail has been created.
2. Select desired file and click **Open**.

Similarly, the user can insert photos, link, and emotions to the e-mail.

If the user had referred an attachment word in the e-mail, however, has forgotten to attach the file or photo or document, then a warning dialog box will appear as shown in figure 2.17.

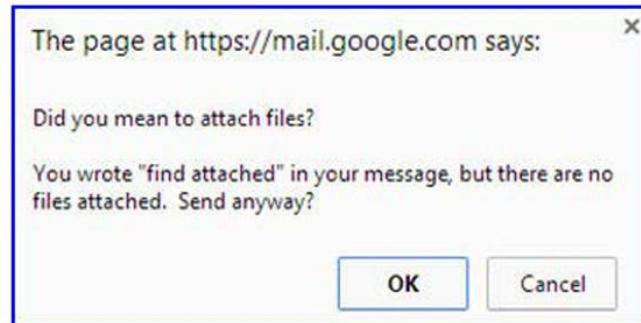


Figure 2.17: Attachment Warning Box

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The user may click **OK** to continue or else may click **Cancel** and add the attachment.

2.3.4 Sending an E-mail

After the mail has been composed, the user can send it by clicking the **Send** button in the **New Message** window.

The drafted message can be saved to be sent later, for this, perform the following steps:

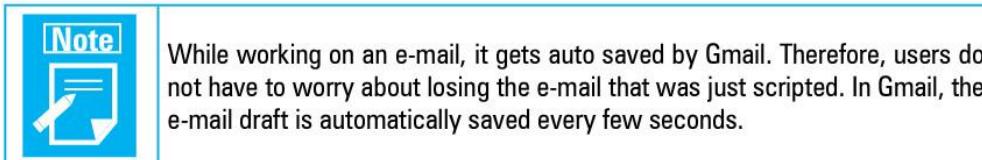
1. Close the message window without sending the message. Then, the message will be stored in **Drafts** as shown in figure 2.18.



Figure 2.18: Drafted Message

Now, the user can edit the e-mail further, if required, or send it to the recipient.

2. However, to discard the typed message, then in the **New Message** window, click **Discard draft** icon appearing on the lower-right side of the message window.



2.3.5 Grouping Mails by Category

Gmail automatically group received mails in five categories: Primary, Social, Promotions, Updates, and Forums. This grouping is also known as the tabbed view representation of the mails.

The description of these tabs is as follows:

- Primary** - It lists personal and official mails.
- Social** - It stores mails received from social networking sites such as LinkedIn, Facebook, and so on.
- Promotions** - It lists all the promotional mails.
- Updates** - It contains all notification mails such as receipts and bills.
- Forums** - It has all the messages received from online groups, discussion boards, and mailing lists.

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The users also have an option to show or hide tabs as they want.

To show or hide a tab, perform the following steps:

1. Click the '+' icon given at the end of the tabs as shown in figure 2.19.

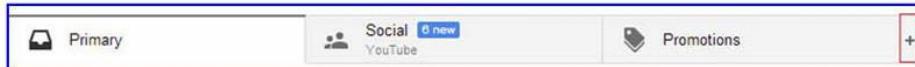


Figure 2.19: Add Tab Icon

2. Select or deselect tabs based on the requirements in the **Select tabs to enable** window as shown in figure 2.20.

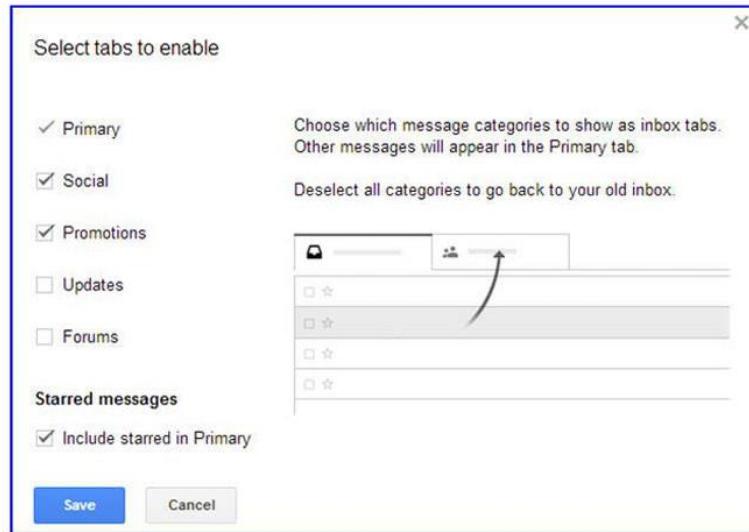


Figure 2.20: Select Tabs to Enable Window

3. Click **Save**.

2.3.6 Grouping Mails by Conversations

In Gmail, messages or replies are grouped together with the original e-mail. For example, the user wrote an e-mail to the HR executive about new employees and the HR executive has sent the reply. The reply from the HR executive will not appear as a separate e-mail. It will be grouped with the original message. Figure 2.21 depicts an example of mails that are grouped based on a conversation.

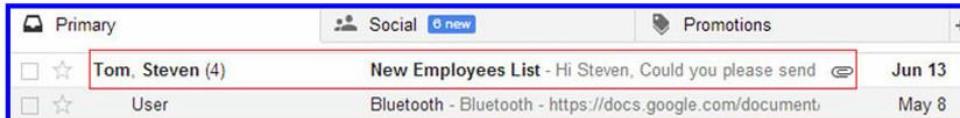


Figure 2.21: Grouped Mails

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The number that appears in front of each message indicates the number of messages existing in that conversation.

2.3.7 Reading the E-mail Conversation

In other messaging applications, generally each reply appears as a separate e-mail. However, in Gmail, all the conversations related to the original e-mail appear on a single screen.

When the user will open a message from the conversation, all the other mails will be stacked. The newest e-mail will appear at the bottom of the older mails, so that the user can view the latest one first. The user needs to click the particular conversation to view the message.

Figure 2.22 displays how the conversations appear on a single screen.

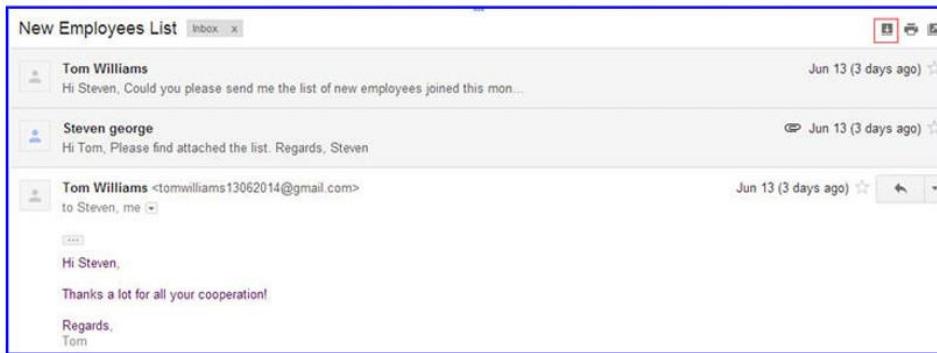


Figure 2.22: Grouped Conversations

Click the **Expand All** icon at the upper-right of the window to open all conversations on the single page.

2.3.8 Forwarding or Replying the E-mail

The user can also forward the messages or a message from the conversation using the following options/links:

- Forward:** To forward just one message of the entire conversation.
- Forward all:** To forward the entire conversation.

To forward a single conversation, click Forward at the bottom of the message as shown in figure 2.23.

Click here to Reply, Reply to all, or Forward

Figure 2.23: Forward – Option I

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Alternatively, the user can also forward a message by clicking the down arrow next to the message's **Reply** button, and then click **Forward** as shown in figure 2.24.

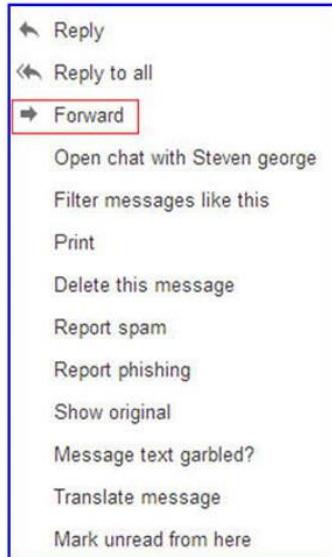


Figure 2.24: Forward - Option 2

To forward an entire conversation, click the **More** button in the Menu bar and click **Forward all** as shown in figure 2.25.

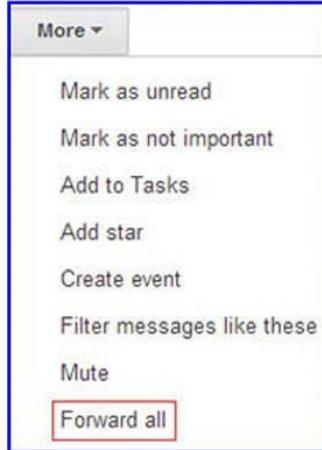


Figure 2.25: Forward All Option

The user can also send replies to the mails/messages, using the following options/links:

- **Reply to all:** To reply to all the recipients, the sender, and the recipients in the **Cc** field.
- **Reply:** To reply to the sender.

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2.3.9 Creating E-mail Templates

Gmail also helps users create e-mail templates with canned responses. This is helpful, when the user needs to send some regular e-mail periodically. For example, the user needs to send a reminder to fill the time tracker to all other employees of the department. In such a scenario, the canned response in an e-mail can be saved and the user can just keep sending the same e-mail template whenever required.

To create an e-mail template, perform the following steps:

1. Click the gear icon and select **Settings** as shown in figure 2.26.

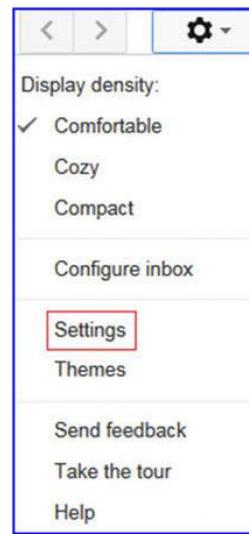


Figure 2.26: Settings Option

2. Locate the **Labs** tab as shown in figure 2.27.



Figure 2.27: Labs Tab

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- Browse the **Canned Responses** section and select the **Enable** button as shown in figure 2.28.

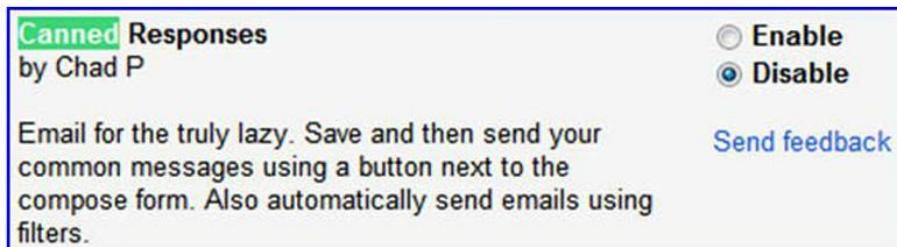


Figure 2.28: Canned Responses Section

- Click **Save Changes** at the bottom of the page. This saves the setting for enabling canned responses.
- Compose a message that will act as a template.
- After typing the template, click **Canned responses** link in the **More options** drop-down list at the bottom-right bottom of the message window. This is shown in figure 2.29.

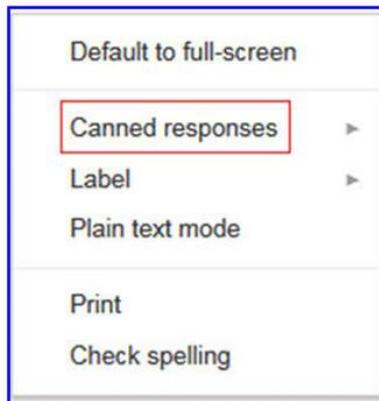


Figure 2.29: Canned Responses Link

- Click **New canned response**.
- Type the name of the e-mail template in the prompt box and click **OK** as shown in figure 2.30.

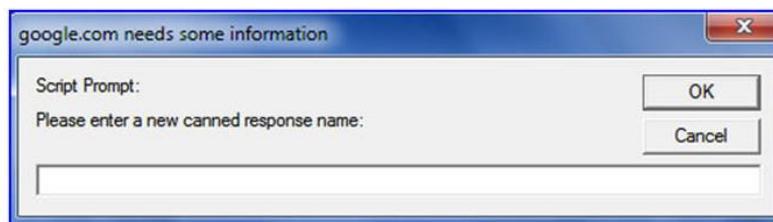


Figure 2.30: New Canned Responses Window

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The e-mail template is now saved.

To use the e-mail template, perform the following steps:

1. Compose a new mail message.
2. Click **Canned responses** and select desired template under **Insert** as shown in figure 2.31.

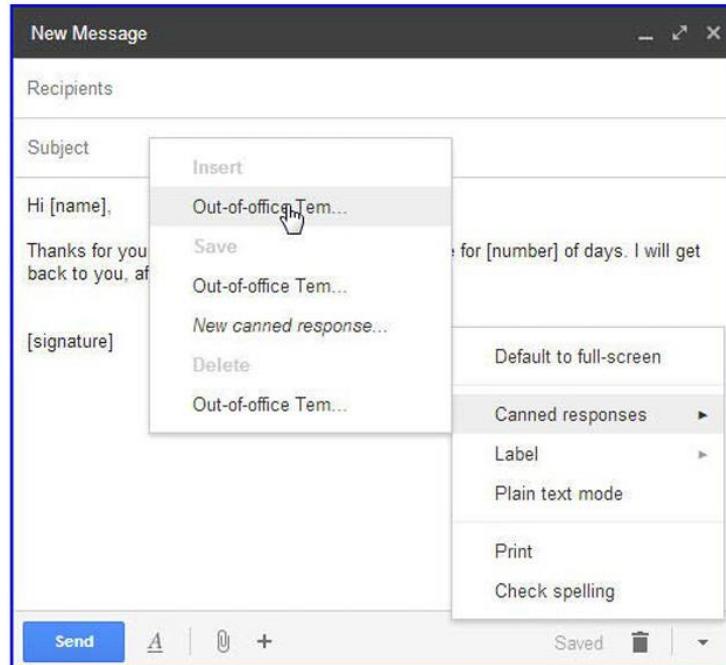


Figure 2.31: Insert Template

The e-mail will appear in the message box.

Similarly, the user can delete the template, by clicking the canned response template under the **Delete** option.

2.4 Personalizing the Inbox

Using Gmail, the user can also personalize the settings of the Inbox. For example, the user can perform various tasks, such as mark the mails as unread, mark mails as important, create signatures, set vacation responder, change the theme of Gmail, set labels and create filters for mails.

2.4.1 Marking the Mails as Unread

There are cases when the user receives many mails, but he/she would like to read some of the

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mails again or revisit them. Such e-mails can be marked as unread.

To mark the mails as unread, perform the following steps:

1. Open the message.
2. Click **More** drop-down list and select the **Mark as unread** option as shown in figure 2.32.

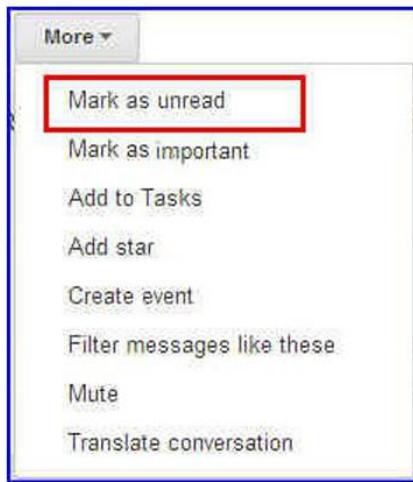


Figure 2.32: Mark as Unread Option

The message marked as unread will have its subject line appearing in bold in Inbox.

2.4.2 **Marking the Mails as Important**

There may be the case where the user wants to keep the mail for future reading. Then, the user can mark the mail as important.

To mark the mails as important, perform the following steps:

1. Open the message.
2. Click **More** drop-down list and select the **Mark as important** option.
3. To view the important mail, in the left pane, click **More** drop-down list and select **Important**.

2.4.3 **Creating Signatures**

In Gmail, the user can also personalize the messages by adding signatures. To create the signature, perform the following steps:

1. Log in to the Gmail account.
2. Click the gear icon to the upper-right corner of the Gmail page and select **Settings**.

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By default, the **General** tab will be displayed. Scroll the page to the **Signature** section. Figure 2.33 displays the **Signature** section.



Figure 2.33: Signature Section

3. Write a new signature in the new signature text box. As the user starts typing, the radio button **No signature** is deselected automatically and the text box becomes active.
4. Click **Save Changes**.

After the signature has been created, compose a new e-mail. The signatures are added at the end of the mails. They are separated from the main body text by two dashes.

2.4.4 Setting Vacation Responder Option

There can be situations when the user is away on holidays and will have no access to the Internet. Therefore, the user wants the senders to know about the unavailability and not being able to respond to mails. The user can let them know the unavailability and that will respond to the messages only on return. This is possible by setting the **Vacation responder** setting in Gmail.

To set the **Vacation responder** setting, perform the following steps:

1. Log in to the Gmail account.
2. Click the gear icon and select **Settings**.
3. The **General** page will be displayed. Scroll down to the **Vacation responder** section.
4. Select the first day from when the vacation starts and the last day of the vacation from the **First day** and the **Last day** text boxes.

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5. Write the subject and message in the **Subject** and **Message** text box respectively, as shown in figure 2.34.

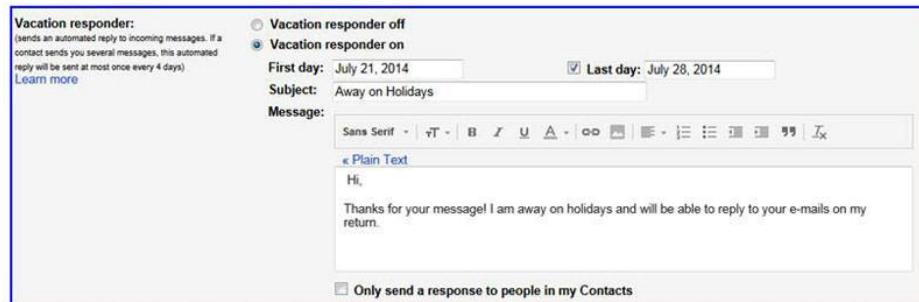


Figure 2.34: Vacation Responder

6. Select the Only send a response to people in my Contacts check box, if the user does not want anyone else, who is not in the contact list, to know that he is away.
 7. Click Save Changes.

A banner will appear on the top of the Gmail account page notifying that the user is away.

Figure 2.35 depicts the message.

Away on Holidays [End now](#) [Vacation Settings](#)

Figure 2.35: Vacation Banner

2.4.5 Customizing the Theme of the Inbox

Gmail also gives an option to customize the look of the inbox by using the available colorful themes. To change the theme, perform the following steps:

1. Open Gmail.
2. Click the gear icon and select **Settings**.
3. Click the **Themes** tab. There are so many different themes that the user can select, as shown in figure 2.36.

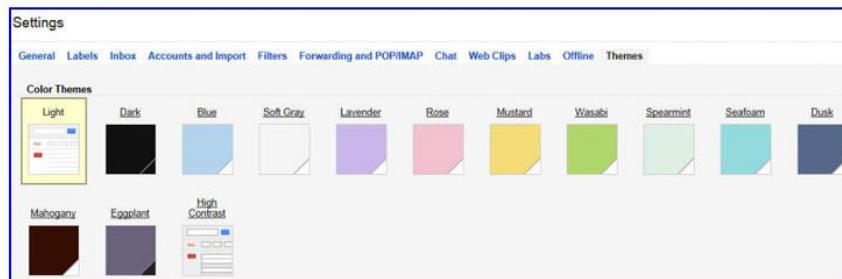


Figure 2.36: Themes

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There is also an option to customize themes that will change depending on the specified location and time. For this, the user needs to provide their location and time.

For example, if the user clicks **Random** theme, the **Select your location** dialog box will appear. Specify the location and click the **Save** button. The Gmail application will pick up the time from this information and will change the theme as required.



Currently, Gmail themes are only available in Internet Explorer 7.0+, Firefox 2.0+ or Safari 3.0+, and Google Chrome.

2.4.6 Creating an E-mail Label

Labels help users in categorizing e-mails. Labels are similar to folders but with a little difference that a message can be labeled with multiple labels.

To create a label, perform the following steps:

1. Select the mail that need to be labeled. The **Labels** icon gets displayed in the toolbar as shown in figure 2.37.



Figure 2.37: Labels Icon

2. Click the **Labels** drop-down list and select the label to add to the message as shown in figure 2.38.

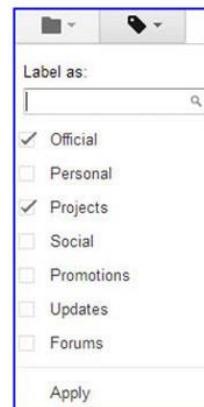


Figure 2.38: Labels List

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3. Click **Apply**.
4. The labels get applied to the selected message as shown in figure 2.39.

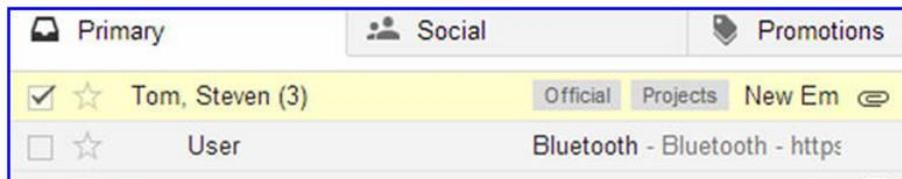


Figure 2.39: Applying Labels

To create a new label, perform the following steps:

1. Click the **Create new** button as shown in figure 2.40.

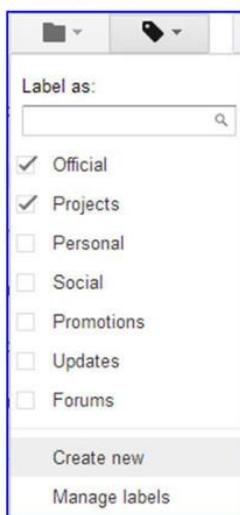


Figure 2.40: Creating New Labels

The **New Label** window appears.

2. Provide a name for the new label in the **Please enter a new label name** box as shown in figure 2.41.



Figure 2.41: Naming a Label

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3. Check the **Nest label under** box to add a sub-label to an existing label.
 4. Click **Create**. The new label will be created and added to the selected message.
- Users can also color code their labels for easy understanding. To change the color of a label, perform the following steps:
1. Click the down arrow next to the label name appearing on the left pane of Gmail page.
 2. Roll the mouse over **Label color**. The various color options appear as shown in figure 2.42.

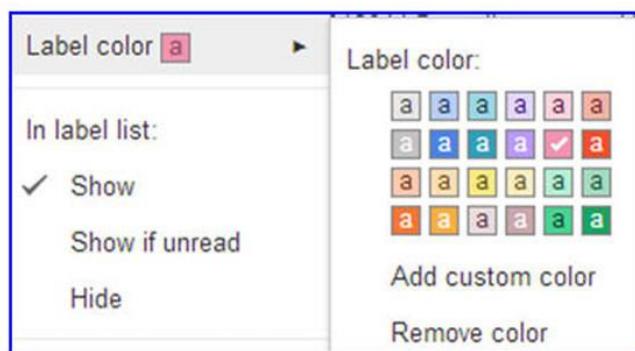


Figure 2.42: Adding Color to Labels

3. Select a color for the label.

Figure 2.43 displays a message with colored labels.

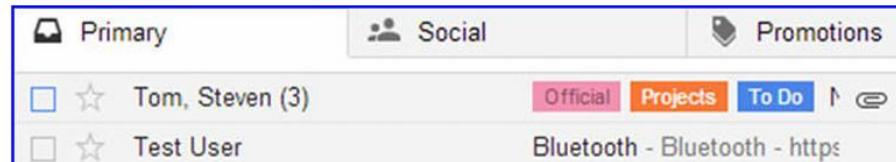


Figure 2.43: Colored Labels

2.4.7 Setting Up E-mail Filters

Gmail filters help users in managing e-mails. Using filters, users can set actions for messages based on various criteria.

To set up a filter, perform the following steps:

1. Click the gear icon and select **Settings**.
2. Click **Settings → Filters**.
3. Click **Create a new filter**.
4. Enter the filter criteria to set. For example, to add the **Official** label to mails received

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from Steven George that have an attachment and the word Attendance included in them as shown in figure 2.44.

The screenshot shows a 'Filter' dialog box. It includes fields for 'From' (Steven George), 'To' (Official), and 'Subject'. Under 'Has the words', there are fields for 'Attendance' and 'Doesn't have'. There are checkboxes for 'Has attachment' (which is checked) and 'Don't include chats'. A 'Size' dropdown set to 'greater than' has a value of '0 MB'. At the bottom are a blue search button and a link 'Create filter with this search >'.

Figure 2.44: Creating a Filter

5. Click **Create filter with this search**.
6. Select the options to apply on the mails as shown in figure 2.45.

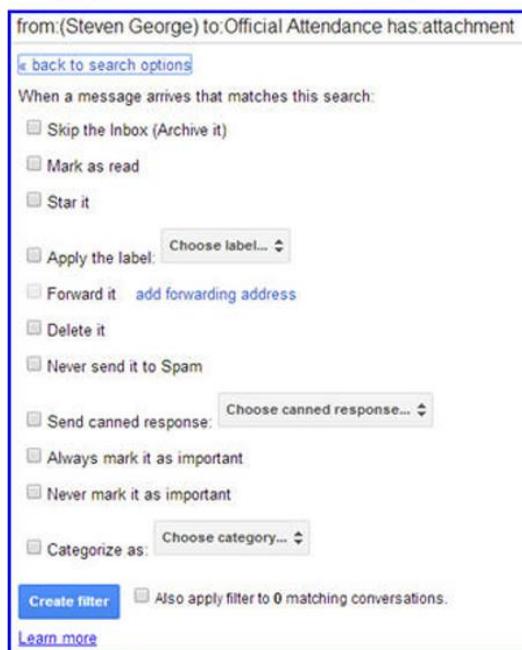


Figure 2.45: Filter options

7. Click **Create filter**.

Session**02****Working with Mails****2.5 Managing Contacts**

The Contact Manager in Gmail gives an easy way to access and edit the contacts. All the e-mails contacts are stored in the Contact list. Click **Contacts** appearing under **Gmail** drop-down list as shown in figure 2.46.

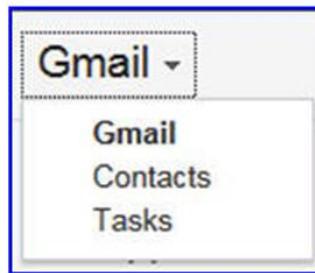


Figure 2.46: Contacts Option

2.5.1 Adding a New Contact

To add a new contact, perform the following steps:

1. Click **Contacts**.
2. Click **New Contact**.

The **NEW CONTACT** page will be displayed as shown in figure 2.47.

A screenshot of the 'New Contact' form in Gmail. At the top, there's a placeholder for a profile picture with the text 'Add a picture'. Below it, there's a text input field for 'Add name' with a placeholder 'Add name'. To the right of the name field are two buttons: a star icon labeled 'My Contacts' and a '+' icon. Below these are several input fields: 'Email' (with a placeholder 'Email'), 'Mobile' (with a dropdown menu showing 'US' and '+1', and a '+' icon), 'Address' (empty), 'Birthday' (empty), and 'URL' (empty). At the bottom right is a large 'Add' button.

Figure 2.47: Contacts Page

3. Type the name of the contact in the **Add name** text box.

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4. The user can also specify the other details, such as the e-mail address, phone number, address, birthday date, and the picture of the contact in the respective fields.
5. Click **Save Now** after specifying the details. The contact will be saved in the address book.



The user does not have to manually add the contact each time. When the user sends the e-mails to a new contact, or replies or forwards the e-mails to any contact for the first time, the contact is automatically added in the Gmail application contact list. Moreover, if the user typing the e-mail address of a contact for the second time, Google Apps will automatically suggest the name and the e-mail address of the same.

2.5.2 Editing the Contact

The user can also edit the contact information. To do so, perform the steps, as follows:

1. Log in to the Gmail account.
2. Click **Contacts**.
3. Select the contact that needs to be edited.
4. The user can now edit the contact information, as required.
5. Click **Save Now** after editing.

2.5.3 Deleting the Contact

The user can also delete the contact permanently. To delete the contact, perform the steps, as follows:

1. On the main page of the Gmail account, click **Contacts**.
2. Select the contact that needs to be deleted.
3. Click the **Delete contact** button in the **More** drop-down list.
4. Click **OK**.

The contact will be deleted.

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2.5.4 Arranging Contacts in Groups

In Gmail, user can organize contacts in groups. By default, there are some existing groups in Gmail. These groups are as follows:

- **My Contacts:** This group organizes the e-mail addresses of contacts the user has received mails from or sent mails to. The contacts that the e-mail is sent very often can be moved to the **My Contacts** group.
- **Most Contacted:** This group saves around 20 e-mail addresses of the contact that are most frequently used. Gmail automatically updates the list of this group.

Gmail also provides user with the capability of creating custom groups. Users can also create own groups to organize the personal and professional contacts. For example, a group named **Classmates** can be created and all the contact information of the classmates can be moved to this group.

To create a group, perform the following steps:

1. Log in to Gmail account and then click **Contacts**.
2. Click **New Group** in the left pane as shown in figure 2.48.

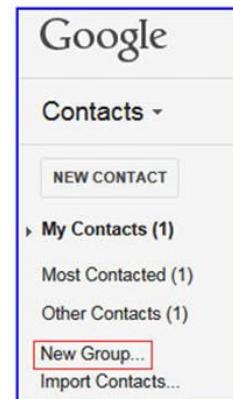


Figure 2.48: New Group Option

3. Type the name of the group in the box as shown in figure 2.49.

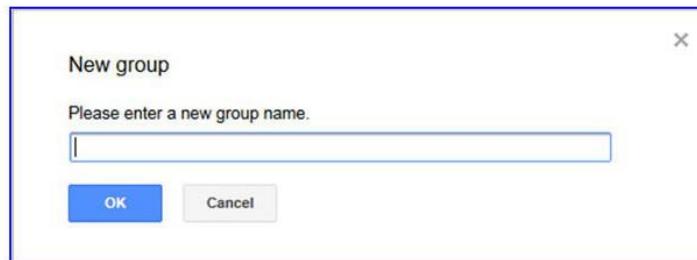


Figure 2.49: Naming New Group

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4. Click **OK**.

A new group will be created.

2.5.5 Adding Contact to a Group

After the group has been created, the contacts can be added. To add the contact in the custom-created group, perform the following steps:

1. Select the contact from the contact list.
2. Click the **Groups** icon as shown in figure 2.50.



Figure 2.50: Groups Icon

3. Select the group to which the contact needs to be added.
The group is displayed in the **Groups** drop-down list.
4. Click **Apply**. Alternatively, the user can also choose to create the new group, by clicking the **Create new** option.

Figure 2.51 displays the screenshot for adding contact to a group.

