



Session: **4**

Managing Google Drive and Docs

Objectives

Apps

- ◆ 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

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
 - ◆ A tablet
 - ◆ 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
 - ◆ Drawings



Google Drive Interface 1-2

Apps

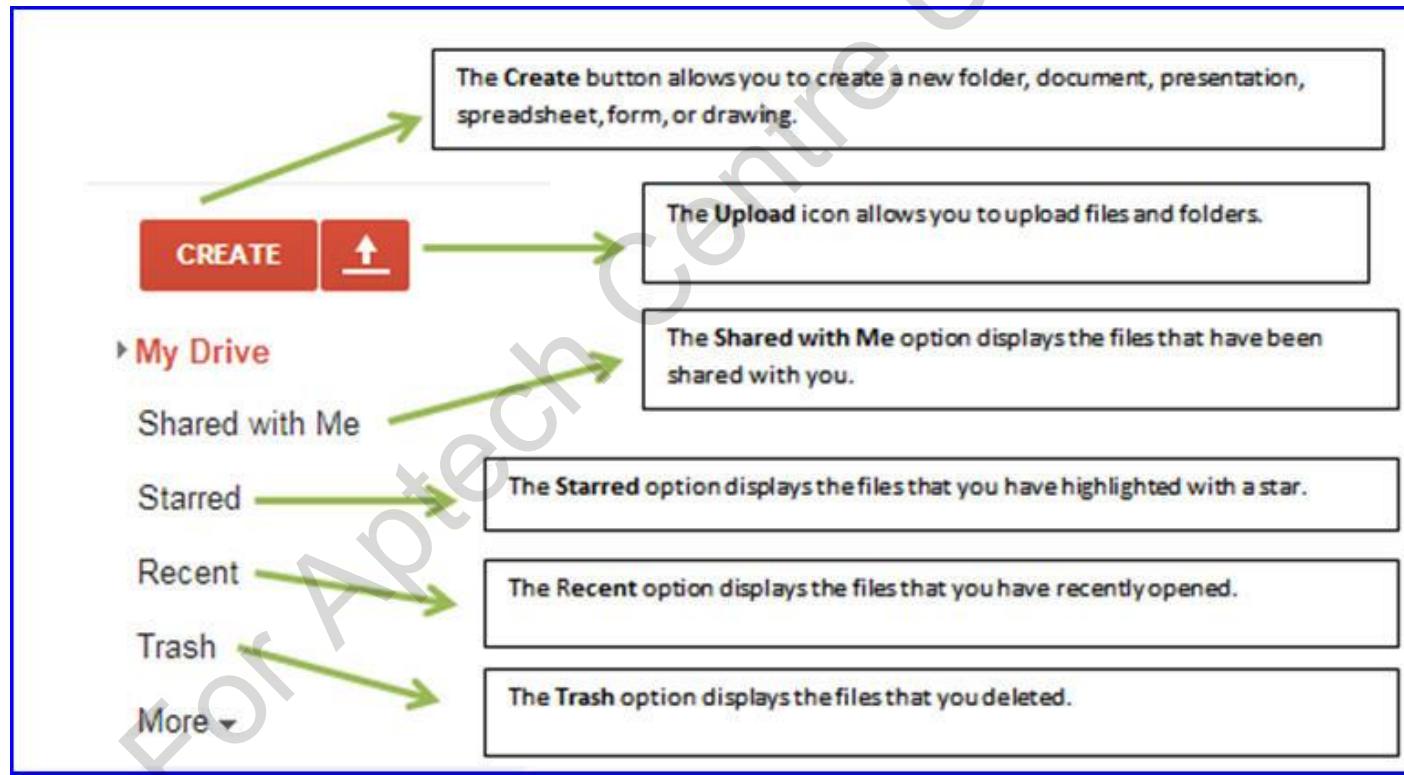
- ◆ To open Google Drive, perform the following steps:
 1. Open the browser.
 2. Type **www.drive.google.com** in the Address bar and press **ENTER** to open the home page of Google Drive.
- ◆ Following figure shows the home page of Google Drive:



Google Drive Interface 2-2

Apps

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



Uploading Files and Folders on Google Drive

Apps

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

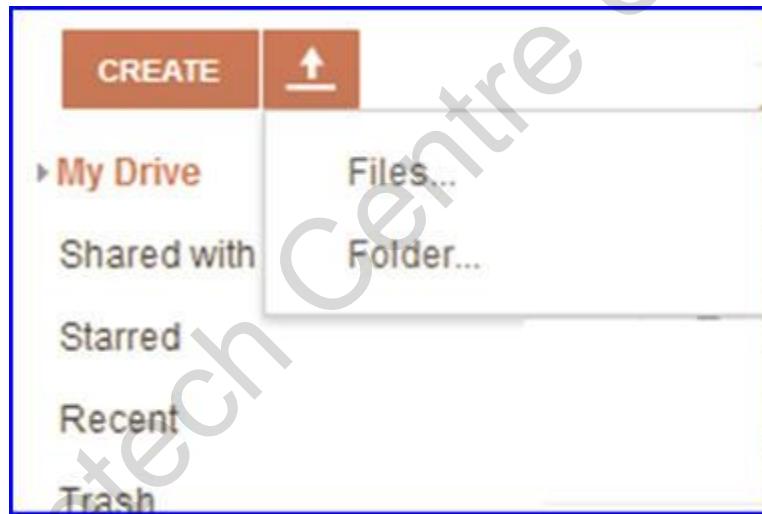
Upload using Google Drive

Drag-and-drop files on Google Drive

Upload Using Google Drive 1-2

Apps

- ◆ To upload the file on Google Drive, perform the following steps:
 1. Open Google Drive.
 2. Click the **Upload**  icon on the left pane to display the drop-down list as shown in the following figure:



- 3. Select the file from the system and click **Open** to upload the file on the Google Drive.
4. To upload multiple files, press **Shift** or **Ctrl** key and select multiple files to upload.

Upload Using Google Drive 2-2

Apps

- Following figure shows the **Upload complete** window that is displayed during file upload process:



- 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 **My Drive** section on Google Drive as shown in the following figure:



Drag-and-drop Files on Google Drive

Apps

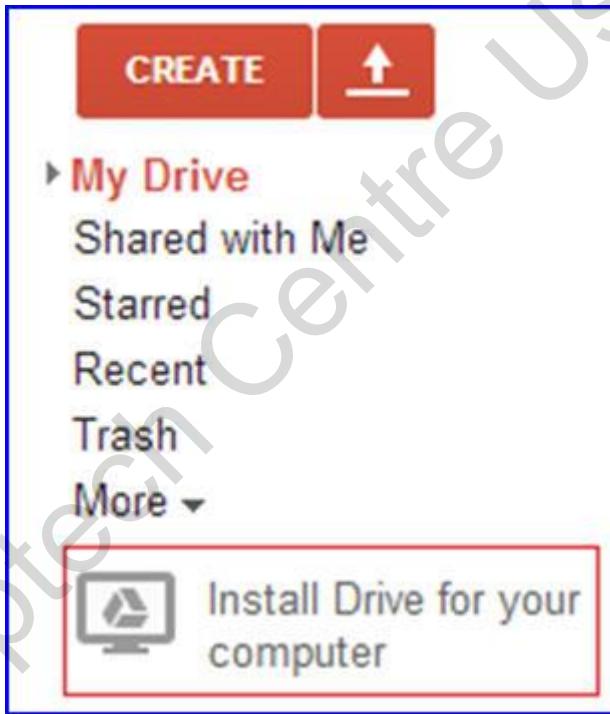
You can drag a file or folder from the system and drop into Google Drive.

This will upload all subfolders and files along with the folder on Google Drive.

Installing Google Drive on Computer 1-2

Apps

- ◆ 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 the following figure:



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

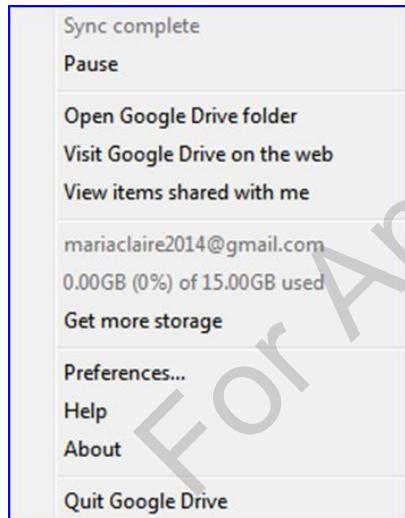
Installing Google Drive on Computer 2-2

Apps

2. Click **Install drive for PC** to confirm.
3. 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 the following figure:



- ❖ Following figure displays the various options available by clicking the **Google Drive** icon:



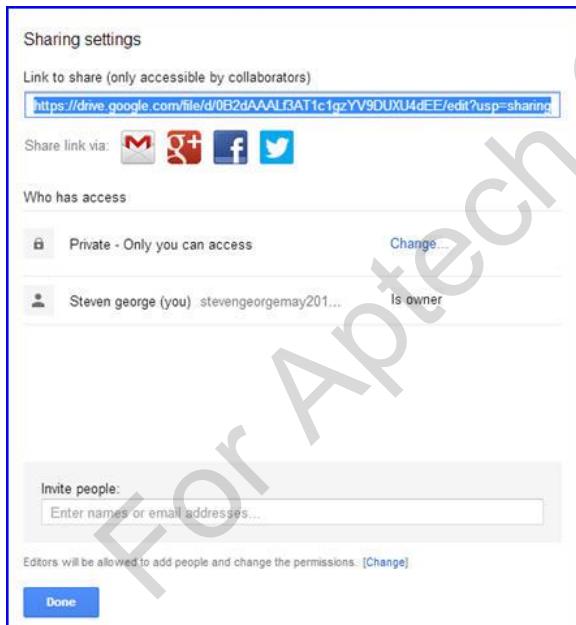
Sharing Files on Google Drive 1-3

Apps

- ◆ 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 the following figure:



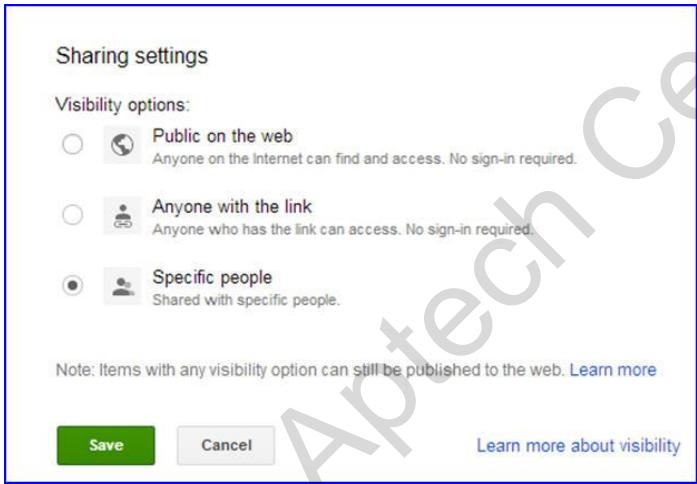
2. Click the **More** drop-down list, point to **Share**, and then select **Share**.
 - ◆ The **Sharing settings** dialog box will be displayed as shown in the following figure:



Sharing Files on Google Drive 2-3

Apps

3. Type the e-mail address of the person in the **Invite people** box.
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
 - ❖ Anyone with the Link
 - ❖ Specific People
- ❖ Following figure displays the various visibility options dialog box:



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

Sharing Files on Google Drive 3-3

Apps

- ◆ The owner can ensure that the editors are not able to invite others or change permission by performing the following steps:

1. Click **Change** link in **Sharing settings** dialog box as shown in the following figure:

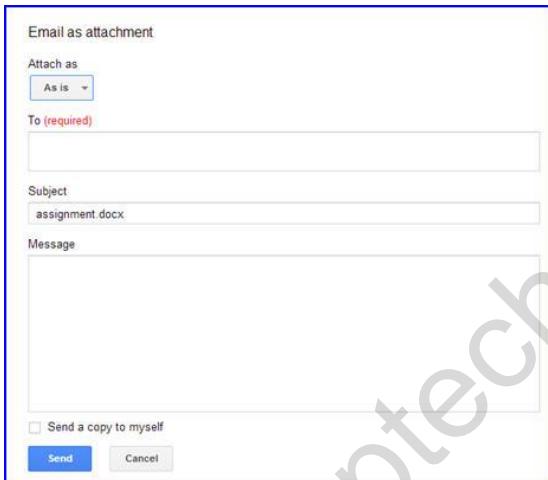
Editors will be allowed to add people and change the permissions. **[Change]**

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.

Sharing Files in E-mail

Apps

- ◆ 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 the following figure:



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**.

Remove Sharing

Apps

- ◆ The steps to remove collaborators from the shared doc are as follows:
 1. Click the **Sharing settings** dialog box.
 2. Click the close  button next to the collaborators name that needs to be removed.
 3. Click **Save changes**.

Managing Files on Google Drive

Apps

Google Apps provides an option to create a folder.

Users can keep adding documents and files that need to be shared with people or groups.

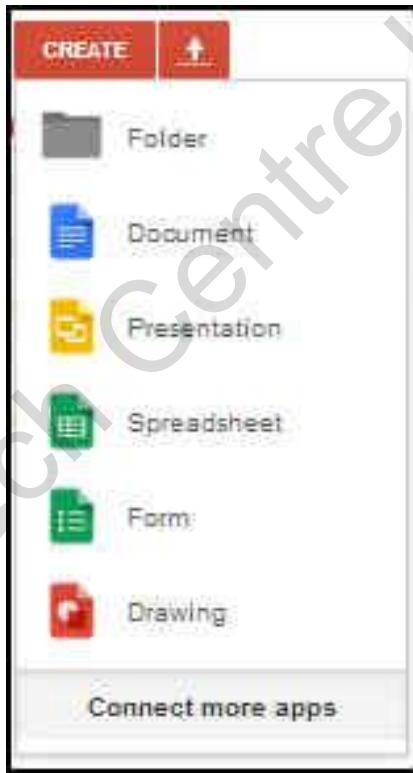
People who have access to edit the documents will be able to make changes to all the documents in the folder.

