



GOOGLE APPS

AN OVERVIEW OF GOOGLE APPS AND PROGRAM FEATURES

ICIT Technology Training and Advancement

Updated: 2021



UNIVERSITY OF WISCONSIN
WHITEWATER

ICIT

Google Apps Overview

- Google Drive
 - File storage (30 GB)
 - Google Docs (Word)
 - Spreadsheets (Excel)
 - Forms
 - Presentations (PowerPoint)
 - Drawings (Publisher)
- Google Sites
 - Creating online webpages



What Are The Features

- Files are always in sync with all devices.
- View revision history
- Download Options (.doc,.xls)
- Comments (threaded)
- Notifications of changes
- Auto-save
- Collaborate with others in real-time

The screenshot displays a 'Revision history' window with a close button (X) in the top right corner. The window lists four revisions, all made by 'Jessica Eddy' on 'Today':

- 3:12 PM (green icon)
- 12:53 PM (pink icon, then green icon)
- 12:51 PM (green icon)
- 11:32 AM (green icon)

Below the history list is a section titled 'Download Options' with the following choices:

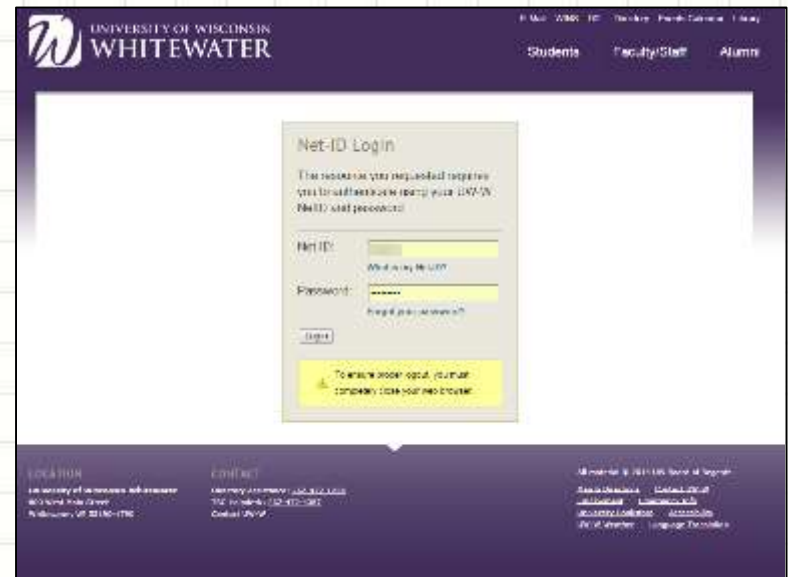
- Microsoft Word (.docx)
- OpenDocument Format (.odt)
- Rich Text Format (.rtf)
- PDF Document (.pdf)
- Plain Text (.txt)
- Web Page (.html, zipped)

At the bottom of the screenshot is a yellow comment box from 'Jessica Eddy' (indicated by a profile icon). The comment text is 'Remember to spell check doc'. Below the text are two buttons: 'Comment' (blue) and 'Cancel' (grey).

