



ECAP470: CLOUD COMPUTING

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Learning Outcomes



After this lecture, you will be able to,

- ✓ Learn and practically work on the cloud-based word documents.

Google Drive

The image shows the Google Drive interface. On the left, there's a vertical sidebar with a red 'NEW' button at the top. Below it are options: 'Folder', 'File upload', 'Google Docs' (which is selected and highlighted in blue), 'Google Sheets', and 'Google Slides'. A 'More' button with a dropdown arrow is also present. On the right, there's a preview of a document titled 'Bike Sales' and a list of connected apps: 'Google Forms', 'Google Drawings', 'Google My Maps', and '+ Connect more apps'. A blue curved arrow points from the text 'Select Docs-' to the 'Google Docs' item in the sidebar.

Select Docs-

- Google's word processor.
- Similar to Microsoft Word.

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- Similar to Microsoft Word.

Google Docs

Google Drive is the new home for Google Docs.

- Setting up a free account and creating and editing documents using Google drive.
- Create and share your work online and access your documents from anywhere.
- Manage documents, spreadsheets, presentations, surveys, and more all in one location.

Accessing Files

To access all of your files, folders, and Google Docs, you have three options:

1. Sign into Google Drive on the web at drive.google.com.
2. Open the Google Drive folder on your computer (created when you install Google Drive for your Mac or PC).

Accessing Files

To access all of your files, folders, and Google Docs, you have three options:

