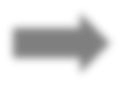
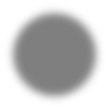
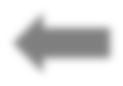
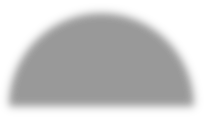
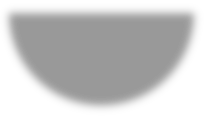
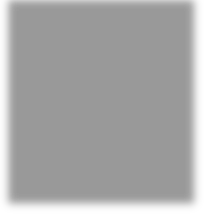
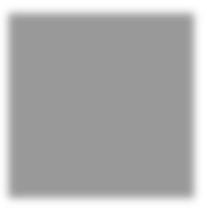
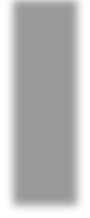
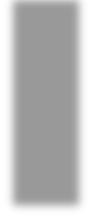
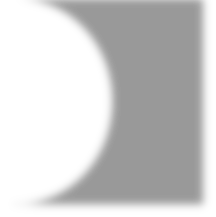
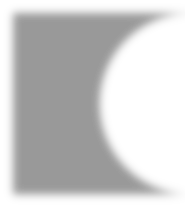
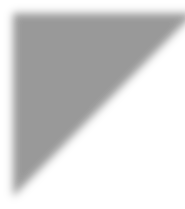
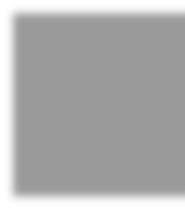
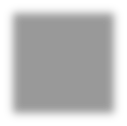
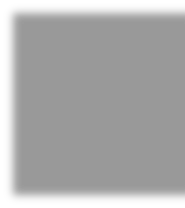


**Google Drive**

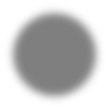
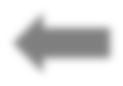
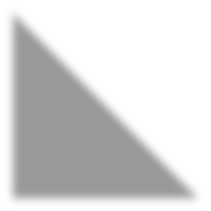
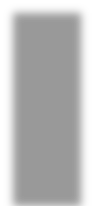
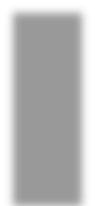
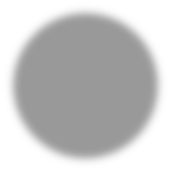
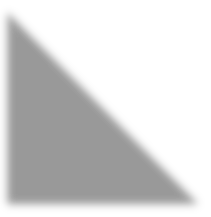
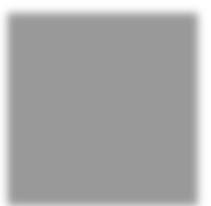
#### Tutorial



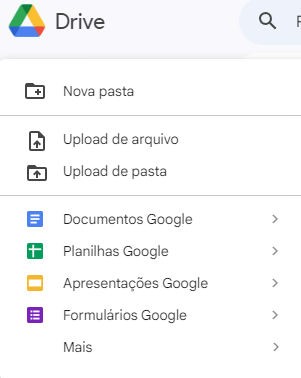
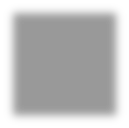
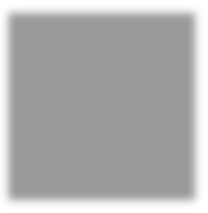
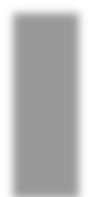
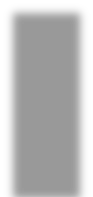
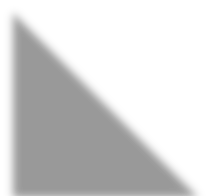
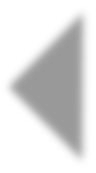
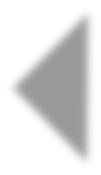
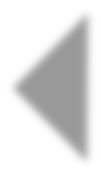
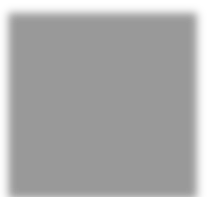
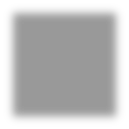
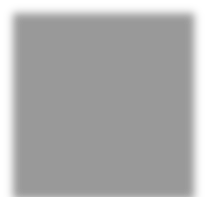
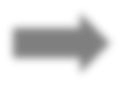
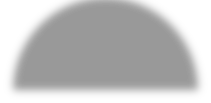
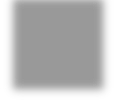
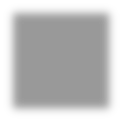
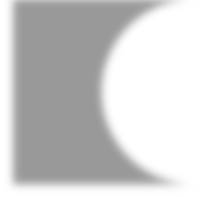
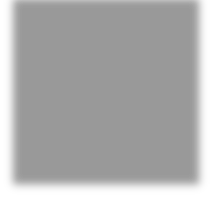
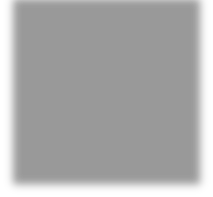
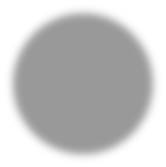
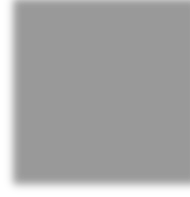
# O que é?



