14. Create user account and demonstrate use of Google drive, Google docs, Google Co-lab (Usage of Jupyter Notebook)

Google accounts are free and signing up for one is fairly simple. In order to create a Google account, enter some information, including your name, birth date and location. Creating a Google account will automatically create a Gmail email address.

To create an account:

1. Go to www.**gmail**.com.
2. Click **Create account**.
3. The sign-up form will appear. ...
4. Next, enter your phone number to verify your **account**. ...
5. You will receive a text message from Google with a verification code. ...
6. Next, you will see a form to enter some of your personal information, like your name and birthday.
7. Review Google's terms of service and privacy policy, then click I agree.
8. Your account will be created.

Google Drive:

Google Drive is a cloud-based storage solution that allows you to save files online and access them anywhere from any smartphone, tablet, or computer. You can use Drive on your computer or mobile device to securely upload files and edit them online.

Once you've set up your Google account, you can access **Google Drive** by going to http://drive.google.com in your web browser.

You can also navigate to Google Drive from any Google page (such as Gmail or Google search) by selecting the **grid icon** near the top-right corner, then clicking **Drive**.
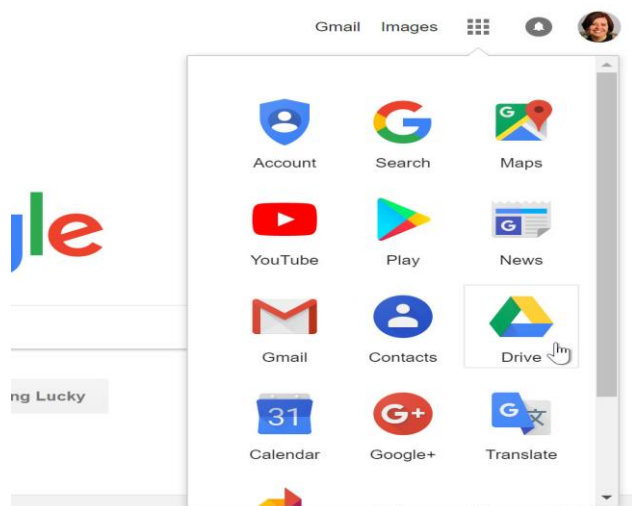
Once signed into Drive, click the multicolored-plus sign *New* button in the upper-left corner or *My Drive*, which is located toward the center of the screen. In the mobile app, press the circle with the plus sign in the lower-right corner. This opens a menu that will allow you to create or upload a file to Drive.
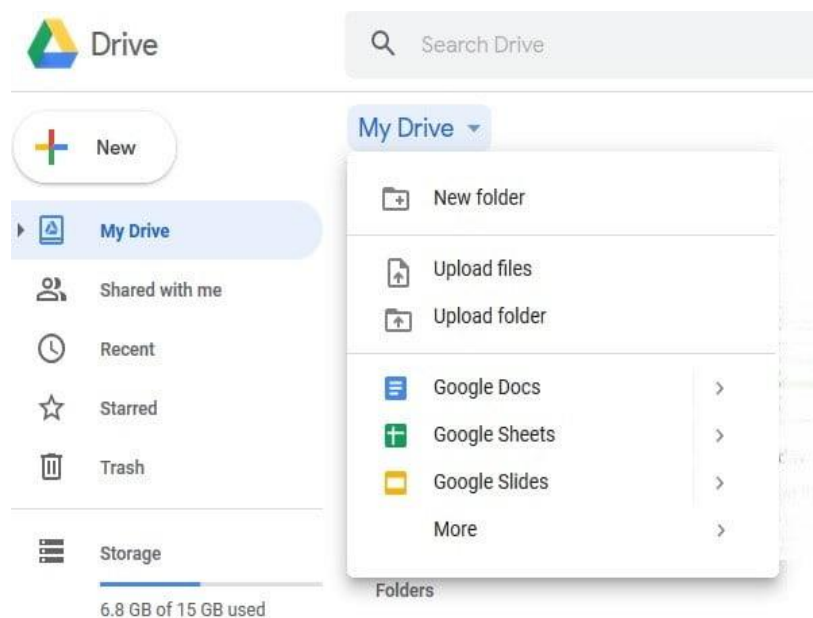
To share a document after you've created it, click the *Share* button in the upper-right corner, add your collaborators using their email addresses, and click the blue *Done* button. Once they've been granted access, the document should show up under the *Shared With Me* tab in their Drive dashboard, and a link to the shared document will also be sent to their email inbox.
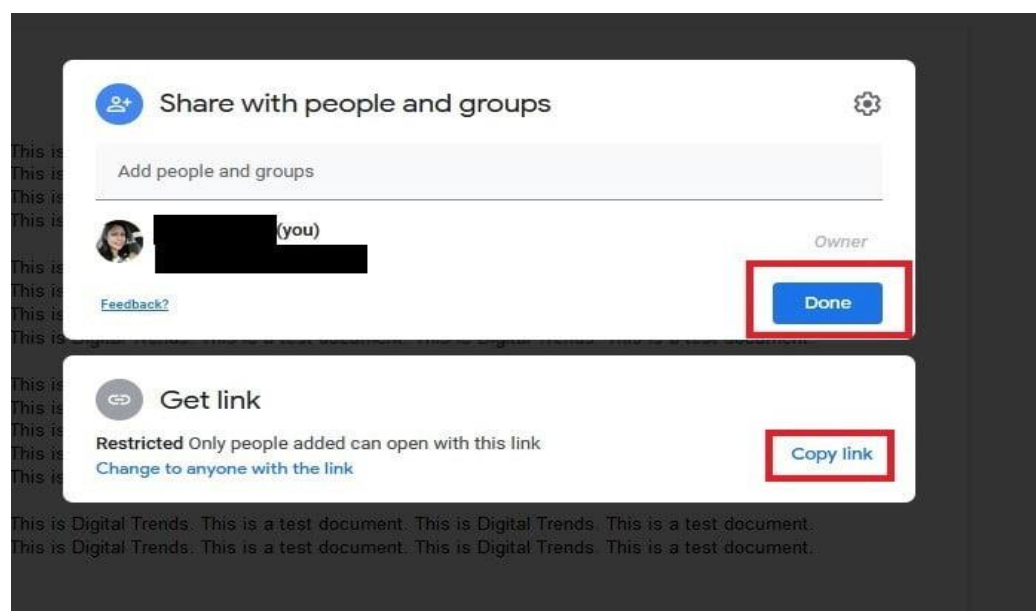
You can use the shareable link at the bottom of the *Share With People and Groups* menu to send the file via text or another messaging service. Just click on *Copy Link* at the bottom of that menu.