3. Go to the Google Drive mobile app on your Android or iOS device.

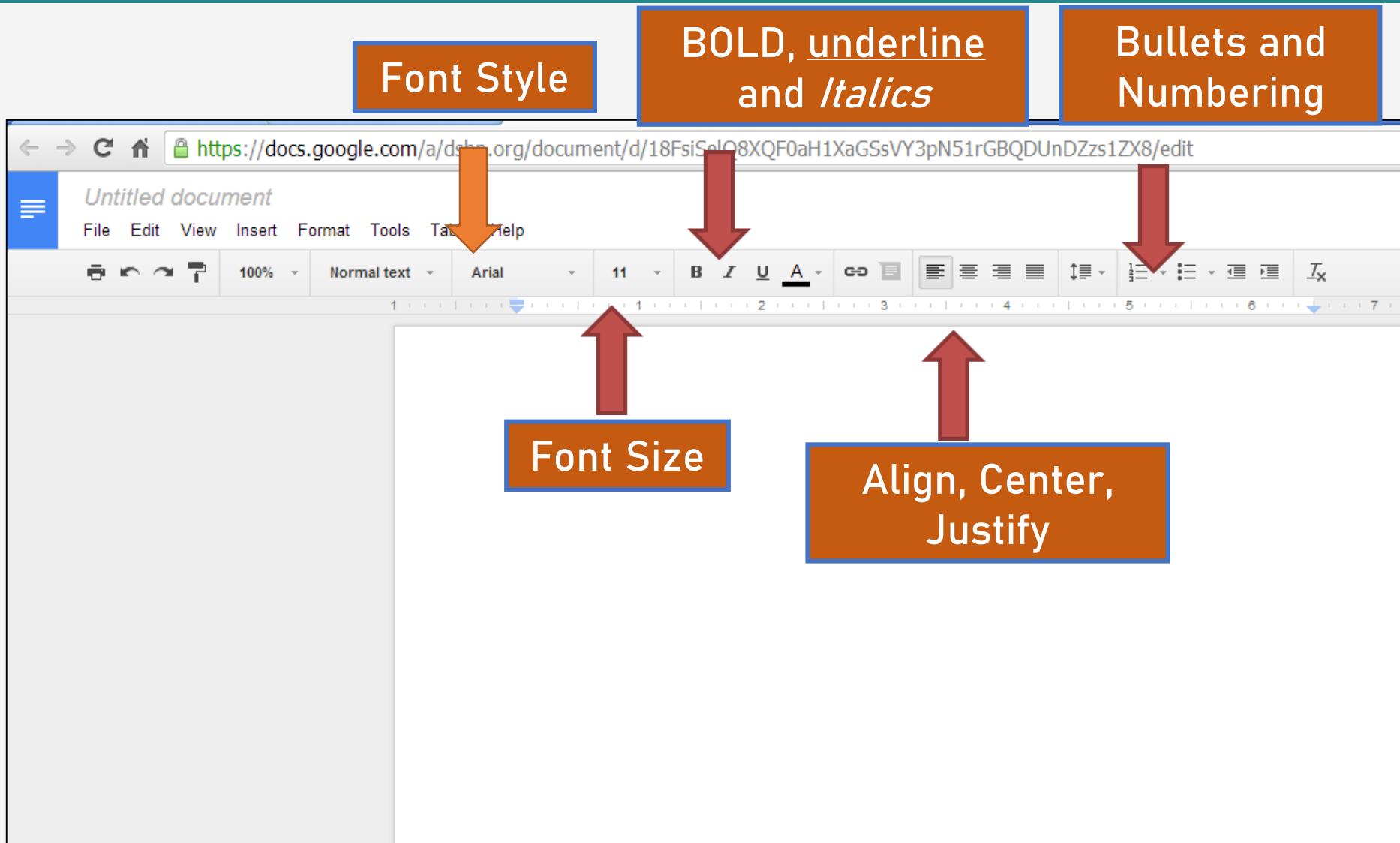
Saving

- Because Google Docs, Sheets, and Slides save to a secure, online storage facility, you can create documents, spreadsheets, presentations, and drawings without the need to save to your local hard drive.
- You can also access your documents from any computer by signing into your Google Account.

Saving

- In the event of a local hard drive crash, you won't lose your saved content.

Google Docs- Tool Bar

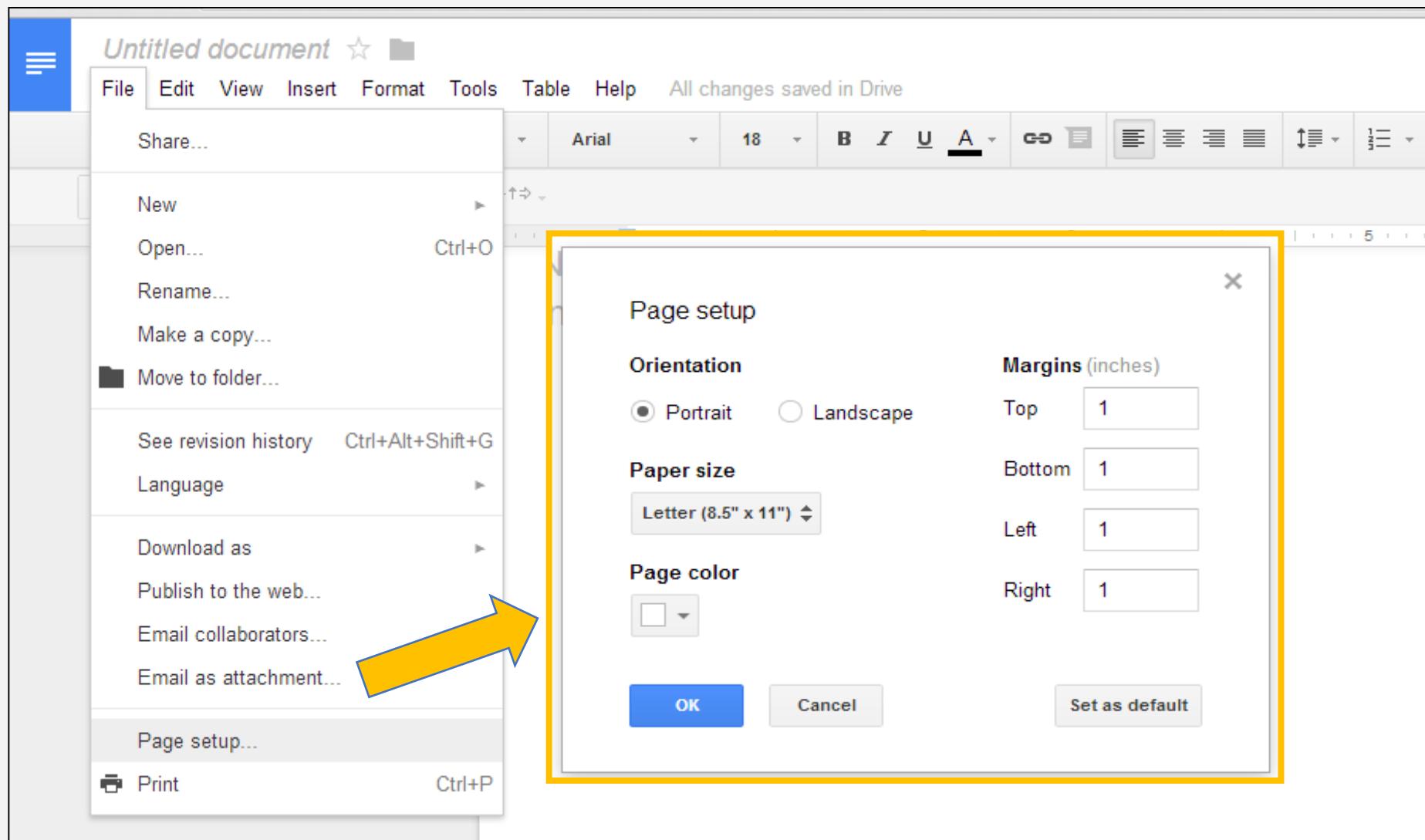


Google Docs Menu- File

A screenshot of a Google Docs document titled "Untitled document". The browser address bar shows the URL <https://docs.google.com/a/dsbn.org/document/d/1vTEjXY-uP-5sc-Wyd5TwHKq4uuL-XnySo69brSzgXuM/edit>. The "File" menu is open, displaying options like Share..., New, Open..., Rename..., Make a copy..., See revision history, Language, Download as, Publish to the web..., Email collaborators..., Email as attachment..., Page setup..., and Print. A large orange callout box with a blue border is overlaid on the right side of the menu, containing the text "New, Share, Open, Print documents and more." The toolbar above the menu includes buttons for Share, New, Open, Rename, Make a copy, See revision history, Language, Download as, Publish to the web, Email collaborators, Email as attachment, Page setup, and Print.