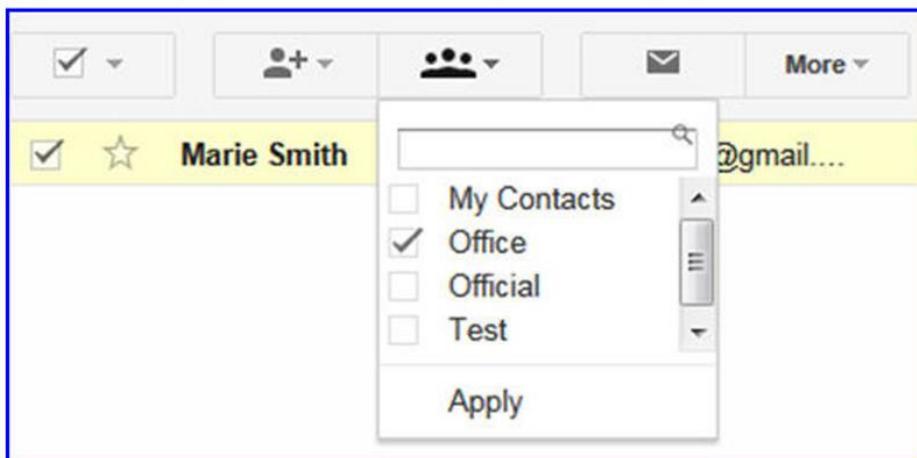


Figure 2.51: Adding Contacts to a Group

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2.5.6 Adding Contact to a Group

To delete a contact from a group, perform the following steps:

1. Select the contact from the contact list.
2. Click the **Groups** drop-down list.
3. Deselect the group to delete the contact.

2.5.7 Deleting a Group

The user can also delete the custom groups that were created. To delete the group, perform the steps, as follows:

1. Click **Contacts**.
2. Select the contact group from the groups list.
3. Click **Delete group**, as shown in figure 2.52.

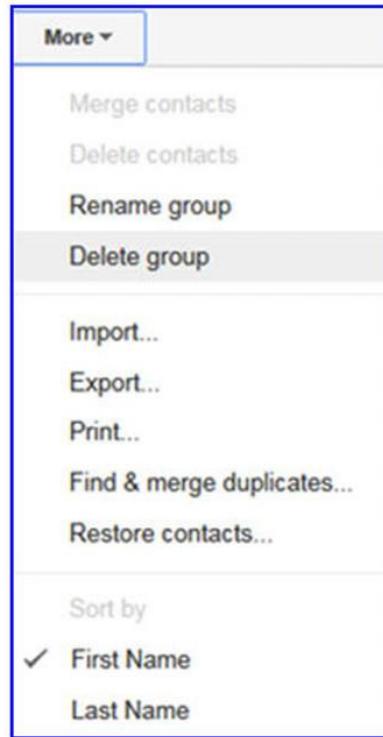


Figure 2.52: Deleting a Group

4. Click **OK**. The group will be deleted.

Session**02****Working with Mails****2.6 Creating and Managing Tasks List**

Tasks in Gmail help keep track of things that need to be done. Gmail by default creates a Tasks list for users. Users can add tasks to this list as per the need. While creating a task the user can associate a due date to it. Once the task is complete, mark it as completed.

For example, the user can create the MIS report that may have to be sent daily to the manager at the end of the day. Once the task has been created, it will show up in the task list as an incomplete task. Once the user creates the report, he/she can mark the tasks as completed and the tasks will show as completed in the task list. The user can also clear this task from the task list afterwards.

To create a task, perform the following steps:

1. Log in to the Gmail account.
2. Click the **Tasks** option on the left panel.

The default task list will be displayed on the lower right as shown in figure 2.53.

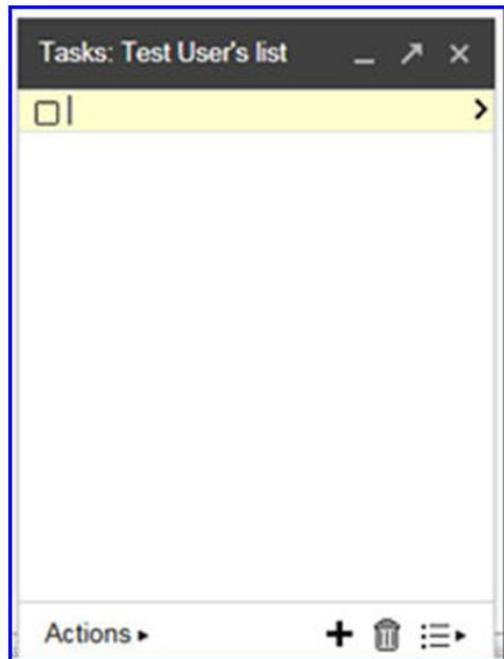


Figure 2.53: Task List

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3. Click the '+' menu item on the bottom to add tasks.

Gmail also gives users the option to add an e-mail received to the task list so that the user can track the progress of a task that someone may have assigned via an e-mail. For example, if the manager sends an e-mail asking for a report, the user can associate that e-mail to a task.

To add an e-mail to the task list, select the e-mail and select **More → Add to Tasks** option, as shown in figure 2.54.

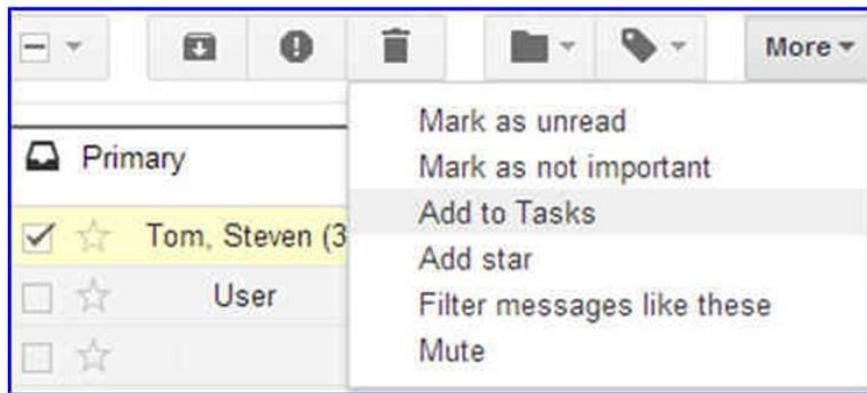


Figure 2.54: Adding E-mail to Tasks

The user may also create sub-tasks to a task. This will help in breaking a big task into smaller tasks and then monitor the completion of the smaller tasks over time to complete the bigger task within a given timeframe. Sub-tasks are managed in a separate list in the same way that other tasks are managed in the default task list.

2.7 Creating and Managing Tasks List

The chatting feature in Gmail is known as **Hangout**. It allows users to send and receive instant messages. This feature shows a list of contacts saved in Gmail.

To start the chat, perform the following steps:

1. Open Gmail.
2. Click the **Chat** icon appearing at the lower-left corner of the page.
3. To resize the **Chat** window, drag its top divider line.
4. To start the chat, click **Find people to chat** with icon next to Gmail user.

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- Type the name or e-mail address of the person to whom the user want to chat. The chat window appears as displayed in figure 2.55.

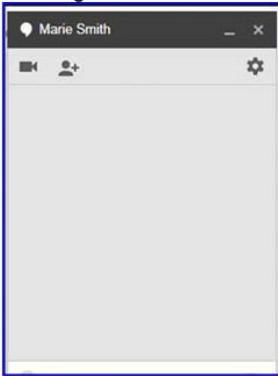


Figure 2.55: Chat Window

The user can also set a status message and the availability status using the chat panel.

2.7.1 Chat Settings

The steps to set the chat settings for the Hangouts are as follows:

- Click the **Options** icon in the users chat window.
- Unselect the **Notifications** check box, if user does not want to get disturb by someone's ping.
- To delete the person from chat, the user can click **Archive** for the conversation.
- Similarly, the user can delete the chat content by clicking the **Delete**. Similarly, to block the person from chatting with him, click **Block**.
- Click **Save** to apply the settings as shown in figure 2.56.

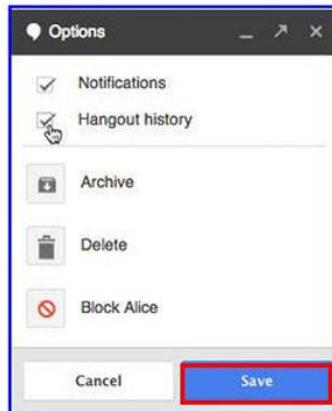


Figure 2.56: Chat Settings

Session

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Working with Mails

2.8 Accessing Offline Mails

In addition to accessing mails online, Gmail provides the feature to view and access offline mails. There can be situations when the Internet connection is unavailable. In such a situation, users will be able to open the Web browser and open the Google Apps mail account.

This is possible, if the administrator of the domain has enabled the **Labs** for the domain. If the **Labs** feature is turned on, Gmail uses the software, named Gears to download a local cache of mails. The cache gets synchronized with Gmail servers till the time the user is connected to the network. As soon as the user loses the connection, Gmail automatically switches to the offline mode. When offline, the cache uses the data, which is stored on the computer's hard drive.

With this setting, the user will be able to read messages; star and label email and perform all the tasks that can be performed while reading the mails Online. If the user will send any message in the offline mode, the email will be placed in the user's outbox. The email from outbox will be automatically sent when the Gmail detects a connection.

To turn on the Offline e-mail mode, perform the following steps:

1. Click the gear icon on Gmail page.
2. Click **Settings → Offline**.
3. Click **Install Gmail Offline** as shown in figure 2.57.



Figure 2.57: Installing Gmail Offline

4. A new window opens as shown in figure 2.58.

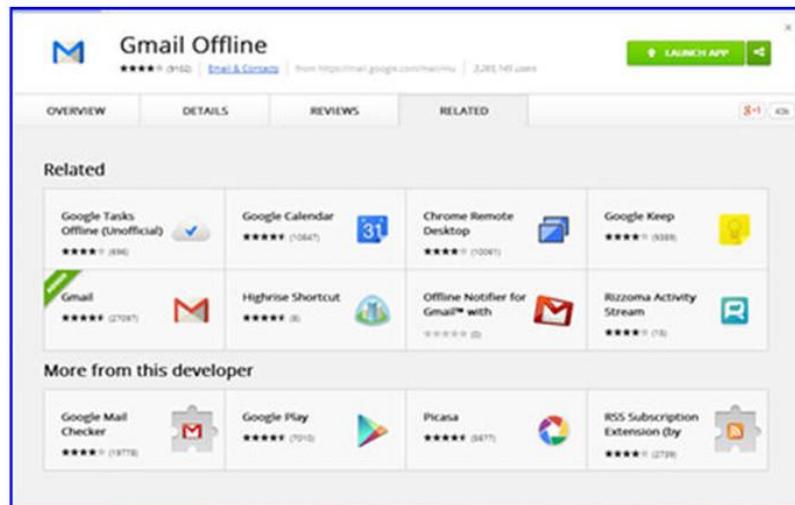


Figure 2.58: Launching Offline Gmail

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5. Click **Launch App**. A new window opens as shown in figure 2.59.

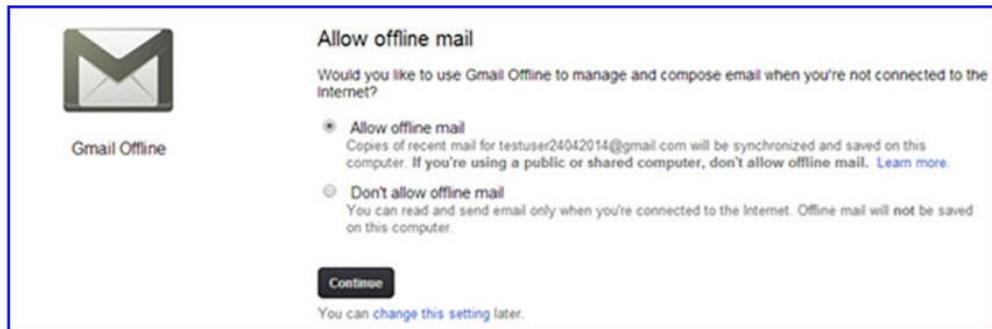


Figure 2.59: Enabling Offline Mail

6. Select the **Allow offline mail** option.
7. Click **Continue** to access your mails offline as shown in figure 2.60.

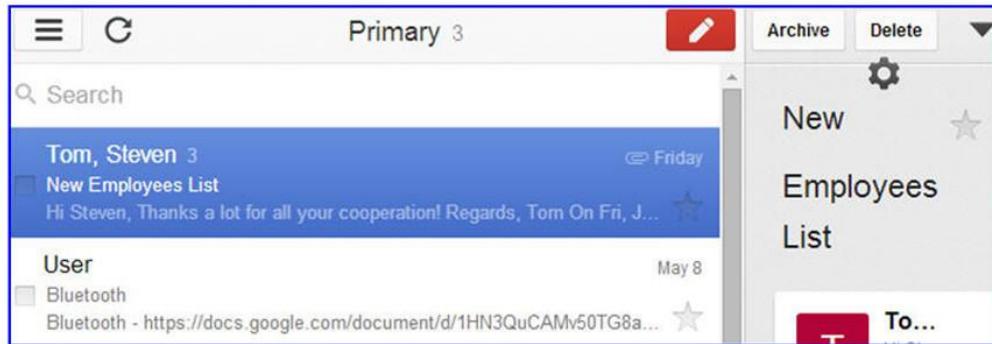


Figure 2.60: Offline Gmail

2.9 Accessing Mails from Mobiles

Gmail can be accessed from the mobile Web browser available on all phones. However, some phones such as Android, iPhone, and Windows Phones have a Gmail app installed in them, which allows easy access to mails. The users can log in to their Google account and use send and receive features of Gmail on their devices. They can receive mails on their mobile devices and send mails as well.

This feature is not chargeable. Google allows users to access Google products from the mobile phone. However, the users need to contact Internet provider to know about the charges associated while accessing the Internet from their mobile phone.

Session**02****Working with Mails****Check Your Progress**

1. Which of the following options are true about the Gmail application?

(A)	In Gmail, users can add multiple attachments in the e-mail.	(C)	In Gmail, users can create various customized groups.
(B)	In Gmail, users can customize the look and feel of their inbox.	(D)	In Gmail, users cannot create new groups.

2. To create a new signature for an account, the Signatures section in the _____ tab must be used.

(A)	General	(C)	Filters
(B)	Themes	(D)	Labels

3. You want to set the vacation reminder option, so that you can inform your friends that you will not be able to send replies to their mails. You will find the _____ option in Gmail.

(A)	Vacation responder	(C)	Chat
(B)	Label	(D)	Template

4. Which of the following options are true about grouped conversations?

(A)	In Gmail, messages or replies are grouped together with the original e-mail.	(C)	The newest e-mail is at the bottom of the older mails.
(B)	When a user opens a message from the conversation, all the other mails are stacked.	(D)	You can click the Collapse All link to open all the conversations on the single page.

5. Which of the following categories are received mails categorized into?

(A)	Primary	(C)	Promotional
(B)	Social	(D)	Group

Session**02****Working with Mails****Answer**

1.	C
2.	A
3.	A
4.	C
5.	C

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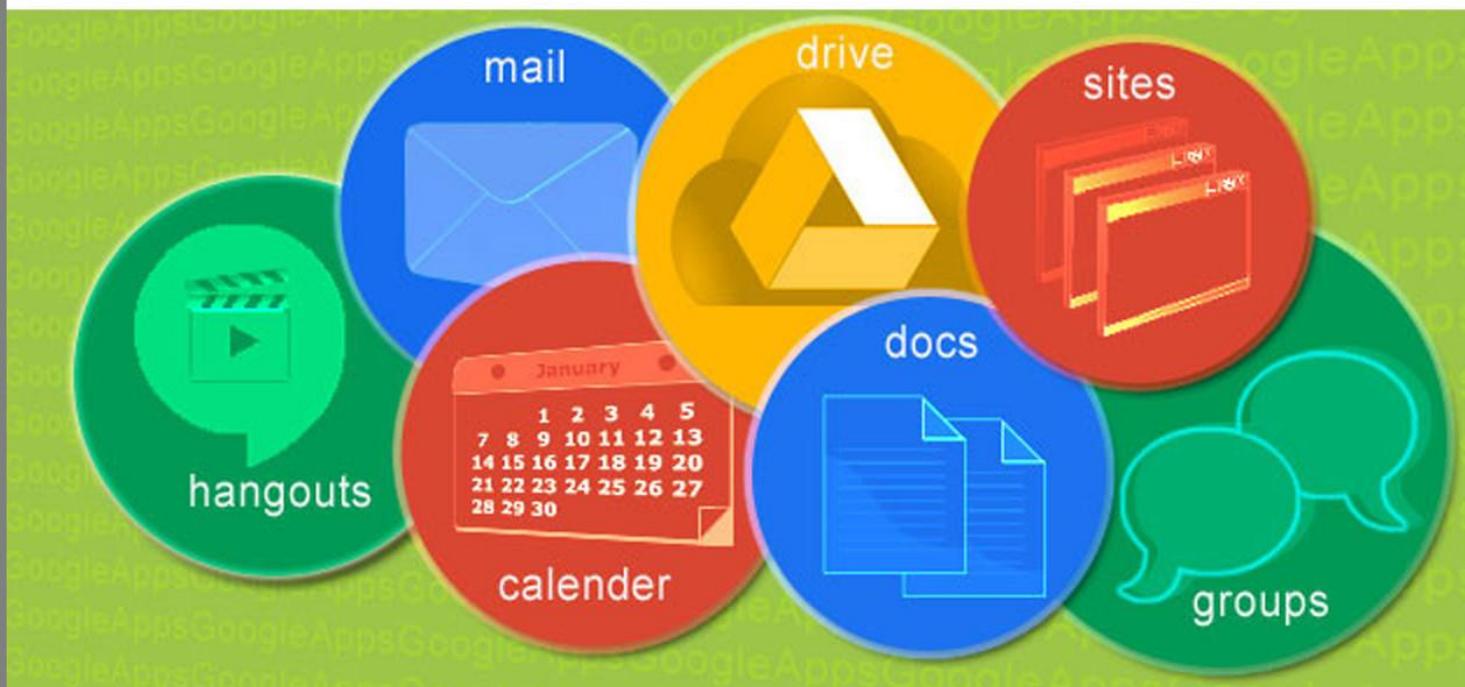
Working with Mails

Summary

- Google offers a free messaging environment in the form of Gmail.
- Gmail user interface is easy to navigate and provides various options to users to manage their mails.
- Users can also attach a document or picture in the e-mail, using the Gmail application.
- The e-mail draft is automatically saved every few seconds.
- The messages or replies are grouped together with the original e-mail.
- The Gmail application also provides an option to personalize the settings of the Inbox.
- The Vacation responder feature informs people that the user is away and will respond to the messages only on return.
- Gmail provides the feature to view and access offline mails.
- Gmail can also be accessible to users on their mobile phones.

03

Working with Calendar



Welcome to the Session, **Working with Calendar**.

This session explains the Google Calendar that can be used to add appointments and events, repeat calendar entries, and invite guests. The session also discusses how to create a new calendar, share a calendar, and publish a calendar.

In this Session, you will learn to:

- Explain the steps to add appointments and events
- Explain the steps to edit calendar entries
- Explain the steps to add guests to the invite
- List the steps to check the availability of the invited guests
- Explain the steps to add groups to the invite
- List the steps to attach a file to an event
- List the steps to set a reminder for an event
- Explain the steps to create a new calendar
- Explain the steps to share a calendar
- Explain the steps to publish a calendar
- Explain the steps to print a calendar

Session**03****Working with Calendar****3.1 Introduction**

Calendar applications help users manage their tasks and events over a period of time. For example, using a calendar application a user can schedule the meetings and tasks on a daily, weekly, or monthly basis.

- Google Calendar is a Web-based time management application available to users having a Gmail account. Similar to other calendaring applications, such as Outlook and iCal, it allows a user to create and manage appointments, events and invite people to these events. Additionally, it allows the user to view the attendee's schedules and confirms their availability.

Google Calendar also allows the user to view and manage daily, weekly, and monthly schedules. It also allows users to create recurring events which happen repeatedly over a period of time. Once a Google Calendar is created, the user can also share it with other users or even publish it on a Web page for others to see it.

3.2 Adding Appointments and Events

To add appointments and events, the user need to open the calendar. The steps to open and view a user's calendar are as follows:

1. Sign in to a Gmail account.
2. Click the  icon at the upper-right corner to open the Apps Window. Figure 3.1 shows the Calendar in the Apps Windows.

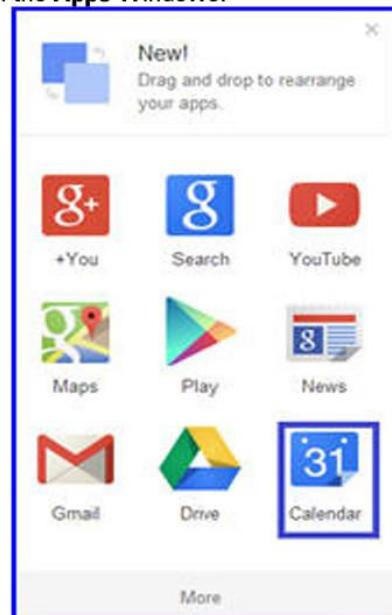


Figure 3.1: Calendar Link

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Working with Calendar

3. Click **Calendar** to open the calendar page. If the calendar page is opened for the first time, then **Welcome to Google Calendar** window is displayed as shown in figure 3.2.

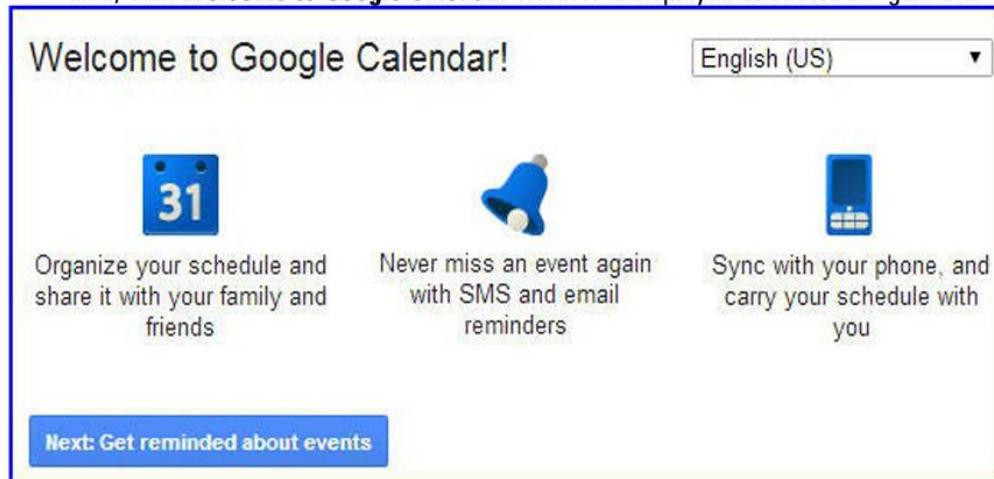


Figure 3.2: Google Calendar First Page

4. Complete **Calendar setup** settings to open the **Calendar** page as shown in figure 3.3.

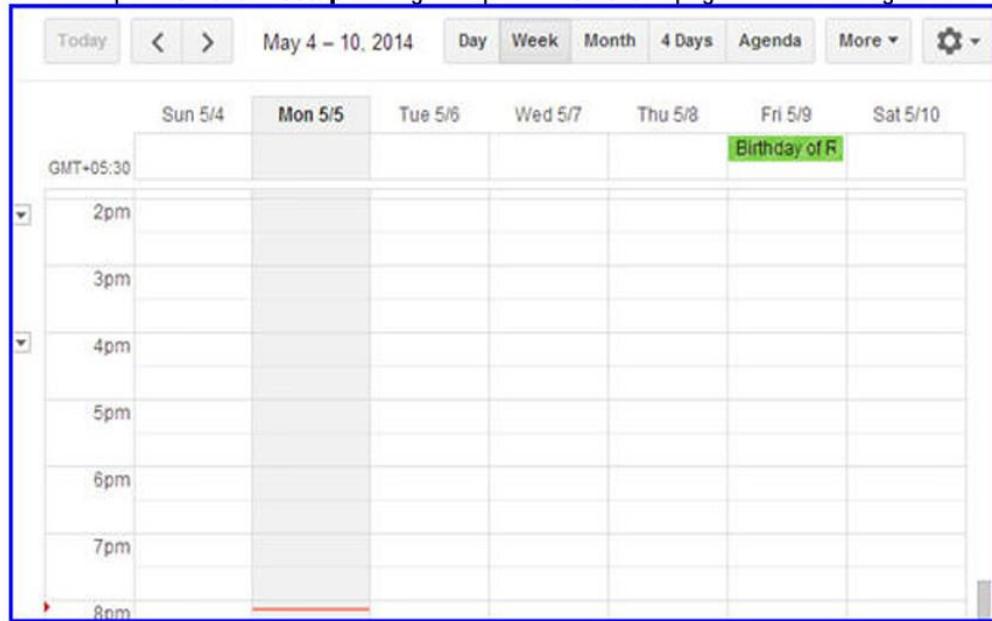


Figure 3.3: Calendar Page

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Working with Calendar

In Google Calendar, a user can easily schedule meetings, appointments, or events with specific start and end dates with time. The user can also add a calendar entry, such as two day offsite meeting, one hour appointment, or three hour dinner.

The three ways for creating a new entry are as follows:

- Use the Create Event link
- Use the Calendar list
- Use the Quick Add link

3.2.1 Create Event Link

One of the easiest ways to create a calendar entry is by using the **Create event** link. The steps to create a new calendar entry using the **Create event** link are as follows:

1. Open Google Calendar.
2. Select the date to enter a calendar entry.
3. Click the time slot on the calendar to start the entry. By default, a 1-hour event will be created. Figure 3.4 shows an event link page with appointment slots dialog box.

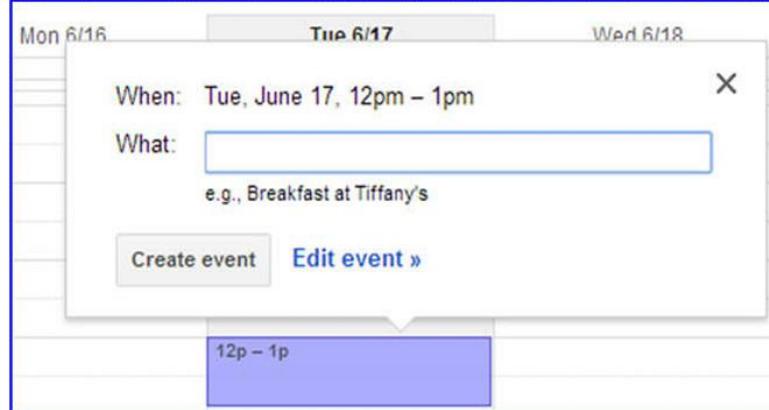


Figure 3.4: Create Event Link

4. Type **Team Lunch** in **What** box as the event title.
5. Click **Create event** to create the 1-hour calendar.

There are two variations for the calendar entry:

- To create a calendar entry for less than 1-hour, click the second half of the time slot and create the event.
- To create a calendar entry using mouse, click and drag the entry to create the new calendar.

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Working with Calendar

□ Use the Calendar List

A user having a Google account can have access to many calendars (including own calendar or calendars created by others). These calendars are arranged as a list in the Google account Web page. This list is called as calendar list. A default calendar with the Google account user name is always present in the calendar list. For example, if the Google account user name is Maria Claire, a calendar with the name, Maria Claire, will be present in the calendar list.

A user can also create a calendar entry directly from the calendar list. The steps to create a calendar entry from the calendar list are as follows:

1. Click the drop-down arrow besides My calendars. This displays the name of the current user's calendar which can be used to add, edit, and delete events.
2. Click the drop-down next to user's calendar that displays a menu as shown in figure 3.5.

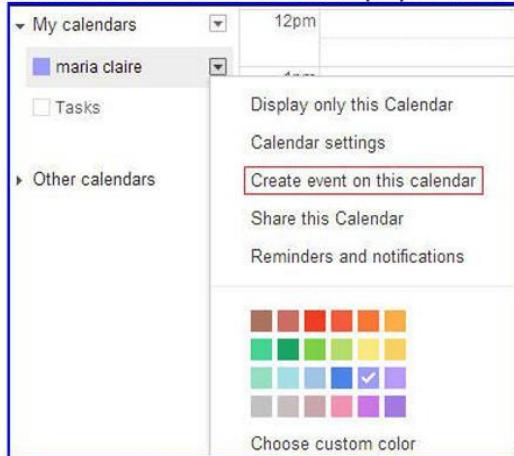


Figure 3.5: Create Events On the Calendar

3. Select the **Create event on this calendar** option to display the **Edit event** page for creating the new entry.

□ Use the Quick Add Link

The user can also add a calendar entry using the **Quick Add** link. The **Quick Add** link allows the user to type the calendar entry in a single sentence. The Calendar then processes the sentence and adds the entry appropriately.

For example, if the user types a sentence as 'Dinner at 7 P.M. today' for a Quick link, a calendar entry will be added in the Calendar, as shown in figure 3.6.



Figure 3.6: Quick Add Link

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Working with Calendar

The steps to create a calendar entry using the **Quick Entry** link are as follows:

1. Open the calendar.
2. Click the drop-down next to the **Create** button. This displays the **Quick Add** dialog box.

Figure 3.7 shows the **Quick Add** text box.

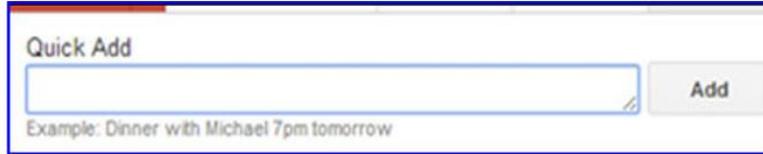


Figure 3.7: Quick Add Text Box

3. Type the information in the text box and click **Add** to create the calendar entry.

When specifying the entry details in the **Quick Add** text box, the user needs to specify certain basic information as follows:

- What:** Signifies the title of the event. It helps the user to know the agenda of the event.
- When:** Signifies the date and/or time for the event. It helps the user to schedule the availability for the event.
- Who:** Signifies the guest list. It helps the user to specify the members who are going to attend the event.
- Where:** Signifies the location of the event. It helps the user to know the location of the event and the availability at the scheduled time.

For example, to create a calendar event for scheduling a vendor meeting at 12:00 pm on Thursday, the following text can be entered in the **Quick Add** box: **[Vendor Meeting with Sam at "Wall-E" Thursday 12 pm]**.

3.3 Editing Events

Consider a situation where the user have published an event on the calendar and want to add more information for the created entry, then click the title of the event created on the calendar. This opens the event detail page.

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Figure 3.8 displays the event detail page.

The screenshot shows the 'Event Detail' page for a scheduled event named 'Team Lunch'. The event is set for June 17, 2014, from 1:00pm to 2:00pm. The 'Time zone' link is visible. There are checkboxes for 'All day' and 'Repeat...'. Below the title, there's a 'Find a time' button. The 'Where' field has 'Enter a location'. Under 'Video call', there's a link to 'Add video call'. The 'Calendar' dropdown is set to 'maria claire'. The 'Description' field is empty. At the bottom, there's a color palette for 'Event color' (blue is selected), a reminder section ('Reminders' set to 'Pop-up' at 30 minutes), and a 'Add a reminder' link.

Figure 3.8: Event Detail Page

The **Event Detail** page allows the user to modify the information related to the event details. In this page, the user can add guests, change the settings of the reminder, or invite other users to the event.

In addition, the user can also change the time slot or time zone of the scheduled event, by clicking the **Time zone** link.

Figure 3.9 shows the Event **Time Zone** dialog box.