The people who have only read access are limited to reading the documents that are saved in the folder.

Creating Folders 1-2

Apps

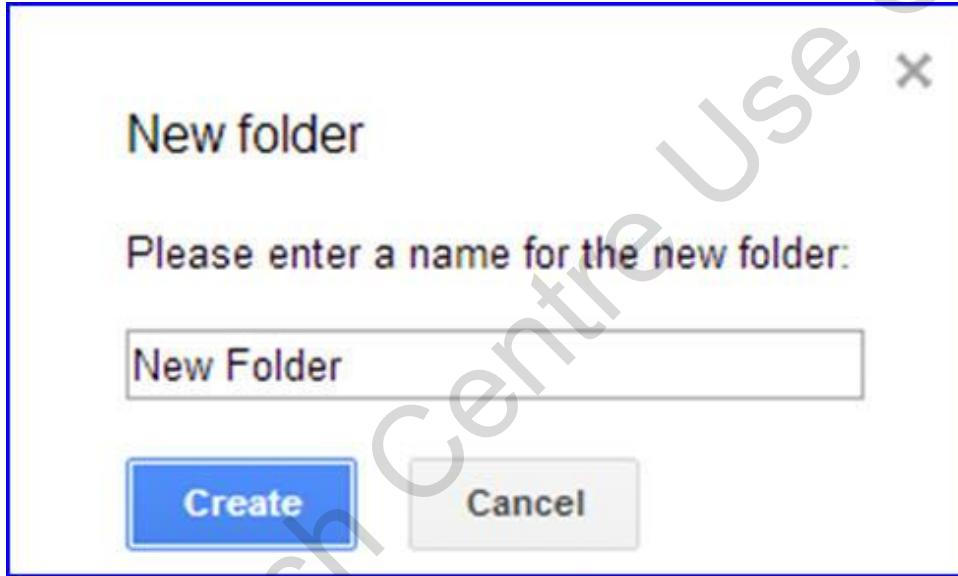
- ◆ To create a folder on Google Drive, perform the following steps:
 1. Click the **Create** button and then select **Folder** as shown in the following figure:



Creating Folders 2-2

Apps

- The **New folder** dialog box will be displayed as shown in the following figure:



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

Moving Files Between Folders 1-2

Apps

- ◆ 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 the following figure:



Moving Files Between Folders 2-2

Apps

- Following figure displays the **Move To** dialog box:

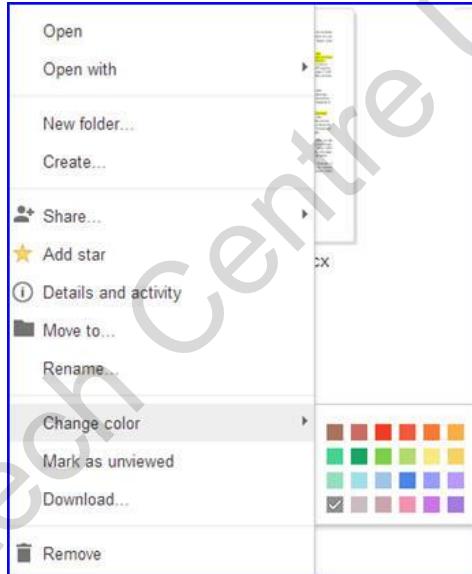


- Select the destination folder and then click **Move**. This moves the file to the selected folder.

Adding Color to Folder

Apps

- ◆ 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 the following figure:



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

Sorting, Filtering, and Searching 1-2

Apps

- ◆ To search a specific file, perform the following steps:
 1. Type name of the file to be searched in the 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:



- ◆ Select the type of the file that is being searched.
- ◆ This displays all the files matching with the selected type.

Sorting, Filtering, and Searching 2-2

Apps

- To sort the files, perform the following steps:
 - Open Google Drive.
 - Click the drop-down list next to either 'Owner' or 'Last modified' appearing at the top of file list as shown in the following figure:

<input type="checkbox"/> TITLE	OWNER	LAST MODIFIED
<input type="checkbox"/> ★ W Assignments.docx Shared	me	Owner
<input type="checkbox"/> ★ X Audience.xlsx Shared	me	Last modified
<input type="checkbox"/> ★ Courses.jpg Shared	me	Last edited by me
<input type="checkbox"/> ★ Fee Structure.txt Shared	me	Last opened by me
<input type="checkbox"/> ★ Handout Shared	me	Quota used

- Select the option to apply the sorting.