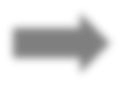
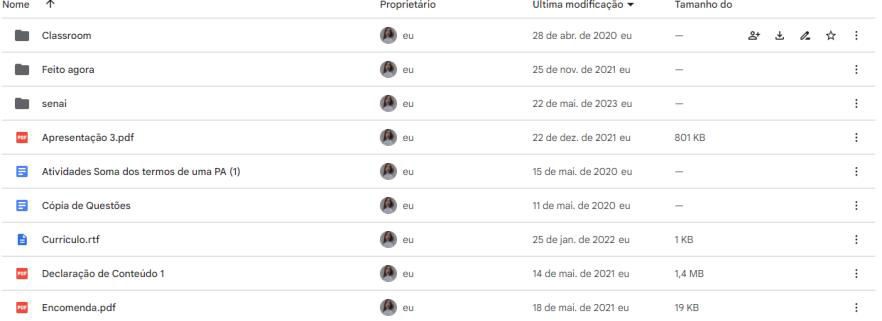
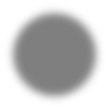
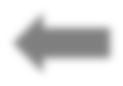
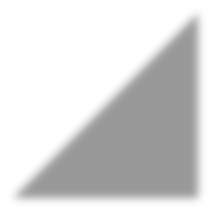
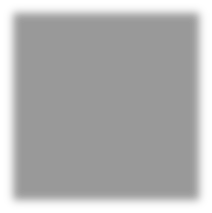
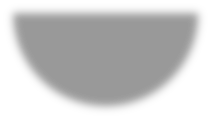
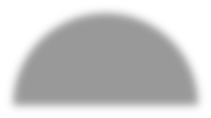
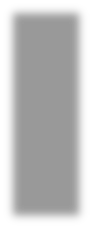
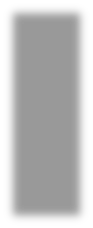
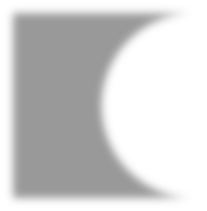
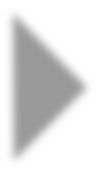
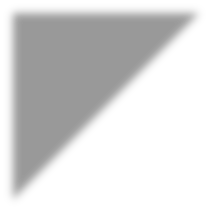
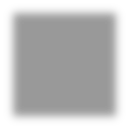
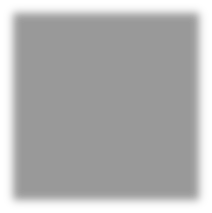
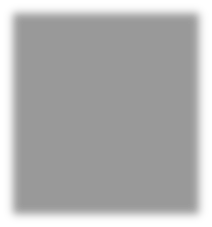
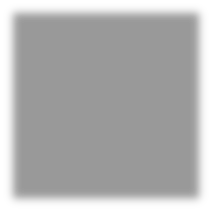
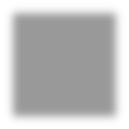
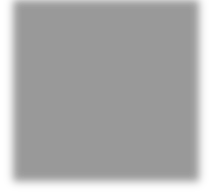
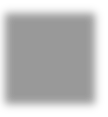
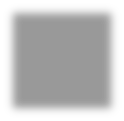
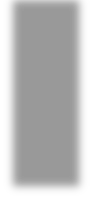
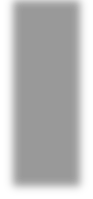
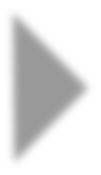
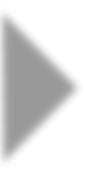
