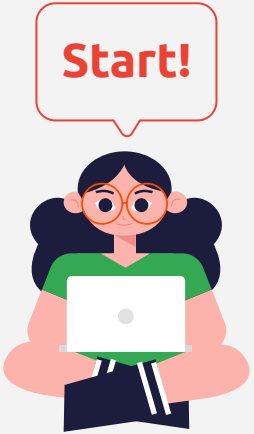
The Google Suite

How to get started with the G-Suite



What is the Google Suite

The google suite is a collection of helpful tools all stored in one central location. This includes things like gmail, google docs, slides, calendar, cloud storage, and much much more.

Before we start its recommended you have a google account.

Where do we even start!

1

To begin let's start at the central location.

2

The google page!

3

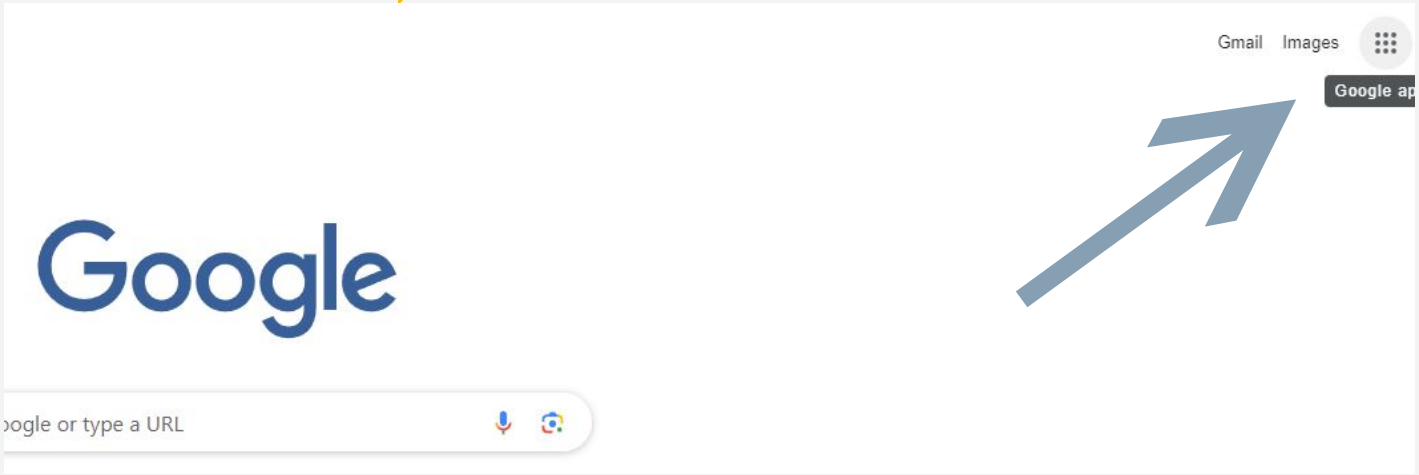
Click me

4

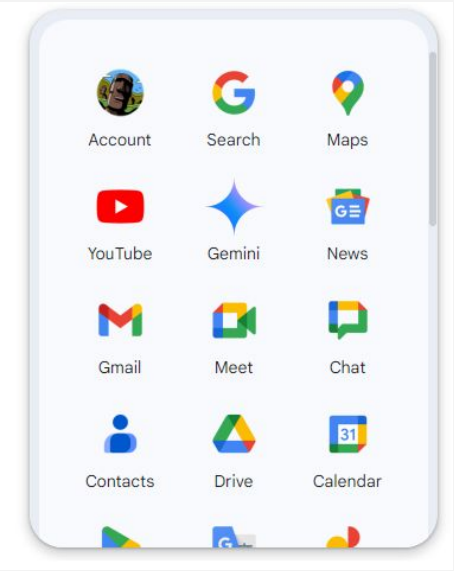
Now what?

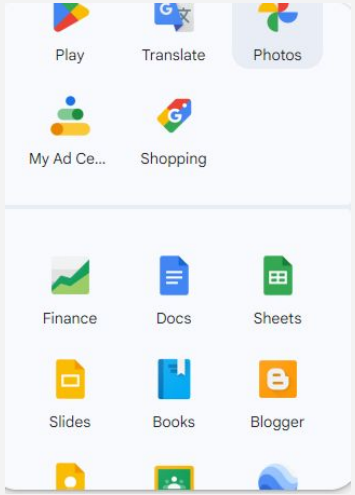
Now lets open our toolbox!