New, Share, Open,
Print documents and
more.

Google Docs Menu- File (Page Setup)



Google Docs Menu- File (Download)

The screenshot shows the Google Docs interface with the 'File' menu open. The 'Download as' option is highlighted with a yellow arrow pointing to it from the text below. A large orange callout box contains the text: 'Download your document into one of these file types'. The 'Download as' menu lists several file formats: Microsoft Word (.docx), OpenDocument Format (.odt), Rich Text Format (.rtf), PDF Document (.pdf), Plain Text (.txt), and Web Page (.html, zipped).

Untitled document ★

File Edit View Insert Format Tools Table Help All changes saved in Drive

Share...

New

Open... Ctrl+O

Rename...

Make a copy...

Move to folder...

See revision history Ctrl+Alt+Shift+G

Language

Download as

Publish to the web...

Email collaborators...

Email as attachment...

Page setup...

Print Ctrl+P

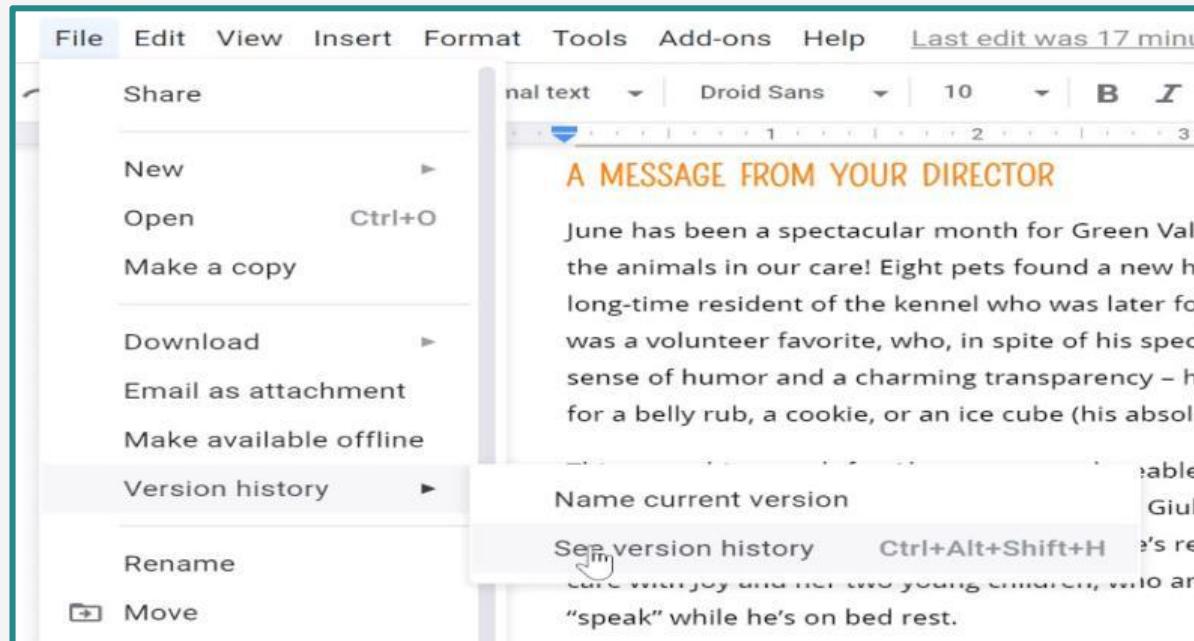
Project Name
Your Name

Microsoft Word (.docx)
OpenDocument Format (.odt)
Rich Text Format (.rtf)
PDF Document (.pdf)
Plain Text (.txt)
Web Page (.html, zipped)

Download your document into one of these file types

Google Docs Menu- Version History

- Google Docs saves every change made to your document through a feature called **Version History**.
- Go to **File > Version history > See version history**.