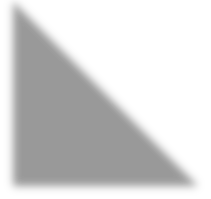
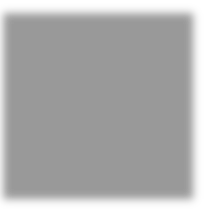
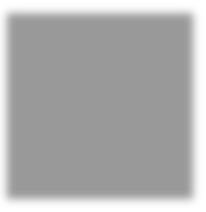
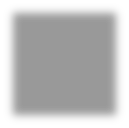
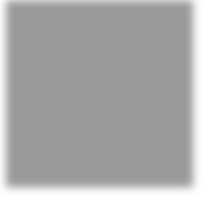
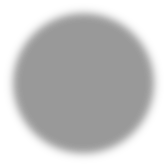
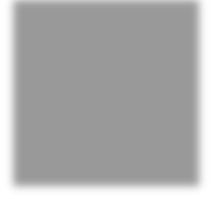
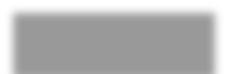
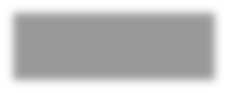
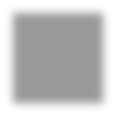
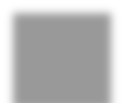
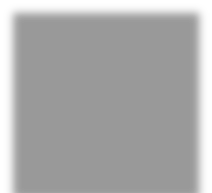
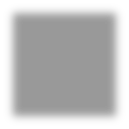
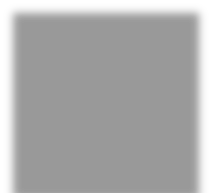
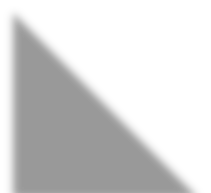
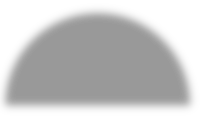
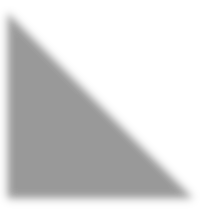
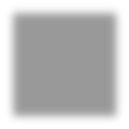
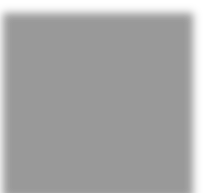
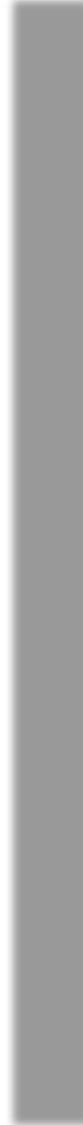
#### O Drive é integrado ao Documentos, Planilhase Apresentações, apps de colaboração nativos da nuvem que ajudam sua equipe a criar conteúdo e colaborar com mais eficiência e em tempo real.