Click here as show below:



Wow... That's a lot of tools





As you can see we have a lot at our fingertips

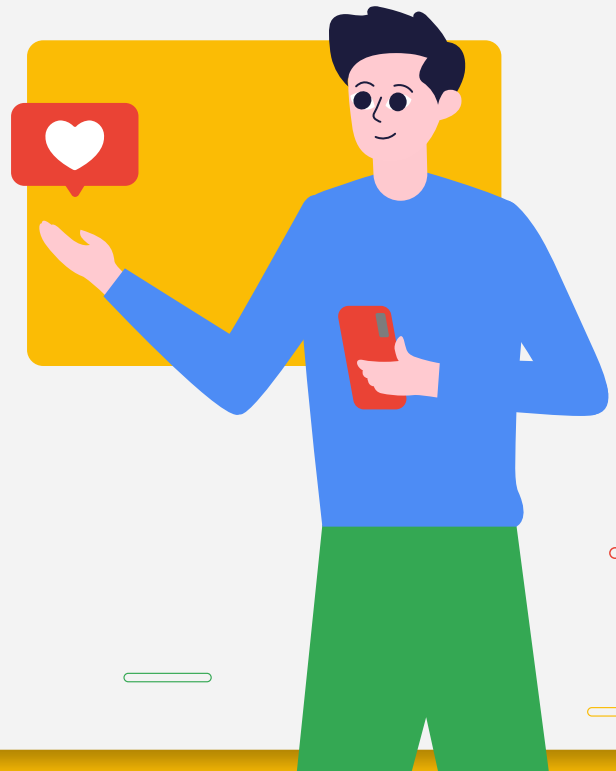
For the sake of the lesson we will be covering office related tools but you are welcome to explore any you want.

1 2 3 4

What we will cover today

Below is what you can expect to use today:
Google Slides, Google Drive, Google Docs, Gmail, Google Sheets, and Google Forms.

Fun fact:
Google has a password manager!

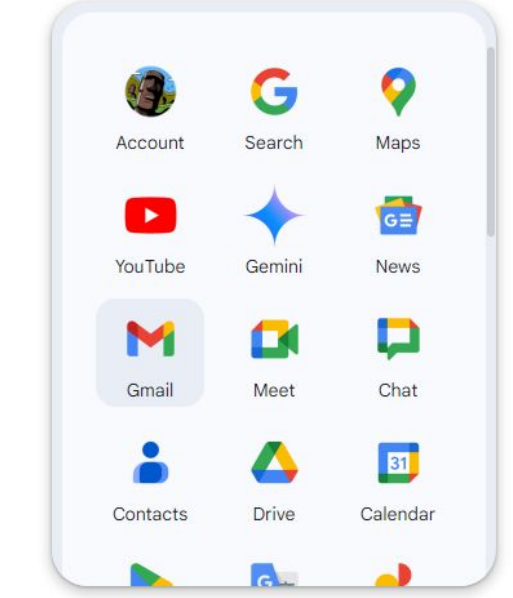


1
2
3
4

Gmail!

What is Gmail?

Gmail is the world's most popular email provider in the world! This is where you will receive any emails you are expecting!

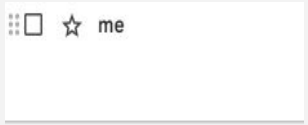


Using Gmail

1

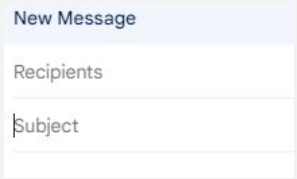
Open an email

Click any email to open it!

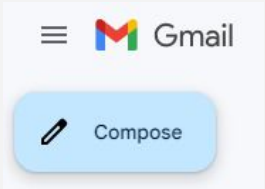


Subject Line

This is where you type the reason for your email!



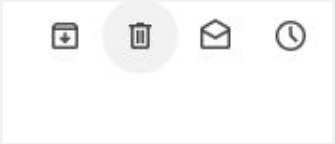
2



Compose an email

This is how you create a new email.

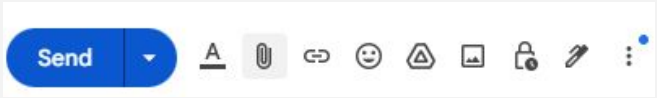
3



Deleting an email

Click the trash to delete an email.

