



ECAP470: CLOUD COMPUTING

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Learning Outcomes



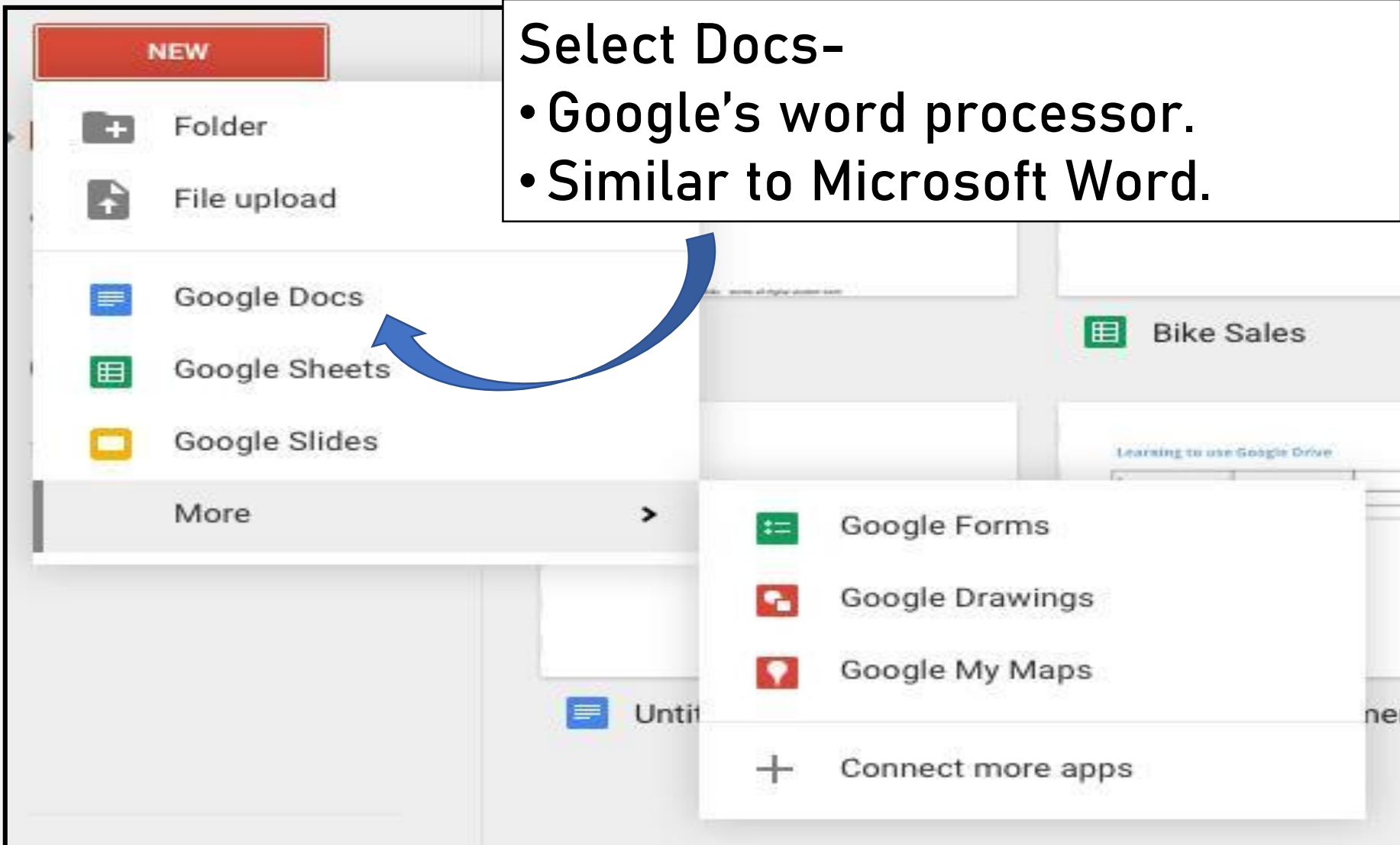
After this lecture, you will be able to,

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

Google Drive

Select Docs-

- Google's word processor.
- 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