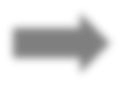
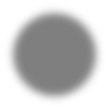
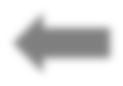
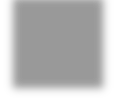
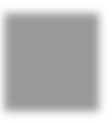
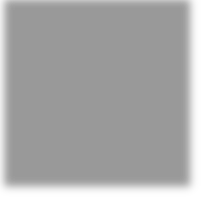
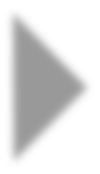
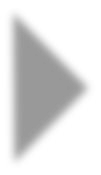
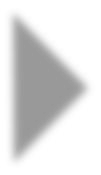
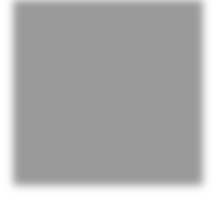
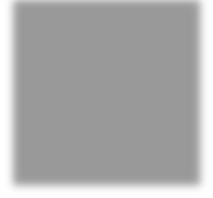
# Funções



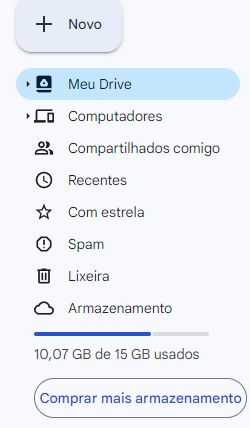
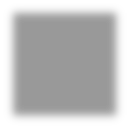
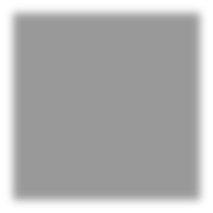
#### Como dito no slide anterior no drive você consegue criar novas atividades, pode usar a planilha, documentos entre outros basta você entrar em uma delas e começar a criar o seu projeto e depois salvar ela



Depois de o seu documento salvo você consegue acessa- lo nessa parte:

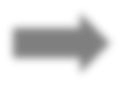
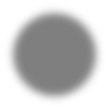
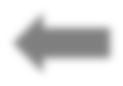
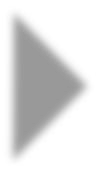
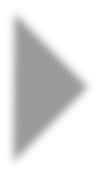
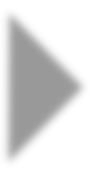
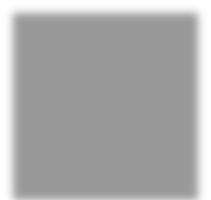
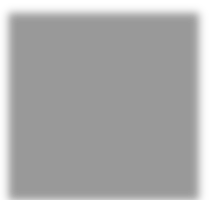
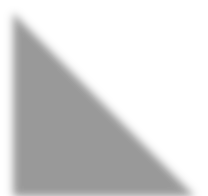
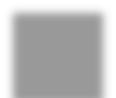
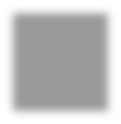
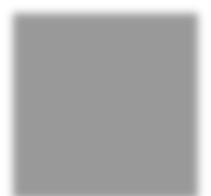
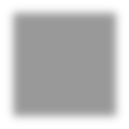
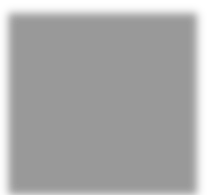
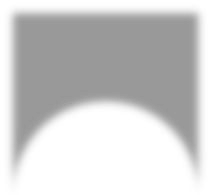


**Opções**

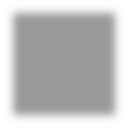
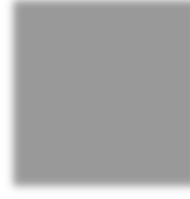


Na lateral esquerda você consegue criar os novos documentos que foram explicados, e em meu drive como também já explicado você consegue ver todos os documentos salvos.