4



Attachments

This is how you send images or files.

Activity!

Send an email!

Using our new knowledge I would like you to work with your neighbour and exchange an email!

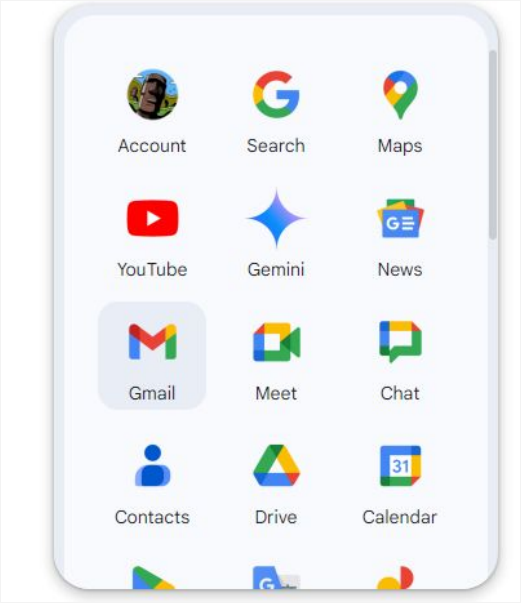
I am available if you require help.

Google Slides

What is Slides?

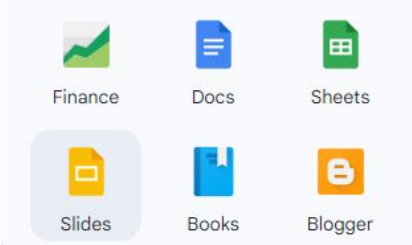
Google Slides is a presentation or slideshow creating. It has many built in tools to optimize the creation process.

Fact: This slideshow is on google slides!

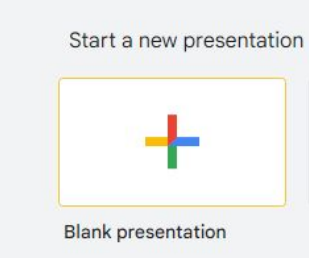


How to create a slideshow

1 - Open it!



2 - Create new!



3 - Name it!

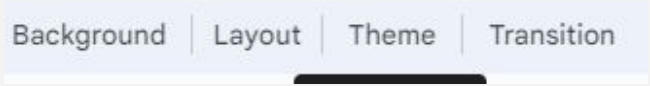
M T W T F

Some helpful tools!

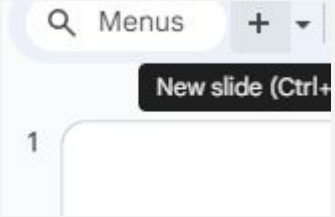
Invite Friends

Invite a friend to help! Click then enter their email!

Style it



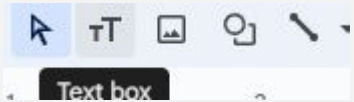
Themes, backgrounds, and transitions!



Add a slide

Add another slide by clicking the +

Add Text



Add text or images!

https://slidesgo.com/

Templates

Great resource for templates!

Exercise

1. Create a Slideshow

2. Make 3 Slides

3. Write Intro on the first, Body on the second, and Conclusion on the third.

Now add some backgrounds or even use a theme!

M T W T F

Google Docs!

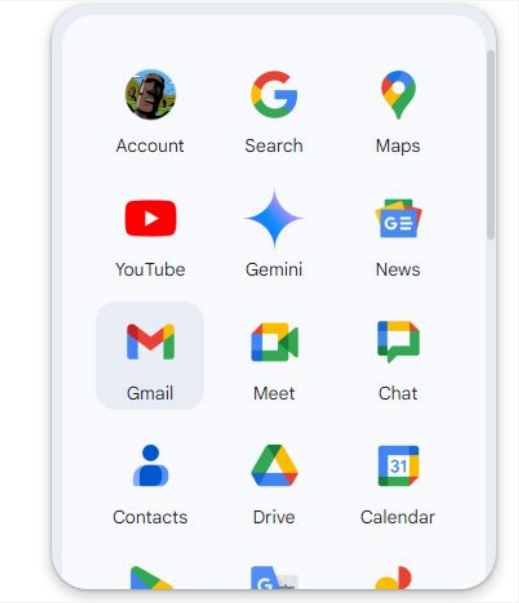
What is Docs?