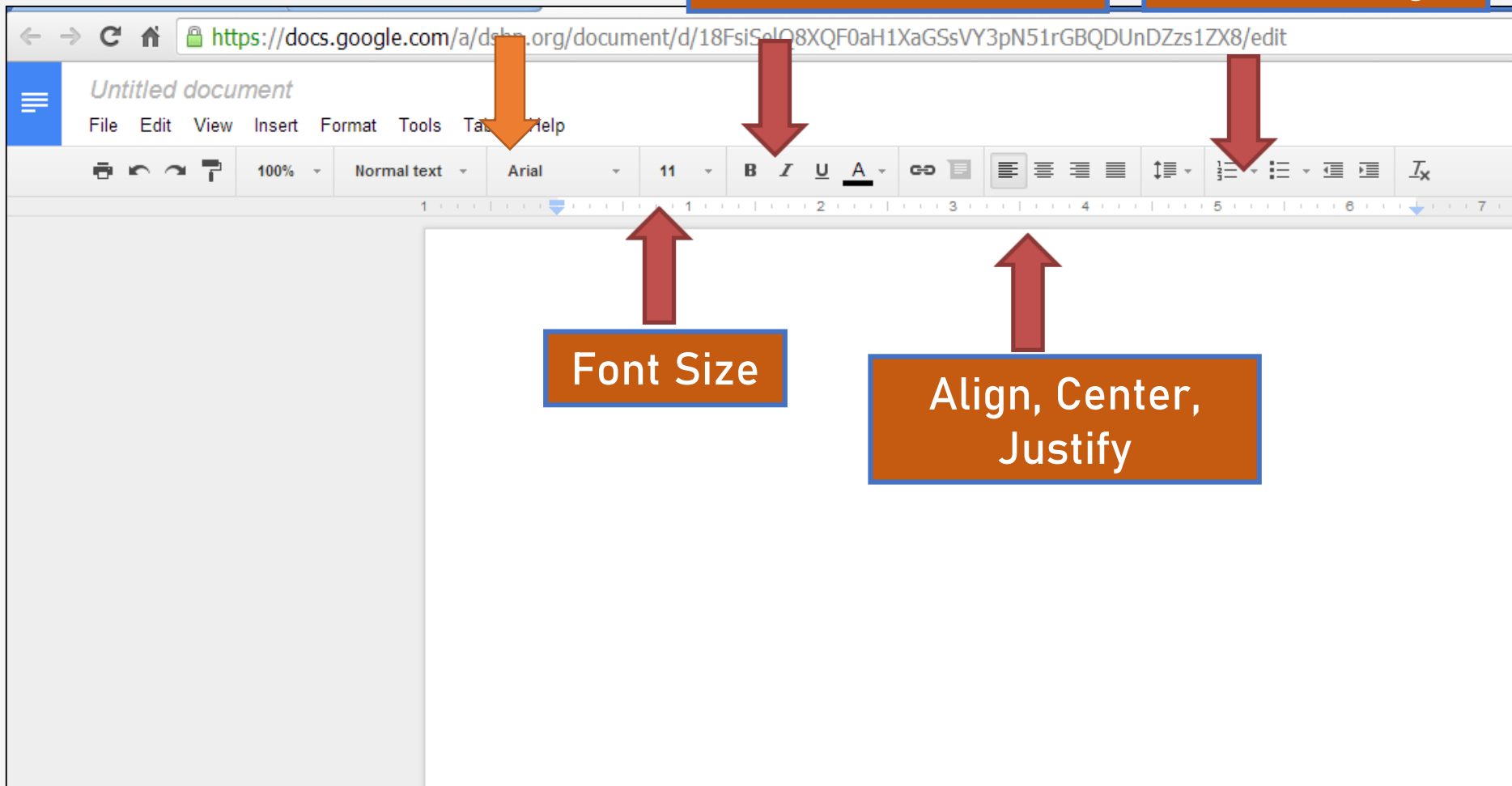
Font Style

BOLD, underline
and *Italics*

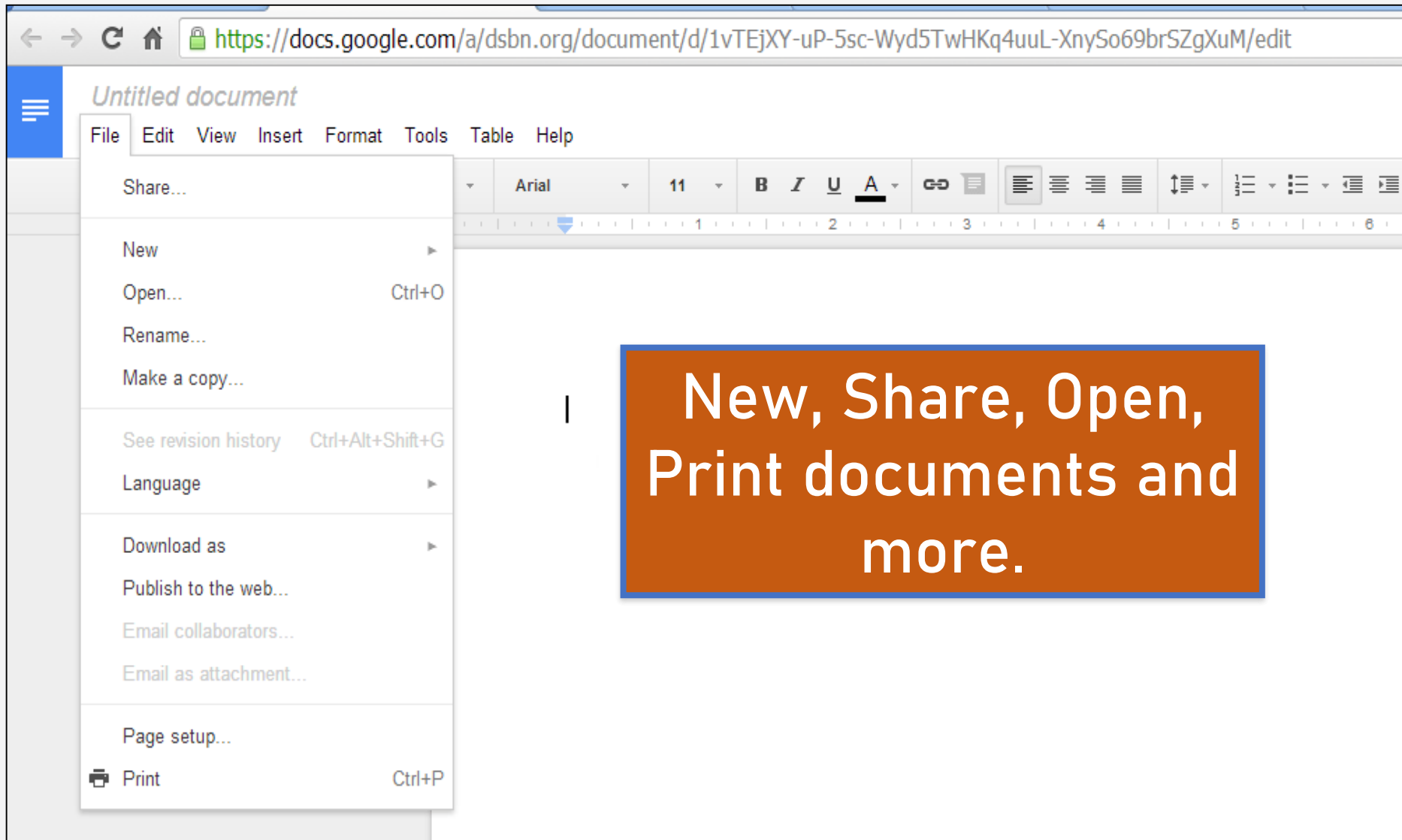
Bullets and
Numbering

Font Size

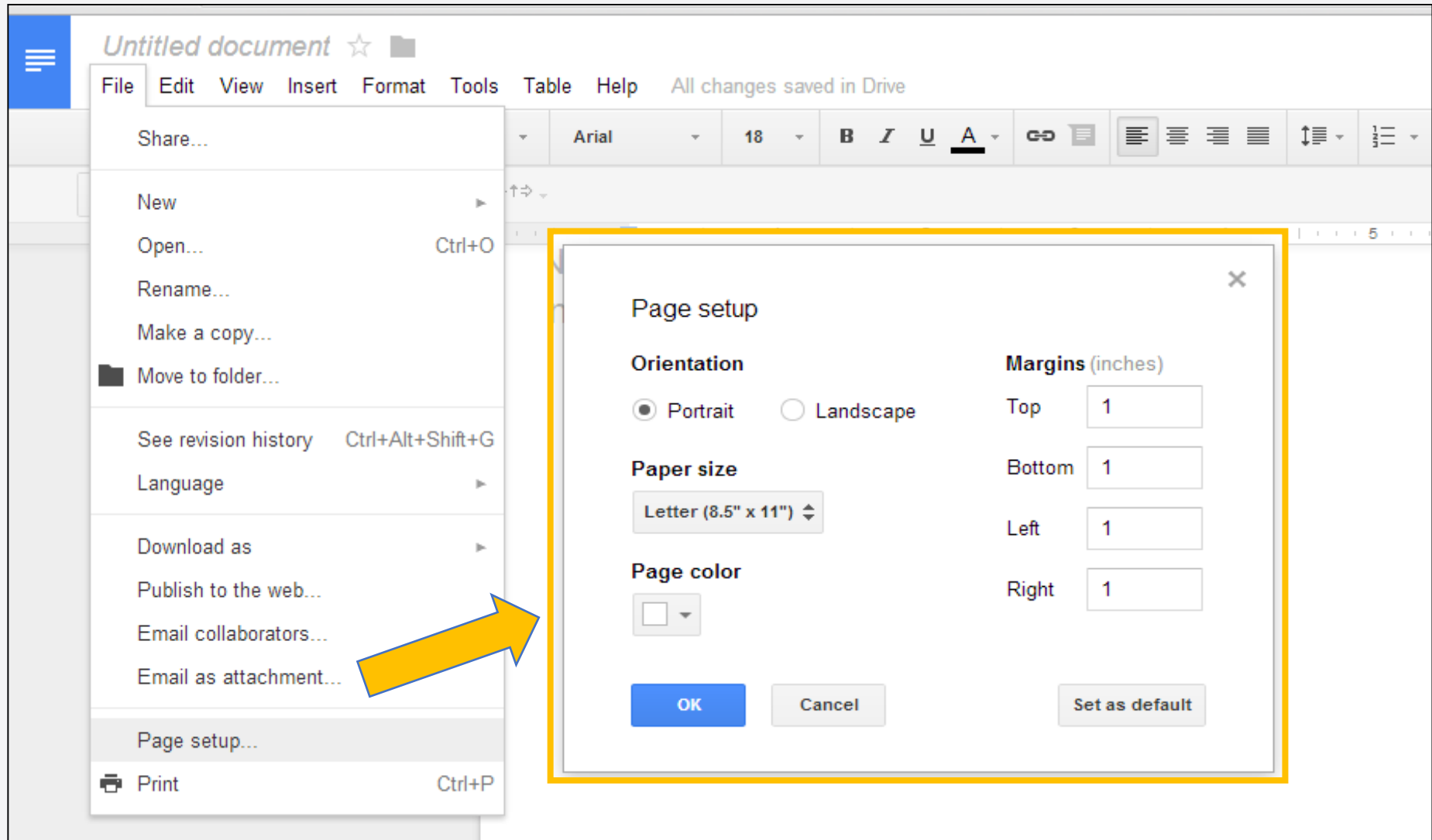