- ◆ Google Drive supports the following two types of view to display the list of files and folders in the **My Drive** section:
 - ❖ List view
 - ❖ Grid view
- ◆ The users can switch between the views to change the display of files and folders in the view pane.

Managing Documents

Apps

Advantages of
using Google
Drive

Accessing
Documents

Working Together
on Documents

Providing Autosave
and Revision
History Feature

User

Create a new
online
document

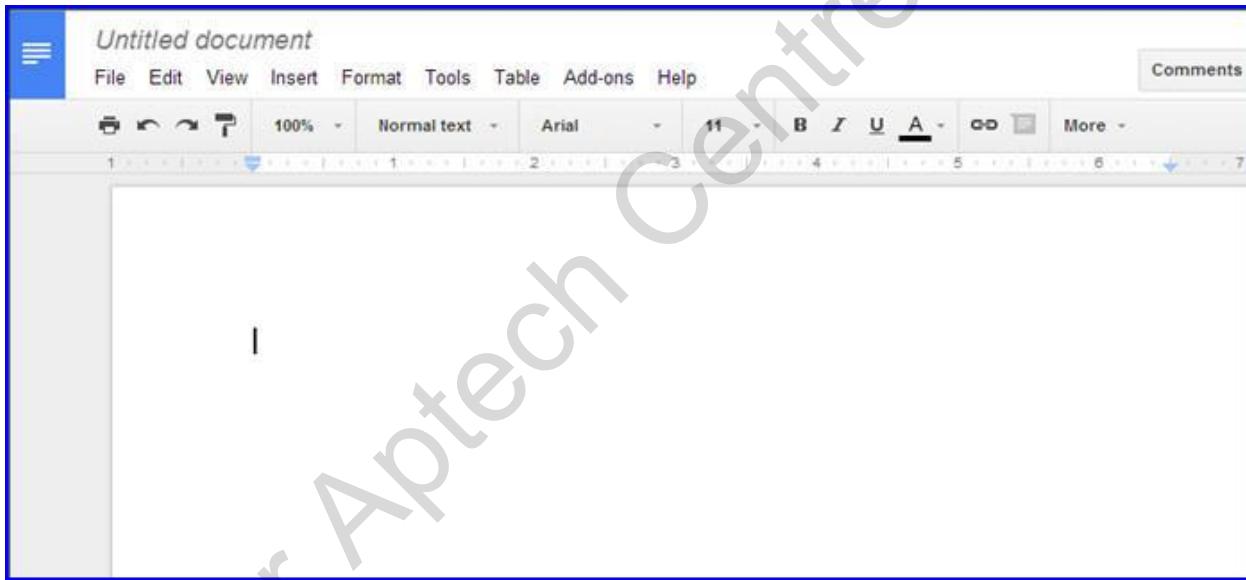
Upload an
existing
document

Use a template
from the
template gallery

Create Document

Apps

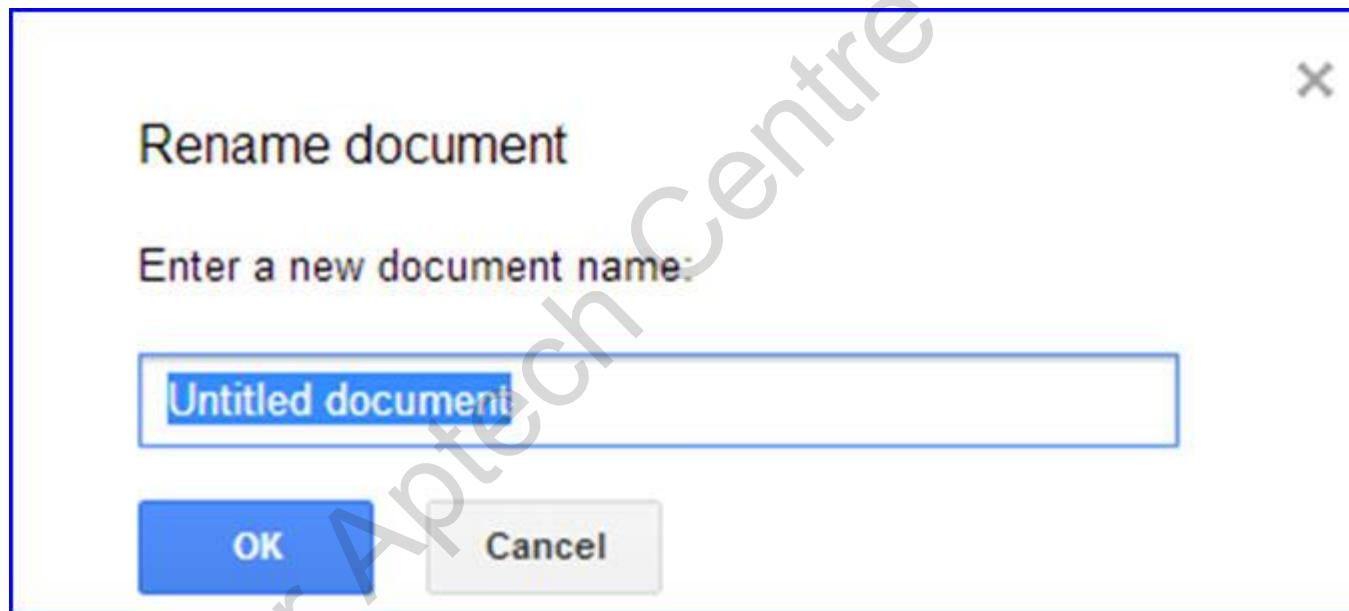
- ◆ The steps to create a new document are as follows:
 1. Open Google Drive.
 2. Click **CREATE** to display the drop-down list.
 3. Select **Document** from the list. A new unnamed document will be opened as shown in the following figure:



Rename Document

Apps

- ◆ The steps to rename a new document are as follows:
 1. Open document.
 2. On the **File** menu, click Rename. The **Rename document** dialog box will be displayed as shown in the following figure:



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

Sharing the Document

Apps

- ◆ 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

Apps

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 the following figure:



- ◆ Users can view the edits or the highlighted text that are being made by other people in the document.
- ◆ 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

Apps

- ◆ 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**.
 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.
- ◆ Reply the comment:
 - ◆ A user will have the option of replying to the comment by specifying the text in the text 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.

Sending E-mail to Collaborators

Apps

- ◆ To notify others of changes, the steps 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 1-2

Apps

The style toolbar menu at the top of the document can be used to select the style of the text in the document.

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

Users can also choose the text color or the highlight color from the style toolbar.

The user can also format the line spacing, paragraph alignment, and lists.

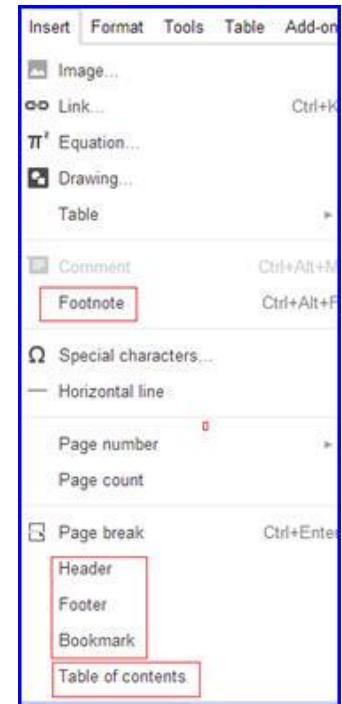
Users can also choose to use the bulleted list or the numbered list for the content.

In addition, they can add page breaks, hide page breaks, insert an image, link, or various drawing options available in the document.

Formatting the Document 2-2

Apps

- ◆ 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**.
- ◆ In addition, a user can also choose to add the Table of contents, Bookmarks, Headers and Footers, and so on to the document.
- ◆ Following figure shows some of these advanced formatting options:



Managing Spreadsheets

Apps

- ◆ 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
 - ◆ Entering formulas
- ◆ Users working with spreadsheets can also perform the following tasks:
 - ◆ Copy and paste the data
 - ◆ Add images and links

Creating the Spreadsheet

Apps

- ◆ The steps 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 the following figure:



Sharing and Collaborating with Spreadsheets 1-2

Apps

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.

Sharing and Collaborating with Spreadsheets 2-2

Apps

- ◆ 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. The Protect sheets and ranges window will be displayed.
 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.
 4. 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.

Working with Functions

Apps

- ◆ 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 the following figure:



4. Click the **More functions** link to see additional formulas. The functions will be applied to cells that are selected.

Organizing and Managing Data in Spreadsheets 1-3

Tipps

- ◆ To add additional sheets in a spreadsheet, the user needs to click the plus (+) button at the lower-left of the spreadsheet.
- ◆ 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.
- ◆ 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.