Google Docs is a web-based application for creating, editing, and sharing documents online.

Business: Drafting documents, creating proposals, collaborative writing projects.

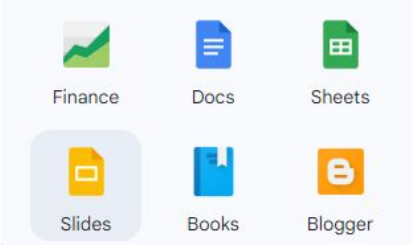
Education: Writing assignments, collaborative research papers, lesson plans.

Personal: Writing letters, resumes, personal journals.

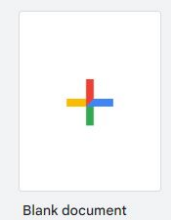


How to create a Doc

1 - Open it!



2 - Create new!



3 - Name it!

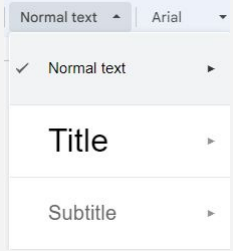
M T W T F

Using Docs

1

Make a title

Use these tools to format your doc!



2

Change the size of text and font

Use these options for font and size

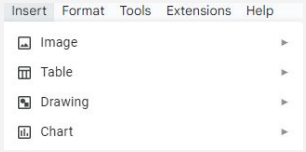
Share to a friend

Use this to share and work together!

3

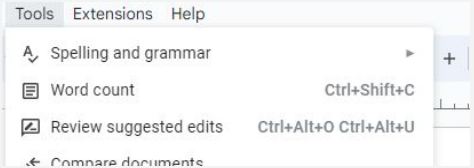
Insert tables and more

Insert various things like a table, image, signature, and more!



Tools

Use this section for grammar, citations, word count, and more.



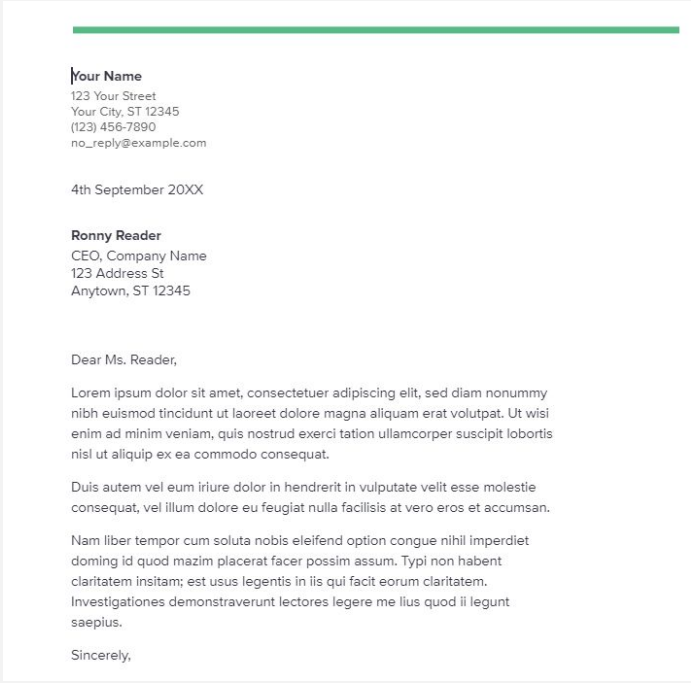
4

Activity!

Create a letter!

Using our new knowledge I want you to create a letter with a header, body, conclusion, and sign off. (Hint: Use the template)

(You can put anything in the letter content doesn't matter, I am available to help.)



Your Name
123 Your Street
Your City, ST 12345
(123) 456-7890
no_reply@example.com

4th September 20XX

Ronny Reader
CEO, Company Name
123 Address St
Anytown, ST 12345

Dear Ms. Reader,

Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan.

Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Typi non habent claritatem insitam; est usus legentis in iis qui facit eorum claritatem. Investigationes demonstraverunt lectores legere me lius quod ii legunt saepius.

Sincerely,

Google Sheets

What is Sheets?