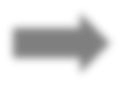
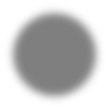
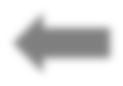
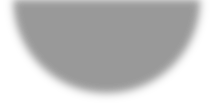
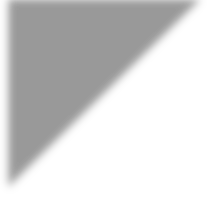
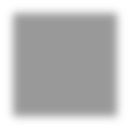
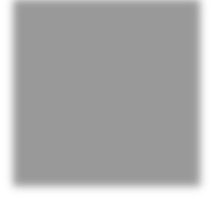
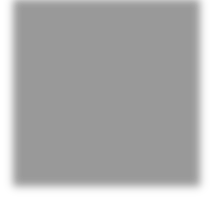
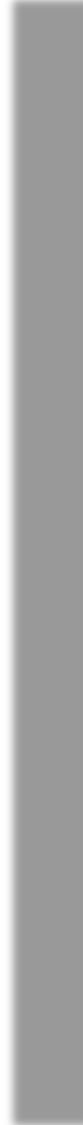
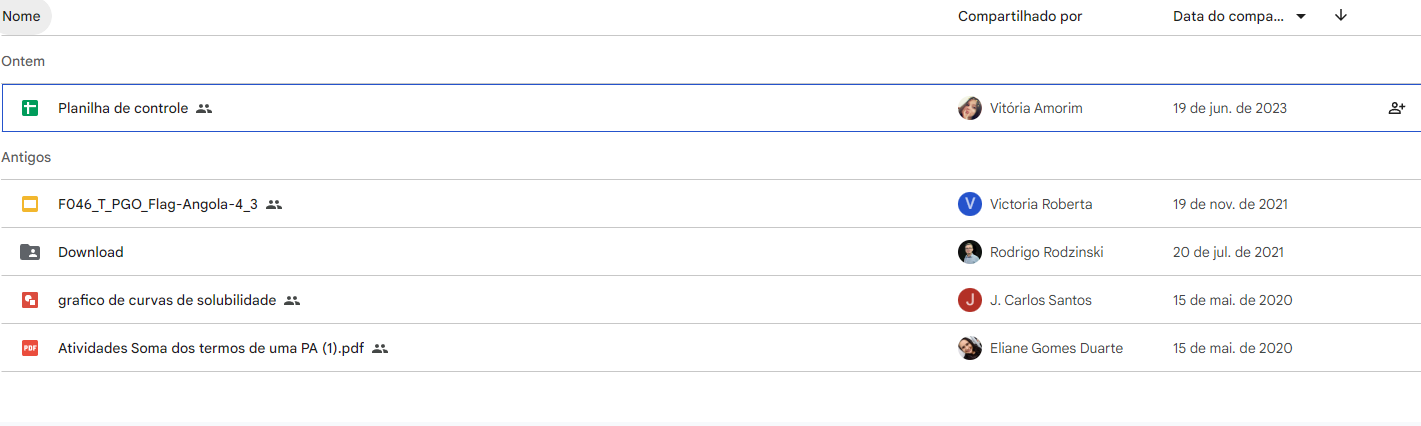
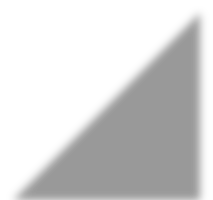
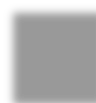
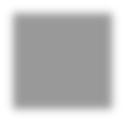
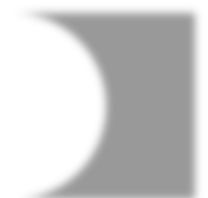
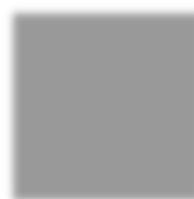
Em computadores se você adicionar, editar, mover ou excluir arquivos em pastas que estão sendo sincronizadas de um computador com o Google Drive, essas alterações também vão ser aplicadas no seu computador