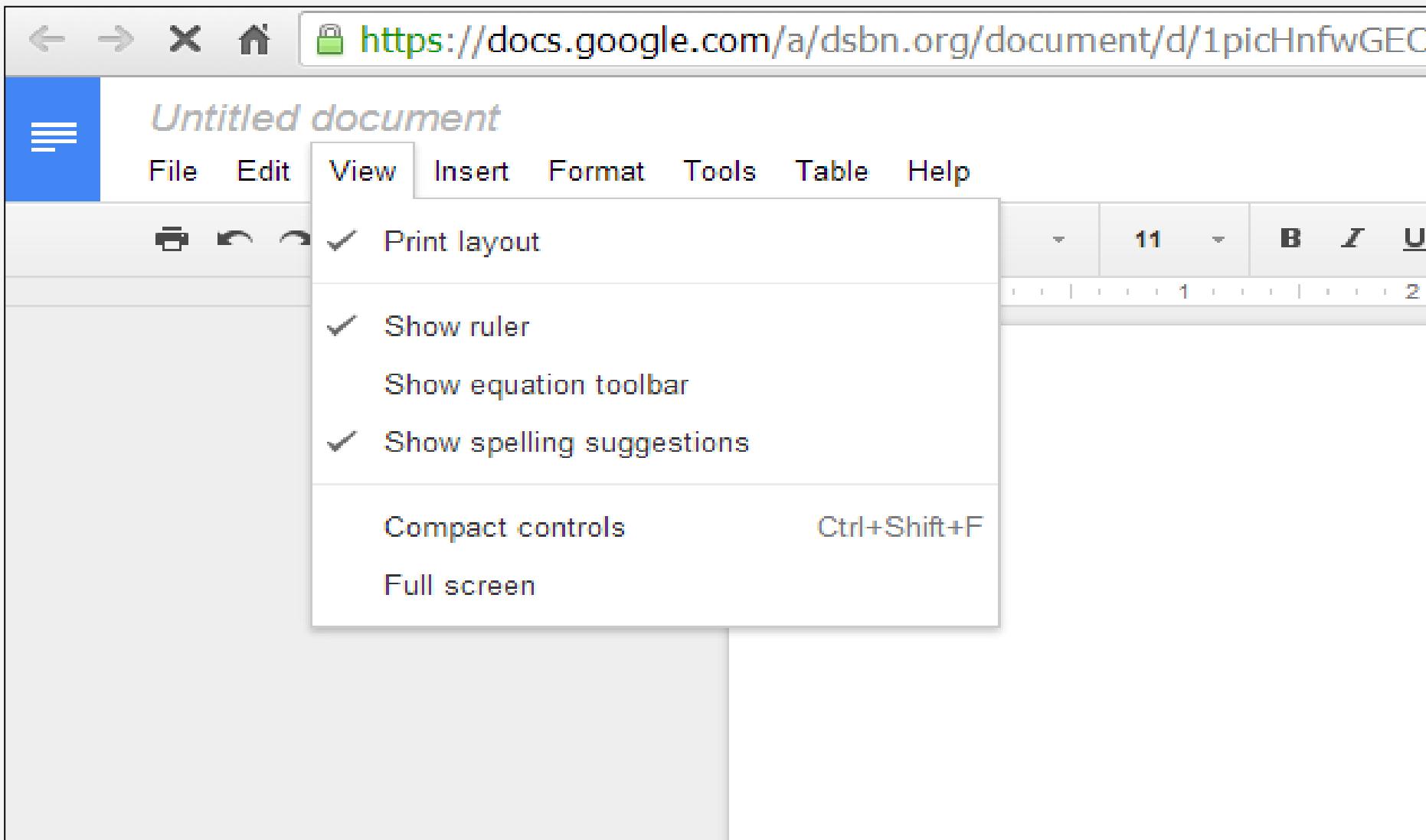
Google Docs Menu- Edit

The screenshot shows a Google Docs interface. At the top is a navigation bar with back, forward, refresh, and home icons, followed by a URL bar containing the document's link. Below the URL is a blue header bar with the title "Untitled document". A vertical toolbar on the left includes icons for file, print, cut, copy, paste, and web clipboard. The main area shows three instances of the word "jobs" highlighted in green. An orange callout box labeled "Actions under this Tab" lists three items: "Undo your previous action", "Paste a Picture", and "Find and replace a word". A yellow arrow points from the "Find and replace..." option in the "Edit" menu to the "Find and replace" dialog box. This dialog box has fields for "Find" (containing "job") and "Replace with" (containing "jobs"). It also includes a "Match case" checkbox, a "Replace" button, a "Replace all" button, and navigation buttons for "Prev" and "Next".

Find and replace a word in your document

- Example shown replaces the word job with jobs.