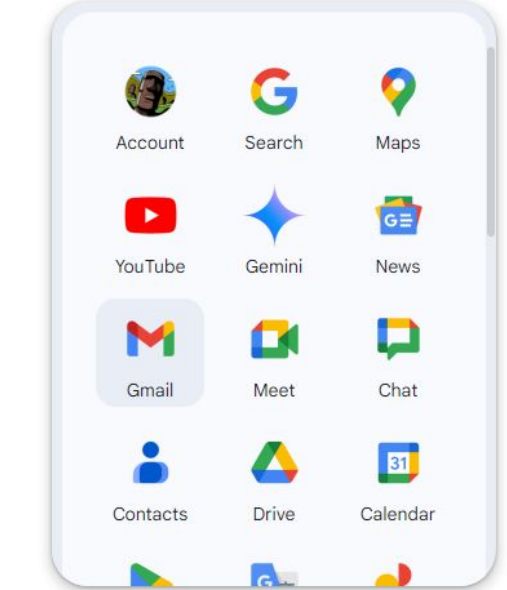
Google Sheets is a web-based application that allows users to create, edit, and collaborate on spreadsheets online.

Uses:

Business: Tracking expenses, managing inventory, creating sales reports.

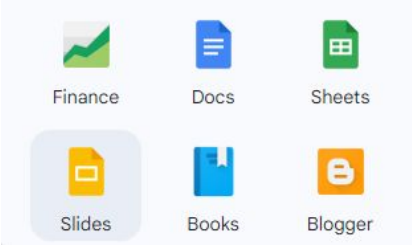
Education: Collaborative class schedules, grade books, data analysis for research projects.

Personal: Budget planning, travel itineraries, household expenses tracking.

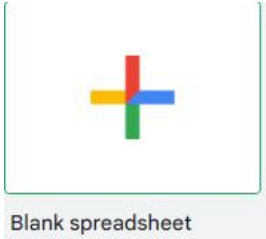


How to create a sheet

1 - Open it!



2 - Create new!



3 - Name it!

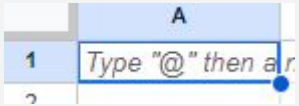
M T W T F

Some helpful tools!

Invite Friends

Invite a friend to help! Click then enter their email!

Add Info



Themes, backgrounds, and transitions!

Functions

	A	B	C	D	E	F	G	H
1	Name	First	Last	Date	Add this			
2					2			
3					2			
4					2			
5					=SUM(E2:E4)			
6								
7								
8								
9								

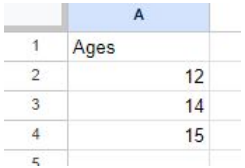
6

SUM(value1, [value2, …])

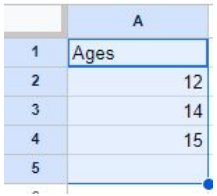
Here we have a basic sheet, and we are using the sum function to add our line.

Exercise

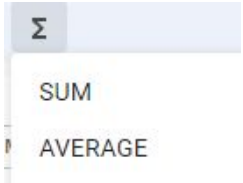
1. Add the ages of your neighbours in a sheet like this:



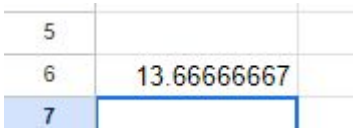
2. Now drag click all the ages:



3. Now click functions and click average, then press enter.



You just recorded and calculated the average age of your friends!



Google Forms

What is Forms?

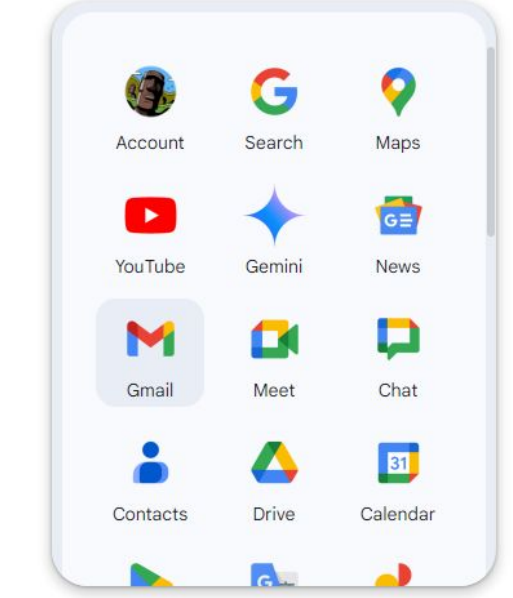
Google Forms is a web-based tool that allows users to create surveys, quizzes, and forms quickly and easily.

Uses:

Education: Course evaluations, quizzes, event RSVPs, student surveys.