Align, Center,
Justify



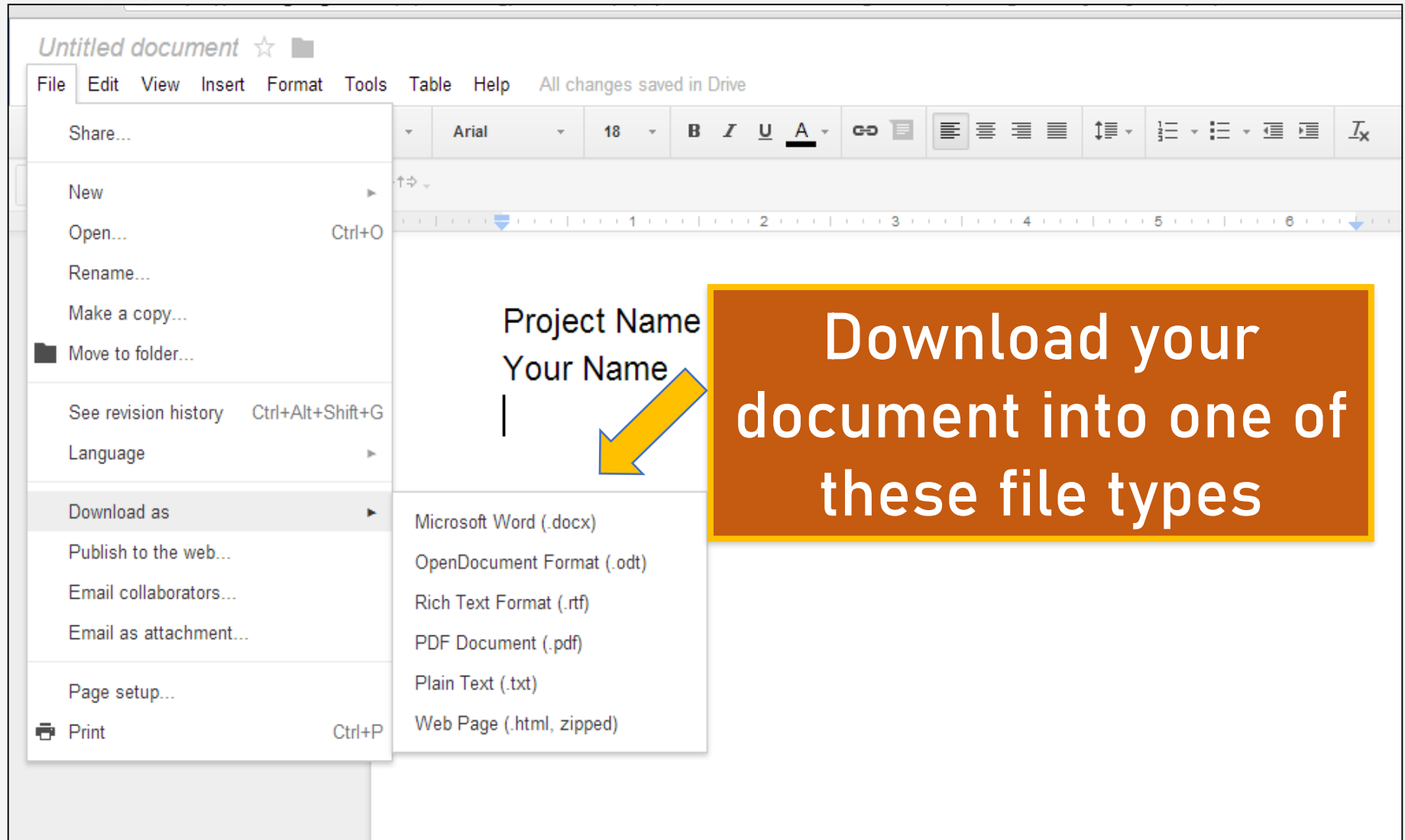
Google Docs Menu- File



Google Docs Menu- File (Page Setup)

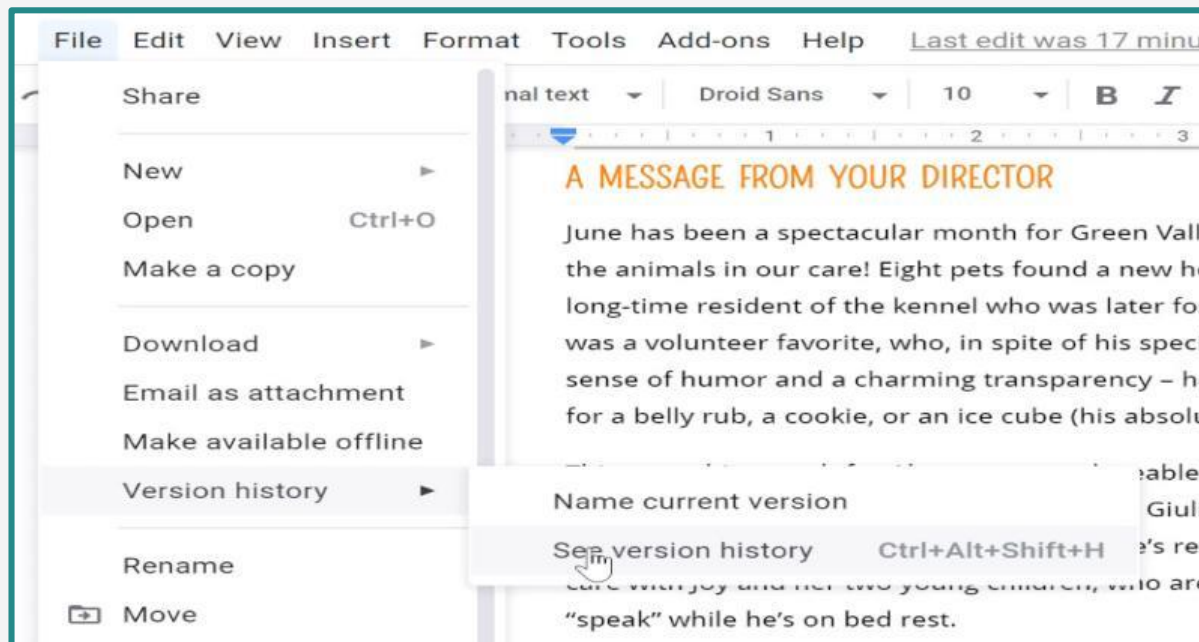


Google Docs Menu- File (Download)