Google Docs Menu- View



Google Docs Menu- Insert

The screenshot shows the Google Docs interface with the 'Insert' tab selected. A dropdown menu is open under the 'Insert' tab, displaying the following options:

- Image...
- Link...
- Equation...
- Drawing...
- Table
- Comment
- Footnote
- Special characters...
- Horizontal line
- Page number
- Page count
- Page break Ctrl+Enter
- Header
- Footer
- Bookmark
- Table of contents

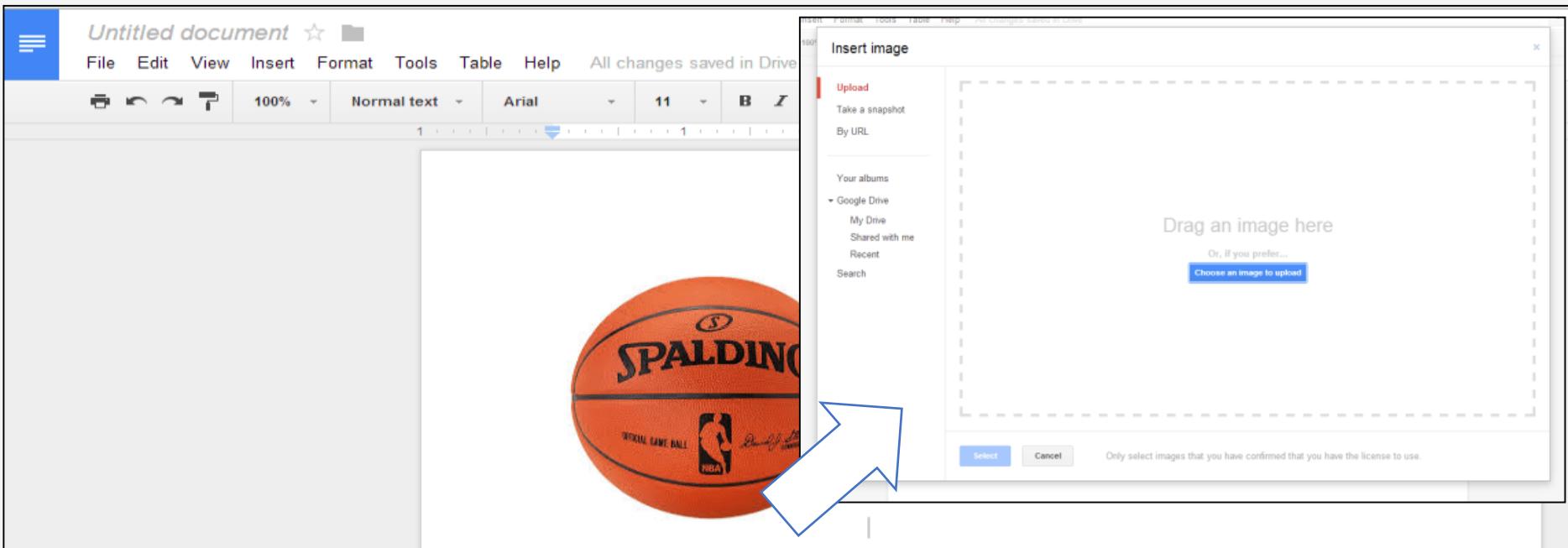
Four specific items have been highlighted with orange boxes and blue arrows pointing to them from the left:

- Link** (highlighted by a blue arrow pointing to the 'Link...' option)
- Image** (highlighted by a blue arrow pointing to the 'Image...' option)
- Equation** (highlighted by a blue arrow pointing to the 'Equation...' option)
- Table** (highlighted by a blue arrow pointing to the 'Table' option)

A large teal box with a yellow border at the bottom right contains the text:

**Inserting images, links
and equations**

Google Docs Menu- Insert Image



- This box appears when insert - image is selected
- Find or drag the image into this box
- An image saved on your computer
- Search Google right there
- The image will be inserted onto the page

Google Docs Menu- Insert Link

The image shows two side-by-side screenshots of the Google Docs interface, demonstrating the 'Insert' menu options.

Top Screenshot (Insert - Link): This screenshot shows the 'Insert' menu open, with the 'Link' option selected. A callout box highlights the 'Link' option in the menu. Below the menu, a 'Link' dialog box is displayed over the document content. The URL www.google.com is entered in the 'Link' field. The dialog also includes fields for 'Text' (which is empty) and a button labeled 'Apply'.

Bottom Screenshot (Insert - Equation): This screenshot shows the 'Insert' menu open, with the 'Equation' option selected. A callout box highlights the 'Equation' option in the menu. Below the menu, a floating equation editor is shown, displaying a toolbar with various mathematical operators like multiplication, division, and square root, along with a dropdown menu of additional symbols.

Google Docs Menu- Format

The screenshot shows a Google Docs interface with the 'Format' menu open. The menu includes options for Bold, Italic, Underline, Strikethrough, Superscript, Subscript, Paragraph styles, Align, Line spacing, Bulleted list, Numbered list, List options, and Clear formatting. A yellow callout box highlights the text 'Options include: Bold, Italic, Underline, Align, Line Spacing, Bulleted List, Numbered Lists and more.' located on the left side of the screen.