**Compartilhados**

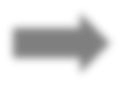
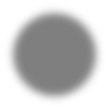
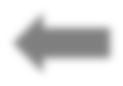
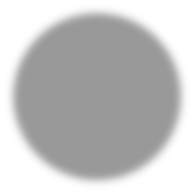
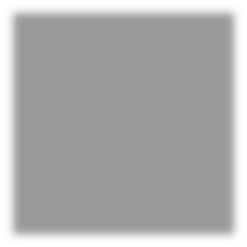
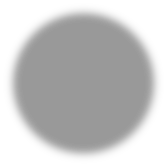
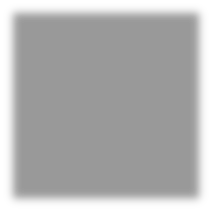
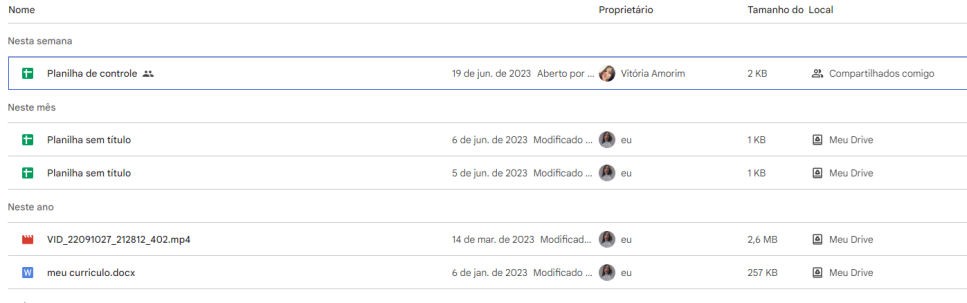
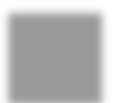
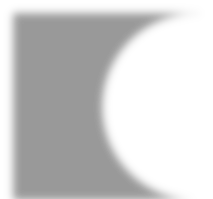
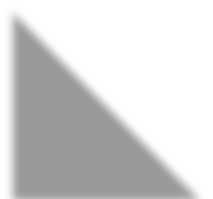
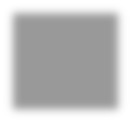
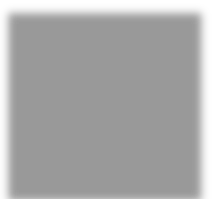


* Nessa aba você consegue identificar as atividades que outras pessoas estão compartilhando com você e vice e versa

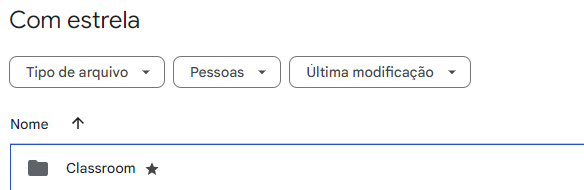
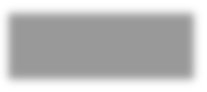
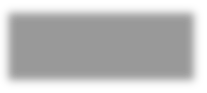
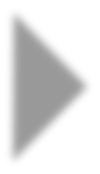
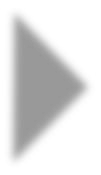
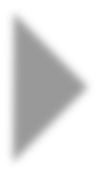
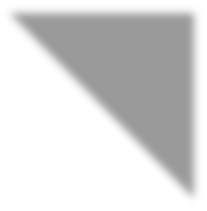
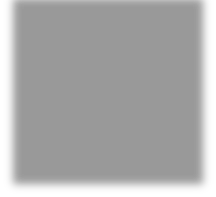
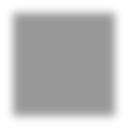
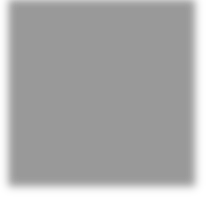


## Recentes

#### Nessa aba você consegue ver as atividades mais recentes desde o inicio da sua conta

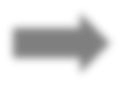
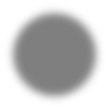
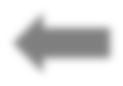
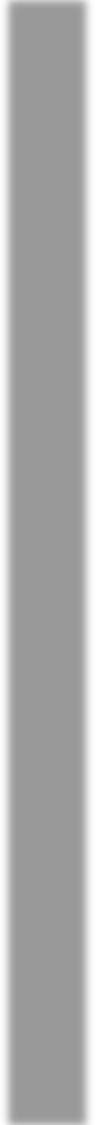
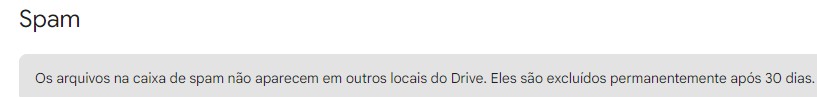
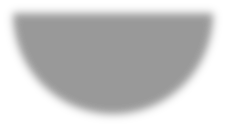
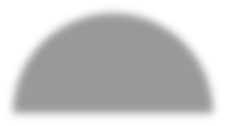
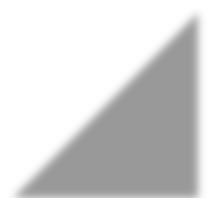
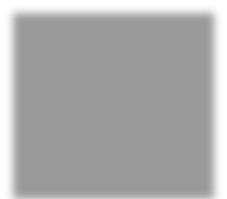
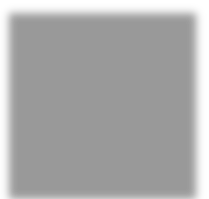