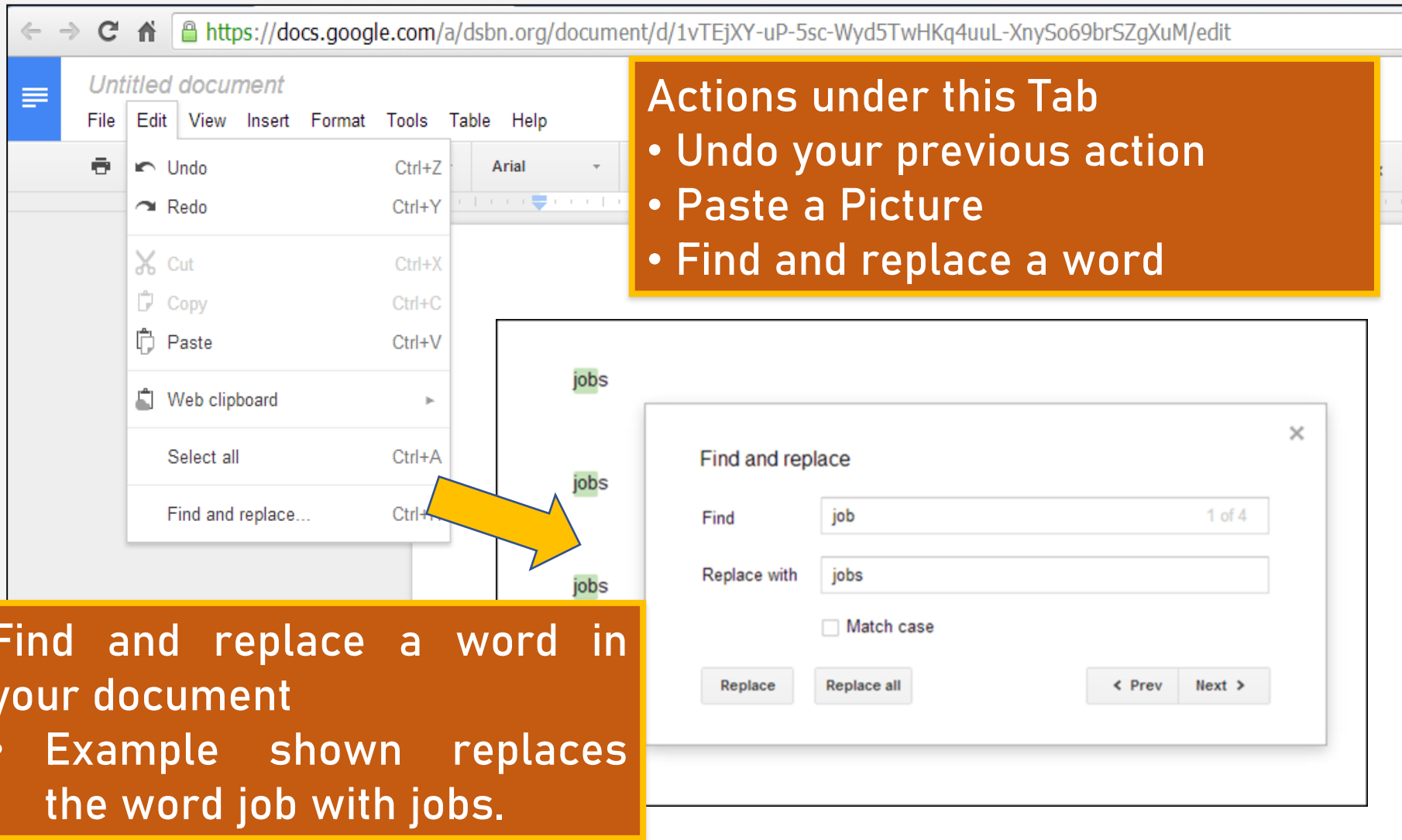


Google Docs Menu- Version History

- 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 image shows a screenshot of the Google Docs interface. The 'Edit' menu is open, displaying options like Undo, Redo, Cut, Copy, Paste, Web clipboard, Select all, and Find and replace... A yellow arrow points from the 'Find and replace...' option to a 'Find and replace' dialog box. The dialog box shows 'Find' as 'job' and 'Replace with' as 'jobs'. The document text 'jobs' is highlighted in green. An orange box in the top right lists actions under the Edit tab: Undo, Paste a Picture, and Find and replace a word. Another orange box in the bottom left explains the find and replace function with an example.

Actions under this Tab

- Undo your previous action
- Paste a Picture
- Find and replace a word

Find and replace a word in your document

- Example shown replaces the word job with jobs.