Google Docs:

Google Docs is an online word processor that lets you create and format documents and work with other people.

Step 1: Create a document

To create a new document you need to follow the below-given steps:

Step 1: First open the **Docs home screen** at **docs.google.com** on your computer.

Step 2: After that in the top left, under **Start a new document**, click **New**.

Apart from the above steps, you can also create new documents from the URL docs.google.com/create. After creating a document you can edit and format it.

Step 2: Edit and format

Here are the steps you can follow to edit a document:

Step 1: On your computer, open a document in **Google Docs**.

Step 2: After opening a document **select a word**, double-click it or use your cursor to select the text you want to change.

Step 3: Start **editing**.

Step 3: Share & work with others

You can share files and folders with people and choose whether they can view, edit, or comment on them.

Google Colab:

Colaboratory, or "Colab is a product from Google Research. Colab allows anybody to write and execute arbitrary python code through the browser, and is especially well suited to machine learning, data analysis and education.
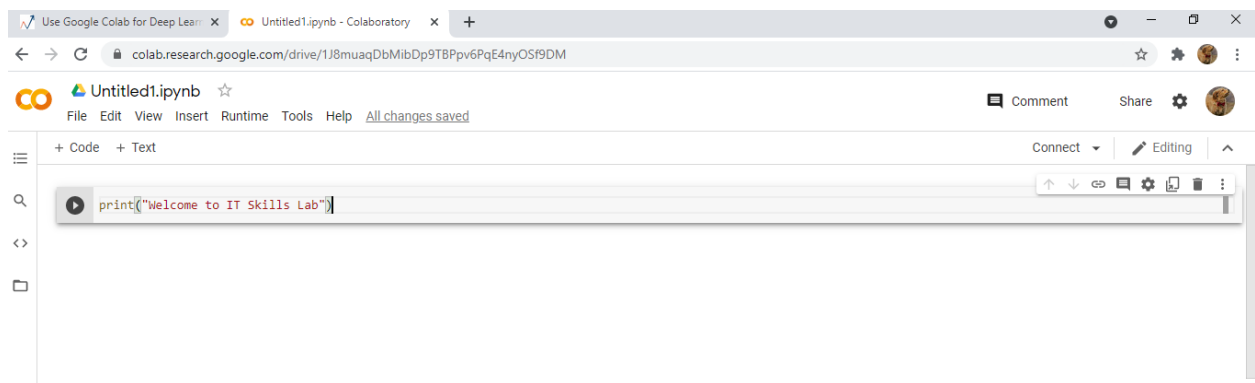
**Step 1:** To start working with **Colab** you first need to log in to your **google** account, then go to this link https://**colab**.research.**google**.com.
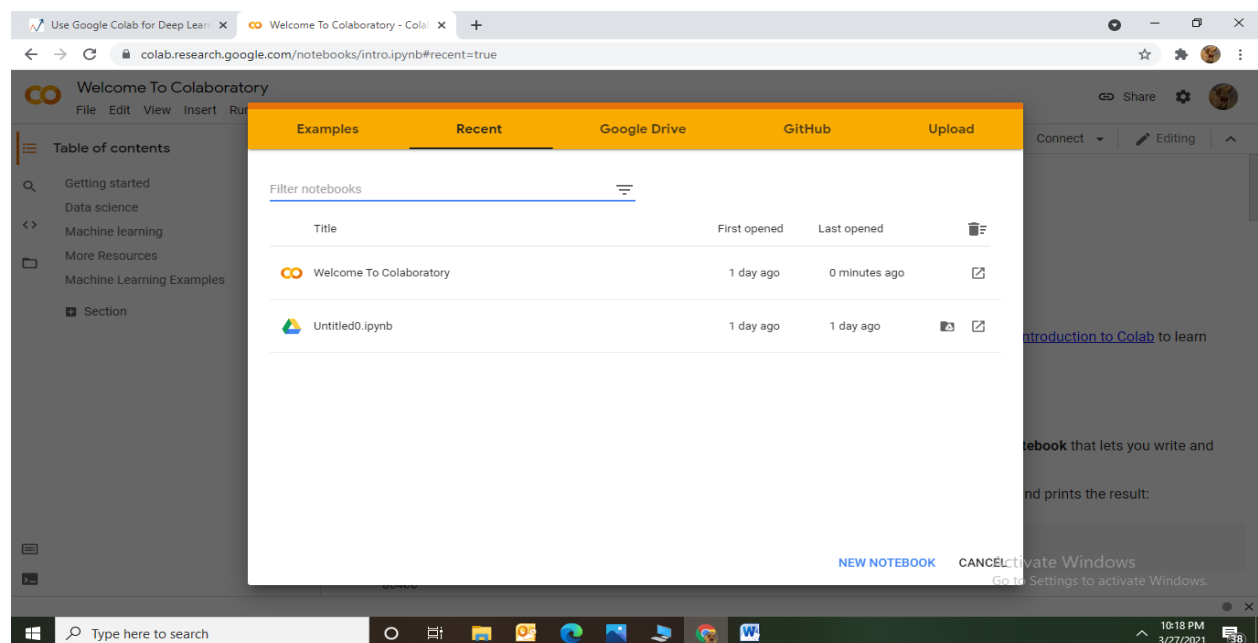
Step 2: Click on the New Notebook link at the bottom of the screen. A new notebook would open up as shown in the screen below.
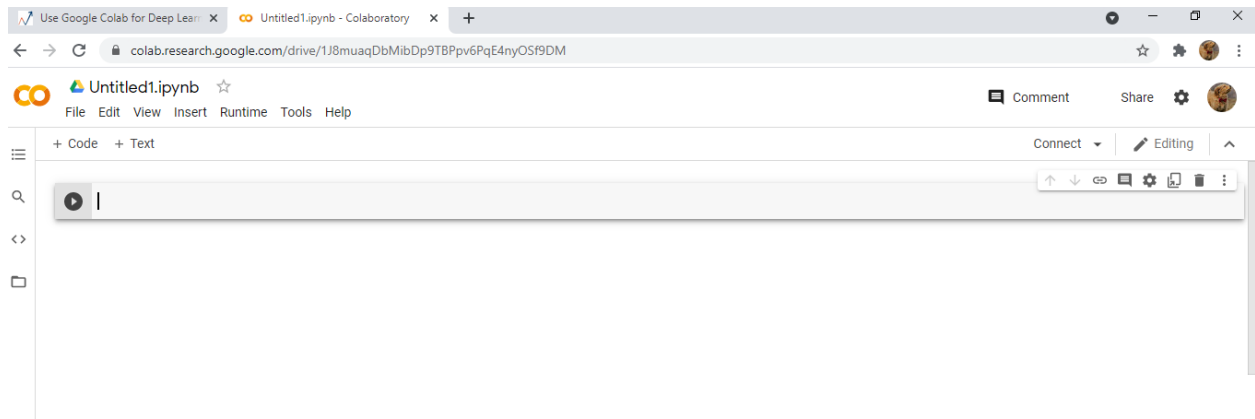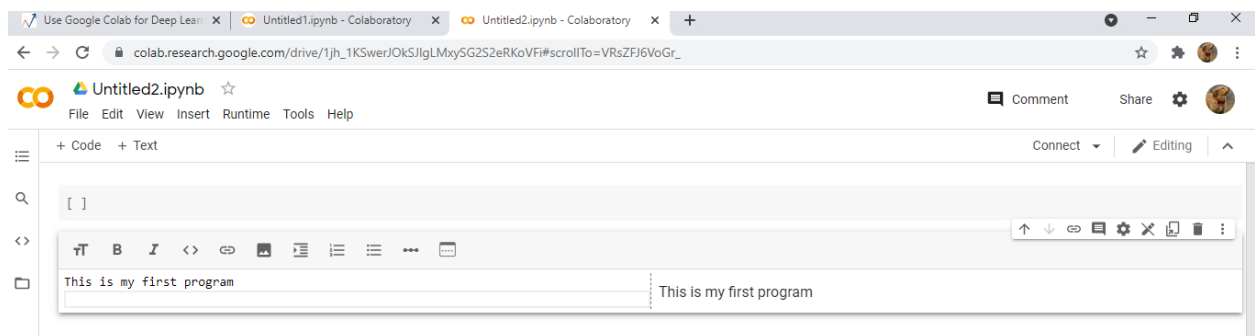
Step 3: Select the code button and enter the code in the code window as shown below:

Step 4: To execute the code, click on the arrow on the left side of the code window.
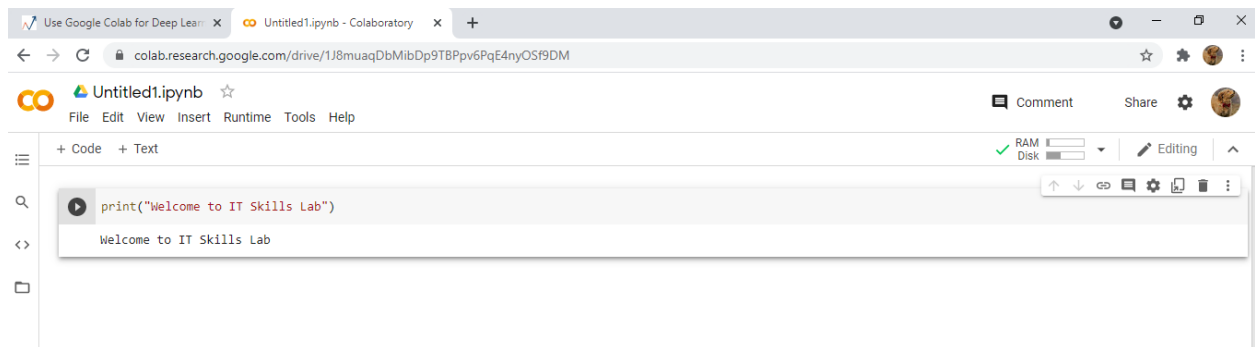
Step 5: To insert the text, click on Text button and enter the text as shown below.

Step 6: Save the notebook by clicking File-> Save a copy in Drive.