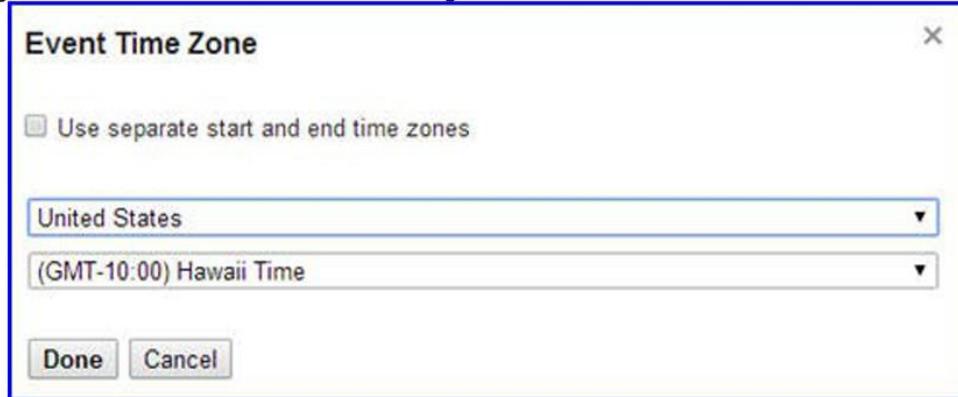


Figure 3.9: Event Time Zone

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After selecting the appropriate time zone for the event, click **Done** to apply the settings. Then, click **Save**. The calendar entry will appear, as shown in figure 3.10.



Figure 3.10: Calendar Entry

3.3.1 Calendar Entries for All Day or Multiple Days

At times, the user requires a whole day calendar entry, with no specific start or end time. For example, if a user is working in an organization and there is a three day conference call in the coming week. In such situations, the user can mark these days as events in the calendar.

Such types of calendar entries are called as 'All Day' events. This refers to an event that lasts for the entire day or multiple days.

3.3.2 Repeating a Calendar Entry

The user can also create calendar entries for events or appointments repeating every week or month on the same day and time. For example, if a user has a team meeting every Friday at 7 P.M, in Google Calendar, the user can create a single entry and can specify the number of times it has to be repeated. This will save time from entering the event information repeatedly.

The steps to create a repeating calendar entry are as follows:

1. Click the calendar entry. This displays the event details page.
2. Select the **Repeat** check box. This displays the **Repeat** dialog box as shown in figure 3.11.

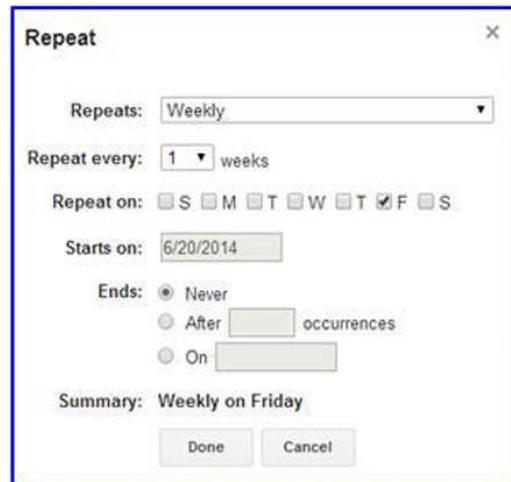


Figure 3.11: Repeat Dialog Box

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3. Select the type of interval from the **Repeats** drop-down list, when the calendar entry needs to be repeated as shown in figure 3.12.

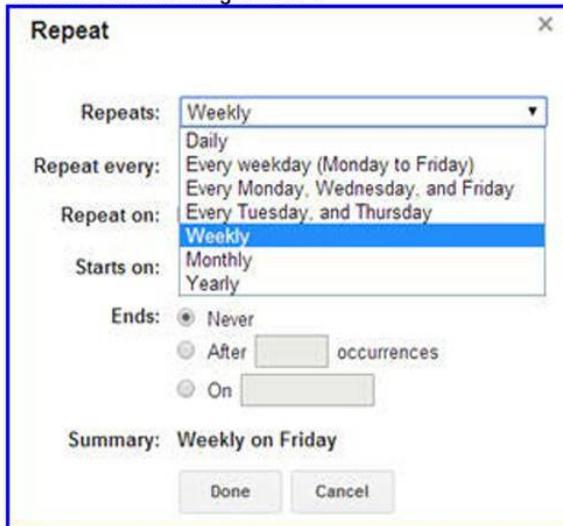


Figure 3.12: Repeats

A user can decide the end date of the repeating event by selecting the options. In the options, the user can also specify if the event can be repeated indefinitely, end after a set number of occurrences, or on a specific date.

4. Click **Done** to apply the settings for the entry.



The maximum number of days or instances allowed for a calendar entry is 365. After 365 days, the user needs to create a new entry for the same event.

3.3.3 Adding Guests to an Event

Google Calendar can be used to share the information about a particular event with other users by extending the invitation on their e-mail addresses. In addition, a user can also track the responses from other people who have been invited.

People who are invited to the calendar entries will have the latest information about the event. Whenever the user makes any changes to the event, others will be notified. This makes it easy for the user to coordinate meetings with others.

The steps to invite guests to a calendar event are as follows:

1. Open the edit event page for the calendar entry.
2. Specify the e-mail address(s) of the invited guests under the **Add guests** section as

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shown in figure 3.13.

Add guests

stev

"Steve George" <stevengeorgemay2014@gmail.com>

Click the person icons below to mark as optional.

Guests

Yes: 0, Maybe: 0, No: 0, Awaiting: 0

maria claire

Guests can

modify event

invite others

see guest list

Figure 3.13: Adding Guests

Ensure that the e-mail addresses are separated by commas.

3. Click **Add** to add the guests. The names of the invited guests would appear under **Guests** as shown in figure 3.14.

Add guests

|

Click the person icons below to mark as optional.

Guests

Yes: 0, Maybe: 0, No: 0, Awaiting: 0

maria claire

Steve George *

* Calendar cannot be shown. [Why?](#)

Figure 3.14: Guest List

4. Click **Save** on the edit details page. The **Send invitations?** dialog box appears to confirm before sending invitations to guests as shown in figure 3.15.

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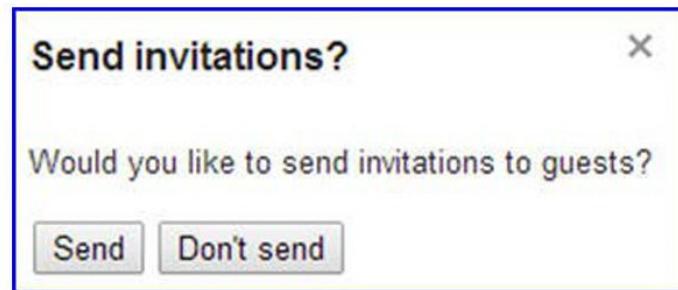


Figure 3.15: Send Invitations Dialog Box

- To send a notification of the event to the guests, click **Send**. Otherwise, click **Don't send**.

The invitation will appear on the guest's calendar. If the **Don't send** option was selected, they will not receive an e-mail or popup invitation.

Figure 3.16 displays the calendar invite received by the recipient.

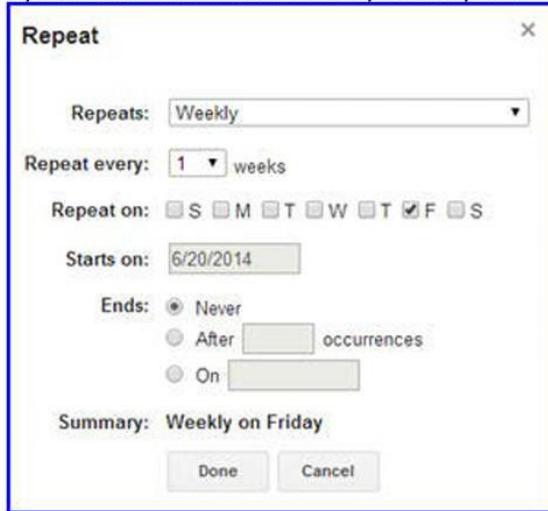


Figure 3.16: Calendar Invite

The recipient can click **Yes** to accept the invitation. Otherwise, the user may choose, **Maybe** or **No** options to tentatively accept or decline the meeting invite.

In Google, the user can also set the permissions for the guests. Under the **Add guests** section, there are different permission levels. These permission levels are as follows:

- Modify event:** This option enables guests to make modifications to the event.
- Invite others:** This option enables guests to invite others to the event.
- See guest list:** This option enables guests to view the invitees list of the event. They will also be able to track their responses.

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The user can also choose to communicate the importance of the e-mail to the attendee by making the guest optional.

To make the attendee optional, click the icon appearing to the left of the attendee's e-mail address. The optional guest will not be chosen to be a part of the event.

To understand how to check the availability of the guest before sending the invite of the event, consider a scenario with a small organization with 10 employees. The organization is using the Google Apps domain where all these employees are added. The organization wants to conduct a meeting with these users to discuss the strategy for the year 2015.

Before sending an invite, the organization checks if the schedule decided for the call is preferable to everyone or not. In Google Calendar, the organization can check the availability of all the people prior to send the meeting invite.

This is checked when the organization creates a calendar entry or edits the existing one.

The steps to check the availability of the guest in an existing entry are as follows:

1. Click an existing calendar entry. The **Edit event** page gets displayed.
2. Click the **Find a time** link as shown in figure 3.17.

 A screenshot of the 'Edit event' page for a 'Team Meeting'. The page shows the following details: Date: 6/20/2014, Start Time: 7:00pm, End Time: 8:00pm, Time zone: 6/20/2014. There are checkboxes for 'All day' and 'Repeat...'. At the bottom, there are two buttons: 'Event details' and 'Find a time', with 'Find a time' being highlighted with a red border.

Figure 3.17: Time Link

3. Check the calendar of your guests to see if they are available in that particular slot. The empty space surrounded by dashes signifies that the particular slot is available for guests and the user can block it for the meeting as shown in figure 3.18.



Figure 3.18: Guests Calendar Entries

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3.3.4 Adding Groups to the Invite

The user can also invite groups of people by just adding the user group name from the calendar entry. The invite will be sent to all the contacts added in the group.

For example, if the HR manager in an organization wants to schedule a meeting with the HR team. There are about 20 people and they have a group e-mail address. While sending the invite, the HR manager can just add the group e-mail address and the e-mail will be sent individually to all the contacts of that group.

The steps to add a group to the calendar entry are as follows:

1. Open Google Calendar.
2. Create a calendar entry.
3. Double-click the entry to edit the details.
4. Specify the group e-mail address in the **Add guests** section.
5. Click **Add**.
6. Click **Save** and then send the calendar invite.



The user can also send the invite to anyone who is not using the Google Calendar. Once the recipient has received the calendar invite, the user can choose to accept it or decline it.

3.3.5 Attaching a File to a Meeting Invitation

Google allows users to attach a Google document, spreadsheet, or presentation to an event.

To attach a file to an event, perform the following steps:

1. Open the **Calendar** page.
2. Click **Settings** menu on the upper-right corner of the page and select **Settings**.
3. Click the **Labs** tab.
4. Scroll to the **Event attachments** section and click **Enable** as shown in figure 3.19.

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The screenshot shows a Google Calendar interface. On the left, there's a red sidebar with the text "Session 03 Working with Calendar". The main area displays an event entry. The event details are as follows:

Description	Hey, everyone, let's brainstorm some new ideas for Calendar Labs!
Attachment	Secret Labs ideas! Awesome presentation

Below the event details, there's a section titled "Event attachments" with the sub-section "By Sundaresan V and Oana F - Mar 2010". To the right of this, there are two radio buttons: "Enable" (selected) and "Disable". A descriptive text explains that attachments can be Google documents, spreadsheets, or presentations, and that guests do not automatically have permission to view them; it also links to "Learn more".

Figure 3.19: Event Attachments

5. Click **Save**.
6. Click a calendar entry. The **Add attachment** link is visible in the edit details page.
7. Click the **Add attachment** link.

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8. Choose a document to upload from Google Drive or computer as shown in figure 3.20.

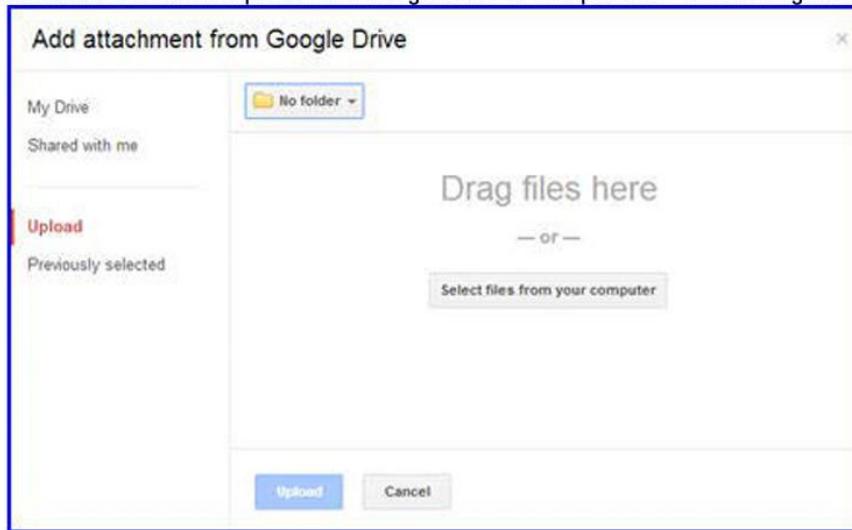


Figure 3.20: Adding an Attachment

9. Click **Upload**. The file is attached to the event.
10. Click **Save**. The **Send update?** dialog box is displayed as shown in figure 3.21.



Figure 3.21: Send Update Dialog Box

11. Click **Send** to share the attachment with the guests.

3.3.6 Setting a Reminder

To set a reminder for an event, perform the following steps:

1. Click an event.
2. Scroll to the **Reminders** section as shown in figure 3.22.

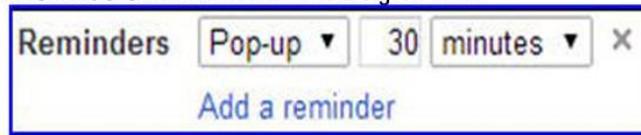


Figure 3.22: Adding a Reminder

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3. Click the **Pop-up** drop-down and select **Pop-up or in a mail** to add the reminder. By default, the reminder is set to 30 meetings before the event. However, this can be changed, if required. The user can also change minutes to hours, days, or weeks.
4. Click **Save**.

3.3.7 Creating a New Calendar

Google Apps has a default primary calendar created for its users. In addition, it allows the user to add additional calendars to organize office and personal schedules.

A user can keep one calendar that shows all events and appointments related to work and another calendar that shows the events and appointments outside work. For example, a calendar to keep appointments with doctor or a friend.

The user can also set different privacy settings for individual calendars. For example, if a user does not want others to view the personal calendar, the user can make it private.

The steps to create a new calendar are as follows:

1. Click the **My calendars** drop-down list and select **Create new calendar** option as shown in figure 3.23.

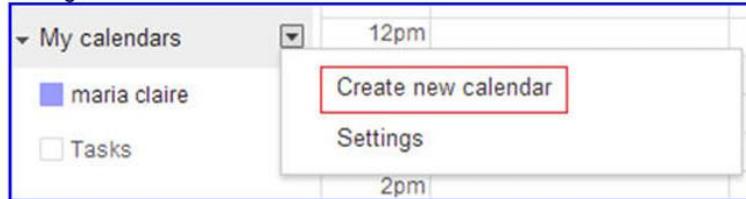


Figure 3.23: Create a New Calendar

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Figure 3.24 shows the **Create New Calendar** page.

Create New Calendar

Calendar Details

[« Back to calendar](#) [Create Calendar](#) [Cancel](#)

Calendar Name:

Description:

Location: e.g. "San Francisco" or "New York" or "USA." Specifying a general location will help people find events on your calendar (if it's public)

Calendar Time Zone:
Please first select a country to select the right set of time zones. To see all time zones, check the box instead.

Country: (choose a different country to see other time zones)

Now select a time zone: Display all time zones

Make this calendar public Learn more
This calendar will appear in public Google search results.
 Share only my free/busy information (Hide details)

Figure 3.24: Create New Calendar Page

2. Specify the name of the calendar, description (optional), location (optional), and the calendar time zone in their respective fields.
3. Click **Create Calendar**.

The calendar will be listed under **My calendars** on the left of the page as shown in figure 3.25.

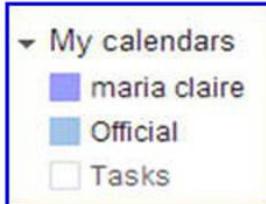


Figure 3.25: My Calendars List

The user can add, delete, or edit events in the new calendar.

3.4 Sharing Calendar

Google calendar can be shared with a single person or a group of people.

The steps to share a calendar are as follows:

1. Click the drop-down list of the user's calendar under **My calendars** and select the **Share this Calendar** option.

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Figure 3.26 shows the **Share this Calendar** option.

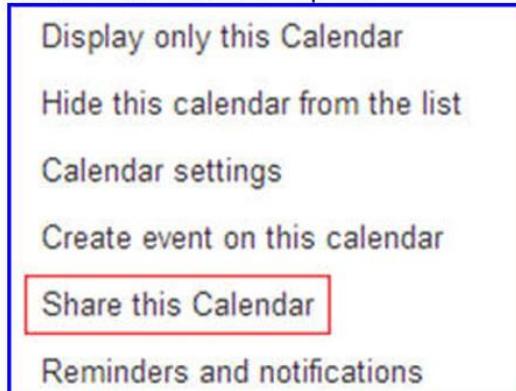


Figure 3.26: Share this Calendar Option

Figure 3.27 displays the **Share this Calendar** tab.

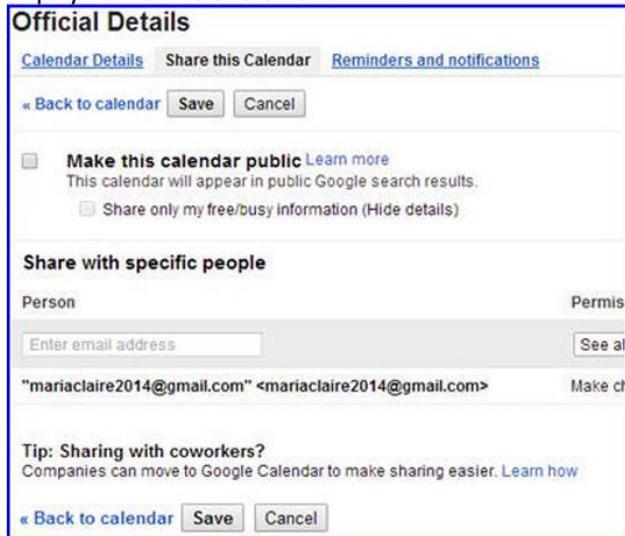


Figure 3.27: Share this Calendar Tab

In Google, the user can set broad access settings to save time and allow many people to view their calendar. The user can decide whether he/she wants to give access to specific people or to anyone in the world. This setting is helpful if the user needs to share a calendar with many individuals.

2. If the user want to make the calendar public, check the **Make this calendar public** check box. The user can further choose, if he/she wants to share all event details or just the free/busy information with the people in the domain.
3. If the user want to share the calendar with some specific people, enter their e-mail addresses under **Person** in the **Share with specific people** section.
4. Click **Save**.

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3.4.1 Giving Calendar Access

In Google, users can allow others to access their calendars and edit it as per the schedules. For example, in an organization, the vice president of an organization can instruct the assistant to edit the event details and schedule the calendar.

The steps to add others to the calendar to give calendar access are as follows:

1. Click the drop-down list of the user's calendar under **My calendars** and select the **Share this Calendar** option.
2. Select **Share this Calendar**.
3. Type the full e-mail address of another user (whom the main user wants to give access) in the **Share with specific people** section as shown in figure 3.28.



Figure 3.28: Sharing the Calendar with Specific People

4. Select a level of access for the other user from the **Permission Settings** drop-down list. The different options available are as follows:
 - **Make changes AND manage sharing:** In this scenario, the other user will be able to access the calendar completely. He/she will be the owner of the main user's calendar.
 - **Make changes to events:** In this scenario, the other user will be able to overview and change all events, including the private ones.
 - **See all event details:** In this scenario, the other user will be able to see the events, except for the ones that are marked as private.
 - **See only free/busy (hide details):** In this scenario, the other user will be able to see when the main user's calendar is booked and when he/she is free. However, the other user will not be able to see the event details.
5. Click **Add Person**.
6. After the other user has been added, he/she will receive an e-mail invitation to view the user's calendar.

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Click the trash icon to the right of the Permission Settings to remove the rights granted to the user.

3.4.2

Sharing Calendar with People Outside the Domain

The user can also share the calendar with people outside their domain or with anyone having an e-mail address.

After the user has shared the calendar in public, the user needs to let the people (who do not use Google) know how to access the calendar. The steps to show non-Google users how to access the calendar are as follows:

1. Click the drop-down list of the user's calendar under **My calendars** and select the **Share this Calendar** option.
2. Click **Calendar Details** tab.
3. Click **HTML** in the **Calendar Address** section as shown in figure 3.29.

Calendar Address:
Learn more
[Change sharing settings](#)

XML **iCAL** **HTML** This is the address for

A screenshot of a web page showing the "Calendar Address" section. It includes links for "Learn more" and "Change sharing settings". To the right, there are three buttons: "XML" (orange), "iCAL" (green), and "HTML" (blue, with a red border). Below the buttons is the text "This is the address for".

Figure 3.29: Calendar Address

The pop-up window will open, which will have the calendar's public URL. Copy and paste this URL in the Address bar of the Web browser. This URL can be used to access the user's calendar information. This URL can be used by the users who does not use Google Calendar.

3.4.3

Publishing a Calendar

A user's calendar can be published as a Web page to the other users. To publish the calendar, the user needs to perform the same steps that were used to make the calendar public. This way, the calendar will be visible to others. The user can share the HTML, eXtensible Markup Language (XML), or iCal address so that individuals can view the same using the Calendar software application.

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3.4.4 Printing a Calendar

A user's calendar can be printed as well, if required.

To print a calendar, perform the following events:

1. Click the calendar to print.
2. Click **Print** from the **More** drop-down list at the upper-right of the window as shown in figure 3.30.

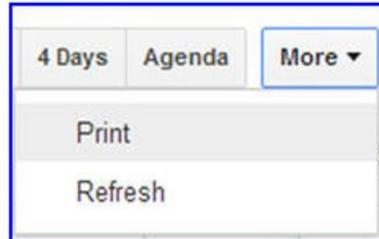


Figure 3.30: Printing a Calendar

The **Calendar Print Preview** window opens as shown in figure 3.31.

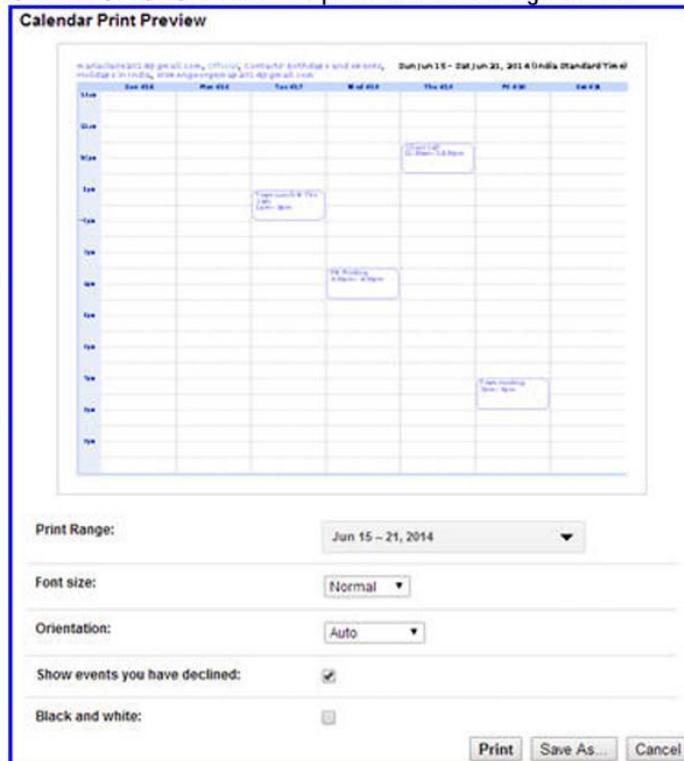


Figure 3.31: Calendar Print Preview Window

3. Click **Print**.

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3.4.5 Embedding a Calendar

Google Calendar can also be embedded in the Google site of an organization. For example, a user created a Google site for his/her organization, and embedded the calendar on the site. So, he/she is able to share the list of all events with the department.

If the user makes any change in the Google Calendar, the calendar on the Google site will be automatically updated. However, the calendar sharing settings will apply when the calendar is added to the site. People, who do not have access to the calendar, will not be able to access it from the Google site. Even if the Google site is made public, the calendar sharing settings will still apply.

In addition to Google sites, users can also embed their calendars into any Web page with the help of a code snippet. The steps to create a code snippet are as follows:

1. Open the calendar of the user from the **My calendars** section on the Calendar page.
2. Click **Calendar settings** option.
3. Copy the iframe code displayed in the **Embed This Calendar** section as shown in figure 3.32.



Figure 3.32: Embedding Calendar

4. Paste this code into the HTML code of the Web site to embed calendar. For example, the user can paste the copied code to the Web page of the Web site created using Google Site.

To customize the color, sizes, and other options of the calendar, when embedding, click the **Customize the color, size, and other options** link.

3.4.6 Changing Density Settings

Density refers to the space between different elements of a calendar such as the calendar view buttons. The amount of density is automatically adjusted by Google depending on the size of the window or the monitor. However, density setting can also be changed manually. The steps to change the density settings manually are as follows:

1. Click the gear icon on the Calendar page.

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2. Select the desired Display Density from **Comfortable**, **Cozy**, and **Compact** as shown in figure 3.33.

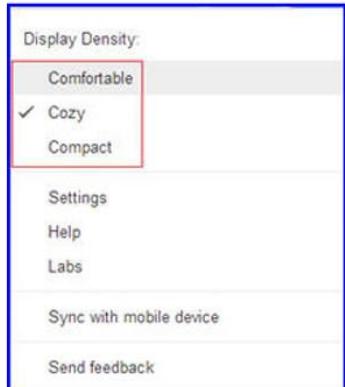


Figure 3.33: Changing Density Settings

3.4.7 Changing Calendar Views

The information in Google Calendar can be viewed by Day, Week, Month, 4 Days, or Agenda. These different views can be achieved by clicking the buttons on upper-right corner of the calendar as shown in figure 3.34.



Figure 3.34: Calendar Views

Users also have an option to change or set the default view of Google calendar. The steps to set the default view are as follows:

1. Click the gear icon  on the calendar page.
2. Click **Settings** to view the **Calendar Settings** page.
3. Go to the **Default view** section in the **General** tab.
4. Select the desired view as shown in figure 3.35.



Figure 3.35: Setting the Default View

5. Click **Save**.

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Working with Calendar

3.5 Accessing Calendars Offline

A user can access Google Calendar even if it is offline. It allows the user to keep track of the events through the browser without the Internet access. Currently, offline calendars only work with Google Chrome, Internet Explorer 6 and 7, Firefox 2 and 3, and Safari 3 browsers.

To turn on offline access, perform the following steps:



1. Click the gear icon and choose **Offline**. The user will be prompted to install offline access to Google Calendar.
2. Click **Install from Web Store** to begin the setup process.
3. If prompted to install **Gears**, open the downloaded file and install.
4. Restart the browser. Gears will not be usable until the browser has been restarted.
5. Click the gear icon again. A new green icon with a checkmark will be seen next to **Offline**.

If the user is offline, not all the features of the calendar will work. The user will be able to view the events, however, will not be able to make changes or edit the events.

By default, the user's primary calendar is available offline. Users can also display their secondary calendars offline. To enable calendars to display offline, perform the following steps:



1. Click the gear icon and choose **Offline**. Click **Offline settings** in the pop-up window that opens.
2. Select the check box next to the calendar that is to be viewed offline.
3. Click **Save**.

The user should be online while performing the steps.

3.6 Accessing Calendars on Mobile Devices

Google calendars can also be accessed on mobile devices for ease of use. Depending on the type of device, the interface is automatically adjusted. The Google Calendar on mobile allows several features such as adding events and inviting guests.

Currently, Google Calendar can be used in the following two mobile versions namely **Basic version** and **Optimized version**. The optimized version is used in Android, iPhone, and Palm webOS devices. Users of the basic version can view theirs calendar(s) and add new events using the **Quick Add** link. However, Google Calendar available on Android, iPhone, and Palm webOS devices allow users to add, edit, and delete events.

Session**03****Working with Calendar****Check Your Progress**

1. Which of the following options about the Google Calendar are true?

(a)	In Google Calendar, users can add appointments and events.
(b)	It allows users to invite groups to an event.
(c)	Users cannot invite individuals who do not use Google Apps.
(d)	Google Calendar does not allow users to share calendars with the public.

(A)	a, b	(C)	c, d
(B)	b, c	(D)	a, c

2. You want to send an invite to 10 people from the technology department for a meeting. Which of the following options will be the best suitable option for you to send the meeting invite?

(a)	Add the list of people in a group, create a calendar invite and add the group e-mail addresses.
(b)	Create a calendar invite, double-click the entry and add the e-mail address of the individual and send it. Repeat this for all other 9 invites.
(c)	Create a calendar invite, double-click the entry and add the e-mail addresses of the individuals separated by commas. Lastly click, Send to send the invite.
(d)	Create a calendar invite, double-click the entry and add the e-mail addresses of the individuals separated by colons. Lastly, click Send to send the invite.

(A)	b	(C)	c, d
(B)	b, c	(D)	a

Session**03****Working with Calendar****Check Your Progress**

3. The users can change the time slot or time zone of the scheduled event, by clicking the _____ link.

(A)	Time Limit	(C)	Time Zone
(B)	Time Event	(D)	Time Schedule

4. You have to set a recurring invite for a group of people for Wednesday at 7 P.M. every alternate week for the rest of the year. Which of the following options/steps will you choose?

(a)	You will send the invite to people on a regular basis, every Wednesday.
(b)	You will use the Repeat option available in the Google Calendar and send the invite for the rest of the year.
(c)	You will send a single invite and mention in the description that this invite will need to be repeated every Wednesday for the rest of the year.
(d)	You will create the meeting entry for the rest of the year and will make the entry public so that all are informed about the meeting.