Find and replace

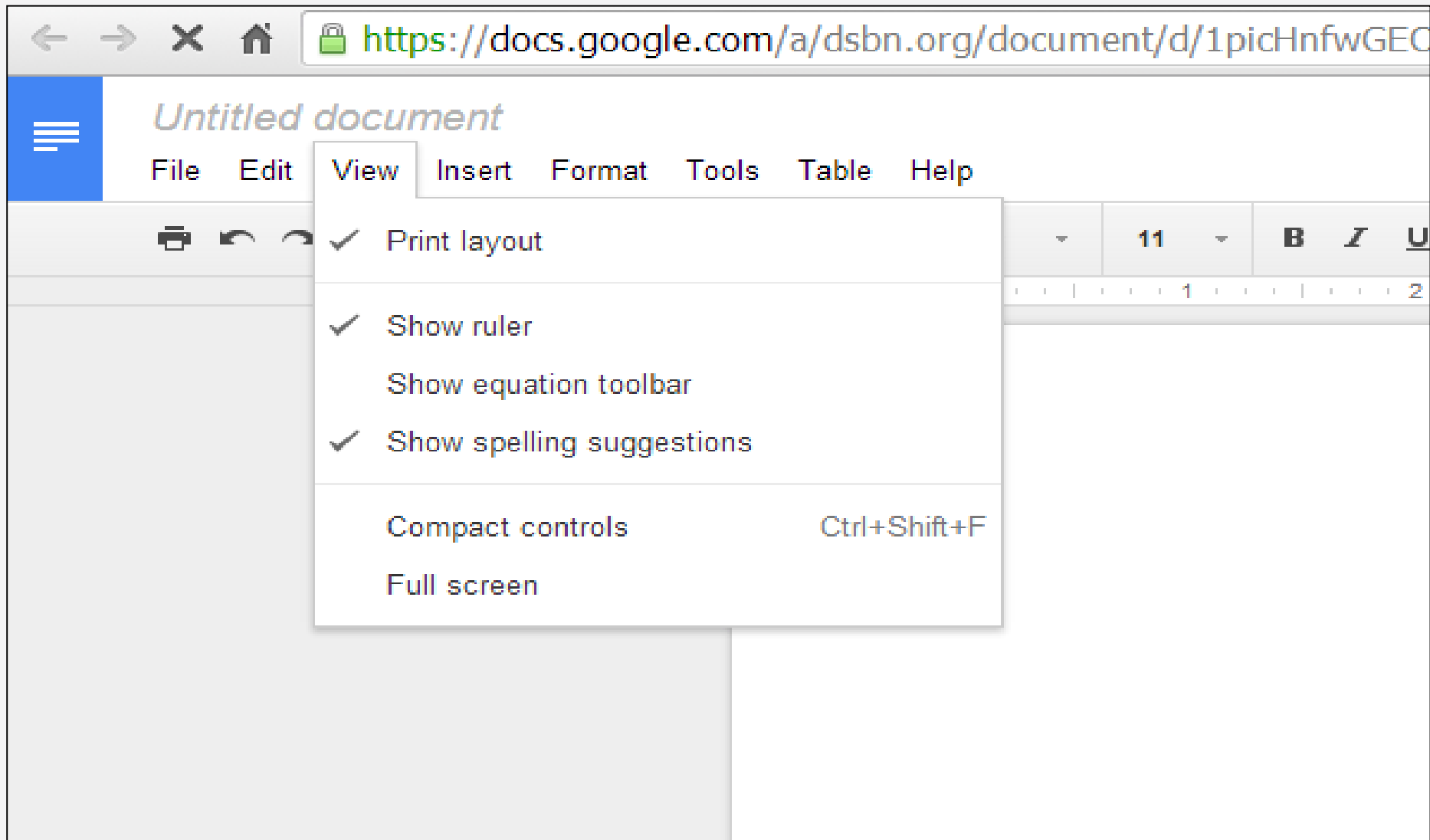
Find: job 1 of 4

Replace with: jobs

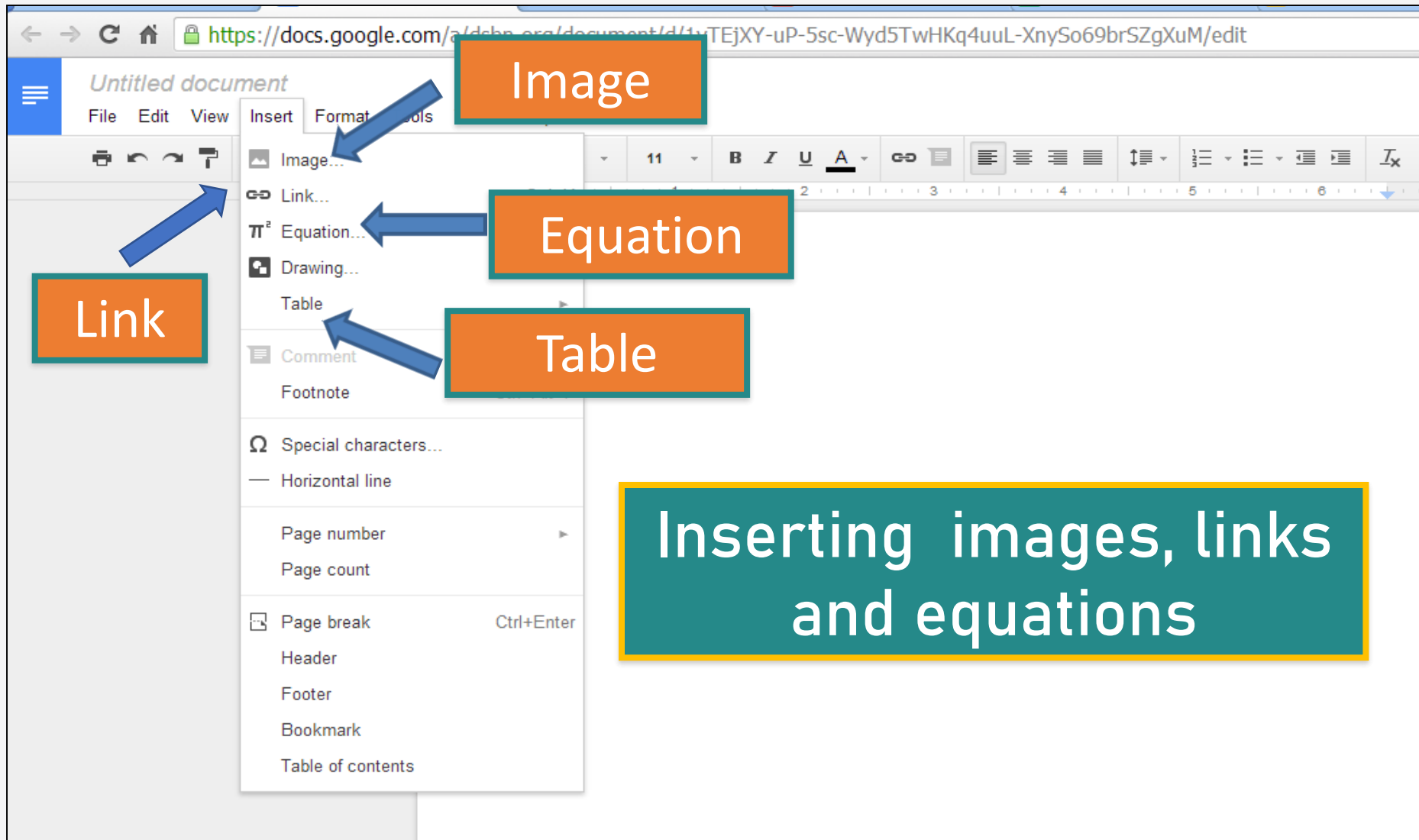
☐ Match case

Replace Replace all < Prev Next >

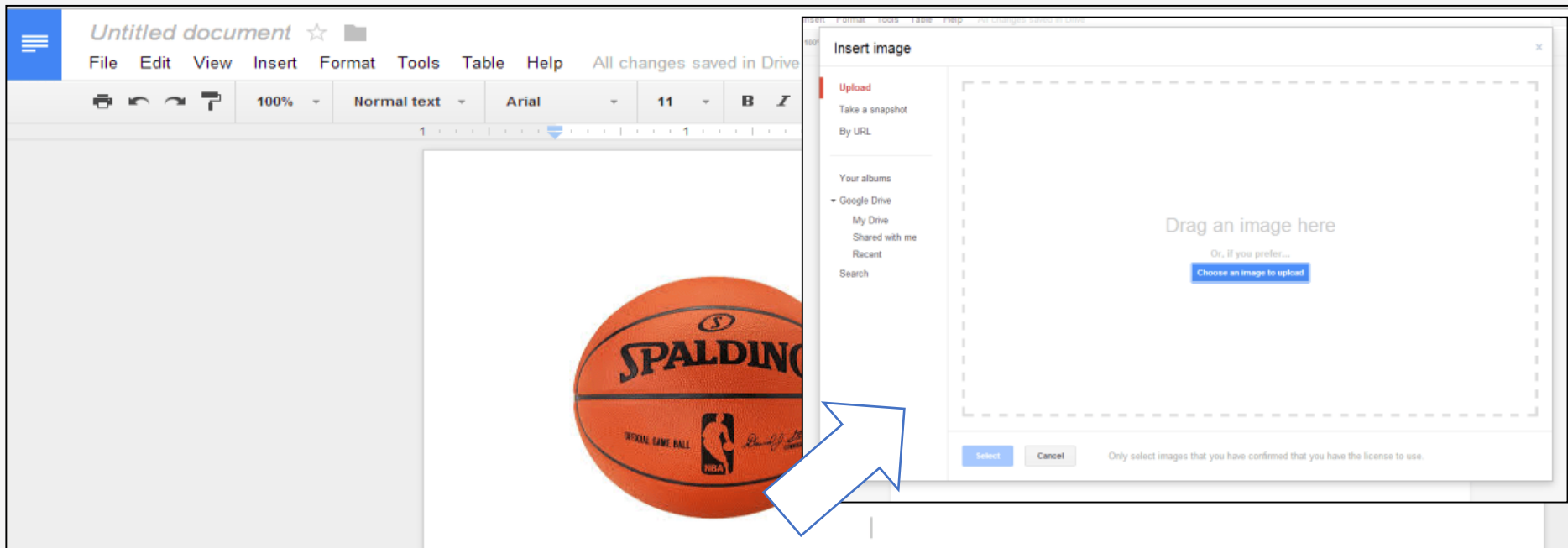
Google Docs Menu- View



Google Docs Menu- Insert



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

The image shows a Google Docs interface. At the top, there's a menu bar with 'File', 'Edit', 'View', 'Insert', 'Format', 'Tools', 'Table', and 'Help'. Below the menu bar is a toolbar with various icons for text formatting and editing. A ruler is visible at the bottom of the page. In the center, there's a large text box with the text 'Insert - Link' in a green font. Below this text box, there's a small dialog box with two input fields: 'Text' and 'Link'. The 'Link' field has a placeholder text 'Paste a link, or search'. To the right of the 'Link' field is an 'Apply' button. The background of the dialog box is white, and the text 'Insert - Link' is in a green font.