Untitled document

File Edit View Insert

Format Tools Table Help

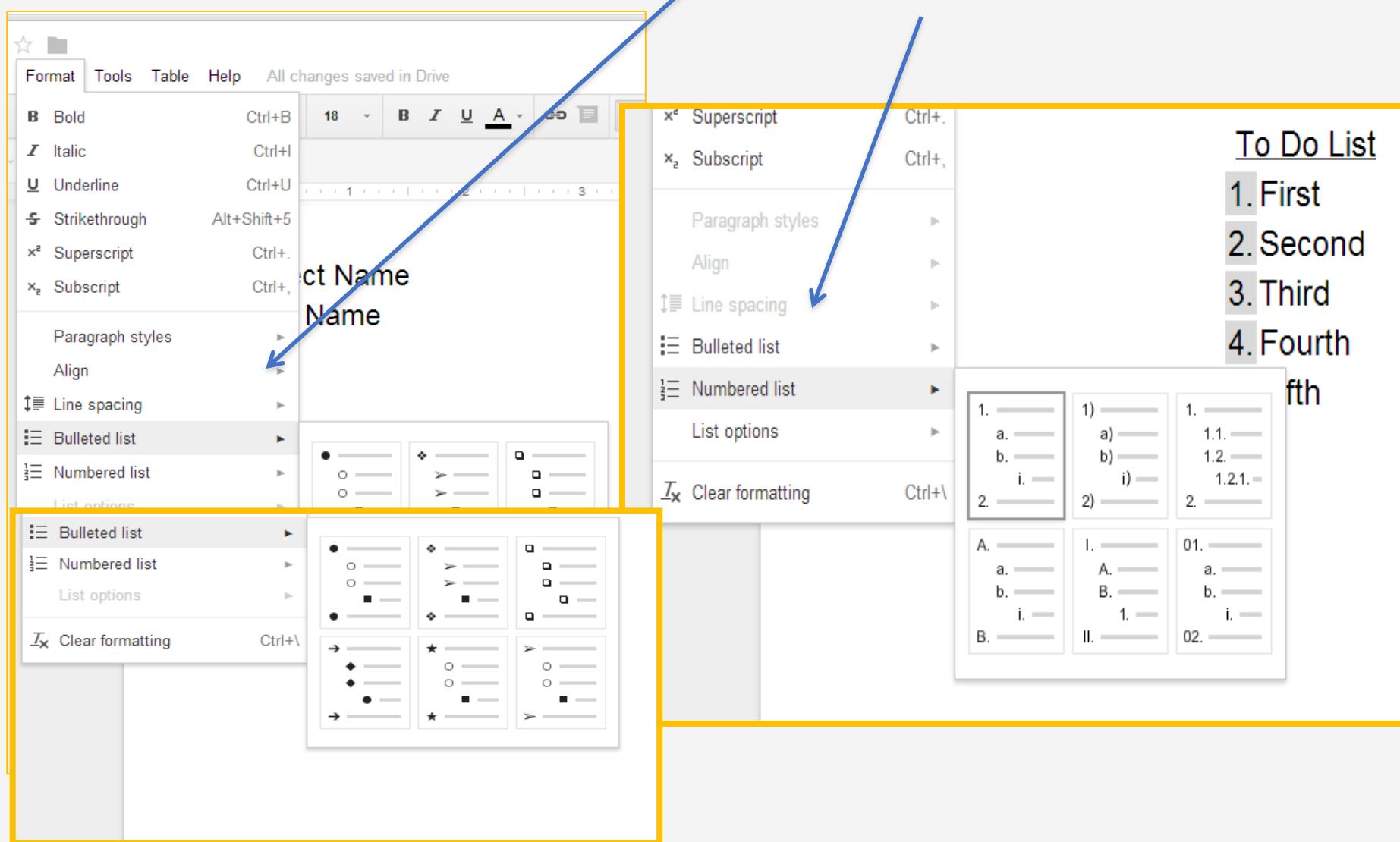
B Bold Ctrl+B
I Italic Ctrl+I
U Underline Ctrl+U
S Strikethrough Alt+Shift+5
^x Superscript Ctrl+.
_x Subscript Ctrl+,

Paragraph styles ▶
Align ▶
Line spacing ▶
Bulleted list ▶
Numbered list ▶
List options ▶

Ix Clear formatting Ctrl+\

Options include:
Bold, Italic,
Underline, Align,
Line Spacing,
Bulleted List,
Numbered Lists
and more.