Organizing and Managing Data in Spreadsheets 2-3

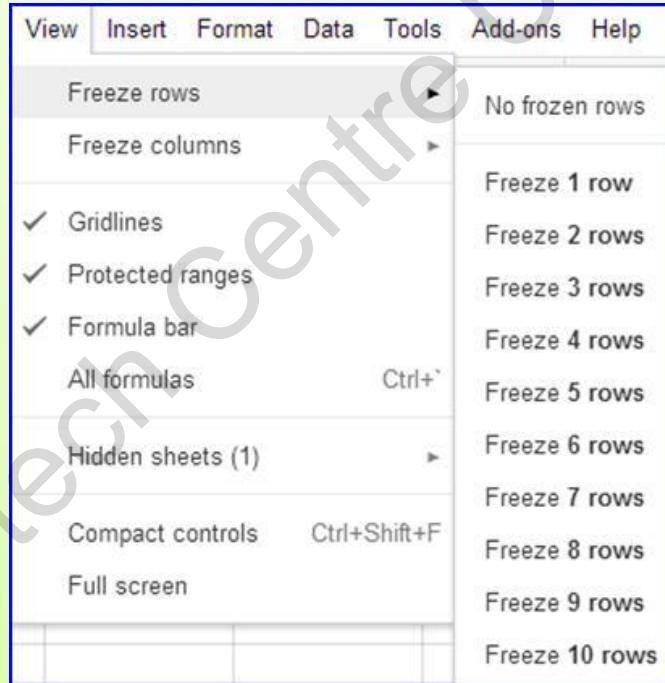
tips

- ◆ To copy the sheet from one spreadsheet to another spreadsheet, perform the following steps:
 1. Click the arrow next to the sheet name.
 2. From the drop-down list, click **Copy to**.
 3. Choose the destination spreadsheet from the list.
 4. Click **Select**. The copied sheet will be duplicated into the destination spreadsheet.
- ◆ To hide a sheet:
 - ◆ the user needs to click the arrow next to the sheet name, and then select **Hide sheet**.
- ◆ To view the hidden sheets:
 - ◆ Click **View** menu and select sheet from **Hidden sheets** option.
- ◆ To hide a row:
 - ◆ Right-click the row number, and then select **Hide row**.

Organizing and Managing Data in Spreadsheets 3-3

tips

- ◆ The steps to freeze rows are as follows:
 1. Click the **View** tab, and then click the **Freeze rows** drop-down list.
 2. Select the number of rows that need to be frozen as shown in the following figure:



- ◆ Similarly, columns can also be frozen.

Identifying the Advanced Options in Spreadsheet 1-3



- ◆ 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 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.

Identifying the Advanced Options in Spreadsheet 2-3

tips

- ◆ 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.

Identifying the Advanced Options in Spreadsheet 3-3



- ◆ The steps to create a chart in the spreadsheet are as follows:
 1. Select the cells that need to be included in the chart.
 2. On the **Insert** menu, click **Chart**. The **Chart Editor** window appears.
 3. In the Data section, the user needs to ensure the range of data is correct and may choose to switch rows/columns.
 4. Select the type of chart from the Charts tab.
 5. Click the **Customize** tab.
 6. Specify the features and style of various chart components.
 7. Click **Insert**. The chart will be displayed in the spreadsheet.

- ◆ 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 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. To apply the background to all the slides, click **Apply to all**.
 4. Click **Done**.

Inserting Slides in the Presentation

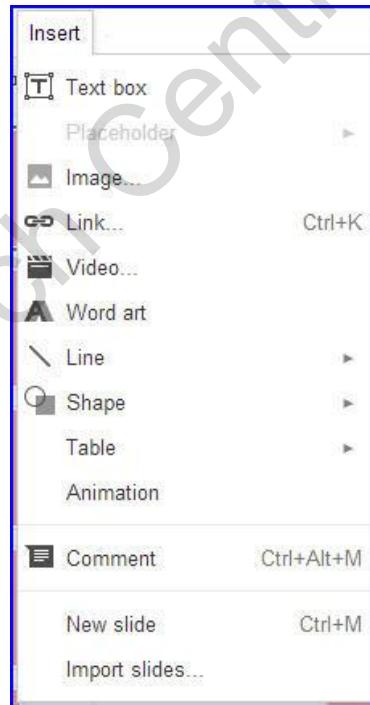
Apps

- ◆ The steps to add another slide are as follows:
 1. Open the presentation.
 2. On the **Slide** menu, click **New slide**.
- ◆ Alternatively, the user can create new slides by duplicating the existing slides. To do this, on the Slide menu, click **Duplicate** slide.
- ◆ To copy and paste slides, 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.
- ◆ 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 1-2

Apps

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



Editing Slides 2-2

Apps

- ◆ The steps to add layer effects are as follows:
 1. On **Arrange** menu, select **Order**.
 2. Alternatively, right-click the object, and then select **Order**.
 3. Select either of the required options:
 - ◊ **Bring to Front**
 - ◊ **Send to Back**
 - ◊ **Bring Forward**
 - ◊ **Send Backward**