(A)	b	(C)	c, d
(B)	b, c	(D)	a

5. You can create a calendar entry in Google Calendar using one of _____ ways.

(A)	Three	(C)	One
(B)	Two	(D)	Four

Session**03****Working with Calendar****Answer**

1.	A
2.	D
3.	C
4.	A
5.	A

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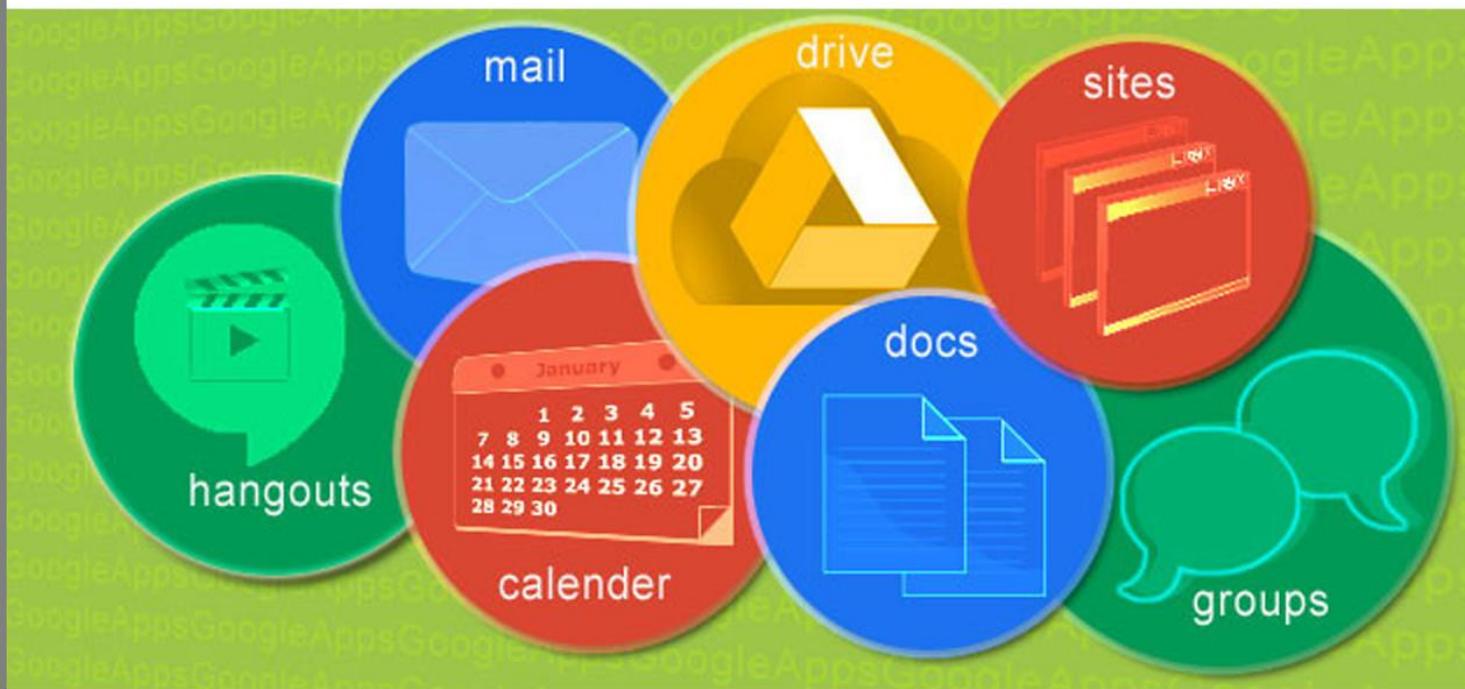
Working with Calendar

Summary

- Using Google Calendar, users can easily schedule meetings, appointments, or events with specific start and end dates and time.
- Users can create a new entry by using the Create Event link, the Calendar list, or the Quick Add link.
- In Google Calendar, users can share the information about a particular event with others by extending the invitation on their e-mail addresses.
- Google Calendar allows users to check the availability of all the attendees prior to send a meeting invite.
- Using Google Calendar, users can add additional calendars to help them organize their office and personal schedules.
- Google Calendar allows users to set privacy settings and ensure that the calendar information is not visible to other users.
- Google Calendar allows changing display density settings and view.
- Google Calendar allows access to the calendars of offline and mobile users.

04

Managing Google Drive and Docs



Welcome to the Session, **Managing Google Drive and Docs**.

This session covers the features and advantages of Google Drive. It discusses the use of Google Drive to access online documents referred as Google Docs. The session explains online documents provided by Google Drive that are documents, spreadsheets, presentations, forms, and drawings.

In this Session, you will learn to:

- Explain the features of Google Drive
- Explain Google Drive interface
- Explain the managing of files and folders on Google Drive
- Explain accessing documents on Google Drive
- Explain Google documents
- Explain Google spreadsheets
- Explain Google presentations
- Explain Google forms
- Explain Google drawings

Session 04

Managing Google Drive and Docs

4.1 Introduction

Google Drive allows users to store their files and folders online and access it from anywhere. It is an online service that can be easily accessed through any device such as a computer, tablet, or a mobile.

Google Drive provides client software that can be installed on devices to upload files for reading, editing, and sharing with other users.

Apart from files, Google Drive allows users to work with different types of applications, such as documents, spreadsheets, presentations, forms, and drawings. These applications are stored on Google cloud servers and are easily accessible through browsers.

4.1.1 Google Drive Interface

To open Google Drive, perform the following steps:

1. Open the browser.
2. Type **www.drive.google.com** in the Address bar and press **ENTER** to open the home page of Google Drive.

In case if the user has not logged in with the Google login details, then he/she needs to sign in first with Google account details.

Figure 4.1 shows the home page of Google Drive.

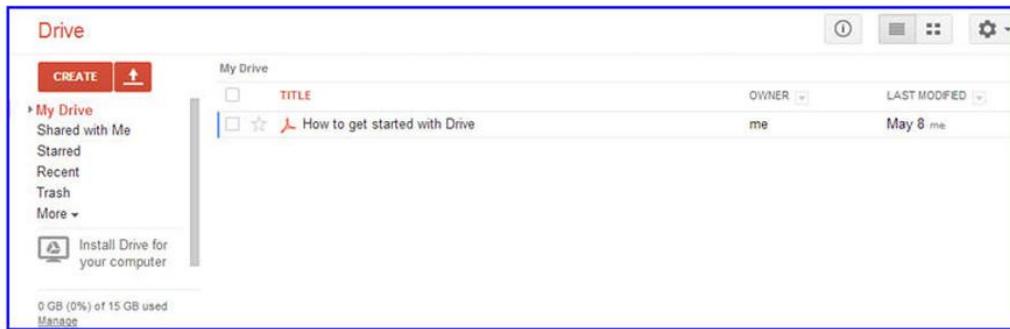


Figure 4.1: Google Drive – Home Page

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Managing Google Drive and Docs

Google Drive has a user-friendly interface and therefore, makes it easy for users to navigate. Figure 4.2 illustrates the options given on the left pane of Google Drive.

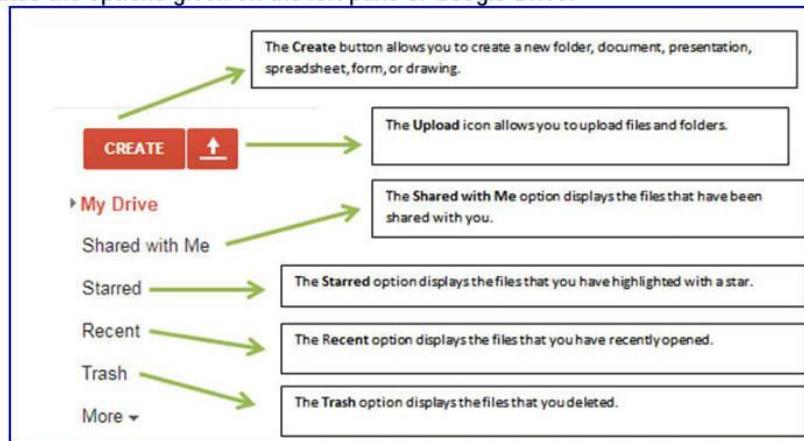


Figure 4.2: Google Drive Interface

4.1.2 Uploading Files and Folders on Google Drive

The users can upload the files and folders present on the system to Google Drive. This will help them to access their files from anywhere and at any time.

The upload of the files and folders can be performed in the following ways:

- Upload using Google Drive
- Drag-and-drop files on Google Drive
- Upload using Google Drive**

To upload the file on Google Drive, perform the following steps:

1. Open Google Drive.
2. Click the Upload  icon on the left pane. This displays the drop-down list as shown in figure 4.3.

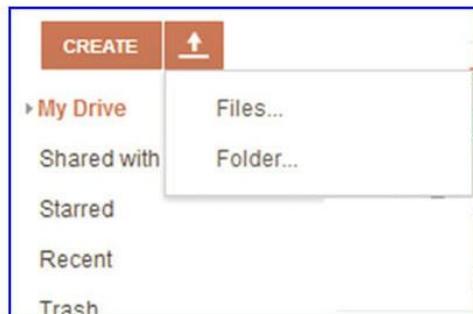


Figure 4.3: Upload Drop-down List

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Managing Google Drive and Docs

3. Select the file from the system to upload and click **Open** to upload the file on the Google Drive. If you want to upload multiple files, then press **Shift** or **Ctrl** key and select multiple files to upload.

Figure 4.4 shows the **Upload complete** window that is displayed during file upload process.

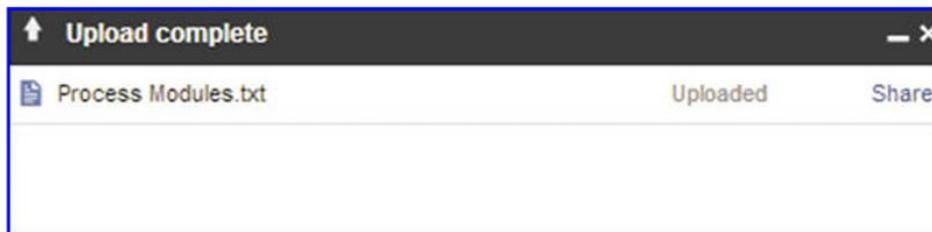


Figure 4.4: File Uploading

4. Click the file name to open the file or close the box by clicking the **X** button on the upper-right corner of the window.

All the files and folders are uploaded in the **MyDrive** section on Google Drive as shown in figure 4.5.



Figure 4.5: MyDrive

Similarly, you can upload the folder on Google Drive using the **Upload** icon.

Drag-and-drop files on Google Drive

You can drag a file or folder from the system and drop into Google Drive. This will upload all sub-folders and files along with the folder on Google Drive.

	<p>The drag-and-drop of folder with contents is possible in the latest version of Chrome or Firefox.</p>
---	--

Session**04****Managing Google Drive and Docs****4.2 Installing Google Drive on Computer**

Google Drive allows you to install the client interface on the system through which you can upload files and synchronize it. Synchronize is the built-in feature provided by Google. You just need to connect to the Internet to synchronize the files or folders on Google Drive.

To install Google Drive on your computer, perform the following steps:

1. Click **Install Drive for your computer** button on the left panel as shown in figure 4.6.

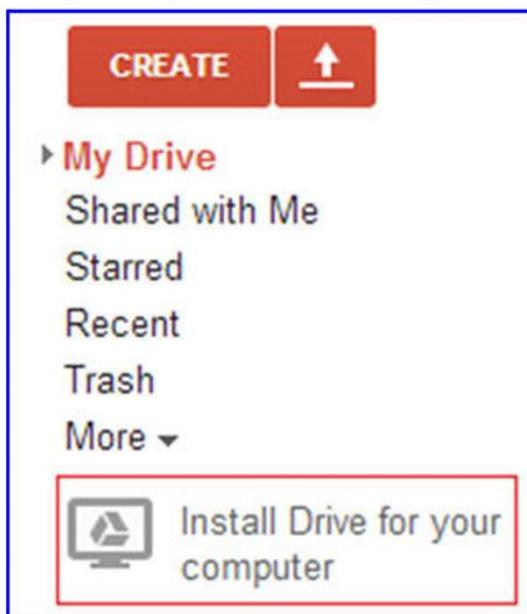


Figure 4.6: Installing Drive on Computer

A new window opens to confirm if you want to install or withdraw the installation of Google Drive on the system.

2. Click **Install drive for PC** to confirm.
3. Follow the steps required to download Google Drive. It will get installed on your PC. If you are connected to the Internet, the files and folders on the Web will automatically synchronize with the drive on your PC.
4. In Windows operating system, once the installation is finished, the Google Drive icon will appear in the system tray as shown in figure 4.7.



Figure 4.7: Google Drive on PC

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Managing Google Drive and Docs

Figure 4.8 displays the various options available by clicking the **Google Drive** icon.

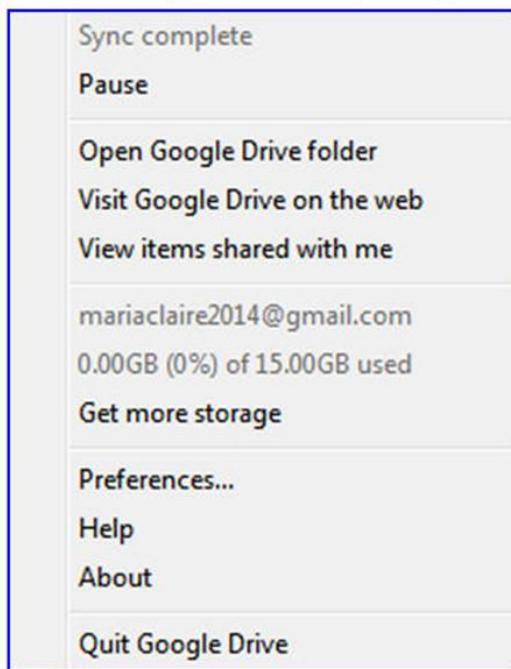
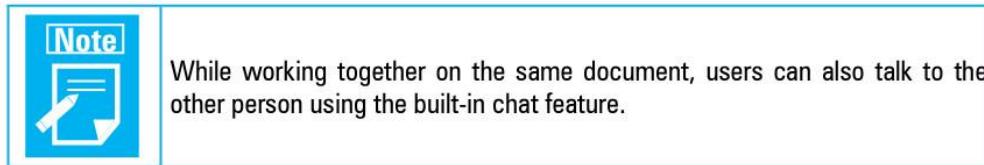


Figure 4.8: Google Drive Options

4.3 Sharing Files on Google Drive

Google Drive also allows users to share files and folders with others. Users can share online versions of their documents and specify if others will have only read-only access or they can also edit the documents.

This means that multiple users can work on the same document at the same time, making it easier for groups to work together. Users will know who is currently working on the document and where the changes are being made.



Using the **Share** feature, users will be able to share their documents with limited or full access permission. However, there is a limitation of number of users accessing, editing, or viewing the document.

A document can be shared with maximum of 200 users or editors. Users can also make the document available to anyone by changing its visibility option. Multiple people may access a document or spreadsheet at the same time and make changes to it.

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Managing Google Drive and Docs

Maximum number of people that can work on the shared file at the same time is 50.

The steps to share a file/folder are as follows:

1. Select the check box to the left of the file/folder. This displays the toolbar on the Google Drive page, as shown in figure 4.9.

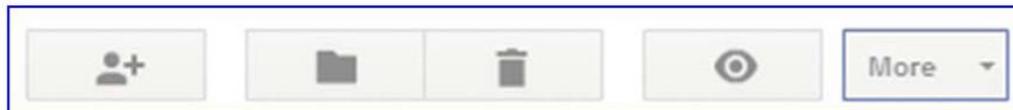


Figure 4.9: Toolbar

2. Click the **More** drop-down list, point to **Share**, and then select **Share**.

The **Sharing settings** dialog box will be displayed as shown in figure 4.10.

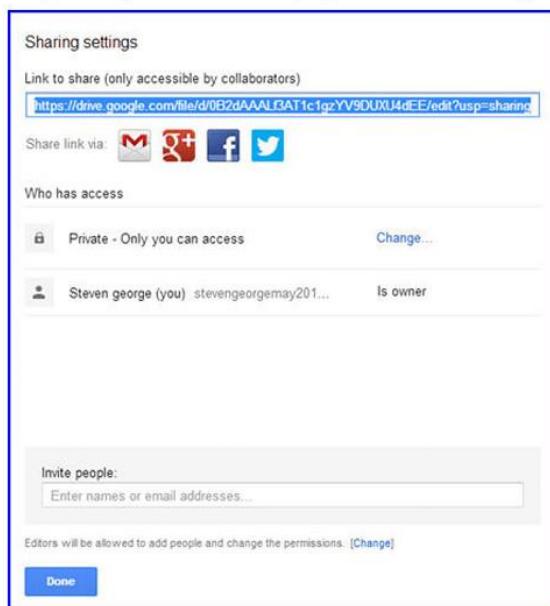


Figure 4.10: Sharing Settings Dialog Box

3. Type the e-mail address of the person in the **Invite people** box. This shares the file/folder with the specified person. By default, the person who has logged-in on Google Drive is the owner of the file/folder.
4. Click **Change** link next to the e-mail address to change the privacy settings. The visibility options that are available in the drive are as follows:
 - **Public on the Web:** This option will allow users outside the domain to access the document. The document will be accessible by anyone on the Web.
 - **Anyone with the Link:** This option will make the document accessible to those who know the URL of the file and are within the domain.

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If the user (owner) has selected the option '**Allow anyone to edit**', anyone with the URL will be able to access and edit the documents.

- **Specific People:** The owner also has the option of making the document visible to only a specific group of people.

Figure 4.11 displays the various visibility options dialog box.

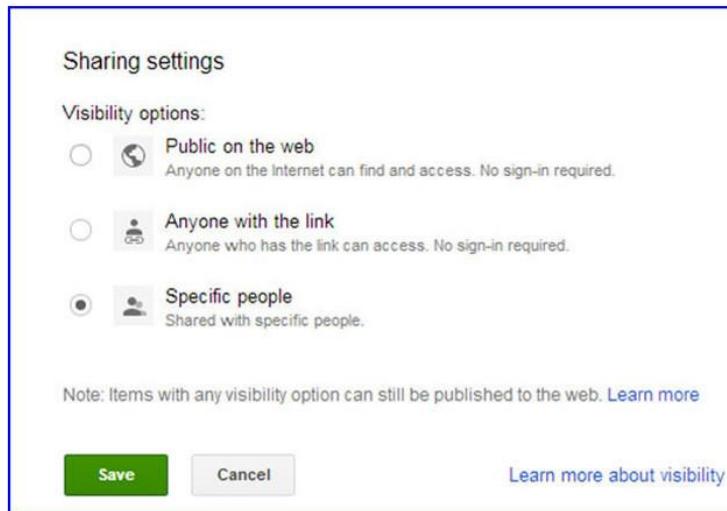


Figure 4.11: Visibility Options Dialog Box

Choose the required option and click **Save** to apply the settings and return back to **Sharing settings** dialog box.

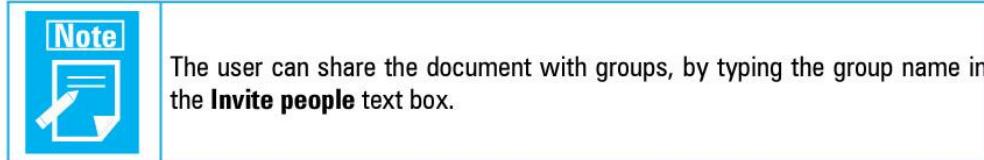
The owner can ensure that the editors are not able to invite others or change permission. This can be done by performing the following steps:

1. Click **Change** link in **Sharing settings** dialog box as shown in figure 4.12.



Figure 4.12: Change Link

2. Click **Only the owner can change the permissions**.
3. Click **Save** to apply the settings.
4. Click **Send** to share the file/folder with the specific people.



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4.3.1 Sharing Files in E-mail

One more way to share the files is by sending them as e-mail attachments. The steps to send the documents as e-mail attachments are as follows:

1. Open the folder in which the file is stored.
2. Select the file.
3. Click the **More** button, point to **Share**, and then click **Email as attachment**. This opens the Email as attachment dialog box as shown in figure 4.13.

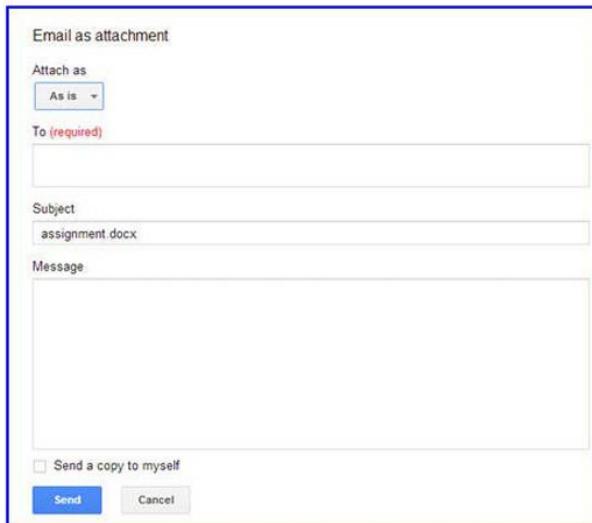


Figure 4.13: Email as Attachment Dialog Box

4. Type an e-mail address in the **To** box.
5. Type a subject in the **Subject** box and message in the **Message** box.
6. Click **Send**.

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The steps to remove collaborators from the shared doc are as follows:



Users who work together in a joint intellectual effort are called as collaborators.

1. The **Sharing settings** dialog box.
2. Click the close button next to the collaborators name that needs to be removed.
3. Click **Save changes**.

4.4 Managing Files on Google Drive

There can be situations when a user regularly needs to share documents with people or a group of people. In such a scenario, Google Apps provide an option to create a folder.

Users can keep adding documents and files that need to be shared with people or groups. In that case, people who have access to edit the documents will be able to make changes to all the documents in the folder. The people who have only read access are limited to reading the documents that are saved in the folder.

4.4.1 Creating Folders

Google Drive allows you to create folders which are similar to folders created on the system.

To create a folder on Google Drive, perform the following steps:

1. Click the **Create** button and then select **Folder** as shown in figure 4.14.

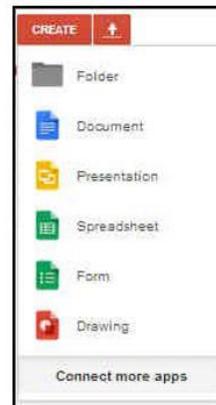


Figure 4.14: Creating a Folder

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The **New Folder** dialog box will be displayed as shown in figure 4.15.

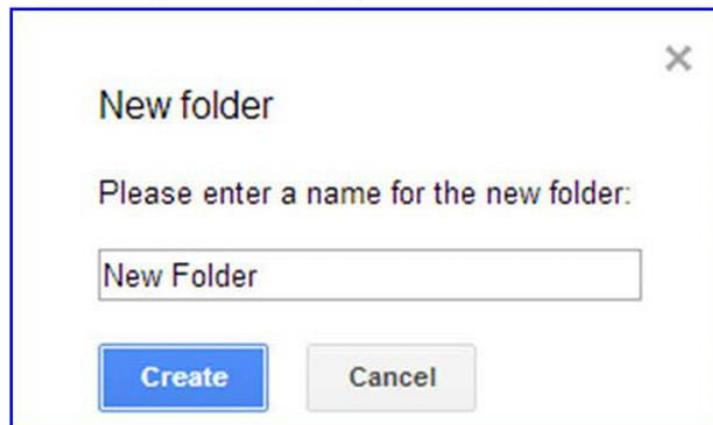


Figure 4.15: New Folder Dialog Box

2. Type a name for the folder in the **Please enter a name for the new folder** box, and then click **Create**.
3. Click **My Drive** in the left navigation pane. The newly created folder will be appearing under it.

4.4.2 Moving Files between Folders

To move a file between the folders, perform the following steps:

1. Select the check box to the left of the file.
2. Click the **Move to** icon appearing on the top of the page as shown in figure 4.16.

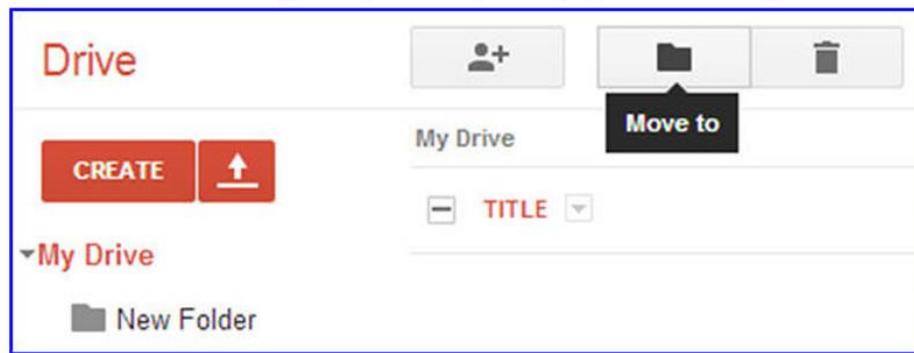


Figure 4.16: Move To Option

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Figure 4.17 displays the **Move To** dialog box.



Figure 4.17: Move To Dialog Box

3. Select the destination folder and then click **Move**. This moves the file to the selected folder.

4.4.3 Adding Color to Folder

To organize the folders on Google Drive, you can apply a color to it.

1. Right-click the folder and select the **Change color** option from the context menu as shown in figure 4.18.

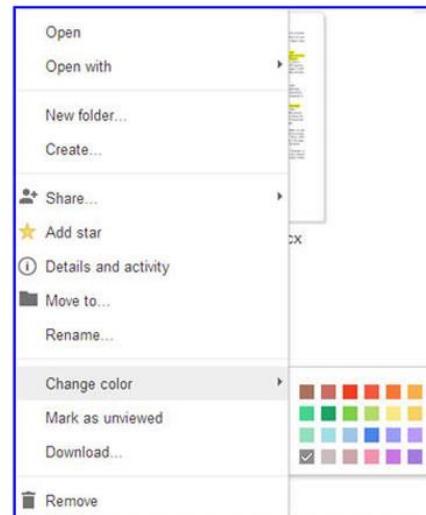


Figure 4.18: Change Color

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2. Select a color for the folder. The folder with selected color will appear in **My Drive**.

4.4.4 Sorting, Filtering, and Searching

Google Drive allows you to locate files by using tools such as searching and filtering. It also allows you to sort the files alphabetically or based on the file size.

□ Finding Files

Google Drive provides a powerful find tool which allows you to find exact file based on its type.

To search a specific file, perform the following steps:

1. Type name of the file to be searched in the search box as shown in figure 4.19.

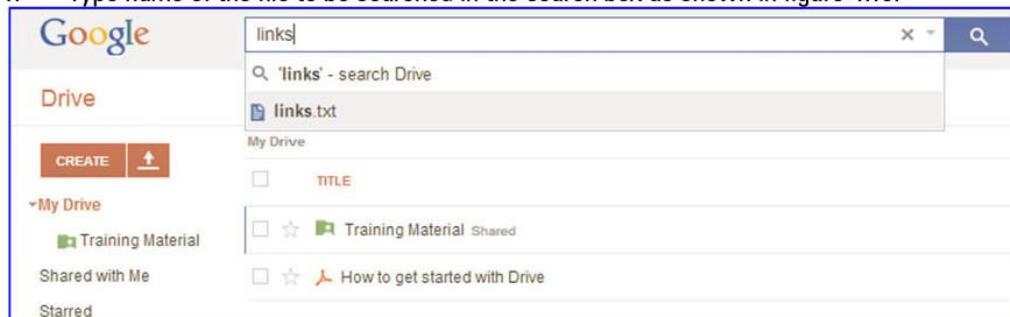


Figure 4.19: Search Box

2. Click search button. This will display the file names match with the text.

To narrow down the search, click **Advanced search options** drop-down list as shown in figure 4.20.



Figure 4.20: Advanced Search Option

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Select the type of the file that is being searched. This displays all the files matching with the selected type. For example, selecting **Text documents** displays all the files with text files as shown in figure 4.21.

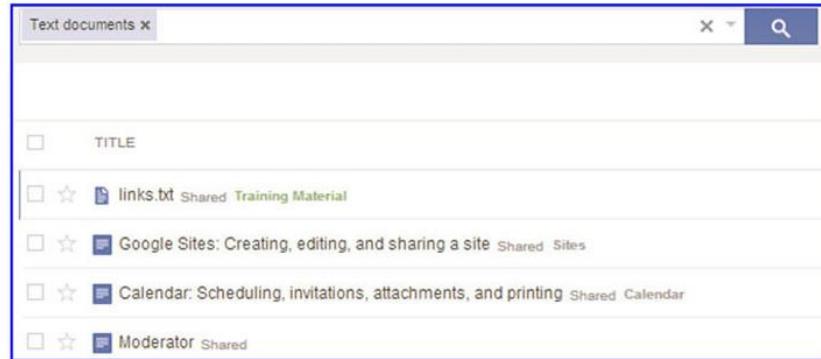


Figure 4.21: Searching Files on Types

Sorting Files

To sort the files, perform the following steps:

1. Open Google Drive.
2. Click the drop-down list next to either 'Owner' or 'Last modified' appearing at the top of file list as shown in figure 4.22.

TITLE	OWNER	LAST MODIFIED
Assignments.docx	me	✓ Owner
Audience.xlsx	me	Last modified
Courses.jpg	me	Last edited by me
Fee Structure.txt	me	Last opened by me
Handout	me	Quota used

Figure 4.22: Sorting Files

3. Select the option to apply the sorting.

4.4.5 Viewing Files

Google Drive supports two types of view to display the list of files and folders in the **MyDrive** section. The view are as follows:

- List view
- Grid view

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The users can switch between the views to change the display of files and folders in the view pane.

4.5 Managing Documents

Google Drive provides an easy and integrated way for users to work in a collaborative manner on projects, reports, or documents. It also helps to collect and share information securely in an online environment.

The suite of tools that allows you to create and edit these varieties of files on Google Drive is collectively referred to as Google Docs. Thus, Google Drive allows you to access Google Docs tools.

Some of the advantages of using Google Drive for managing files online are as follows:

- **Accessing Documents:** Users can access documents from anywhere and anytime. These documents are stored online and therefore, require an Internet connection to access them. Users now do not need to save their files on a Universal Serial Bus (USB) or a flash drive.
- **Working Together on Documents:** Users can work together on a same document at the same time. They do not need to share documents as attachments or save multiple versions of the same document when working on the same project. Google Drive provides sharing privileges to ensure that the document can be accessed by the authentic user or group with read-only or editing access.
- **Providing Autosave and Revision History Feature:** Google Drive automatically saves the work and ensures that the edits in the document are safe. The autosave feature is continuous. It also maintains different versions of the document to make it easy for the user to review, compare, and revert to the previous version.

4.5.1 Documents

In Google, users can create a new online document, upload an existing document, or use a template from the template gallery.

□ Create Document

The steps to create a new document are as follows:

1. Open Google Drive.

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2. Click **CREATE** to display the drop-down list as shown in figure 4.23.

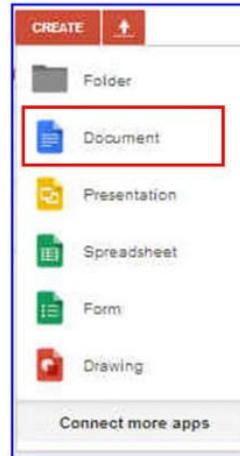


Figure 4.23: Create Drop-down List

3. Select **Document** from the list. A new unnamed document will be opened as shown in figure 4.24.

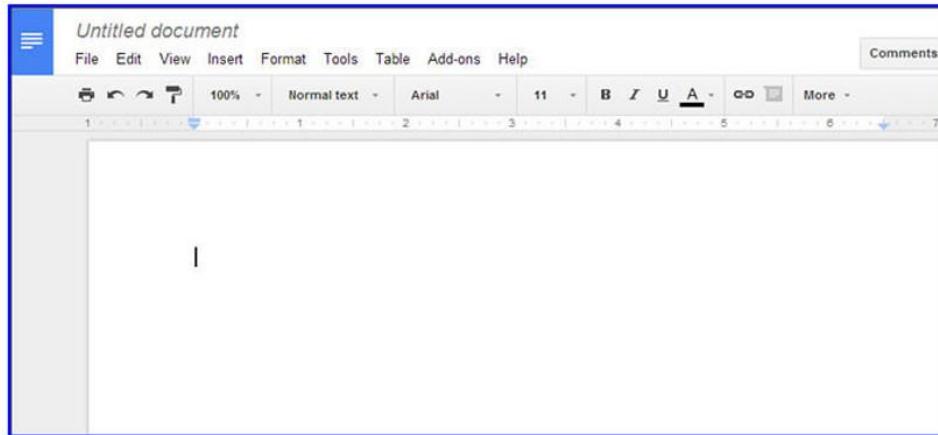


Figure 4.24: New Document

The document is saved in an online storage provided by Google. It does not need the user to save it on the local hard disk. The Google Drive also saves the revised history of the document. Therefore, users can revert to any version at any time. The autosave status of the document will appear at the top of the document.