Google Docs Menu- Bullets and Numbered



Google Docs Menu- Tools

In this example, word processor was typed into the search area

The screenshot shows a Google Docs interface. On the left, there's a toolbar with icons for print, back, forward, and other document functions. Below it is a blue header bar with the URL <https://docs.google.com/a/dsbn.org/document/>. The main area has a title "Untitled document". A blue arrow points from a green box containing the text "Check spelling throughout the document" to the "Tools" menu. The "Tools" menu is open, showing options like Spelling..., Research, Define, Word count, Translate document..., Script editor..., and Preferences... A yellow arrow points from the "Research" option in the menu to the Research sidebar on the right. The Research sidebar has a search bar with "word processor" typed into it. Below the search bar, it says "Web results" and lists a result: "Word processor - Wikipedia, the free encyclopedia". It also shows a thumbnail preview of a Wikipedia page about word processors.

Check spelling throughout the document

Untitled document

File Edit View Insert Format Tools Table Help

Spelling... Research Ctrl+Alt+S

Define Ctrl+Shift+D

Word count Ctrl+Shift+W

Translate document...

Script editor...

Preferences...

Comments Share

Research

word processor

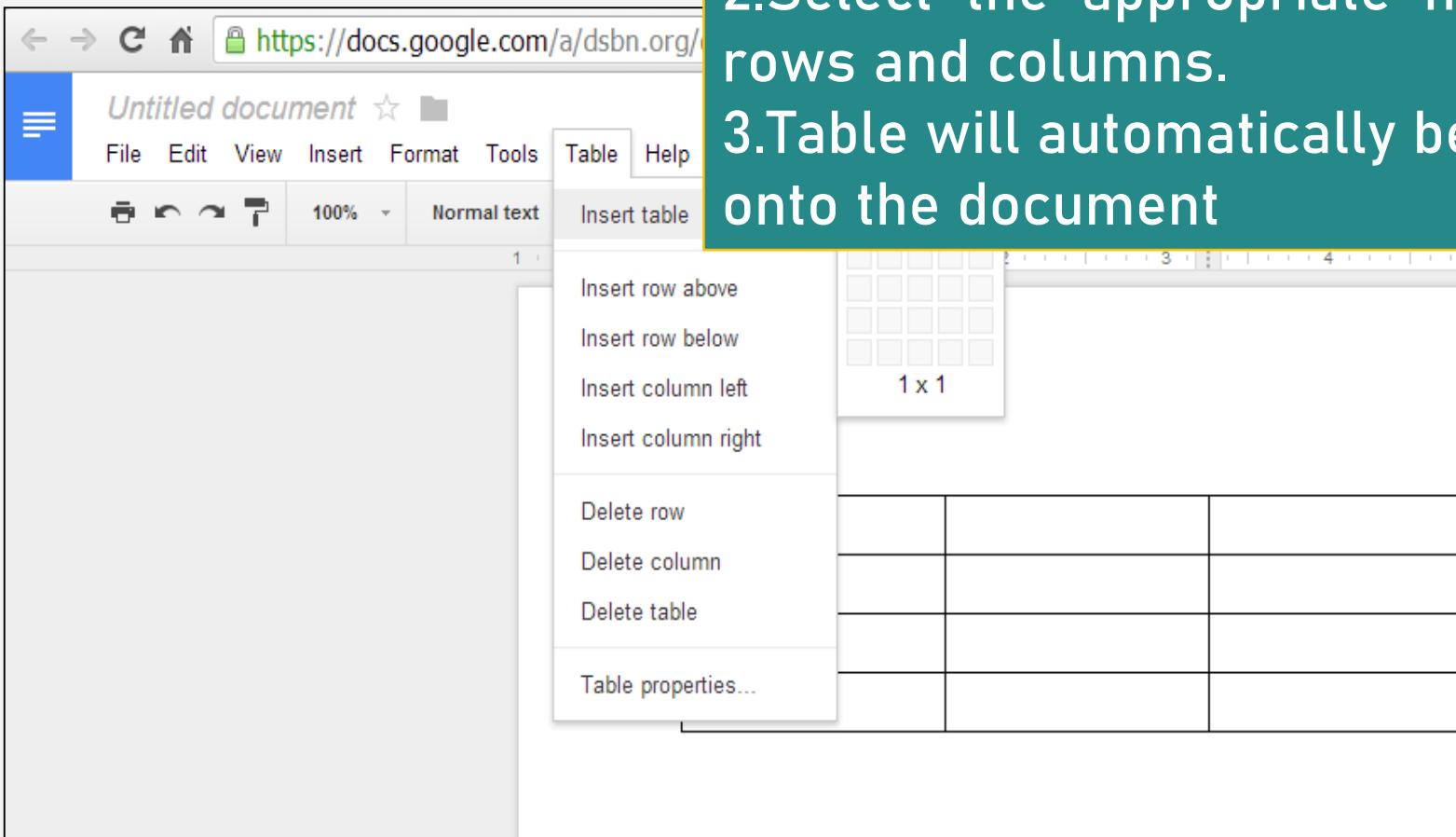
Web results

Word processor - Wikipedia, the free encyclopedia en.wikipedia.org

A word processor is an electronic device or computer software application that, as directed by the user, performs word processing: the composition, editing, ...