www.google.com

Text

Link

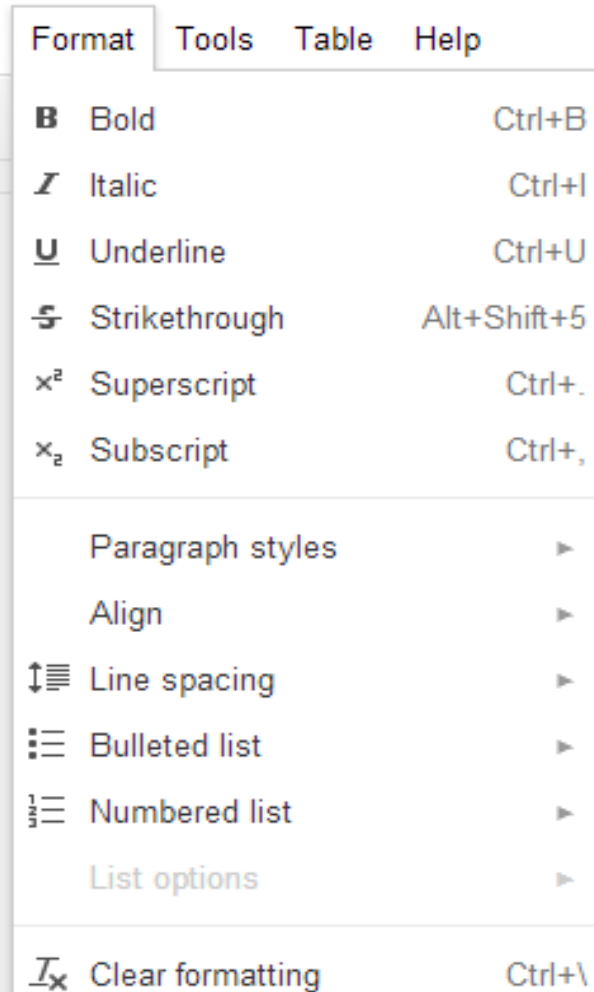
Paste a link, or search

Apply

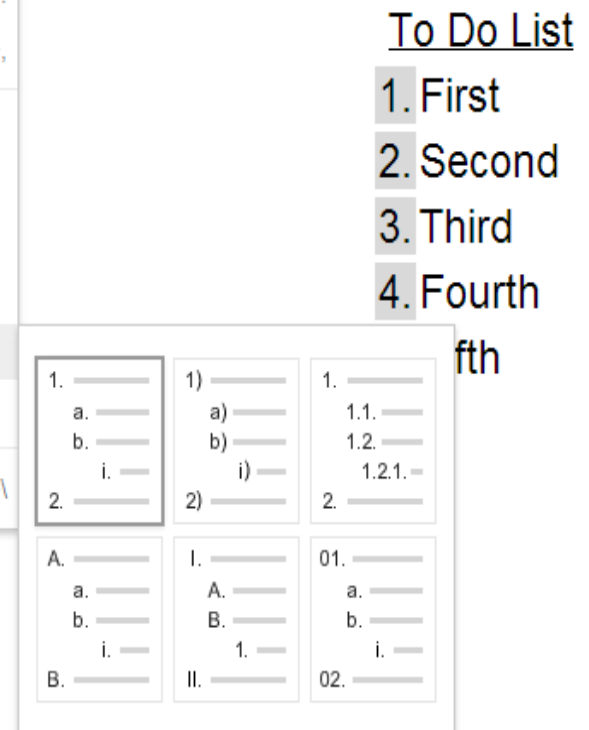
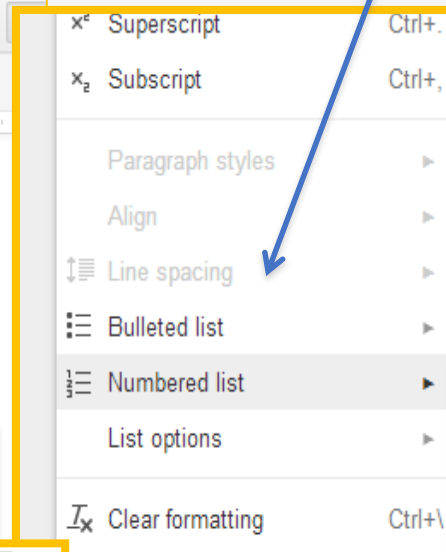
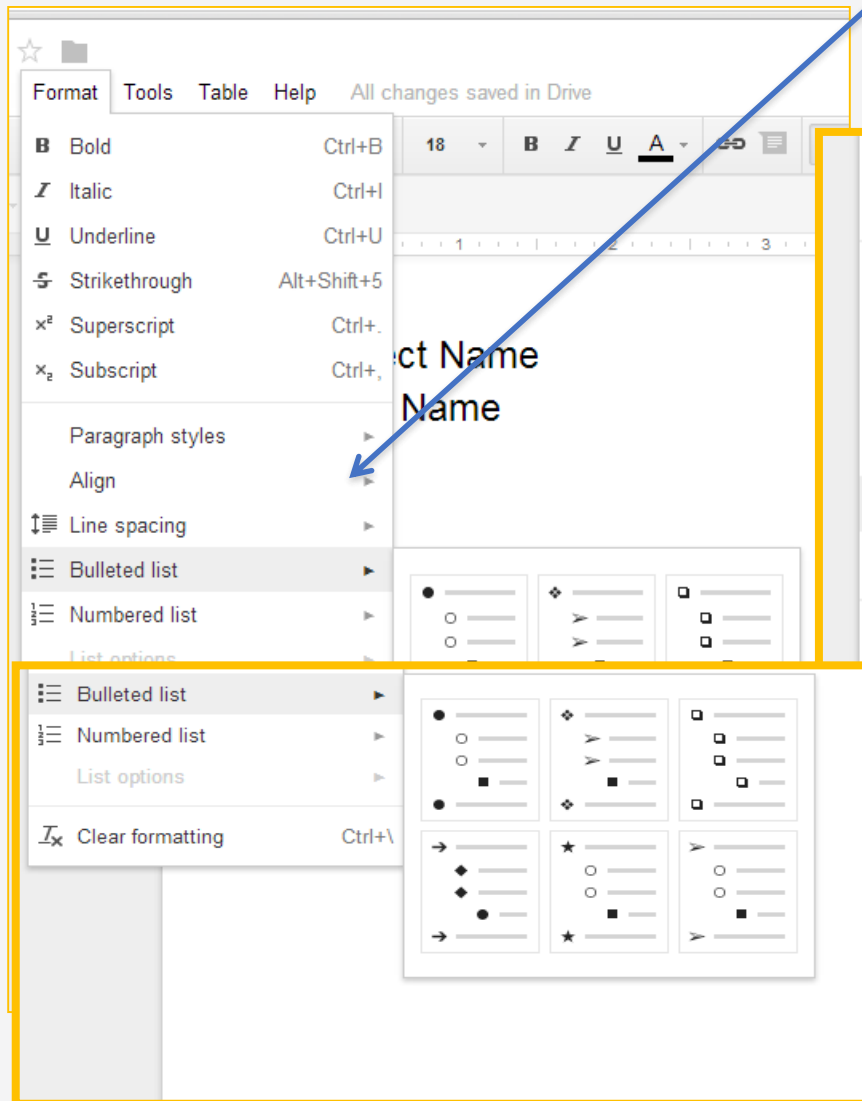
\times \div \cdot \pm \mp $*$
 \star \circ \bullet \oplus \ominus \oslash
 \otimes \odot \dagger \ddagger \vee \wedge
 \cap \cup $\&$ \Re \Im \mathcal{T}
 \perp ∞ ∂ \forall \exists \neg
 \triangle \diamond

Google Docs Menu- **Format**

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

Check spelling throughout the document

Spelling...
Research → Ctrl+Alt+S
Define Ctrl+S
Word count Ctrl+S
Translate document...
Script editor...
Preferences...