By default, document is named as '**Untitled Document**' and is opened in the new tab of the browser.

Rename Document

The steps to rename a document are as follows:

1. Open document.

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2. On the **File** menu, click **Rename**. The **Rename document** dialog box will be displayed as shown in figure 4.25.

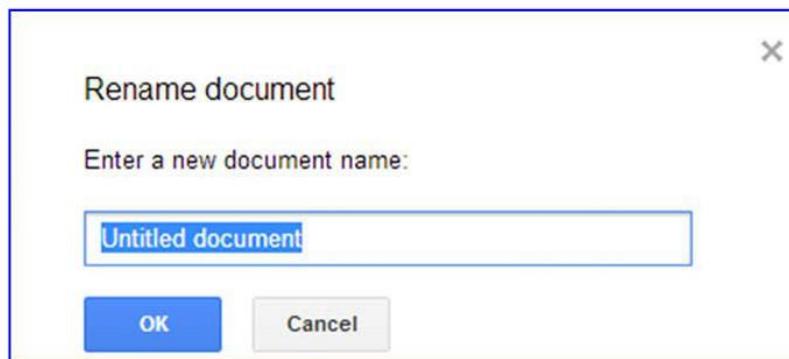


Figure 4.25: Rename Document Dialog Box

3. Type the new name of the document, and then click **OK**.

□ Sharing the document

The steps to share the documents with the other users are as follows:

1. Open the document that needs to be shared.
2. Click **Share** to the upper-right corner of the document. This opens the **Sharing settings** dialog box.
3. Type the e-mail address in the **Invite people** text box.
4. Choose either **Can edit**, **Can view**, or **Can comment** from the **Can edit** drop-down list.
5. Click **Send** to share the document.

□ Collaborating on a Document

In Google Docs, multiple users can work together on the same document at the same time. If two users are working on the same document, the Google+ profile picture of users will appear at the upper-right corner of the window. If profile pictures of users are not available, their initials would appear as shown in figure 4.26.

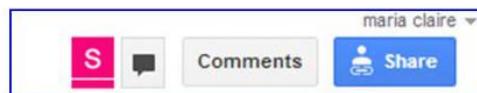


Figure 4.26: Collaborating on a Document

Users will be able to view the edits or the highlighted text that are being made by other people in the document. In addition, if someone is deleting or dragging the text in the document, the owner/user will be able to view them highlight that text before anything changes.

□ Inserting Comments

Comments allow users to add additional inputs and notes to the document without disrupting the

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main content. These comments can also be viewed by the reviewer and collaborators. The steps to insert comments are as follows:

1. Point to or highlight the text where the comment is required.
2. On the **Insert** menu, click **Comment** as shown in figure 4.27.



Figure 4.27: Insert Comment

3. Type the comment in the box that appears to the right of the document.
4. Click **Comment** to add the comment on the highlighted text.

After the comment has been inserted, it can be viewed by clicking the highlighted comment.

A user will have the option of replying to the comment by specifying the text in the text box as shown in figure 4.28.

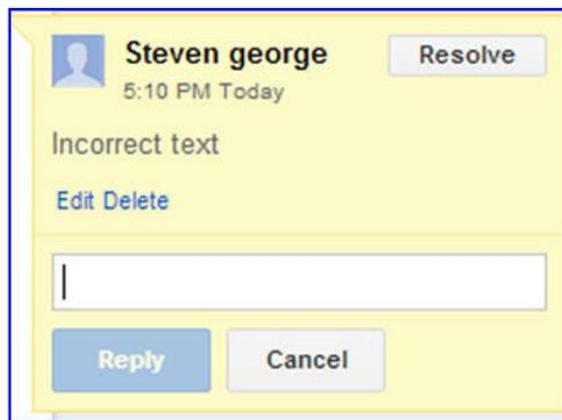


Figure 4.28: Comment Dialog Box

Users can reply to the same comment, edit, or delete the previous comments. After the comment has been fixed and ready to be removed, the user needs to click Resolve.

To view all the comments including the ones that have been resolved, the user needs to click the Comments drop-down list at the top-right corner of the window.

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Users can also set discussion notifications. These notifications can be controlled from the **Comments** drop-down list and the **Notification settings** option. A dialog box will be displayed and the user can choose to receive mail notifications as well as the type of mail notifications.

□ Sending E-mail to Collaborators

When a user wants to notify others of changes that would have made in the document, it is useful to send a message about the document. This can be done by sending mails directly to the collaborators from the document. The steps to do this are as follows:

1. Click **File** menu.
2. Select **Email collaborators** to open the **Send message** dialog box.
3. Select the collaborators to notify, using the check box next to their name.
4. Modify the subject (by default it is the name of the document) and type a message to the collaborators.
5. Click **Send**.

□ Formatting the Document

The editing options in Google are very similar to the options given in any other Word processing software. The style toolbar menu at the top of the document can be used to select the style of the text in the document. Figure 4.29 displays the style toolbar.

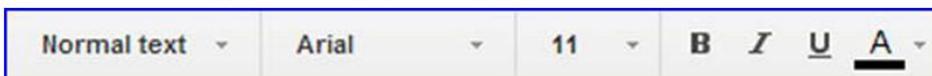


Figure 4.29: Style Toolbar

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Users can change the font or text size, make the text appear in italics or bold, and can also select the different heading formats available as shown in figure 4.30.

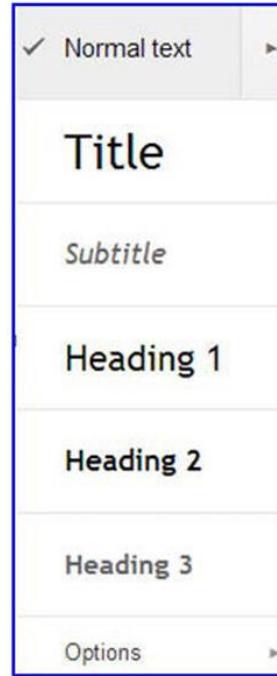


Figure 4.30: Heading Styles

Users can also choose the text color or the highlight color from the style toolbar. The steps to change the color are as follows:

1. Highlight the text.
2. Click **Text color** to display the drop-down list as shown in figure 4.31.



Figure 4.31: Text Color

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3. Choose the color for text from **Text** tab. Similarly, to highlight text, select the color from the **Highlight** tab.

In Google Drive, the user can also format the line spacing, paragraph alignment, and lists. The steps for this are as follows:

1. Click **Line spacing** to display the drop-down list from the toolbar as shown in figure 4.32.



Figure 4.32: Line Spacing List

2. Select an appropriate option from the menu as shown in figure 4.33.

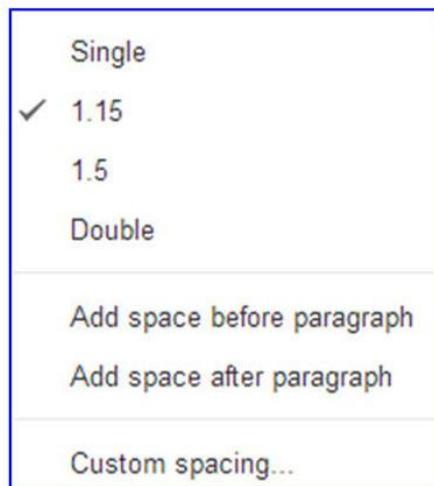


Figure 4.33: Line Spacing Options

3. To change the alignment of the text, the user needs to place the cursor somewhere in the paragraph and click one of the alignment buttons as shown in figure 4.34.



Figure 4.34: Alignment Options

Users can also choose to use the bulleted list or the numbered list for the content. In addition, they can add page breaks, hide page breaks, insert an image, link, or various drawing options available in the document.

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The steps to insert an image are as follows:

1. Click the **Insert** menu.
2. Click **Image** to open the **Insert image** dialog box.
3. Depending on the image to be added to the document, click **Upload**, **Take a snapshot**, **By URL**, **Your albums**, **Google Drive**, or **Search**.
4. As per the choice perform the steps as follows:
 - i. **Upload**: Choose or drag an image from a computer and click **Select**.
 - ii. **Take a snapshot**: Click a picture with a webcam and click **Select**.
 - iii. **By URL**: Type the URL of an image from the Web, and then click **Select**.
 - iv. **Your albums**: The user's Google albums will automatically be displayed on clicking this option.
 - v. **Google Drive**: Select an image from your drive and click **Select**.
 - vi. **Search**: Type a search term to find an image using Google Image Search, and then click the **Search** button. After the image has been located, click the image and then the **Select** button.

In addition, a user can also choose to add the Table of contents, Bookmarks, Headers and Footers, and so on to the document.

Figure 4.35 some of these advanced formatting options.

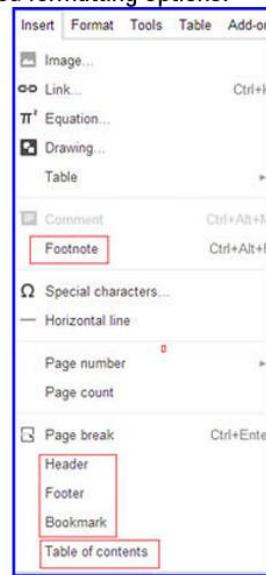


Figure 4.35: Advanced Formatting Options

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4.5.2 Managing Spreadsheets

Another feature of Google Drive is spreadsheets. Google spreadsheet is an online spreadsheet application that allows users to easily aggregate, organize, and analyze information in one place. Users can also perform operations such as, sorting, formatting, creating charts, visualizing information with gadgets, and entering formulas.

□ Creating the Spreadsheet

A spreadsheet in Google Docs looks similar to any other spreadsheet software/application. The step to open the spreadsheet in Google Docs is as follows:

1. Open Google Drive.
2. Click **Create**, and then select **Spreadsheet**. A new spreadsheet named '**Untitled spreadsheet**' is opened.

In a spreadsheet, there are several data types that can be included. The steps to select a different data type for a cell are as follows:

1. Select the required cells.
2. Type a value or text in the cell.
3. Click the **123** drop-down list on the toolbar and then select the desired data formatting as shown in figure 4.36.



Figure 4.36: Data Types

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Similar to Google documents, users working with spreadsheets can perform the following tasks:

- Copy and paste the data
- Add images and links

In addition to these, the user can also choose to auto-fill the data in cells. This allows users to repeat information with the drag of a mouse.

For example, a user may choose to enter the series of odd numbers. This can be done by typing the odd numbers in a few cells, and then select the set and drag it to the other cells. The **Auto-fill** feature would work and complete the pattern of listing odd numbers as shown in figure 4.37.

1		1
3		3
5		5
		7
		9
		11
		13
		15

Figure 4.37: Auto-fill Feature

Similarly, a user can choose to create a calendar by specifying the days in the few cells, and then select the set and try to auto-fill.

4.5.3 Sharing and Collaborating with Spreadsheets

A user can share and collaborate with the spreadsheet with other users. However, there would be times when many people are working on the same spreadsheet and no one would want to overwrite anyone's information.

Google helps users avoid this situation. There is cell-presence indicator to help avoid and edit a cell at the same time. The cell that one person is working on will be highlighted with one color and the other person's cell will be highlighted with another color.

The user can restrict the collaborators from editing specific sheets of the spreadsheet by protecting those sheets in the workbook.

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The steps to protect a sheet are as follows:

1. Click the sheet's tab at the bottom of the spreadsheet and click **Protect sheet** from the drop-down list as shown in figure 4.38.

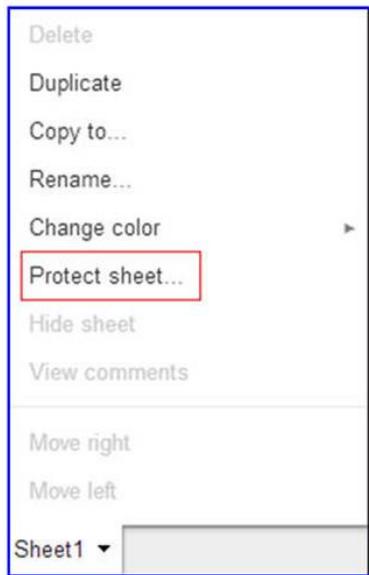


Figure 4.38: Protect Sheet Option on Context Menu

The Protect sheets and ranges window will be displayed as shown in figure 4.39.

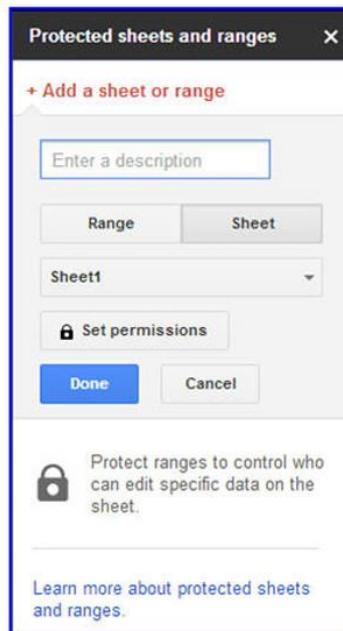


Figure 4.39: Protect Sheets and Ranges Window

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2. Add a description for the sheet or range to be protected.
3. Select **Range** or **Sheet** tab depending on what you want to protect. For range, enter the range value and for sheet, select the sheet number.

Set permissions for sharing the spreadsheet by clicking the **Set permissions** button. Only owners can set editing permissions for individual sheets. Click **Done** to apply the settings.

The collaborators and viewers will still be able to view the data on the protected sheet. However, depending on the editing permission set for each sheet, they would not be able to make any changes or delete a protected sheet. However, if the collaborator duplicates the protected sheet, copies the workbook, or uploads a new version, sheet protection will be disabled.

Google spreadsheets allow users to insert comments and provide chat options. In addition, it also allows the user to set notifications of the changes being made.

Working with Functions

In spreadsheets, one of its biggest advantages is using functions. These include the typical mathematical formulas, such as add, subtract, multiple, divide, comparisons formulas such as greater than, less than, and complex statistical formulas. In addition, functions with text, such as finding a character, splitting the text in a cell, formatting the cell uppercase/lowercase, and so forth can be used.

The steps to add functions to the spreadsheets are as follows:

1. Enter some values in the cells of the sheet.
2. Double-click an empty cell.
3. Click **Functions** on the toolbar, and then select the function that appears as shown in figure 4.40.

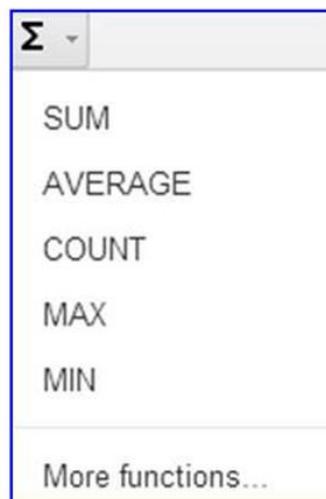


Figure 4.40: Functions

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- Click the **More functions** link to see additional formulas.

The functions will be applied to cells that are selected.

Users can also insert functions by directly entering them in the cell, starting with the = sign. It is not necessary to learn long formulas when applying them. A user is required to enter just the first few characters of the function and a list of relevant functions will appear. The user will be required to select the function and type the values or select the range of cells for the selected function.

Organizing and Managing Data in Spreadsheets

In a spreadsheet, there are different sheets that help in managing different sets of data. For example, a user wants to collate the marketing sales data in a spreadsheet. The spreadsheet can help the user to organize and manage different sets of data in a single spreadsheet.

By default, there is only one sheet in a spreadsheet. To add additional sheets in a spreadsheet, the user needs to click the plus (+) button at the lower-left of the spreadsheet as shown in figure 4.41.



Figure 4.41: Adding Sheets

After the sheet has been added, it can be renamed.

To rename a sheet, click the arrow next to the sheet name. From drop-down list, click **Rename**. Then, type the new name for the sheet.

Similarly, to delete a sheet, click **Delete** from the drop-down list. Click **OK** to confirm if you want to delete the sheet. The selected sheet will be deleted.

Users can also create a duplicate sheet by clicking the **Duplicate** option. There can also be scenarios where the user wants to copy the sheet from one spreadsheet to another spreadsheet. The steps to do this are as follows:

- Click the arrow next to the sheet name.
- From the drop-down list, click **Copy to**.
- Choose the destination spreadsheet from the list.
- Click **Select**.

The copied sheet will be duplicated into the destination spreadsheet.

In spreadsheets, the user can also choose to hide the sheet. To do this, the user needs to click the arrow next to the sheet name, and then select **Hide sheet**. The sheet will be automatically removed from the view.

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To view the hidden sheets, click **View** menu and select sheet from **Hidden sheets** option as shown in figure 4.42.

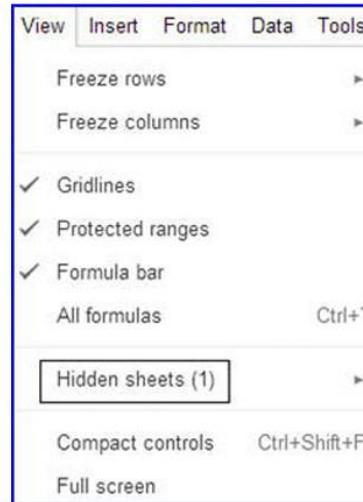


Figure 4.42: Hidden Sheets Option

In addition, users can also hide rows and columns in a Google Spreadsheet. To hide a row, right-click the row number, and then select **Hide row**. The row will be hidden and the row number will also not be visible.

Google spreadsheets also give a flexibility to freeze rows or columns. This means that the frozen rows and columns will remain constant for sorting or display. These rows and columns will not move, however, users will be able to scroll left to right and top to bottom. This is generally helpful in large data sheets, where users may choose to freeze the headings and scroll the remaining data.

The steps to freeze rows are as follows:

1. Click the **View** tab, and then click the **Freeze rows** drop-down list.

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2. Select the number of rows that need to be frozen as shown in figure 4.43.

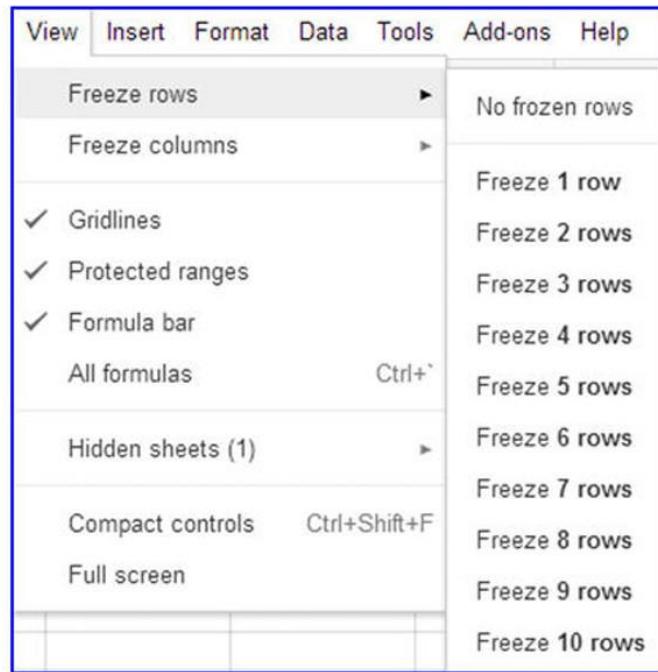


Figure 4.43: Freeze Rows Option

Similarly, columns can also be frozen.



Users can only freeze 10 rows and 5 columns.

□ Identifying the Advanced Options in Spreadsheet

Google Spreadsheets are generally used to collate and analyze data. Google provides a Filter feature to make it easier to analyze and view the data by hiding the data that needs to be temporarily removed from the view. Users can disable the filter if entire data is required.

The steps to enable filters are as follows:

1. Select the range of cells where filter needs to be applied.
2. Click **Filter** on the **Data** menu.
3. Alternatively, a user can select the **Filter** toolbar icon.
4. The filter will be applied to the selected range of cells. The user will notice the drop-down list beside each row.
5. From the drop-down list, the user can uncheck the data points to hide from view and

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check data points that are required in the view. Once **OK** is clicked, the icon in the header row will change to a filter.

To disable filter select **Filter**, on the **Data** menu. Alternatively, the user can deselect the **Filter** icon.

The filter will be removed from the selected range of cells. All filtered rows will be visible again, but data that has sorted by the user will remain sorted.

In spreadsheets, the user can also perform other operations, such as sorting and representing the data in the form of charts and graphs.

The steps to sort the data are as follows:

1. Highlight the group of cells. To sort the entire sheet, click the upper-left corner of the sheet to select all cells.
2. Click **Tools → Sort**.
3. Select the **Data has header row** check box, if the columns have titles.
4. Select the column that needs to be sorted first and whether that column is to be sorted in ascending or descending order.
5. Click **Sort** and the range will be sorted.

Another feature of Google spreadsheets is to represent data in charts. Charts help to understand data in the spreadsheet in an easy and better way. Users get an option to insert a chart into a sheet, create a chart on a separate sheet, or save a chart as an image, and insert it into a document.

The different types of charts available are as depicted in figure 4.44.



Figure 4.44: Different Types of Charts

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The steps to create a chart in the spreadsheet are as follows:

1. Select the cells that need to be included in the chart.



It is advisable to label the data in the spreadsheet before creating the chart.

For example, to chart numbers, users might have a row of numbers labeled, **Aggregate** and another labeled, **Total**. The user can label columns by month or year. These labels will appear automatically in the window where the chart will be created or previewed.

2. On the **Insert** menu, click **Chart**. The **Chart Editor** window appears as shown in figure 4.45.

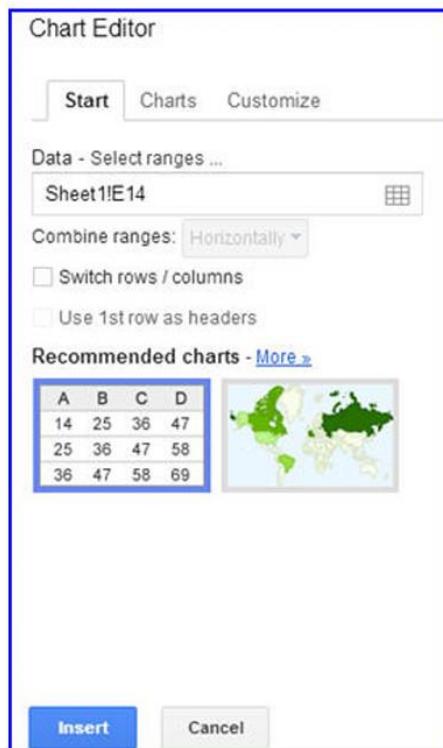


Figure 4.45: Chart Editor Window

3. In the Data section, the user needs to ensure the range of data is correct and may choose to switch rows/columns. If the labels are included in the spreadsheet, users can choose to use the second row and first column as labels.

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4. Select the type of chart from the Charts tab as shown in figure 4.46.



Figure 4.46: Charts Tab

5. Click the **Customize** tab.
6. Specify the features and style of various chart components as shown in figure 4.47.

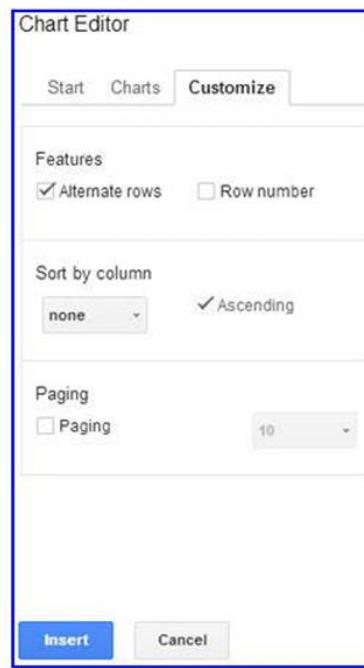


Figure 4.47: Customize Tab

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7. Click **Insert**. The chart will be displayed in the spreadsheet.

4.5.4 Managing Presentations

In Google Drive, users can also create presentations for their projects. In addition, they can share and work together on slides with others. Google Drive also provides the ability to add drawings, images, and videos in the presentations.

□ Creating Presentations

To create presentation, the user needs to choose the themes to use. Themes are designs that will be applied to all the slides that the user adds. Google provides users with an option to choose the theme from the in-built theme gallery or create user's own theme for the presentation.

The steps to create a new presentation are as follows:

1. When the user creates a new presentation, the **Choose a theme** window appears. Users can browse through the themes, and then click the preferred theme.
2. Click **OK** to create a new presentation named as '**Untitled Presentation**'.

The theme will be applied to the presentation. The user can now change the background image of the presentation or single slide.

The steps to change the background of a given slide are as follows:

1. Select the slide.
2. On **Slide** menu, click **Change background**.
3. Click **Choose** to select the image from the required location as shown in figure 4.48.

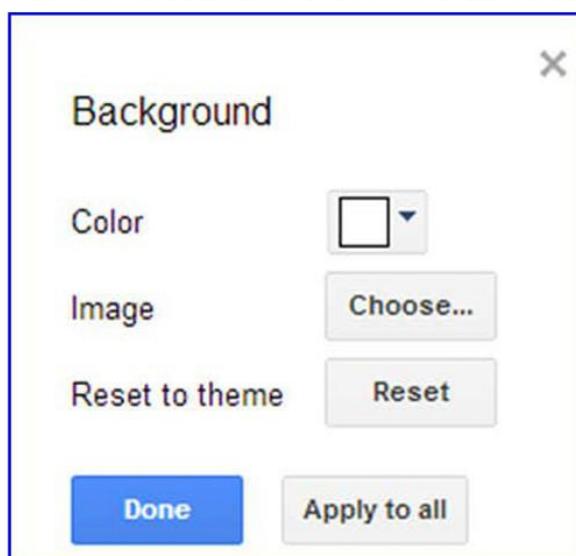


Figure 4.48: Change Background

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To apply the background to all the slides, click **Apply to all**.

4. Click **Done**.

Similarly, to select the background color, click the **Color drop-down** list and select the desired color.

□ Inserting Slides in the Presentation

When the user will start creating the presentation, there is only one slide to begin with. The steps to add another slide are as follows:

1. Open the presentation.
2. On the **Slide** menu, click **New slide** as shown in figure 4.49.



Figure 4.49: New Slide

The New slide will be added. Alternatively, the user can create new slides by duplicating the existing slides. To do this, on the Slide menu, click **Duplicate slide**.

Users can also choose to copy and paste slides. In this case, the user would copy the slide that is required and paste it as per the need. The process to copy and paste the slide is easy and similar to any other application. The user can press **Ctrl+C** to copy, and then place the pointer, where the slide needs to be pasted. Finally, the user can press **Ctrl+V** to paste the slide.

In addition, in many cases it happens that the content and outline of the presentation often changes and the user needs to reorder the content slides and organize them as required.

To reorder the slides, select the slide and drag it to move the slide to the appropriate place.

The user may also choose to delete files, by right-clicking the slide(s) and selecting the **Delete slide** option from the context menu.

□ Editing Slides

In presentation slides, users can use the standard text formatting options to format the text. The users can also present the content in to form of numbered list or bulleted list.

The users can add various objects, such as video, shape, image, text box, and so forth on the slide.

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To insert an object on the slide, click **Insert** menu and select the required object as shown in figure 4.50.

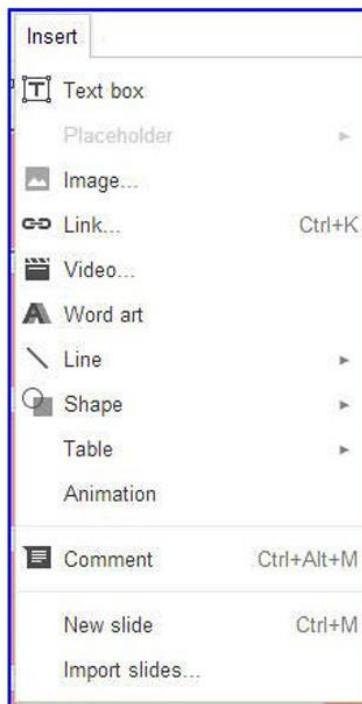


Figure 4.50: Objects in Presentation

However, to add multiple objects on one slide, users may be required to create a layer effect, so that one appears under the other.

The steps to add layer effects are as follows:

1. On **Arrange** menu, select **Order**.
Alternatively, right-click the object, and then select **Order**.
2. Select either of the required options: **Bring to Front**, **Send to Back**, **Bring Forward**, and **Send Backward**. This will help in rearranging the text or objects on the slide.

Using the **Arrange** option, the user will be able to perform different operations and can format the slide as required.

□ Sharing the Presentation

The user can share his/her presentation with others and can collaborate to work together. Whoever will be editing the slide, the name of the collaborator will be shown on top of the slide. Users will also be able to chat with the collaborators. Google also saves the revision of the history.

There can be situations that the user deleted the slide that was important for the presentation, and is no longer there in the presentation. In this case, Google allows a user to revert to an older version of the document.

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The steps to do this are as follows:

1. On **File** menu, click **See revision history** as shown in figure 4.51.

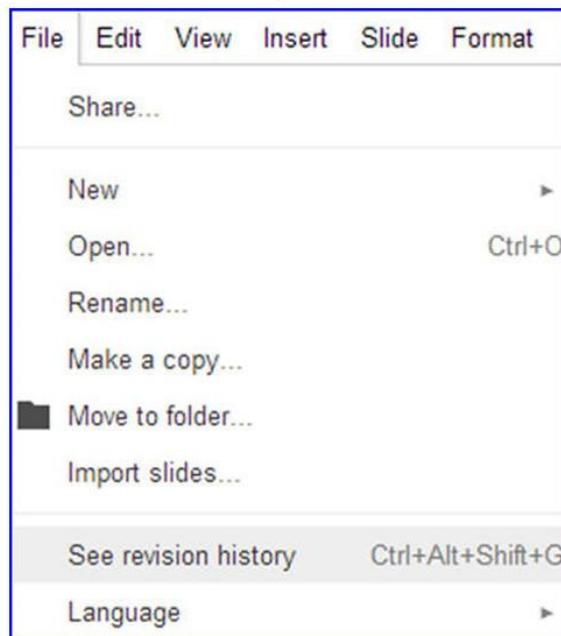


Figure 4.51: See Revision History Option

All the versions that the user may have worked will be displayed. Click any of the links to previous revisions to view. The version will open in a new window.

2. To revert to the version, click **Revert** to this version.

4.5.5 Managing Forms

In Google Drive, a user can create forms or survey that can be shared with people and can also track survey results in the form of spreadsheets. These surveys are generally taken online, and therefore, the user will not be required to manually collate the responses. The responses are automatically saved in the spreadsheets, which can be further analyzed and visualized.

The steps to create a form are as follows:

1. Open Google Drive.
2. Click **Create** and then click **Form** to create an '**Untitled form**'.

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3. Provide a title in the **Title** box and select a theme from the given options as shown in figure 4.52.