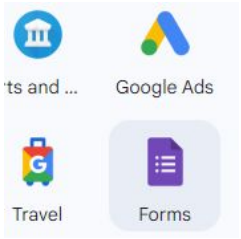
Business: Customer feedback, employee satisfaction surveys, market research.

Personal: Party invitations, volunteer sign-ups, travel planning forms.

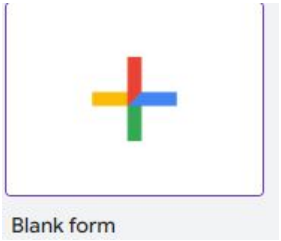


How to create a Form

1 - Open it!



2 - Create new!



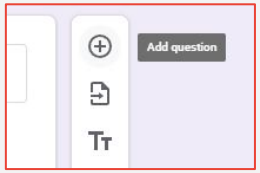
3 - Name it!

M T W T F

Build the form!

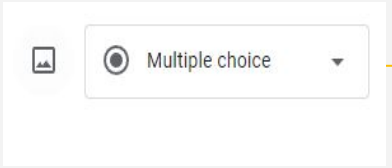
Add more

Add another question!



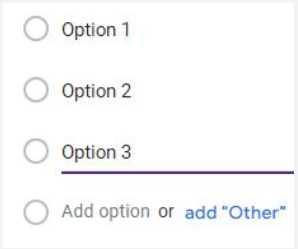
Images and Videos

Add Text, Videos, or images!



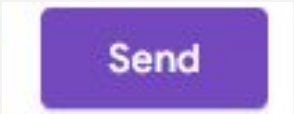
Question Type

Change the question to various options.



Add Answers

Add more options to your question.



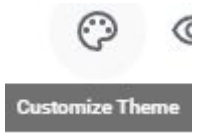
Share it!

Here you can share the form or copy the link!

Exercise

1. Create a 3 question quiz
https://forms.gle/y4aRnaw6EKH1aiyw8

2. Change the theme and font



3. Now share it to your neighbour and have them fill it out

Now view their response!

Google Drive

1

What is Forms?

Google Drive is a cloud-based storage solution that allows users to store, access, and share files securely from any device with an internet connection.

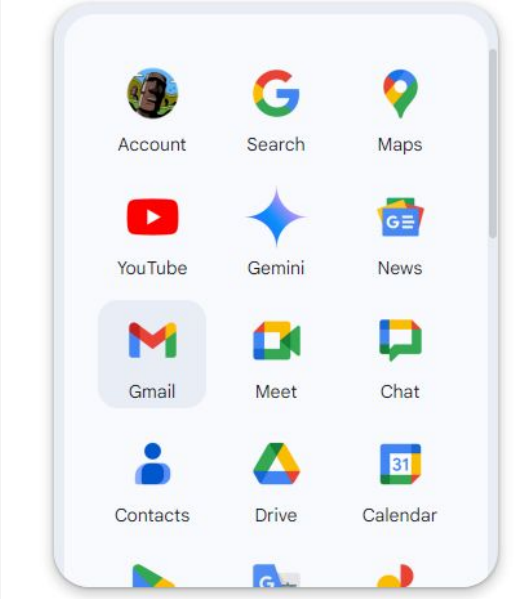
File Storage: Store documents, photos, videos, and other files in the cloud with generous storage space.

Accessibility: Access files from any device—computer, tablet, or smartphone—via the Google Drive app or web interface.

Real-Time Collaboration: Share files and folders with others to collaborate in real-time on documents, spreadsheets, presentations, and more.

Integration with Google Workspace: Seamlessly integrates with other Google apps like Google Docs, Sheets, and Slides for easy editing and sharing.

Version History: Track changes and revert to previous versions of files with built-in version history.



2

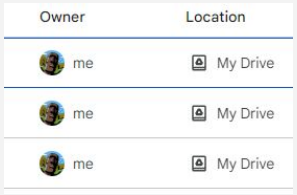
3

4

Access Google Drive

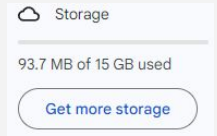
Click Here to get to your drive

It contains all your google files



It can also store personal files

Its free cloud storage and sharing!



M T W T F

Other Useful Tools

Google Maps

Google Earth

Google Password Manager

Google Photos

Google Translate

Google Chrome

Thank you

Credit: Slidego