Research

< > g word processor

Web results

[Word processor - Wikipedia, the fr...
en.wikipedia.org](https://en.wikipedia.org/wiki/Word_processor)

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

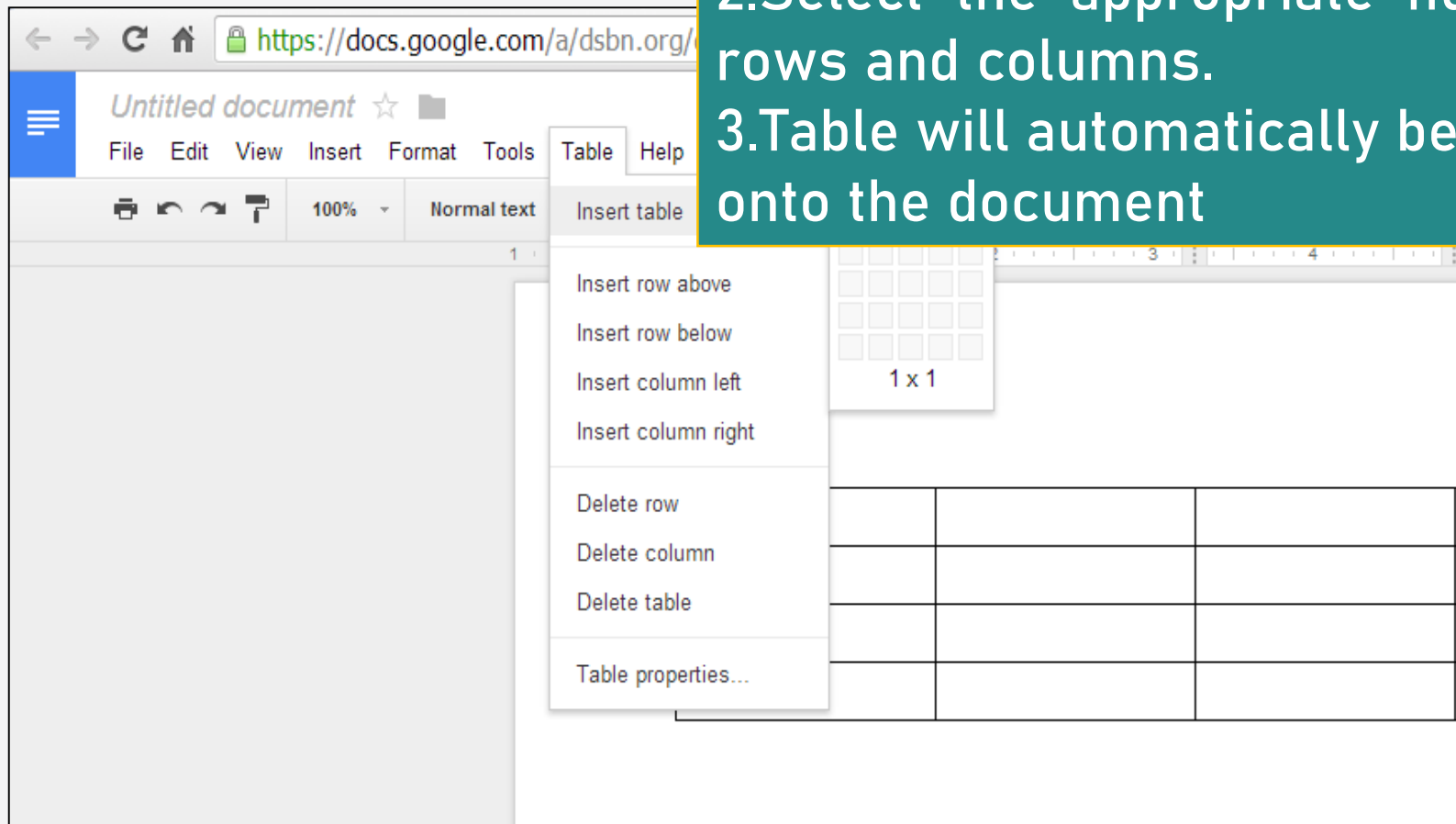
Google Docs Menu- Table

Steps for Creating a Table----

1.Select Table – Insert table.

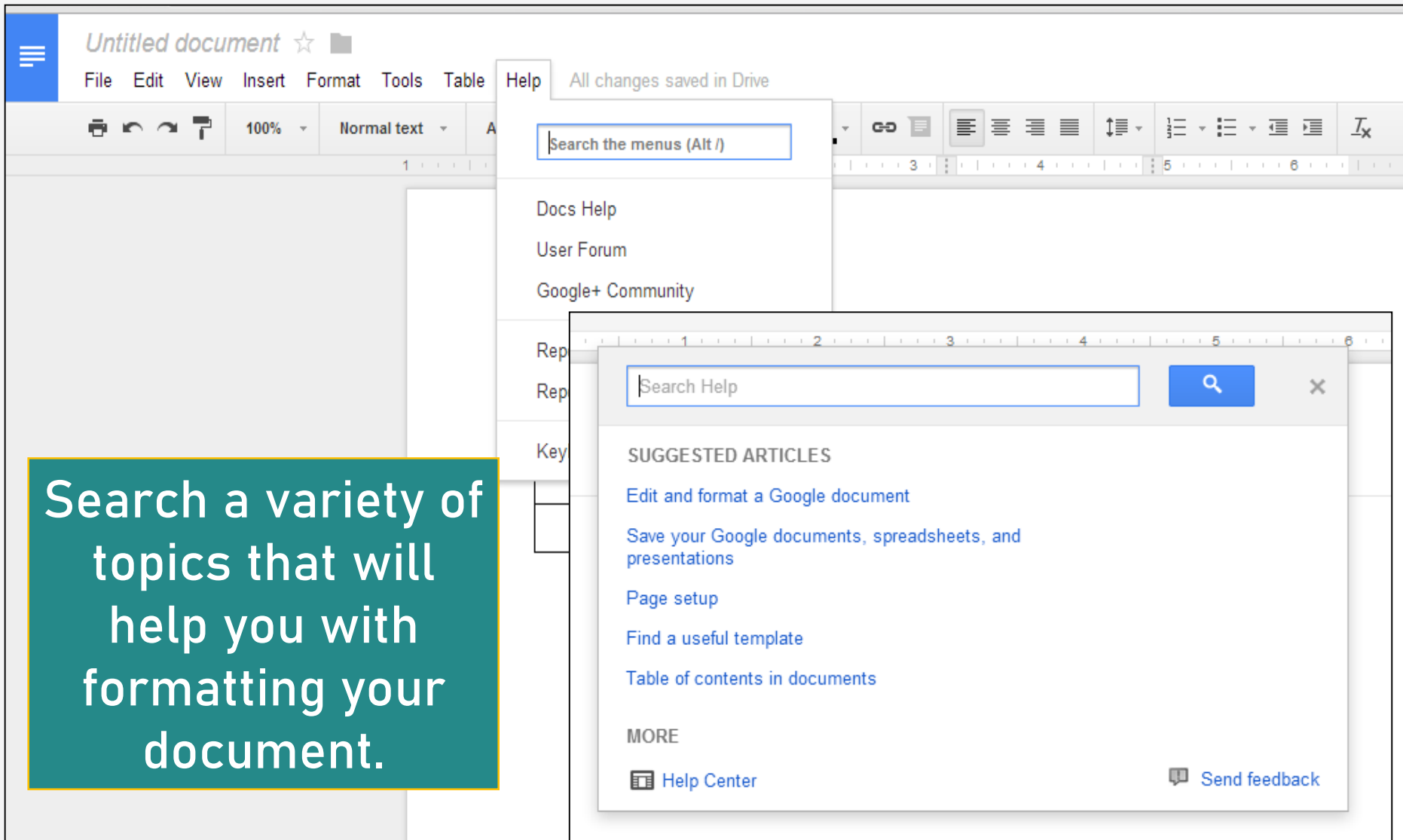
2.Select the appropriate number of rows and columns.