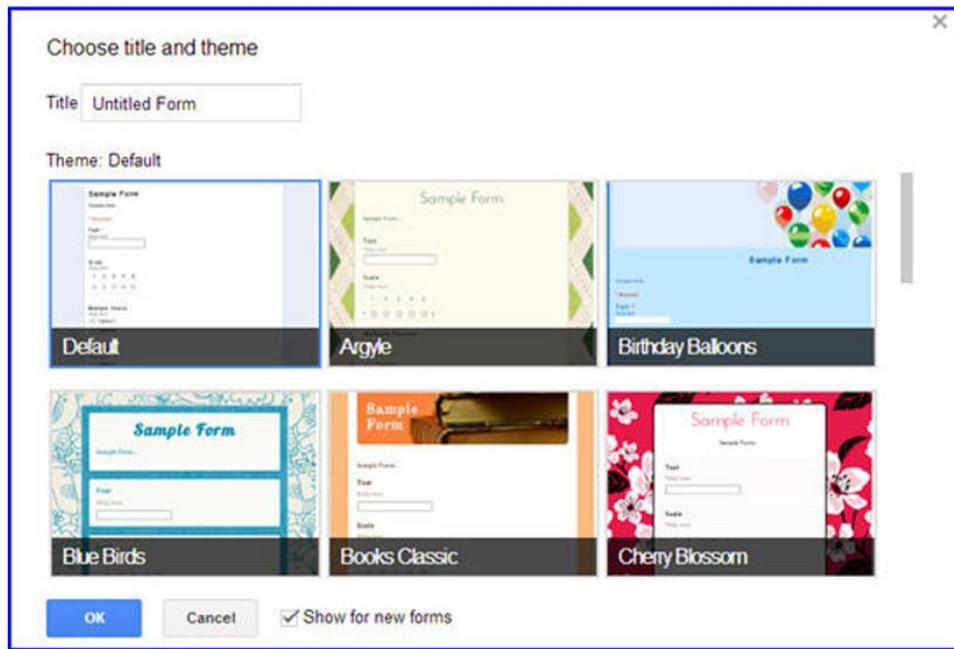


Figure 4.52: Choose Title and Theme Window

4. Click **OK**.
5. Add the questions in the form template.

There are nine different types of questions that the user can create for the surveys. They are as follows:

- Text
- Paragraph text
- Multiple choice
- Check boxes
- Choose from a list
- Scale
- Grid
- Date
- Time

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The steps to add questions to the forms are as follows:

1. Open the form.
2. Click **Add item** and select the type of questions that need to be added as shown in figure 4.53.

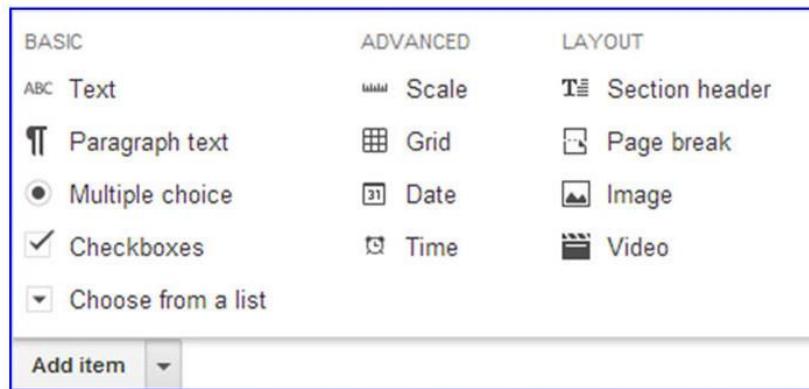


Figure 4.53: Question Types

Users can select any of the question type and add the question. Figure 4.54 depicts the icons displayed on the right of the question are used to edit, delete, and duplicate the question.

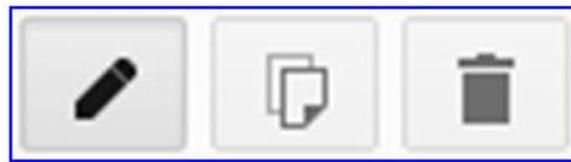


Figure 4.54: Editing, Duplicating, and Deleting

After the questions have been added, a user can rearrange the questions, change the background theme of the form, and can also add section headers.

The survey can be taken by the varied audiences. Therefore, the user needs to be sure that he/she provides the option of skipping any of the survey sections. This is because some sections may not be applicable for some audiences. To do this, add page breaks in the form. In addition, to allow the audience to skip some part of the form, use the multiple choice question type and select the **Go to page based on answer** option as shown in figure 4.55.

Question Title	Untitled Question
Help Text	
Question Type	Choose from a list <input type="button" value="▼"/> <input checked="" type="checkbox" value="Go to page based on answer"/> Go to page based on answer

Figure 4.55: Go to Page Based on Answer Option

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These forms can be shared with people in mails or embedding the form directly to the Web site. Click **Send form** to share the form with others.

Responses the forms are automatically saved in the spreadsheet. Users can view, organize, and understand the data.

To access the form response spreadsheet, perform the following steps:

1. Click **Responses** menu and select **Change response destination** to open **Change response destination** dialog box.
2. Type the name of the spreadsheet in which response needs to be saved.
3. Click **Create**.
4. Click **Responses → View responses** to open the spreadsheet with the response data.

Users can also create quizzes using forms.

4.5.6 Managing Drawings

In Google Drive, a user can create, edit, and share drawings online. These drawings can be shared with anyone in the world in the online mode. The user can also chat with others who are editing their drawings in real-time and provide suggestions. These drawings can also be inserted into other Google docs, spreadsheets and presentations.

The steps to create a drawing are as follows:

1. Open Google Drive.
2. Click **Create** and then click **Drawing** to open '**Untitled drawing**' file.
3. Create a drawing of your choice by inserting shapes, images, text, word art, or table. The formatting options of drawing remain same as documents and spreadsheets.

Once the drawing has been created, it can also be embedded in a Google document, spreadsheet, or presentation.

To embed a drawing in a Google document, perform the following steps:

1. Copy the drawing on the clipboard.
2. Paste the drawing to the required Google document.

The drawing will now appear at both locations independently and can be edited as required.

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Managing Google Drive and Docs

Check Your Progress

1. Consider the following two statements:

Statement A: In Google documents, users can add comments that can be reviewed by the collaborators.

Statement B: In Google presentation, users can add comments, but will not be able to share those with the collaborators.

Identify, which of the following options is correct.

(A)	Statement A is true, and Statement B is false	(C)	Both statements are true
(B)	Statement A is false, and Statement B is true	(D)	Both statements are false

2. To insert an image in the document, when will you choose the image from the computer, and click Upload?

(A)	When you choose to use the Upload option	(C)	When you choose to use the Google Image Search option
(B)	When you choose to use the URL option	(D)	When you choose to use the Picasa Web Album option

3. In _____, users can present their data in the form of charts.

(A)	Spreadsheets	(C)	Presentation
(B)	Documents	(D)	Forms

4. Which of the following Google Docs are used to create surveys?

(A)	Spreadsheets	(C)	Presentation
(B)	Documents	(D)	Forms

5. The responses to surveys are stored in _____.

(A)	Spreadsheet	(C)	Presentation
(B)	Document	(D)	Form

Session**04****Managing Google Drive and Docs****Answer**

1.	A
2.	A
3.	A
4.	D
5.	A

Session**04****Managing Google Drive and Docs****Summary**

- Google Drive allows users to store their files and folders online and access it from anywhere.
- Google Drive provides client software that can be installed on devices to upload files for reading, editing, and sharing with other users.
- Google Drive provides an easy and integrated way for users to work in a collaborative way on projects, reports, or documents through Google Docs.
- Google Docs also allows users to share the documents, spreadsheets, or presentations directly with others without sending any e-mail attachment or uploading files.
- Users can print documents in Google Docs. Google Docs generates a PDF file that can be opened, and then printed.
- In Google, users can create new online documents, upload existing documents, or use templates from the template gallery.
- Another type of Google Docs is spreadsheet. Spreadsheet allows a user to easily aggregate, organize, and analyze information in one place.
- Users can also create forms or survey that can be shared with people and can track survey results in the form of spreadsheets.
- In Google Drive, a user can create, edit, and share drawings online.

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05

Working with Google Sites



Welcome to the Session, **Working with Google Sites**.

This session explains creating and customizing a Web site using Google Site.

In this Session, you will learn to:

- Explain Google Site
- Explain the factors for creating sites
- Understand adding and editing of pages
- Explain customization of site
- Use the site options to share sites

Session

05

Working with Google Sites

5.1 Introduction

Google provides an online application to allow users to create their own Web site where they can upload information in one place. For example, users can upload their pictures, their blogs, presentations, attachments, text, and videos in one place. The user can then share this easily with friends or family, allowing them to edit or view the content. The access level of the viewers will always be controlled by the user.

With Google Sites, users can perform the following tasks:

- Creating and customizing the Web site
- Organizing the Web site by creating sub-pages
- Creating the navigation menu
- Selecting the page type for the Web site
- Controlling the sharing access of the Web site
- Searching on Google sites with Google search technology

5.2 Creating the Site

The important factors to be considered while creating a site are as follows:

- Audience:** The questions that the user should keep in mind are as follows:
 - Who is the audience?
 - What is the audience looking for?
 - Which information is important and need to be highlighted?
 - What is the technical level of audience? Are they tech savvy? Do they need more instruction or fewer instructions?
- Design:** It is important to plan a design for the Google Site. Users have the option of using the preset templates that are available in Google. In addition, there are some basic templates that allow users to choose the colors, font, and the graphical scheme for their site. While designing the Web site, the user should ensure that the design should be pleasing to eyes and not act as a distracter for the reader.
- Content:** Content is the main chunk of the site that needs to be planned. It is important that the content is clearly categorized by descriptive and concise headings. The important content is highlighted and is placed appropriately.
- The navigation:** This is the most critical part of designing and creating the site. Before getting into the content, the viewers will be taking the first look of the site page. Typically, it is not advisable to have more than five to seven links on the navigation page. In addition, the user should use the breadcrumb links technique, which defines the hierarchy of where the audience began with and where they would be reaching.

Session**05****Working with Google Sites**

To create a new Web site, perform the following steps:

1. Enter <https://sites.google.com> in the Address Bar of the Web browser.
2. Sign in using your Google account details to display the Sites page. Figure 5.1 shows the Google Site home page.

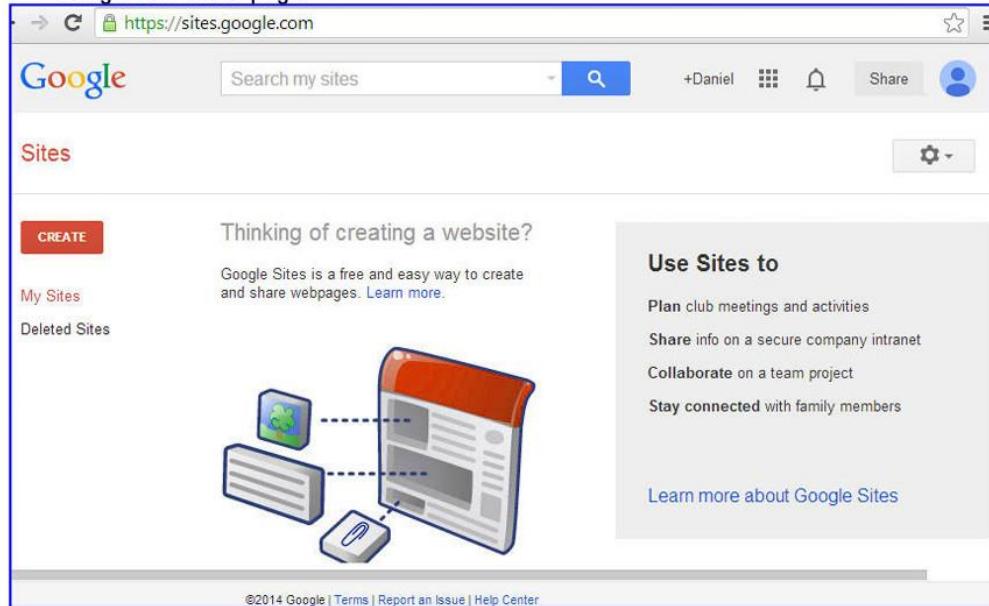


Figure 5.1: Google Sites Home Page

3. On the left pane, click **Create** to display the templates for creating a new Web site as shown in figure 5.2.

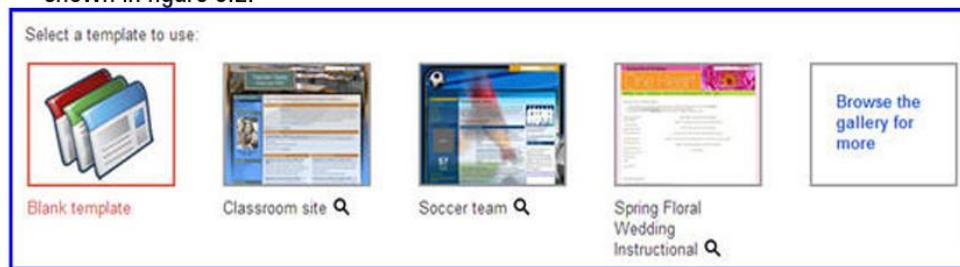


Figure 5.2: Creating a New Web Site

4. Select **Blank template** if the user want to create the Web site from scratch. Otherwise, click **Browse the gallery for more** link to choose from a variety of site templates. In addition, some pre-defined templates are displayed on the page from which the user can select.
5. Type the name of the Web site in the **Name your site** box.
6. Type the Web site address in the **Site location** box. When the user types the name of the site, the site URL is auto populated. The user can also choose to change the URL.

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Working with Google Sites

However, the user will not be able to change the URL of the Web site, once it has been created.

Figure 5.3 displays the information in the **Name your site** and **Site location** box.

The screenshot shows a form with two main input fields. The top field is labeled "Name your site:" and contains the text "Computer Training". Below it is another field labeled "Site location - URLs can only use the following characters: A-Z,a-z,0-9" which contains the URL "https://sites.google.com/site/computertraining". Both fields have a blue border around them.

Figure 5.3: Naming the Web Site

- Click **Select a theme** to display various themes populated on the screen. In Google, the user can change the look of the site without having to do any sort of coding. The user may choose to use the theme, but change the color of the links, move the sidebar wherever appropriate on the screen, or remove it completely.

Figure 5.4 depicts the various themes available to the users.

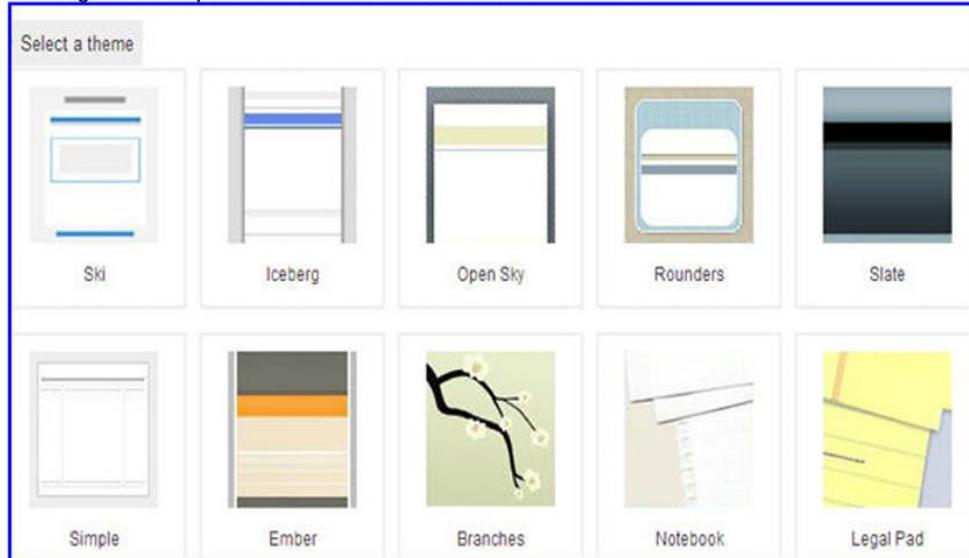


Figure 5.4: Themes

- Click **More options**. Type the description of the site in the **Site description** text box.
- To give access to adults only, select **This site contains mature content only suitable for adults** check box. The sharing permission access can be changed anytime even after the users had created the Web site.

Session**05****Working with Google Sites**

10. Type the security code in the **Type the code shown:** box as shown in figure 5.5.



Figure 5.5: Security Code

11. Click **CREATE SITE** to create the Web site. Figure 5.6 displays the Web site that is created.

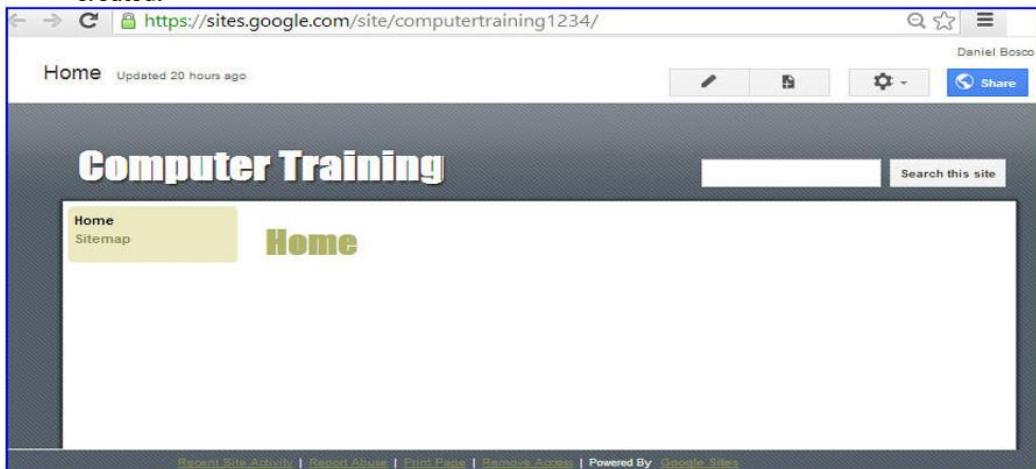


Figure 5.6: New Web Site

The Web site created in Google Site is a collection of pages. By default two pages are created in your Web site. They are as follows:

- Home page
- Sitemap

5.3 Managing Site Content

Apart from home page, there are different types of pages that can be included in your site that are as follows:

- **Web Page:** Is an unstructured page. On this page, users can enter text, insert images and embed documents such as, spreadsheets, presentations, and so on. The Web page provides standard formatting options. Users can also attach documents from the hard drive to the bottom of the page, and allow other site collaborators to comment on the pages.

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- Announcements:** Makes it easy for users to publish information, such as news, status updates, or notable events. Each post appears like a mini-Web page.
- File Cabinet:** Allows users to upload and manage documents from the hard drive onto the site and save them into folders. This will help users to arrange common document in a central location.
- List:** Allows users to easily track lists of information. Users can choose from a list of existing template or configure custom columns. These templates can be easily added, updated, or removed.
- Start Page:** Is a Web page with a special area where each viewer of the page can add their own personalized set of gadgets. Page collaborators can put content on the page that everyone can see, but below that content it will be different for every viewer.

The pages in the sites are typically organized in the form of a tree structure as shown in figure 5.7.

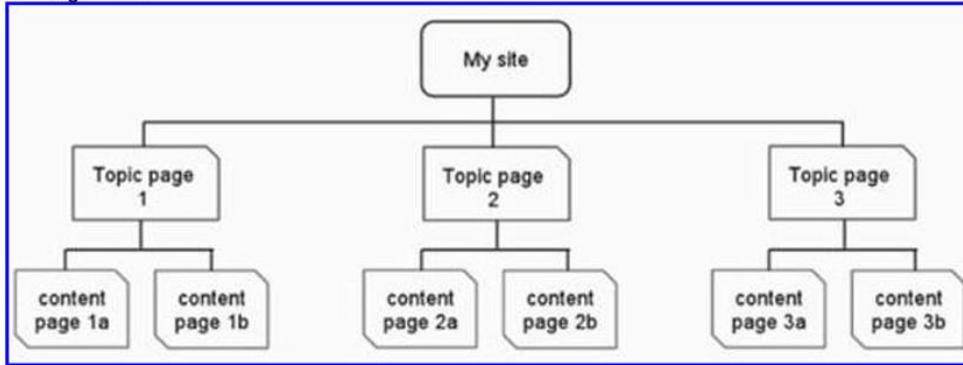


Figure 5.7: Tree Structure

The user can choose the page created to appear at the top level, as a child page of the current viewing page or in a new location. Users can also choose the location of the page themselves; either the page needs to be at the top of the hierarchy or under the other page.

The user can choose the page created to appear at the top level, as a child page of the current viewing page or in a new location. Users can also choose the location of the page themselves; either the page needs to be at the top of the hierarchy or under the other page.

Session**05****Working with Google Sites****5.3.1 Adding Pages to Site**

To add a new page to your site, perform the following steps:

1. Click **New page**  on the upper-right corner of the Google Site page. This displays the **Create a page in Site** page as shown in figure 5.8.

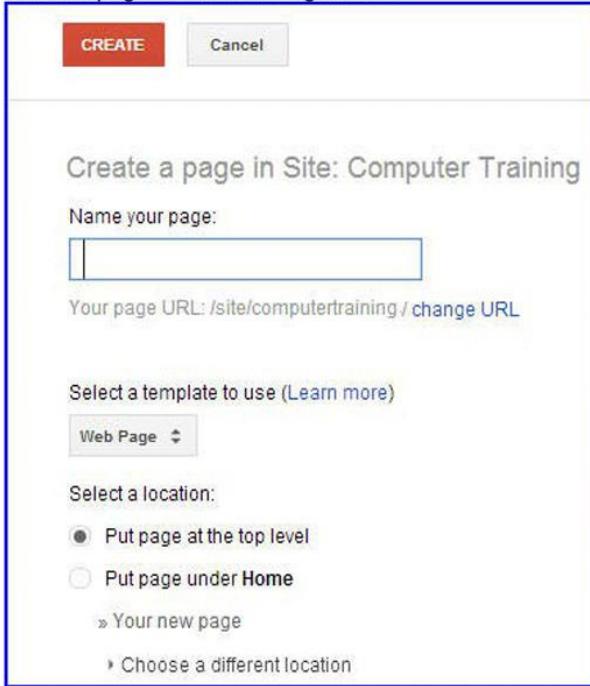


Figure 5.8: Create a Page in Site

A default page URL is generated for the page as /site/computertraining/.

2. To assign a name to the page, type **Courses** in **Name your page** box. Thus, the URL will be updated as /site/computertraining1234/courses.
3. Click **Select a template to use** drop-down to view the existing templates and apply one of them to the created Web page as shown in figure 5.9.



Figure 5.9: Web Page Templates

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- Finally, select the location to place the page in the hierarchy. By default, page is placed at the top-level.

Figure 5.10 shows the selected location as **Put page under Home** for the **Courses** page.

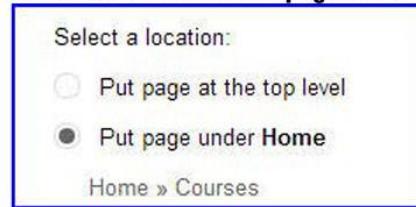


Figure 5.10: Select a Location

- Click **Create** to create the Web page in your site.

Figure 5.11 shows the new Web page added in the site.

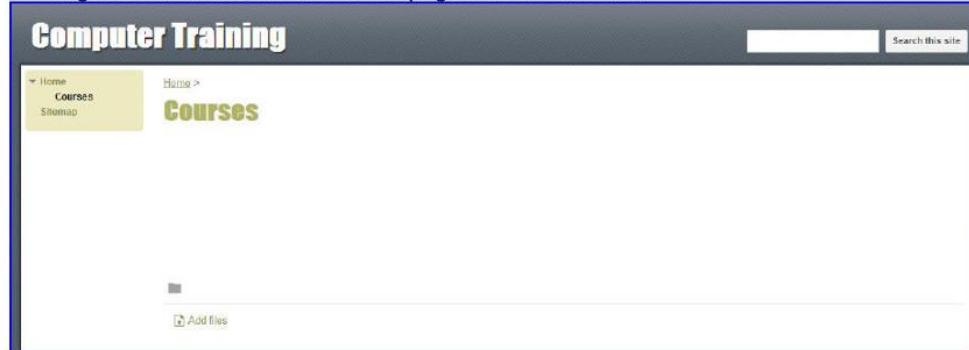


Figure 5.11: New Web Page



By default, the new Web page is opened with the editing toolbar, the user can click **Save** present on the upper-right corner of the page to save the newly created page.

5.3.2 Editing Site Page

Google Site allows the user to format the pages in the site to change its look and feel. The user can edit page to add text, insert pictures and tables, applying colors, and so on which is similar to editing a document.

To edit the page, perform the following steps:

- Click **Edit page**  on the upper-right corner to open the edit toolbar.

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Figure 5.12 shows the editing toolbar displayed on the Web page.

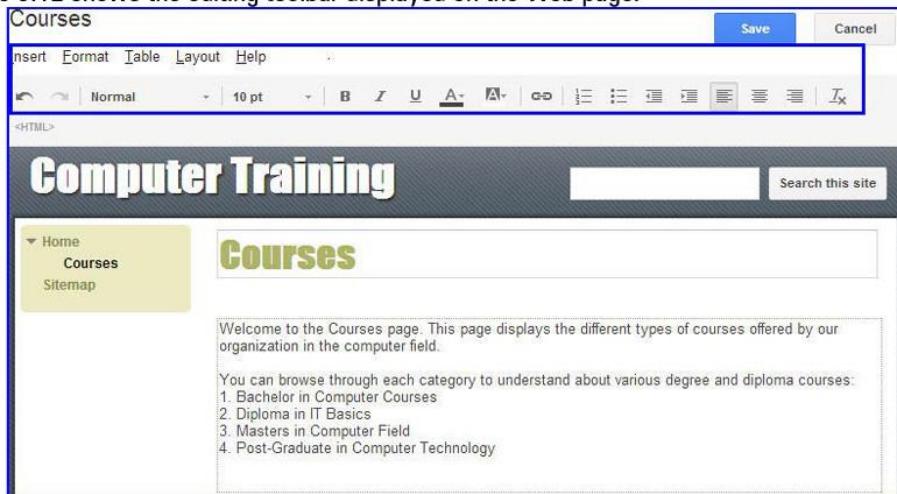


Figure 5.12: Edit Page

5.3.3 Formatting the Page

Users can make changes in the background color, background images, font styles, text color, and link colors of the Web page.

To apply the formatting to the text, perform the following steps:

1. Select the text.
2. Click the buttons such as Bold, Italic, Text color, Font, Font Size, and so on appearing on the editing toolbar.

Figure 5.13 shows the Courses Web page applied with the formatting.

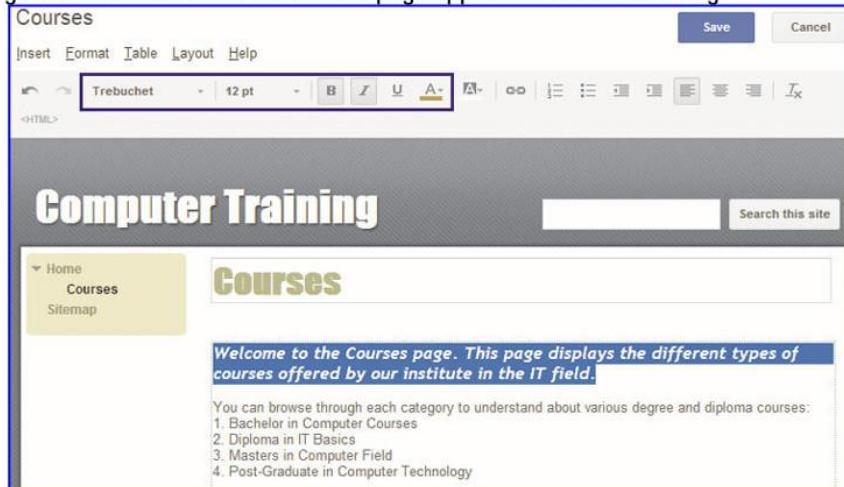


Figure 5.13: Applying Formatting to Web Page

Session**05****Working with Google Sites****□ Inserting objects on Page**

Various insert options that are available in Google Sites are shown in figure 5.14.

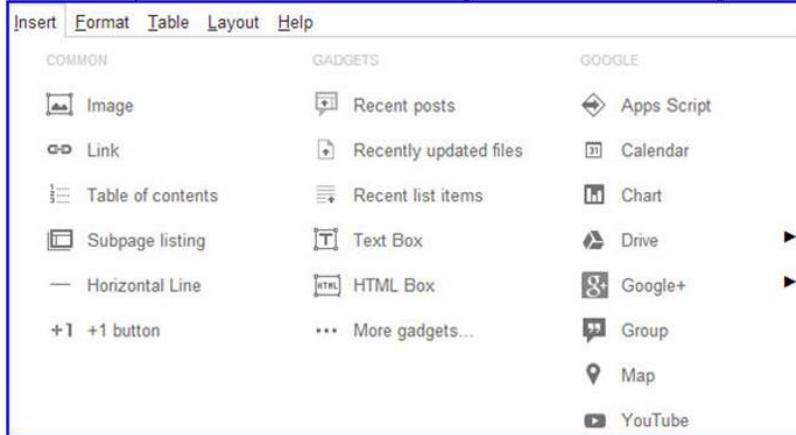


Figure 5.14: Insert Options

Users can insert tables, images, table of contents, and subpage listing the gadgets. Similarly, the Google Docs, Google Calendar, Google Map, pictures from Picasa Web album, and other gadgets can be inserted. Moreover, users can manage attachments from any file cabinet page, in addition to attachments added to individual pages, or images uploaded on the page.

5.3.4 Layout of the Page

Google site provides various layouts that the user can choose for his/her page.

To change the layout of the page, perform the following steps:

1. Click the **Layout** tab, and then select the options available in the drop-down menu as shown in figure 5.15.

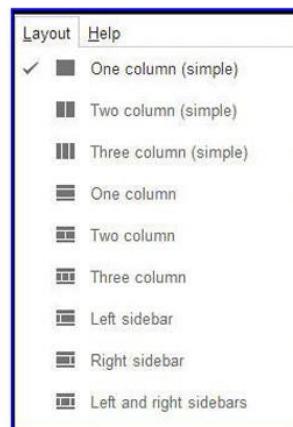


Figure 5.15: Page Layout Options

The selected new layout will be applied to the Web page.

Session**05****Working with Google Sites****5.3.5 Creating a Page Template**

In Google site, users can also create a page template. There are times when users creating similar pages repeatedly within a Web site. In such a scenario, the user can directly create a page template and will not have to put in the efforts each time to create it from the scratch.

Once the user has created a page, the page can be saved as a template. This template can be viewed and reused to create a new page.

To save the page as a template, perform the following steps:

1. Open **More Actions menu** and select **Save as page template** from the **Page templates** section.
2. Type the name of the template, the description, and the location for the template.
3. Click **Save**. The template will be saved.

To edit the page template, perform the following steps:

1. Open More Actions menu and select **Manage site** from the **Sites Action** section.
2. Click **Page templates** on the left pane. The list of all the page templates that the user would have created will appear.
3. Select the template.
4. Click **Edit Page template** to start editing the page. Make the changes, and then click **Save**.

5.4 Customizing the Site

The user can edit the site layout, navigation structure of the pages, apply formatting, and apply backgrounds, and so on.

5.4.1 Changing Layout of the Site

There are four main elements of the site. They are as follows:

- Header** - Provides the site title and logo and applies on all pages within the site.
- Sidebar** - Used to add navigation links, additional information via text boxes, and applied to all the pages with the site.
- Page content** – Reflects the content of the page. This can be different for pages within the site.
- Footer** – Provides the Google Sites specific links. Users cannot modify the links. Footer appears on all pages within the site.