#### Com estrela

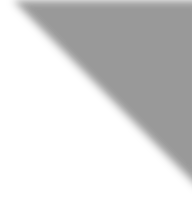


As atividades que você criou voce pode favoritar elas para deixar mais visivel da próxima vez que usar colocando uma estrelinha nela

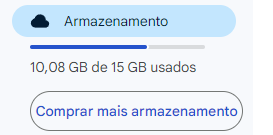
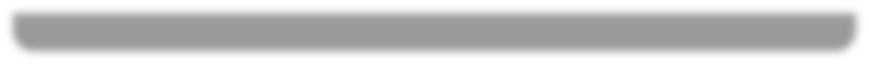
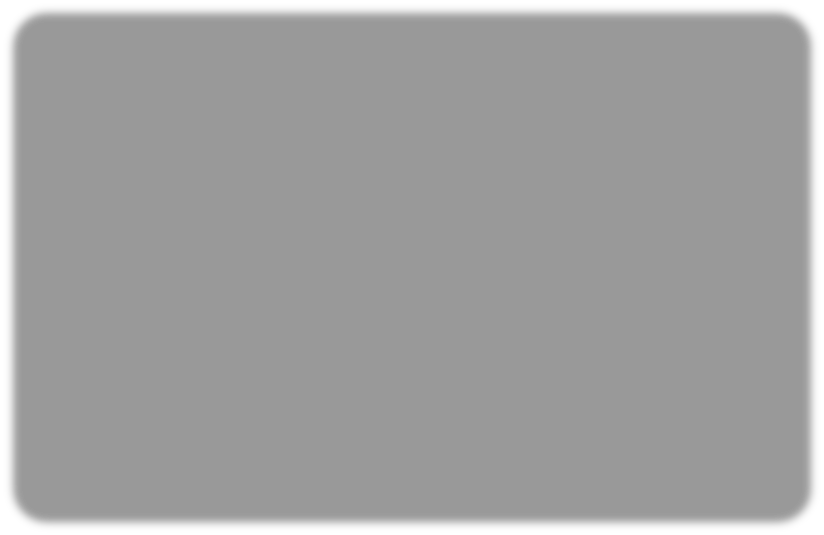
Spam Nela você após denunciar uma atividade com spam consegue acessar ela novamente caso tenha movido errado, porém no prazo de 30 dias pois após isso todas as atividades serão excluida



## Armazenamento



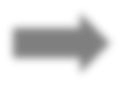
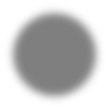
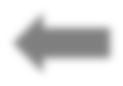
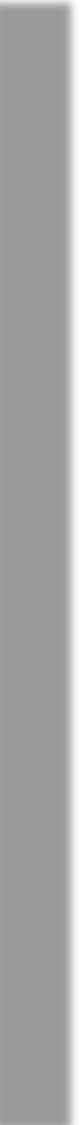
Aqui você consegue ver o



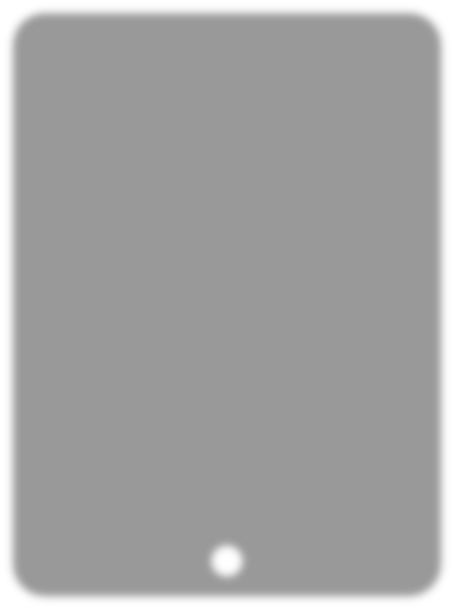
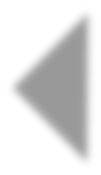
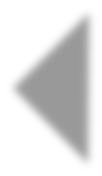
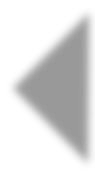
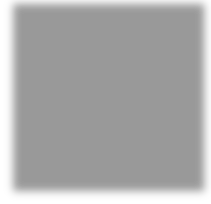
consumo de