3.Table will automatically be inserted onto the document



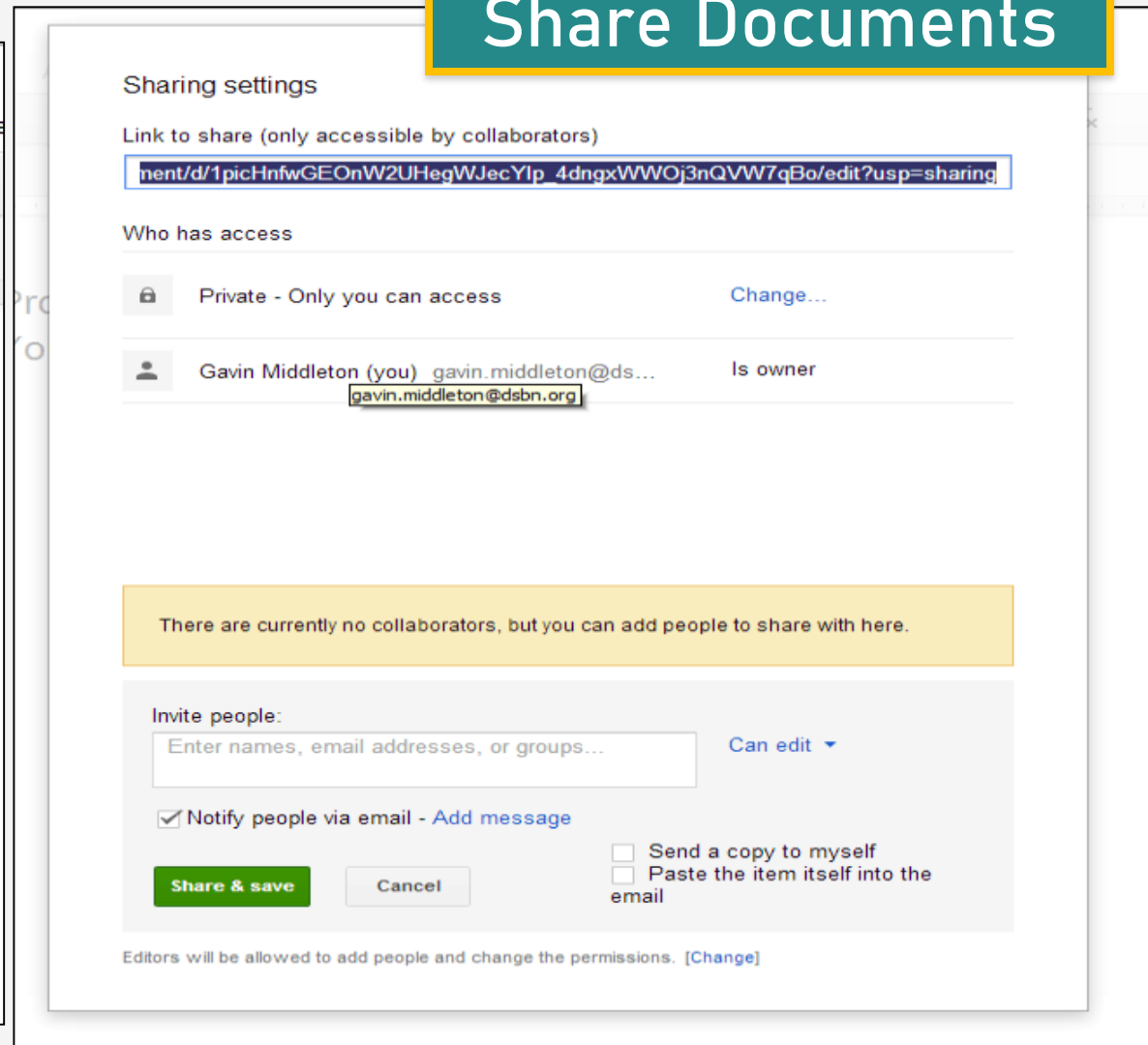
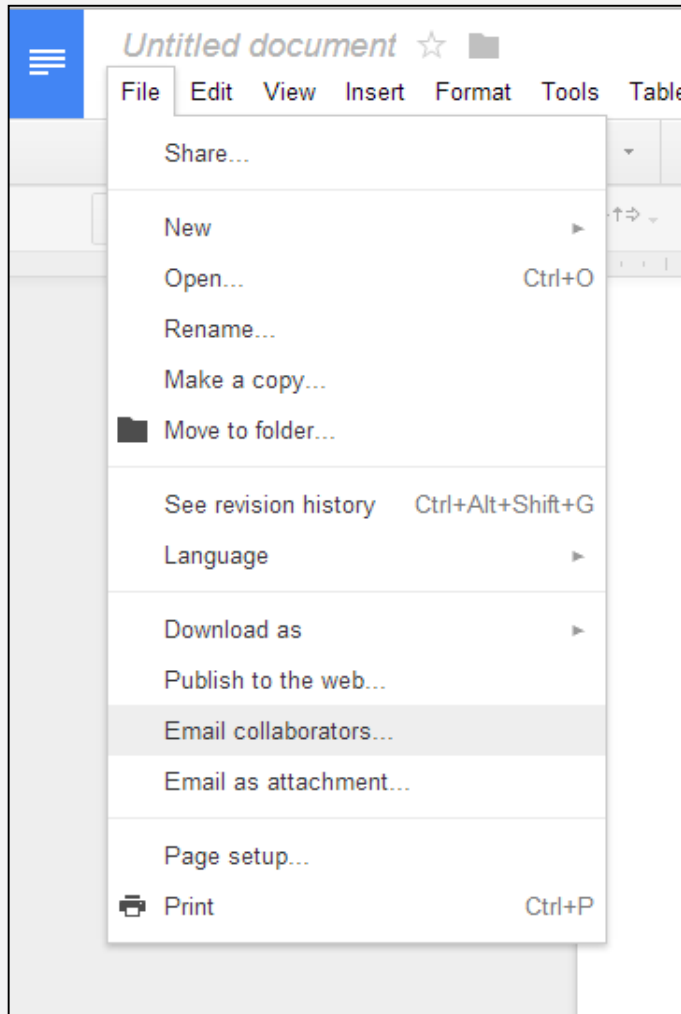
Google Docs Menu- Help

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



Google Docs Menu- Email Collaborators

Share Documents



Google Docs Menu

Other Options:

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

The image features a teal gradient background. In the center is a 3D oval button with a light blue-to-white gradient and a dark teal border. The text "That's all for now..." is centered on the button in a bold, black, sans-serif font.

That's all for now...