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Users can change the side width of the header and footer. They can also change the logo and the location of the sidebar as well as their height and width.

To change the width and height of the sidebar, perform the following steps:

1. Click **Open More Actions menu** on the upper-right corner on the Google Site page.
2. Select **Edit site layout** under **Site actions** section as shown in figure 5.16.

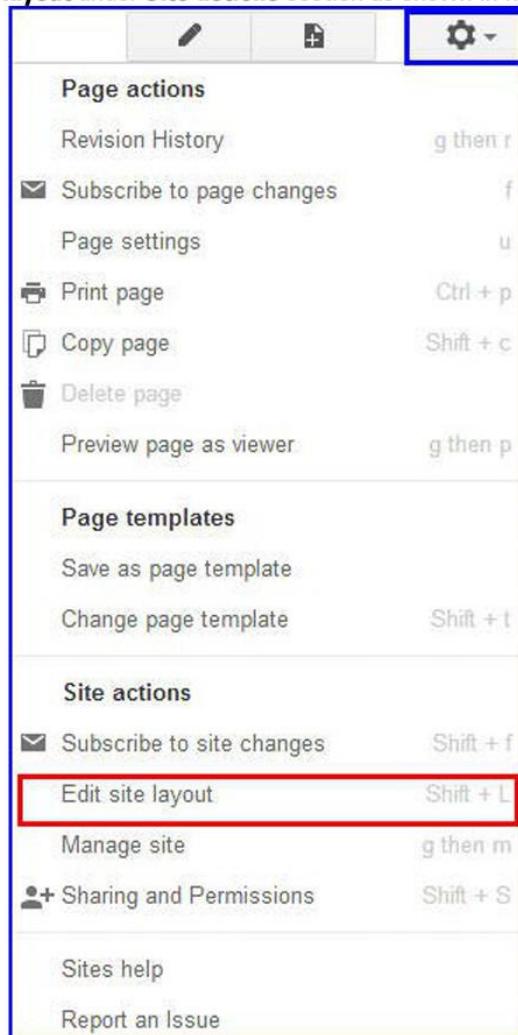


Figure 5.16: Edit Site Layout

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The **Edit site layout** page is displayed with editing toolbar containing different icons such as Header, Navigation, Sidebar, and Footer as shown in figure 5.17.

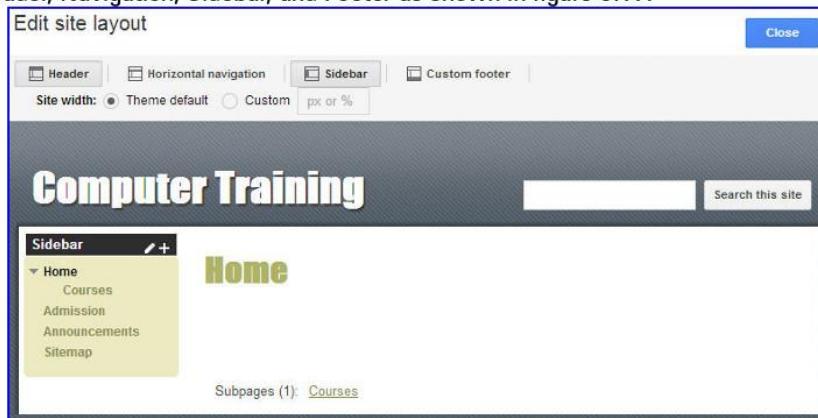


Figure 5.17: Editing the Site

To edit the header, take mouse pointer to the site heading 'Computer Training'. The heading is highlighted as shown in figure 5.18.



Figure 5.18: Edit Site Header

3. Click **Edit Site Header**. This opens the **Configure site header** as shown in figure 5.19.

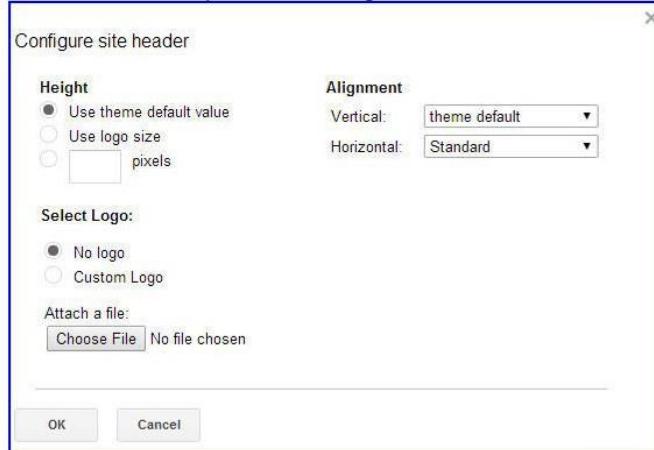


Figure 5.19: Configure Site Header

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Change the height, alignment, or logo of the site by uploading an image from the machine.

- Click **OK** to finish the setting of the site header.

To edit the sidebar, click **Sidebar** icon on the toolbar to enable/disable it.

- Click the pen button next to the sidebar heading. This opens **Edit sidebar** as shown in figure 5.20.

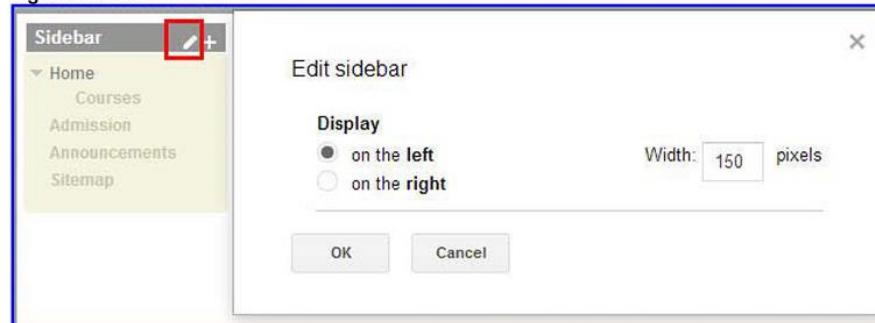


Figure 5.20: Edit Sidebar

- Change the display and width of the sidebar.

- Click **OK** to finish the setting of the sidebar.

Google provides an option to enable or disable horizontal navigation on its sites. To enable the menu and configure navigation, perform the following steps:

- Click **Horizontal navigation** icon on the toolbar to enable it.
- To edit navigation, move mouse pointer to navigation pane containing **Home** menu. The navigation bar is highlighted as shown in figure 5.21.

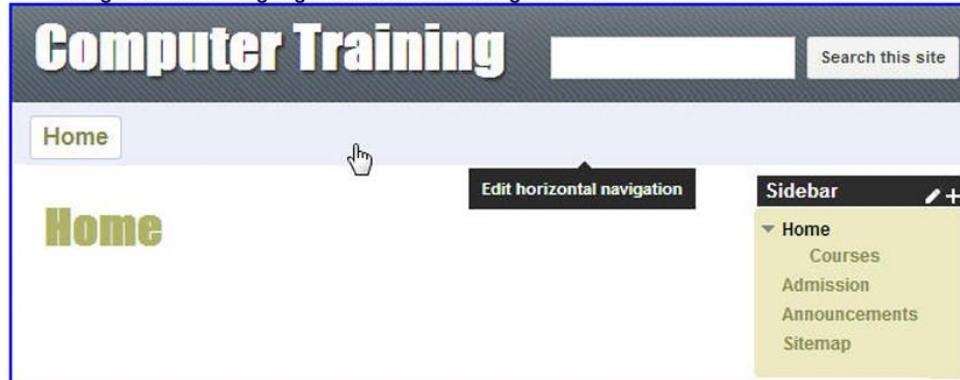


Figure 5.21: Editing the Navigation Bar

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3. Click **Edit horizontal navigation**. The **Configuration navigation** dialog box will be displayed as shown in figure 5.22.

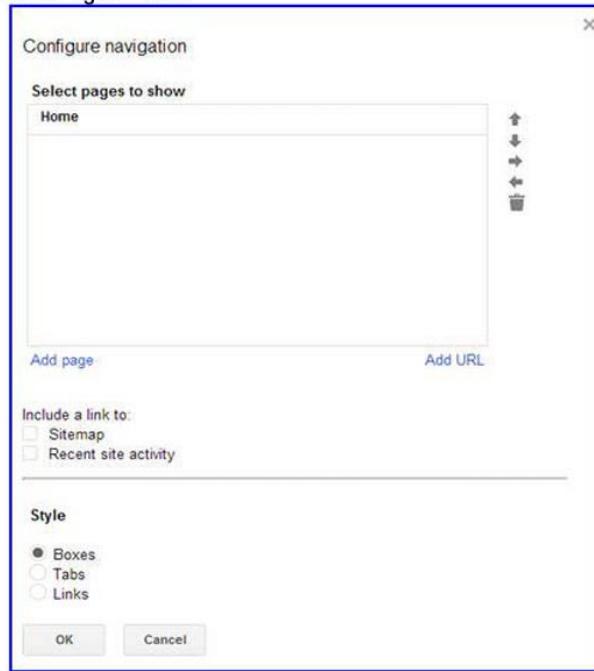


Figure 5.22: Configure Navigation

4. To add a page to be shown in the navigation menu, click **Add page**. This opens **Select page to add** dialog box as shown in figure 5.23.

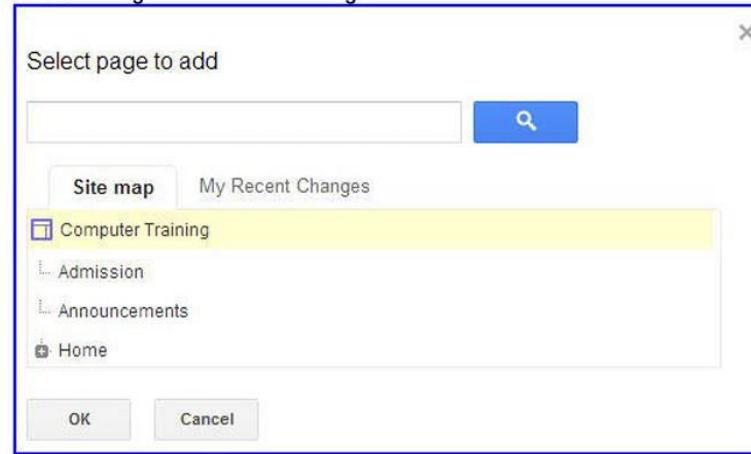


Figure 5.23: Select Page to Add

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Figure 5.23 shows some of the created pages in 'Computer Training' site. Select appropriate pages to be added in the navigational menu.

5. To delete the page from the navigational menu, click the **Remove** icon as shown in figure 5.24.

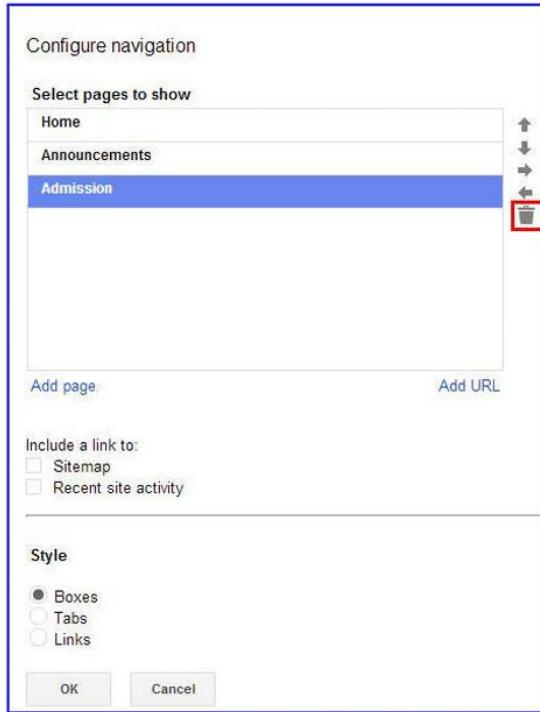


Figure 5.24: Remove a Page

6. Click the arrow keys provided on the right side of the **Select pages to show** list to change the display order of the pages.
7. The style in which the users want their pages to appear can also be changed by selecting the radio button under **Style**, as shown in figure 5.25.



Figure 5.25: Selecting Style

8. Click **OK** to apply the settings.

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Similarly, the user can click **Custom footer** to enable it and make the changes in the footer section of the site.

Figure 5.26 shows the customized 'Computer Training' site.

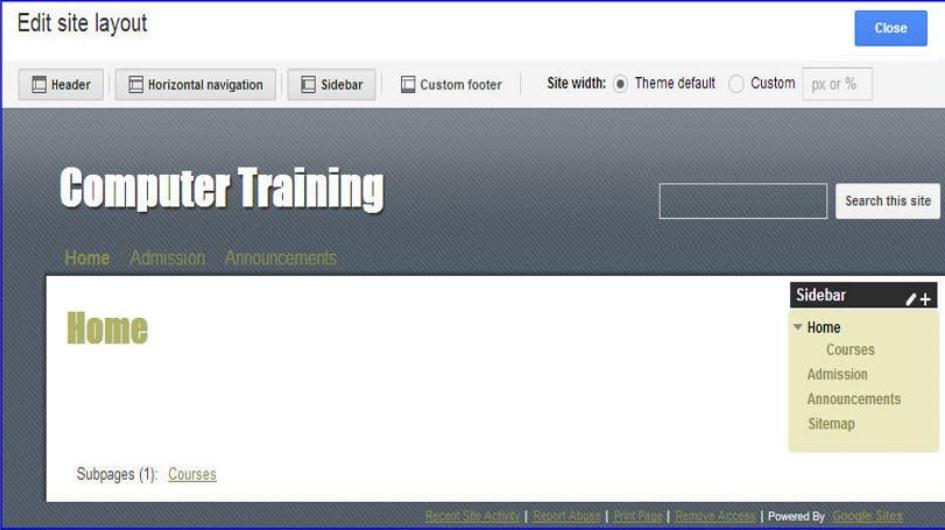


Figure 5.26: Customized Site

- Click **Close** to save the settings for the site layout.

5.4.2 Changing Color, Font, and Theme

The user can change the appearance of your site by adding colors or images to the content, header, and footer. To change the colors and fonts appearing on the site pages, perform the following steps:

- Open **More Actions menu** and select **Manage site** under the **Site actions** section as shown in figure 5.27.

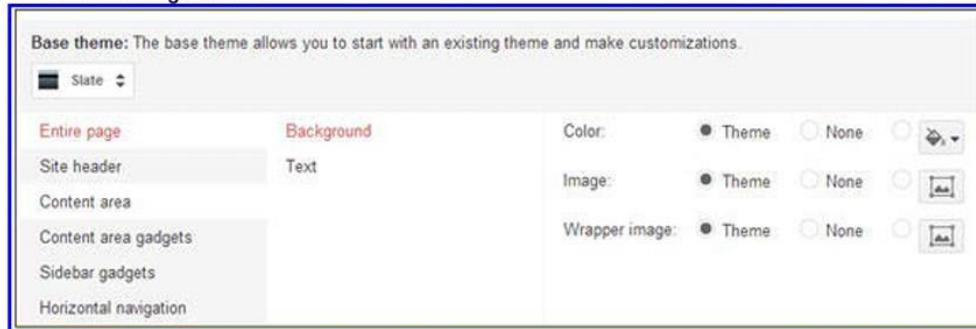


Figure 5.27: Manage Site Option

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Figure 5.28 shows the **Manage Site** page.

The screenshot shows the 'Manage Site' page for a site titled 'Computer Training'. The left sidebar lists various site management options. The main content area includes fields for 'Site description - what is the purpose of this site', a checkbox for 'Mature content', a section for 'Landing page', and a progress bar for 'Site storage'. At the bottom are buttons for 'Copy this Site', 'Publish this site as a template', and 'Delete this Site'.

Figure 5.28: Manage Site Page

- Click **Themes, Colors, and Fonts** on the left pane. This displays the **Base theme** section allowing the user to change the existing theme and customize background of the various sections of the site layout. Figure 5.29 shows the themes with colors for the Web site.

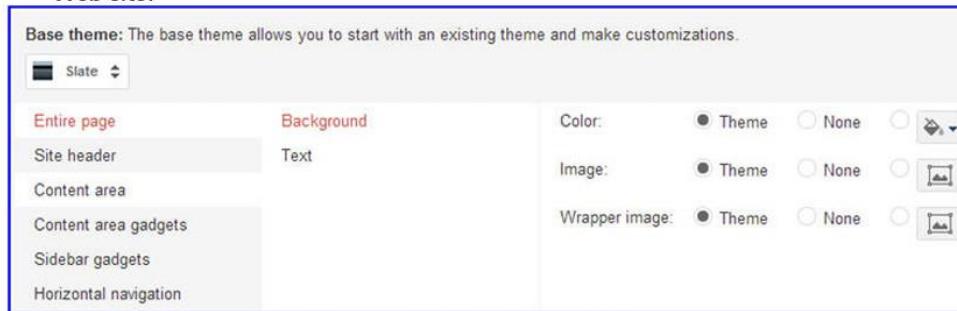


Figure 5.29: Colors and Fonts

There are various themes for different sections of the Web site. Users can choose different themes for different sections, such as Entire page, Site header, Content area, Content area gadgets, Sidebar gadgets, and Horizontal navigation.

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Figure 5.30 shows applying the background color to the entire page of the 'Computer Training' site.

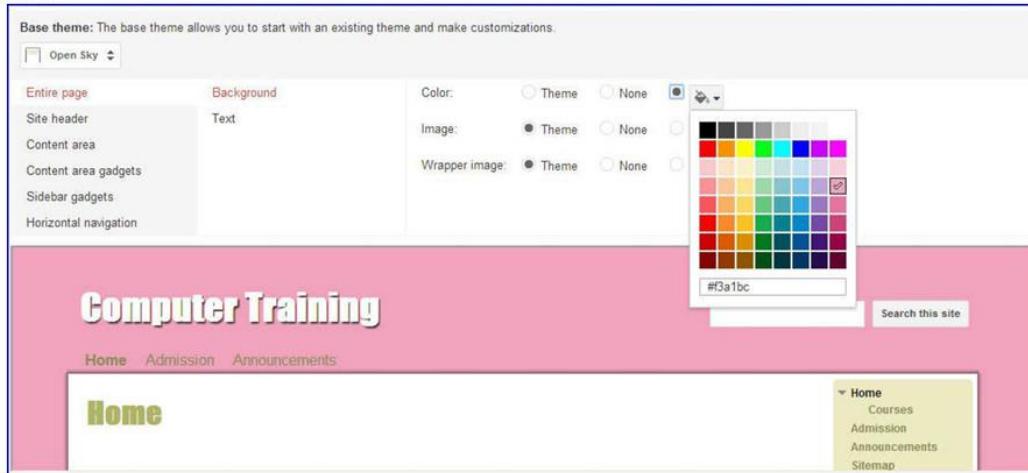


Figure 5.30: Customizing the Theme

- Click **Save** to save the changes.

5.4.3 Changing Title of the Site

The name of the site that has been specified at the time of creation appears on the top of any page within the Web site. The user may choose to hide the site title if there is a logo or the picture that already specifies the name.

To hide the title of the site from appearing on all pages, perform the following steps:

- Open **More Actions menu** and select **Manage site** from the **Site actions** section.
- Click **General** on the left pane.

Figure 5.31 displays **Site Name** option.

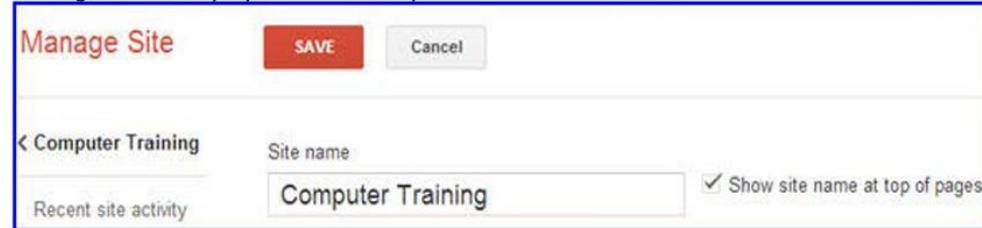


Figure 5.31: Site Name

- Clear **Show site name at top of pages** check box.
- Click **SAVE**.

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The user can copy or delete the existing site by using the **Copy this Site** or **Delete this Site** under Site storage section. The site storage section is available in the **General** sidebar of the **Manage Site** page.

5.4.4 Performing Search

Google sites also provide the option to customize search for the site. To enable search options for the site, perform the following steps:

1. Open **More Actions menu** and select **Manage site** from the **Site Action** section.
2. Click **General** and then click **Configure search** to enable search in your site.
3. Select **Advanced**.
4. Click **Add provider** and provide information about the type of search to be performed and on which site.
5. Click **OK** to save the settings.

5.5 Sharing with Others

Google site allows the user to share the documents to be accessed by the other users through File Cabinet. It also allows the user to share the site with others by publishing it.

5.5.1 Sharing Files

Using the File Cabinet page users can upload and manage documents from the hard drive to the site. In addition, users can organize the documents into different folders. The purpose of this page is to create one location of common documents that can be shared with the specific group.

Users can create a repository of documents for one group of people. To have multiple file cabinet pages to upload documents for different groups, users need to access create separate sites and then can invite different groups to view the files.

To create a new file cabinet page, perform the following steps:

1. Click the **New page** icon.
2. Type the name of the file cabinet page in the **Name your page** box.
3. Select **File Cabinet** from the **Select a template to use** drop-down menu.
4. Choose a location for the page.

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5. Click **Create**.

Figure 5.32 shows the Announcements page in the 'Computer Training' site with the file cabinet as Training Material under which appropriate files can be added.



Figure 5.32: File Cabinet Page

To add a file to the file cabinet, perform the following steps:

1. Open the newly added page.
2. Click **Add file**.
3. Browse the document on the hard drive. The file will be added to the file cabinet. Users can add more files by repeating the same process. The file name of the document will be the same as the original file.

In case, if the file is available on the Internet, perform the following steps:

1. Click **Add link**.
2. Paste the link into the **Add a file from the web (paste in URL)** text box.
3. Type the text to be displayed for the linked document in the **Text to display** box.
4. Type the description of the linked document in the **Link description** text box.
5. Click **ADD**. The file will be added to the file cabinet.

Users can also add a file from Google Drive. To add a file from the drive, perform the following steps:

1. Click **Add from Drive**.
2. Select the appropriate file from the drive.
3. Click **Select**. The file will be added to the file cabinet.

After the files have been added, they can be moved to a new folder. To create a new folder, perform the following steps:

1. Click **Move to** and select **New Folder** from the drop-down.
2. Enter a name for the new folder and click **SAVE**.
3. The folder will now appear in the file cabinet.

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Now, to move one or more files to a folder, perform the following steps:

4. Select the check box next to the file(s) name that needs to be moved to the folder. Users can select multiple check boxes to move multiple files.
5. Click the **Move to** button.
6. Select the folder name from the drop-down or if the user wants to move the files to a new folder, click **New folder** and save the new folder name.

The files will appear in the folder name. Anyone who will have access permission to the file will be able to view the files in the file cabinet. Viewers will be able to see the name of the file, the description of the file and the information, such as who uploaded the files.

5.5.2 Sharing and Publishing the Site

Users can share site, with limited users, with all the users in the domain, or with public. However, the entire site needs to be shared. The sharing settings cannot be applied to individual pages within the site.

The different levels of permission are as follows:

- Owners:** Can invite other owners, collaborators or viewers, change site themes and layout, change the site name, delete the site, perform tasks that the collaborators can do, and change any page within the site.
- Collaborators:** Can perform various tasks, such as create, edit, delete pages, move page, add attachments, add comments, add or remove pages to the sidebar navigation, subscribe to site and page changes, and change any page within the site.
- Viewers:** Can only view the pages in the site.

5.5.3 Sharing a Site

Users can invite individuals to edit and view the site. To do this, perform the following steps:

1. Open **More Actions menu** and select **Sharing and Permissions** from the **Site actions** section.
2. Type the e-mail addresses of the individuals separated by comma.
3. Select the type of sharing access for an individual.
4. Click **Send**.

Similarly, users can share the site with the group by specifying the group email addresses, separated by comma.

To share a site with everyone, perform the following steps:

1. Open **More Actions menu** and select **Sharing and permissions** from the **Site actions** section.

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2. Click the **Change** link.
3. Select the visibility options as Public on the Web.
4. Click **Save**.

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Working with Google Sites

Check Your Progress

1. Consider the following two statements:

Statement A: In Google site, users can create customized templates.

Statement B: In Google site, users can create site pages and can save them as templates.

Identify which of the following options is correct.

(A)	Statement A is true, and Statement B is false	(C)	Both Statements are true
(B)	Statement A is false, and Statement B is true	(D)	Both Statements are false

2. A _____ is an unstructured page, where users can enter text, images, and tables.

(A)	Web page	(C)	File Cabinet
(B)	Announcement	(D)	List

3. Match the following with the correct options.

Page		Description	
(A)	Announcements page	1.	allows users to upload documents from the hard drive
(B)	File cabinet page	2.	makes it easy for users to post news on the site
(C)	Start page	3.	allows users to easily track lists of information
(D)	List page	4.	allows viewers to add personalized set of gadgets
(A)	a-1, b-2, c-3, d-4	(C)	a-4, b-2, c-1, d-3
(B)	a-2, b-1, c-4, d-3	(D)	a-3, b-1, c-2, d-4

Session**05****Working with Google Sites****Check Your Progress**

4. _____ provides the site title and logo and applies it on all pages within the Web site.

(A) Header	(C) Footer
(B) Sidebar	(D) Page Content

5. _____ is used to add the navigation link.

(A) Header	(C) Footer
(B) Sidebar	(D) Page Content

6. Which of the following actions can a collaborator perform?

(a) Invite other owners/collaborators
(b) Edit page
(c) Delete site
(d) Delete page

(A) b, d	(C) c, d
(B) a, c	(D) b, d

7. Which of the following options is correct to perform changes in the height, alignment, or logo of the site on Google sites?

(A) Edit Page	(C) Edit Site Header
(B) Add Site Layout	(D) Edit Navigational Menu

Session**05****Working with Google Sites****Answer**

1.	C
2.	A
3.	B
4.	A
5.	B
6.	A
7.	C

Session**05****Working with Google Sites****Summary**

- Google provides an online application that allows users to create their own Web site.
- Google Sites users can create and customize the Web site, organize the Web site, create sub-pages, create the navigation menu, select the page type for the Web site, and so forth.
- The different types of page types available on Google Sites are: Web page, Announcements, File Cabinet, list, and the start page.
- The important factors when creating a Web site include audience, design, content and navigation.
- Users can select the theme, format the site, change the title of the site, change the layout of the site, add navigation menu, and copy the existing site.
- Users can share files with a file cabinet page.
- Google Sites allows users to share sites with different permission levels such as owners, collaborators, and viewers.

ASK to Learn

What
Why
Where
Questions
WhenHow

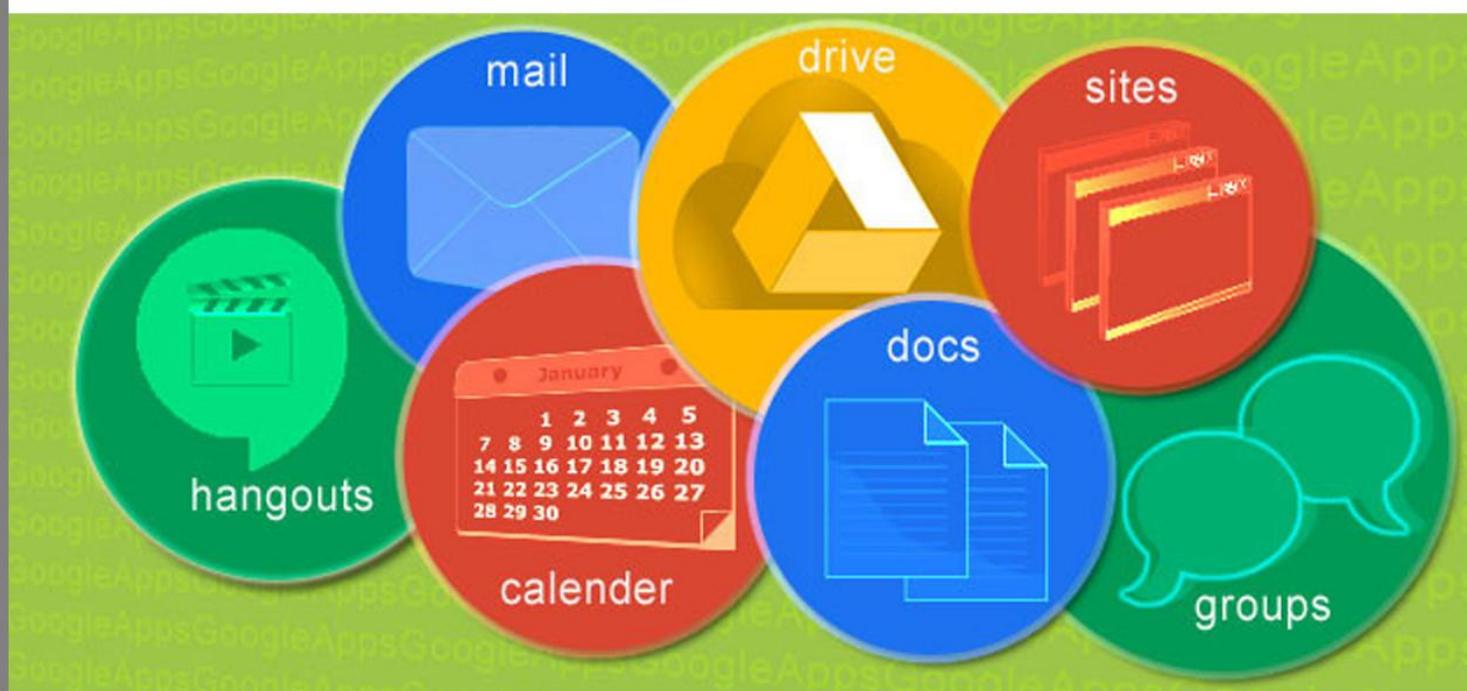
The EXPERTS

are here to **HELP**

Post your questions in the **ASK to LEARN** section
and we'll get back to you.

06

Additional Google Tools



Welcome to the Session, **Additional Google Tools**.

This session explains the additional features supported by calendar and e-mail apps. Further, the session explains how to collaborate with people using Google Groups and Moderator.

In this Session, you will learn to:

- Describe Google Calendar sidebar gadget
- Describe the language translator
- Explain quick links in Gmail
- Explain forgotten attachment detector
- Explain archive and search mail options in Gmail
- Describe Google Groups
- Describe Google Moderator

Session

06

Additional Google Tools

6.1 Introduction

Google Apps provides a variety of different gadgets that enable users to manage messages and collaborate smartly with other Google Apps users.

Google Apps also provide useful mail management features such as archiving, forgotten attachment detector, language translator, and smart searches. In addition, it also provides the tools to manage schedules and find locations on a map from within an inbox.

One of the techniques used to interact with other users is using Google groups. Google groups allow users to create online groups.

6.2 Google Calendar Sidebar

The Google Calendar sidebar provides a quick shortcut to view upcoming events, meetings, and their details from the Gmail window.

It allows users to edit and add new events to the calendar and show a mini month calendar. Additionally, it allows users to view multiple calendars in case the user wants to view the shared calendar.