Word Processor

Google Docs Menu- Table



Steps for Creating a Table-----

1. Select Table – Insert table.
2. Select the appropriate number of rows and columns.
3. Table will automatically be inserted onto the document

Google Docs Menu- Help

The screenshot shows a Google Docs interface with the 'Help' menu open. The main window displays a toolbar, a document area with placeholder text, and a sidebar with various tools. A large green callout box on the left side of the interface contains the following text:

Search a variety of topics that will help you with formatting your document.

The 'Help' menu is open, showing options like 'Docs Help', 'User Forum', and 'Google+ Community'. A search bar labeled 'Search the menus (Alt /)' is present. Below the menu, a 'Search Help' bar is shown with a search icon and an 'X' button. A list of 'SUGGESTED ARTICLES' includes links to 'Edit and format a Google document', 'Save your Google documents, spreadsheets, and presentations', 'Page setup', 'Find a useful template', and 'Table of contents in documents'. A 'MORE' section at the bottom lists 'Help Center' and a 'Send feedback' button.

Untitled document ★

File Edit View Insert Format Tools Table Help All changes saved in Drive

Search the menus (Alt /)

Docs Help

User Forum

Google+ Community

Search Help

SUGGESTED ARTICLES

- Edit and format a Google document
- Save your Google documents, spreadsheets, and presentations
- Page setup
- Find a useful template
- Table of contents in documents

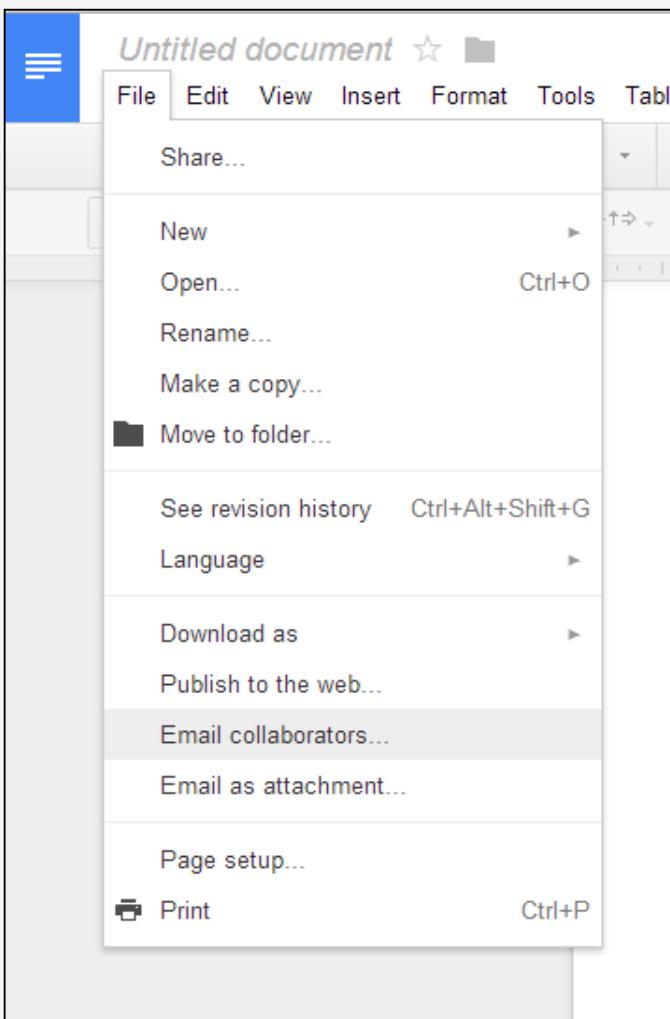
MORE

Help Center

Send feedback

Google Docs Menu- Email Collaborators

Share Documents



The screenshot shows the 'Sharing settings' dialog box. It displays a sharing link: https://docs.google.com/document/d/1picHnfwGEOnW2UHegWJecYlp_4dngxWWOj3nQVW7qBo/edit?usp=sharing. Under 'Who has access', it shows 'Private - Only you can access' and 'Gavin Middleton (you) gavin.middleton@dsbn.org Is owner'. A note says 'There are currently no collaborators, but you can add people to share with here.' Below this, there's an 'Invite people:' field with 'Enter names, email addresses, or groups...' and a dropdown for 'Can edit'. There are checkboxes for 'Notify people via email - Add message' and 'Send a copy to myself' or 'Paste the item itself into the email'. At the bottom, there are 'Share & save' and 'Cancel' buttons, and a note: 'Editors will be allowed to add people and change the permissions. [Change]'

Google Docs Menu

Other Options:

- Rename the Document
- Publish to Web
- Templates
- Language
- Move
- Document Details
- Permissions and Privileges

That's all for now...