Sharing the Presentation

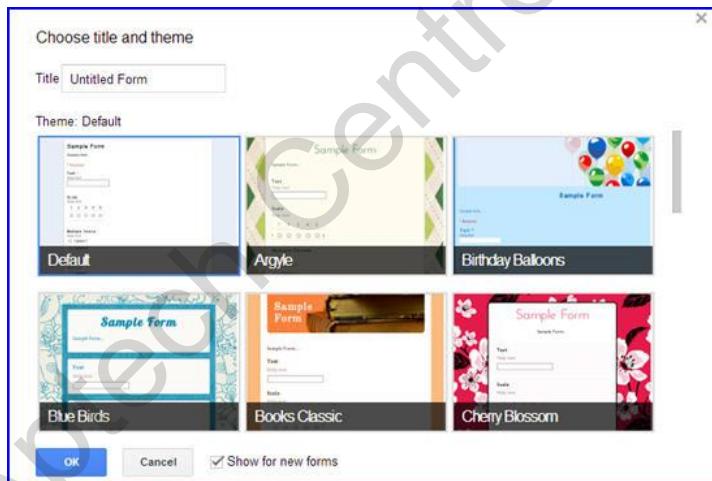
Apps

- ◆ The user can share his/her presentation with others and can collaborate to work together.
- ◆ Google also saves the revision of the history.
- ◆ To revert to an older version of the document, perform the following steps:
 1. On **File** menu, click **See revision history**.
 2. To revert to the version, click **Revert to this version**.

Managing Forms 1-3

Apps

- ◆ 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**'.
 3. Provide a title in the **Title** box and select a theme from the given options as shown in the following figure:



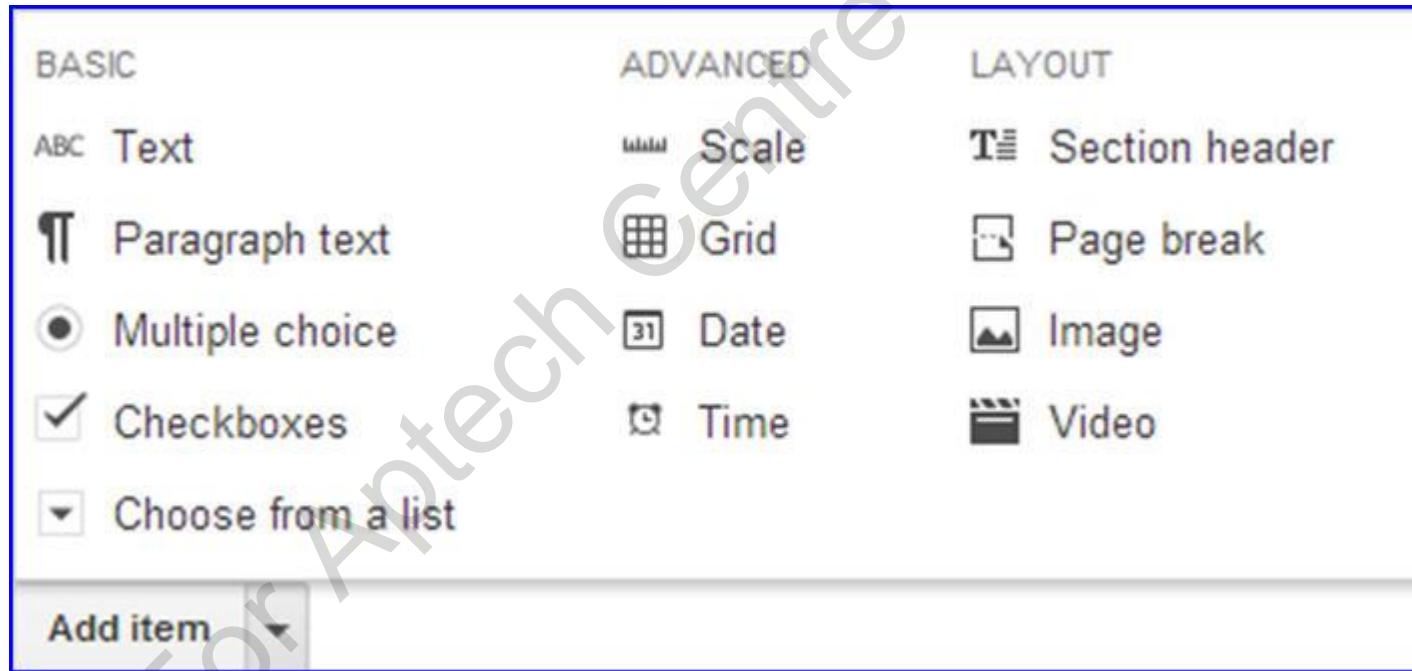
4. Click **OK**.
5. Add the questions in the form template.

Managing Forms 2-3

Apps

- ◆ 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 the following figure:



Managing Forms 3-3

Apps

- ◆ 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.

Managing Drawings

Apps

- ◆ 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.
- ◆ 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.

Summary

Apps

- ◆ 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.