Perform the following steps to enable the Google Calendar sidebar:

1. Click **Settings** gear on the Gmail page and select **Settings** to open the **Settings** page as shown in figure 6.1.

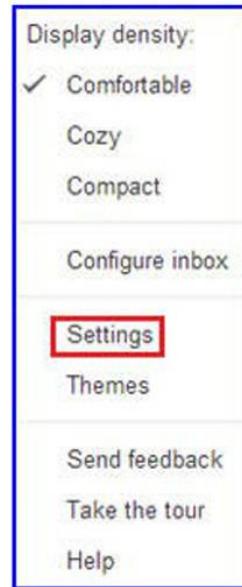


Figure 6.1: Settings Option

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Additional Google Tools

2. Click **Labs** on the **Settings** page, as shown in figure 6.2.

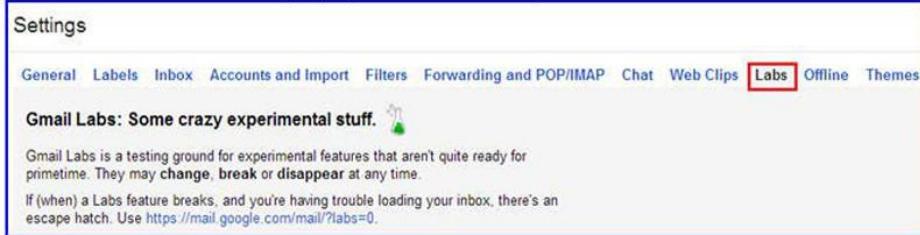


Figure 6.2: Settings - Labs

3. Select **Enable** on the **Google Calendar gadget** as shown in figure 6.3.



Figure 6.3: Enable Google Calendar Gadget

4. Click **Save Changes**.

After enabling **Google Calendar gadget**, the user can view the gadgets icon on the bottom-left corner of Gmail page as shown in figure 6.4.



Figure 6.4: Gadgets Icon

Figure 6.5 displays the **Google Calendar gadget** as it appears on the left pane of Gmail.



Figure 6.5: Google Calendar Gadget

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Additional Google Tools

The actions that users can perform with Google Calendar gadget are as follows:

- **View Event Details:** To view details of an event, click and view the event details in the calendar gadget. Click **back** to go back to the calendar.

Figure 6.6 shows the event details.

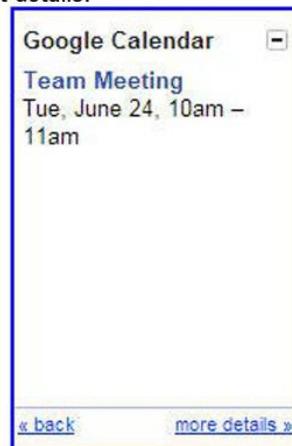


Figure 6.6: Event Details

- **Jump to Today Event:** If a user has scrolled through the rest of the week or month and wants to get back to viewing today's schedule, then the user can click the **Today** link at the lower-left side of the calendar gadget.
- **Add New Event:** To add a new event in the calendar, click **Add**. This displays a **Quick Add** window. The user can create a new event and even edit it through **edit details** link.
- **Display a Mini Calendar:** Users can have a mini calendar displayed on top of the agenda in the calendar gadget. To display mini calendar, click **Options** link displayed at the lower-right side of the calendar. Then, select **Show mini calendar** check box as shown in figure 6.7.

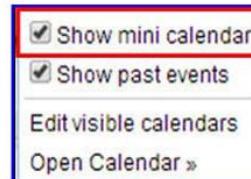


Figure 6.7: Show Mini Calendar Option

- **View additional calendars:** In the calendar gadget, users can display events from multiple calendars in the calendar list. Click **Options**, and click **Edit visible calendars**. Here, users can select which calendars need to be viewed in the calendar gadget.

6.3 E-mail Enhancements

Google Apps offers various tools to enhance the e-mail feature. These tools include Language Translator, Inbox Quick links, Forgotten Attachment Detector, and Archive.

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Additional Google Tools

6.3.1 Language Translator

Google Apps offers a language translator to help users read and compose mails in their preferred language. Users can choose their preferred language from a set of languages available for translation. Users may also use a **Translate message** option to convert a message in the desired language.

To translate a message to another language, perform the following steps:

1. Open the message that needs to be translated.
2. Click the **More** option at the upper-right corner of the message and select **Translate message** as shown in figure 6.8.

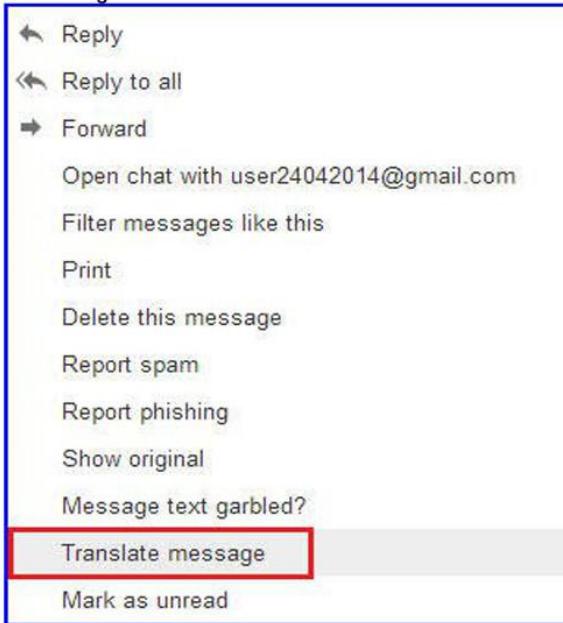


Figure 6.8: Translate Message

3. Select the language to get the message translated as shown in figure 6.9.



Figure 6.9: Language Translator

Session**06****Additional Google Tools**

- Click **View original message** to translate the message back to your original language.

6.3.2 **Inbox Quick Links**

Google Apps allows users to create bookmarks to their favorite e-mail messages. This will allow opening the favorite message anytime with a single click. It allows users to bookmark any page on Gmail such as a message in drafts or the results of a search operation.

If users need to keep referring to certain messages frequently, they can use quick links to create a shortcut to those messages in the **Quick Links** sidebar.

Users can enable the **Quick Links** sidebar in their Gmail page by enabling the **Quick Links** option. Figure 6.10 shows the enabling of **Quick Links** which is available in the **Labs** tab under **Settings**.

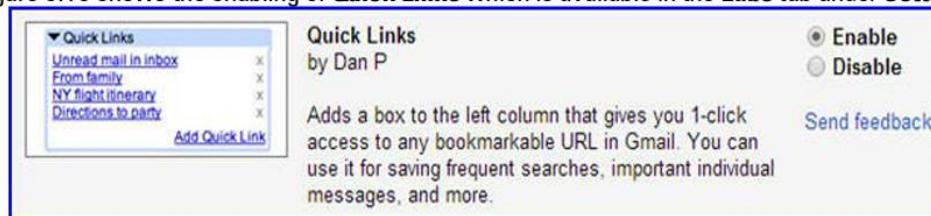


Figure 6.10: Quick Links Page

After Quick Links is enabled, click **Save changes** to apply the new settings. Then, **Quick Links** is available on the left pane of the Gmail page.

To add a Quick link to an e-mail message, perform the following steps:

- Open the e-mail message for which a quick link needs to be created.
- Click **Add Quick Link** in the **Quick Links** section on the left pane of Gmail as shown in figure 6.11.

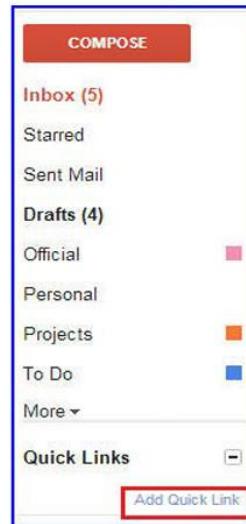


Figure 6.11: Add Quick Link

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3. Type a title for the link in the window that appears as shown in figure 6.12.

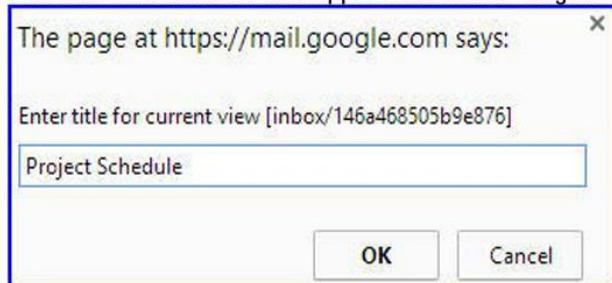


Figure 6.12: Quick Link Window

4. Click **OK**. The new link appears in the **Quick Links** section as shown in figure 6.13.

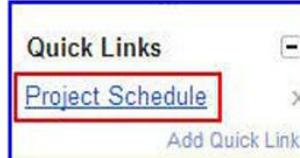


Figure 6.13: New Quick Link

The users can jump to the mail anytime by clicking the link.

6.3.3 Forgotten Attachment Detector

Google provides the forgotten attachment detector to remind about an attachment that users may have mentioned in the message, but forgot to attach before sending a mail.

Figure 6.14 shows an example of an alert message box that asks if the user has forgotten the attachments and whether they need to be omitted.

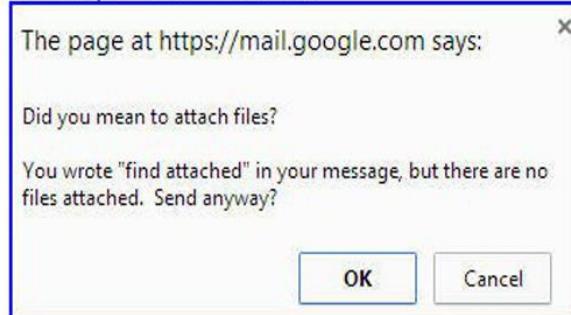


Figure 6.14: Attachment Detector

6.3.4 Archive

Google Apps allows users to archive a message so that it does not show up in the inbox any longer. Archive a mail moves it into a filing cabinet, rather than moving the mail into the trash.

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Additional Google Tools

To archive a message, perform the following steps:

1. Open Gmail.
2. Select the check box next to the message to archive.
3. Click **Archive** icon appear on the top of the messages to send it to the file cabinet.

Figure 6.15 shows the archive button on the Gmail page.



Figure 6.15: Archive

The message will be tagged with the **All Mail** label and is moved to a special folder of the same name. This message can be opened anytime from the **All Mail** label whenever needed. The message will also be available for searches and any other operations similar to any other message in the inbox. However, it is different from deleting a message in which after deletion, a message is lost permanently.

6.3.5 Search Option

Google Apps allows users to search mails from different sections of Gmail. To use this feature, type a search word or phrase in the search box appearing at the top of Gmail screen as shown in figure 6.16.



Figure 6.16: Search Bar

For refining the search, click the **Show search options** drop-down. A new window opens as shown in figure 6.17.

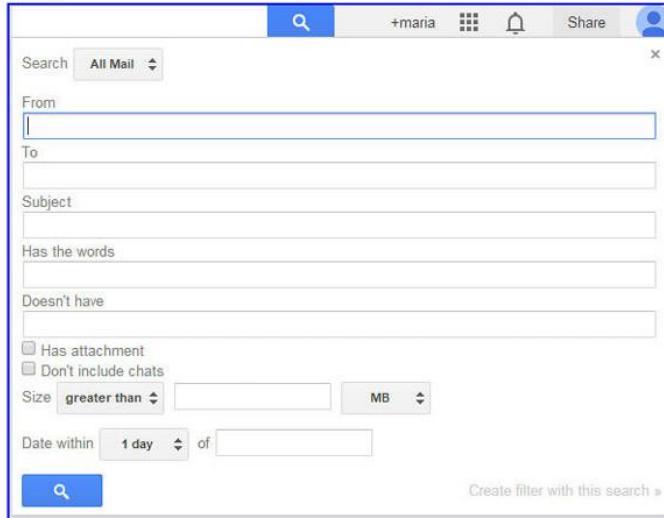


Figure 6.17: Show Search Options

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Add your search filters and click the **Search Mail**  icon at the bottom left of the window.

6.4 Google Groups

Google groups helps in creating online groups. These online groups allow users to create discussion forums, organize meetings and social events, find people with similar interests, and create questions.

To create a google group, perform the following steps:

1. Go to <https://groups.google.com/>.
2. Click **CREATE GROUP** as shown in figure 6.18.

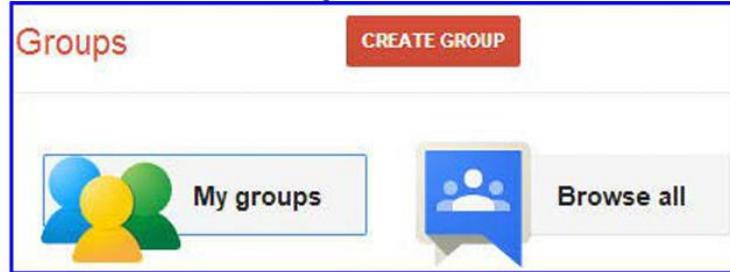
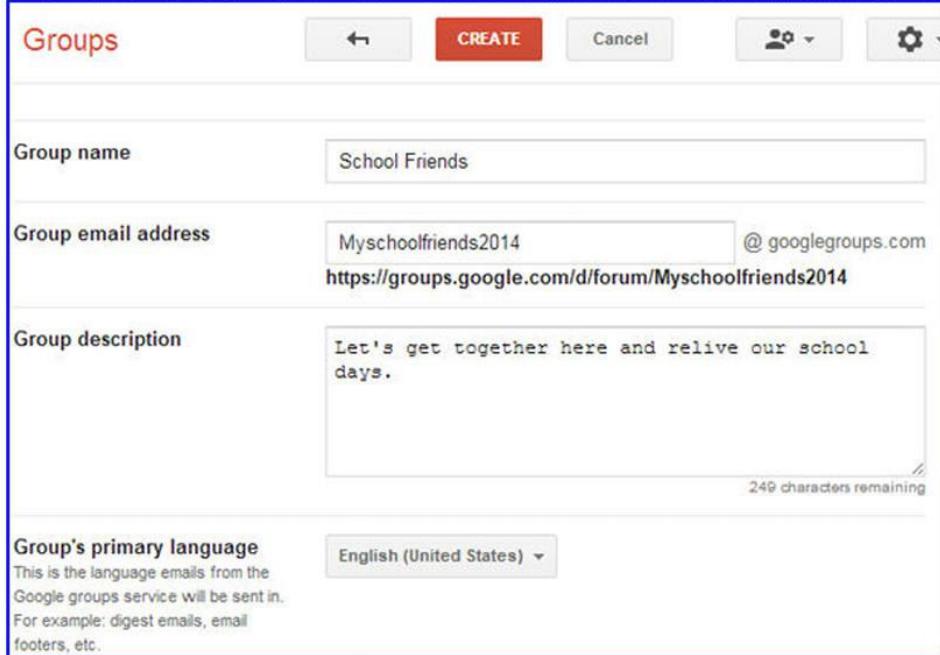


Figure 6.18: Creating a Group

3. Type the name, e-mail address, and description of your group as shown in figure 6.19.



The screenshot shows the 'Create Group' interface. At the top, there is a 'Groups' header, a back arrow, a 'CREATE' button, a 'Cancel' button, and a settings gear icon. Below the header, there are four input fields:

- Group name:** School Friends
- Group email address:** Myschoolfriends2014 @ googlegroups.com
https://groups.google.com/d/forum/Myschoolfriends2014
- Group description:** Let's get together here and relive our school days.
249 characters remaining
- Group's primary language:** English (United States) ▾
This is the language emails from the Google groups service will be sent in. For example: digest emails, email footers, etc.

Figure 6.19: Group Details

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4. Select group's primary language.
5. Select a group type from the drop-down menu as shown in figure 6.20.

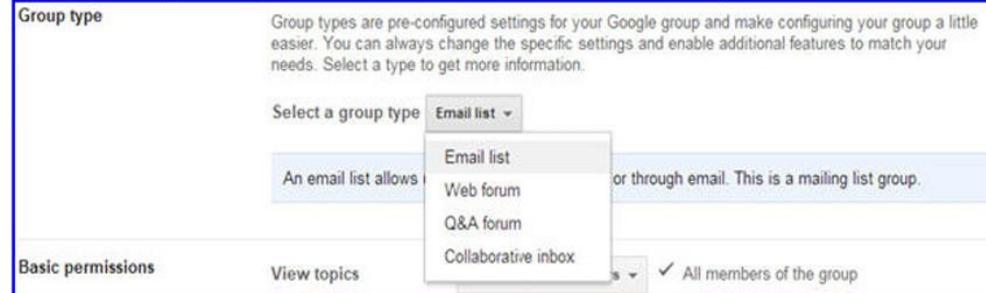


Figure 6.20: Selecting Group Type

6. Set basic permissions for the group as shown in figure 6.21.

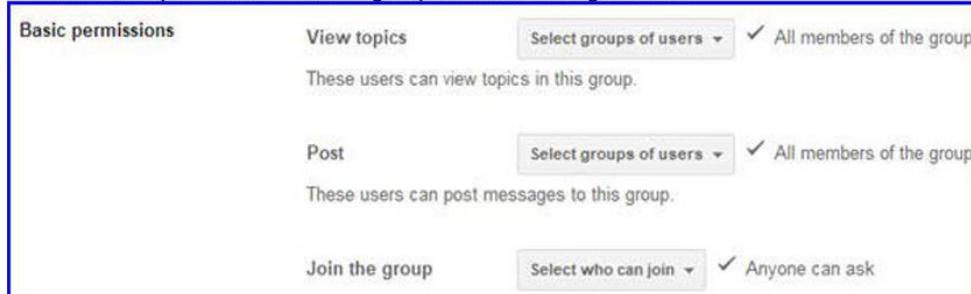


Figure 6.21: Setting Basic Permissions

7. Click **Create**.
8. Type the given characters in the **Verification** window as shown in figure 6.22.

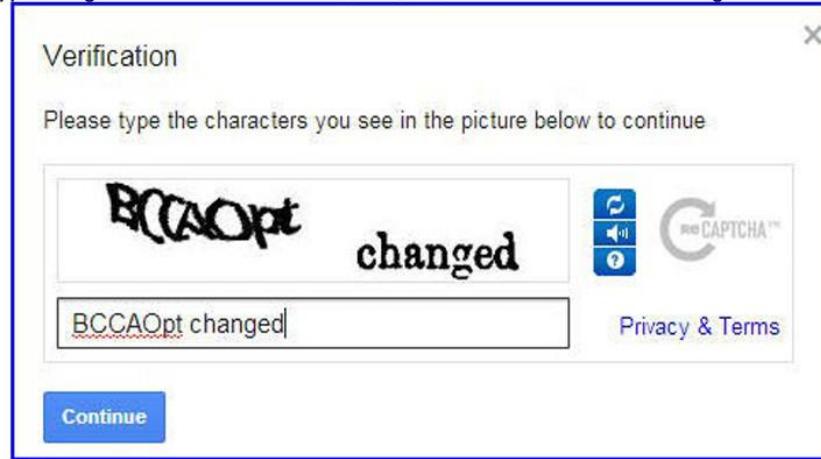


Figure 6.22: Verification Window

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New group creation window appears as shown in figure 6.23.

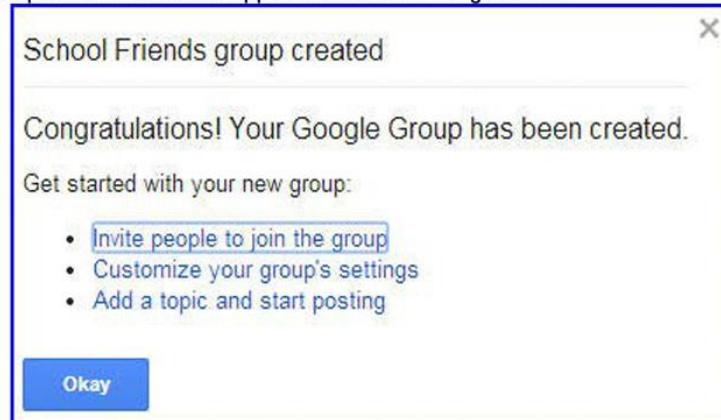


Figure 6.23: New Group Creation Window

9. Click one of the following three links:
 - Invite people to join the group
 - Customize your group's settings
 - Add a topic and start postingBy default, the first link is selected.
10. Click **Okay**. This displays the Groups page to make settings for display name, profile, and so on.

Figure 6.24 shows the setting page for the group.

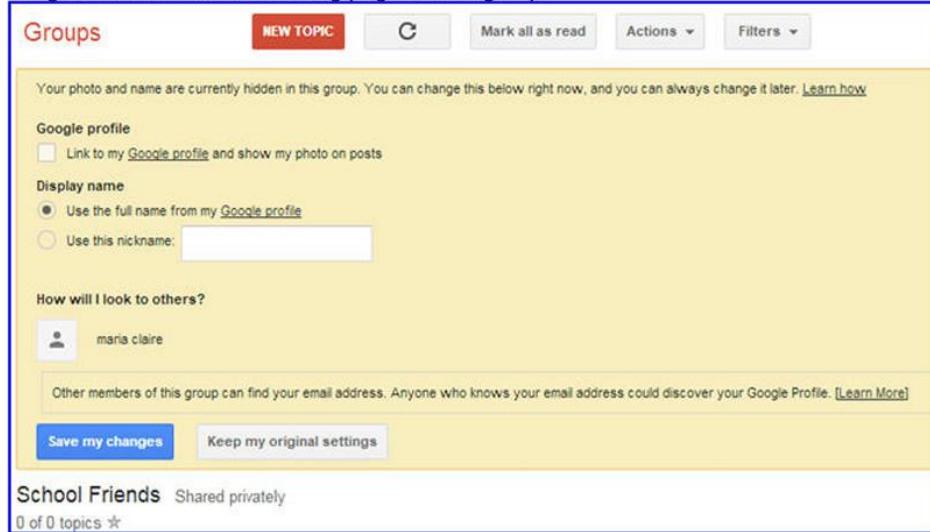


Figure 6.24: Group Modifications

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11. Click **Save my changes**.

To add a new topic to the group, perform the following steps:

1. Click **New Topic**.
2. Select **me (maria claire)** from the **By** drop-down menu as shown in figure 6.25.

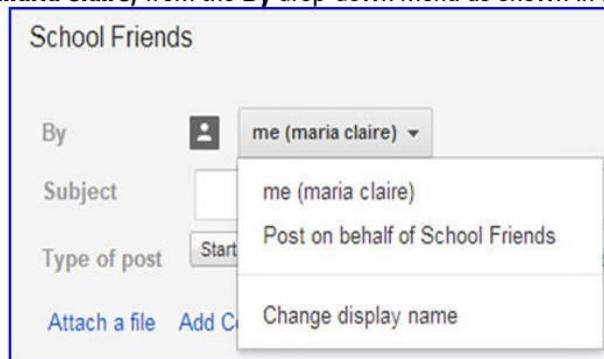


Figure 6.25: New Topic

3. Type the subject in the **Subject** Box.
4. Select the type of post from the **Type of post** drop-down menu.
5. Click **Attach a file** to add a file to the topic.
6. Click **Add Cc** to send a copy to other people.
7. Finally, write your message in the text area as shown in figure 6.26.

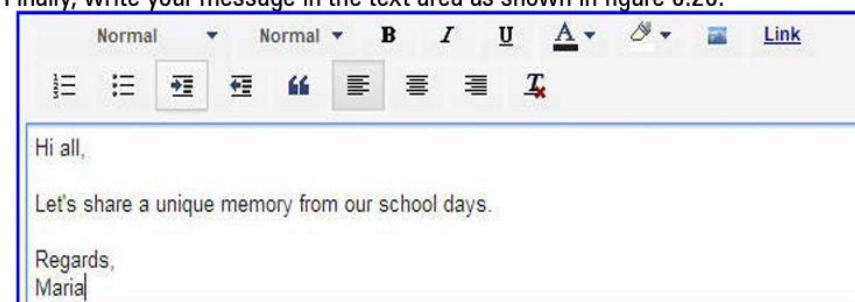


Figure 6.26: Writing Message to Invite People

8. Click **Post**. The new topic appears as shown in figure 6.27.



Figure 6.27: Post New Topic

Session**06****Additional Google Tools****6.5 Google Moderator**

Google also provides users with an option to design a survey and let a group of people ask and vote on questions or topics. This can be done with the help of a Google service named Google Moderator. In addition to providing the survey, users can also choose to submit their ideas that can be viewed by the entire group. The group can also vote for the ideas that are submitted.

In Google Moderator, questions are ranked on the basis of the positive votes received for the particular question. For example, if a question has 50 total votes, with 25 positive and 25 negative, it is ranked lower than a question which would have received 40 votes with 35 positive and 5 negative.

Moderators are generally used in situations where users need to capture the thoughts of the audience and understand the most common concerns. For example, in an organization, the HR manager, may need to circulate the survey to capture how the employees feel about the organization and what are some of the common concern areas.

The Moderator page is called as a series. To create a series, perform the following steps:

1. Go to <http://www.google.com/moderator/>. In case, if not logged into the Google account, then user has to enter log details such as Gmail id and password.
2. Click **Create Series** under **My series** section, as shown in figure 6.28.

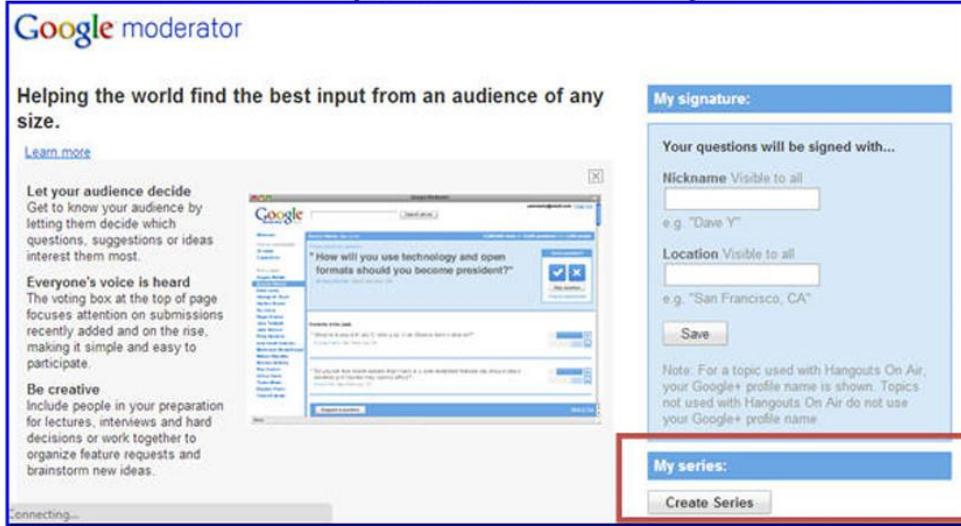


Figure 6.28: My Series Section

3. Enter a title for the series and click **Create Series**.

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4. Enter a question in the **Submit a question** window as shown in figure 6.29.

The screenshot shows a 'Submit a question' window. At the top, it says 'Submit a question'. Below that is a large text input field containing the question 'Who is your favorite football player?'. Underneath the input field are three smaller input fields: 'Mary' (name), 'New York' (location), and a 'Save' button. To the right of these is a message '213 characters remaining'. At the bottom are two buttons: 'Submit' and 'Cancel'.

Figure 6.29: Submit a Question Window

5. Click **Submit**.

Similarly, the user can add more questions to the series.

6.5.1 Editing and Deleting the Series

Users can also edit the series after it is created. To edit and delete the series, perform the following steps:

1. Click **Home**.
2. Click **Edit Series** as shown in figure 6.30.

The screenshot shows an 'Edit Series' window for a survey titled 'Football Survey'. It displays a summary: '1 person has submitted 1 question and cast 1 vote but what do you think?'. Below this is a note: 'This is how you appear to others... Daniel [edit](#)'. A note at the bottom states: 'Note: For a topic used with Hangouts On Air, your Google+ profile name is shown. Topics not used with Hangouts On Air do not use your Google+ profile name'. At the bottom are three buttons: 'Submit a question', 'View Questions', and 'Edit Series' (which is highlighted with a red border).

Figure 6.30: Edit Series Button

3. Edit the information about the survey questions.

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4. Click **Save** to save, or click **Delete series** to remove the series as shown in figure 6.31.



Figure 6.31: Saving or Deleting the Series

6.5.2 Deleting and Flagging Questions

After a user has submitted the question or response, the question in a survey can be deleted at any time.

The survey details are displayed on the home page. Click **View Questions** to view the submitted questions. The page also shows the **Remove** link to delete the question as shown in figure 6.32.



Figure 6.32: Remove Link

Users can also flag a question as inappropriate. A question can be flagged by multiple users as inappropriate. After the user clicks the **Flag as inappropriate** link, a note will appear indicating that the question has been flagged.

Figure 6.33 displays the flag as inappropriate link.



Figure 6.33: Flag as Inappropriate Link

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The owner of the series will be able to view the questions that have been flagged.

To view the flagged questions, click the **Flags to review** link under the **Please Review** section as shown in figure 6.34.



Figure 6.34: Flags to Review Link

While reviewing the flags, the owner can approve or reject it by clicking the **Flags we approved** and **Flags we rejected** links. For each question, the owner can also click the **I agree** or **I disagree** links. The **I agree** link will approve the flag, and will remove it from the list. The **I disagree** link will reject the flag, and keep the question in the list.

6.5.3 Viewing Questions in the Presentation View

Users can view the questions in the presentation view within a series. In this way, users can easily scroll through the questions that were top voted. However, the user cannot vote. To view the question, users need to click a topic, and then click the **Presentation view** link next to **Popular questions**.

The full view of Google Moderator may not be appropriate to project onto a screen or in a large room or auditorium. There, the presentation will be useful to showcase the results of the voting and go through the top questions.

Users can use the Presentation view in the following situations:

- Projecting questions onto a screen in a Question and Answer (Q and A) session with a panel or guest speaker.
- Projecting questions from the computer to review the top study topics in class.

Session**06****Additional Google Tools****Check Your Progress**

1. _____ tab allows you to enable Google Calendar gadget in your Gmail page.

(A) General	(C) Labs
(B) Inbox	(D) Themes

2. Which one of the following options can be used to search documents from Gmail inbox?

(A) Inbox Quick Links	(C) Search Option
(B) Docs Sidebar	(D) Calendar Sidebar

3. Which of the following features does Google Group support?

(a) Creating online discussions	
(b) Creating questions	
(c) Organizing meetings	
(d) Finding people with different interests	

(A) a, b, c	(C) b, c, d
(B) c, d	(D) a, b

4. Which of the following label is applied to mark the archive messages in Gmail inbox?

(A) Inbox label	(C) Inbox quick link sidebar
(B) Deleted label	(D) All Mail label

5. Using which functionality can the users design survey and let group of people ask and vote on questions?

(A) Google Moderator	(C) Quick Links
(B) Send and Archive	(D) Google Docs Sidebar

Session**06****Additional Google Tools****Answer**

1.	C
2.	C
3.	A
4.	D
5.	A

Session**06****Additional Google Tools****Summary**

- Google Calendar sidebar gadget allows users to work with events in Calendar.
- Google offers a language translator to help users read and compose mails in their preferred language.
- Google allows users to create bookmarks to e-mail messages and enables them to open with a single click.
- Google allows users to send and archive a message so that the sent message does not show up in inbox.
- Google offers Google groups to create online groups.
- Google provides the users with an option to design a survey. It allows other users to ask and vote for posted questions or topics.



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