armazenamento que já usou e se desejar pode comprar mais.

Também pode excluir atividades não necessárias para liberar espaço se desejar



Quando clicar com o botão direito do mouse sobre uma atividade feita irá aparecer essas informações:

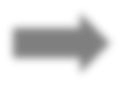
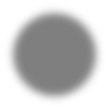
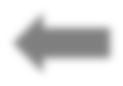
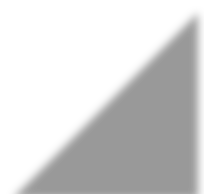


Em “visualização” se clicar nela a sua atividade será aberta.

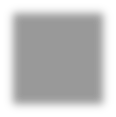
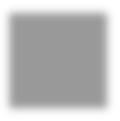
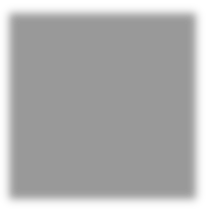
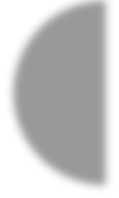
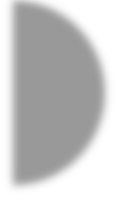
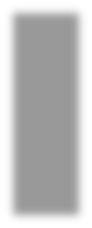
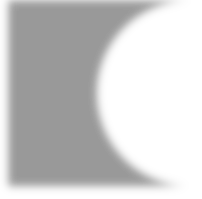
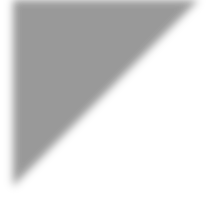
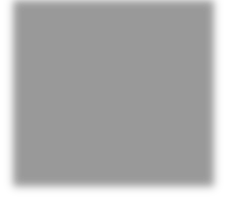
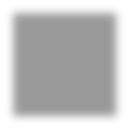
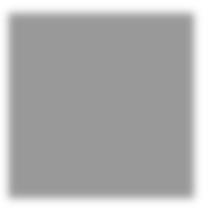
Em “abrir com” ele te dá opções para acessar

os arquivos em outra plataforma digital.

Em “compartilhar” você pode enviar seu arquivo para seus colegas ou até em grupos. Em “copiar link” você irá gerar um link que você pode copiar e enviar para alguém para que ele possa acessar sua atividade



Continuando você também neste local consegue favoritar, renomear



escrevendo outro nome.

Pode deixar o acesso daquela atividade mais facil indo em “atalho do google Drive”

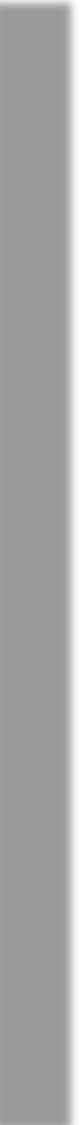
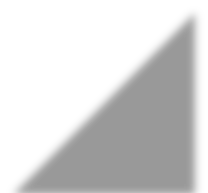
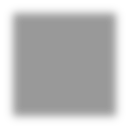
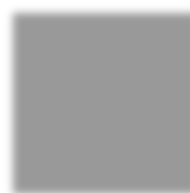
Consegue ver cada detalhe da atividade como o dia e hora em que foi criado.

Pode fazer uma cópia do mesmo documento e baixar ele se caso estiver em

um aparelho diferente

Por ultimo você também consegue excluir a atividade liberando espaço em

“Remover



### Fim



Feito por Victoria Roberta