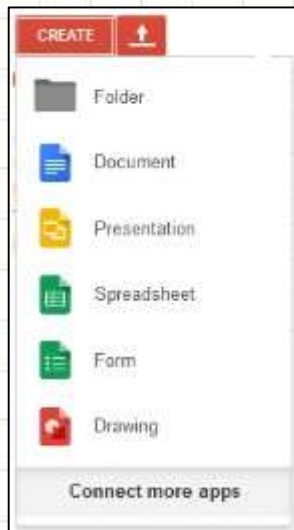
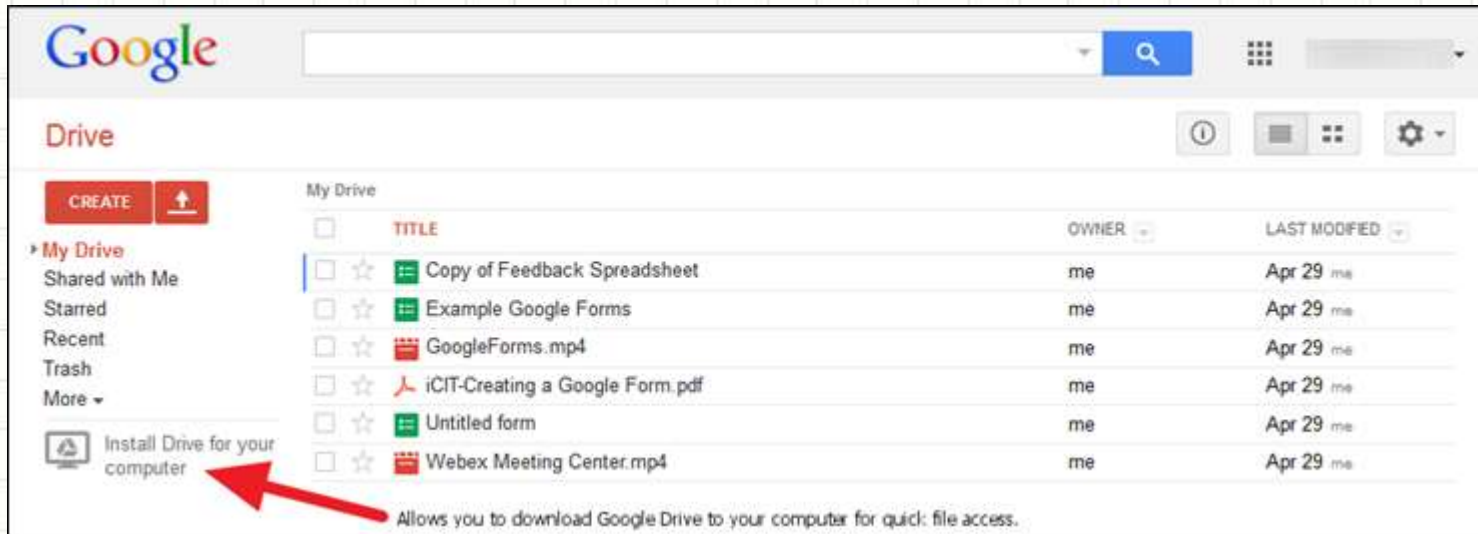


How to Access Google Drive

- <https://drive.google.com>
- Login using your **Email address/Net-ID** and **password**



Google Drive Main Page



Clicking the Create button gives you access to:

- Create new folders in Google Drive
- Create a Google document or other Google app
- Create a Google Form
- Create a Google Drawing
- Connect to other 3rd party apps



UNIVERSITY OF WISCONSIN
WHITEWATER

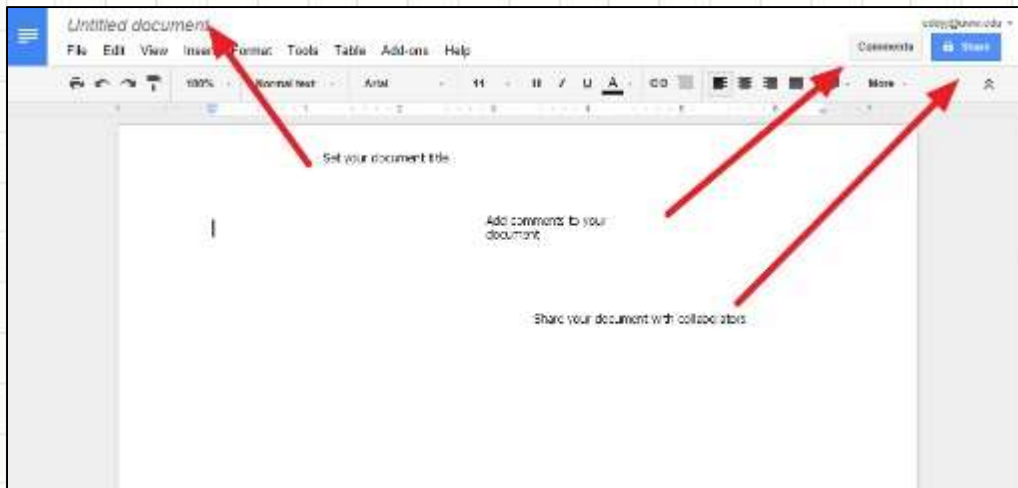
ICIT

Google Docs



Document

- Change document title in upper left-hand corner
- Use top toolbar to access document features
- Use quick access toolbar to find frequently used tools
- **NOTE:** all changes are saved automatically in Google drive. No need to save your document.
- Share your document with other collaborators.
 - Collaborators can edit your document in real-time while you are editing your document. Changes will appear while you are working.
- Simply close out of web browser tab when done editing your document.

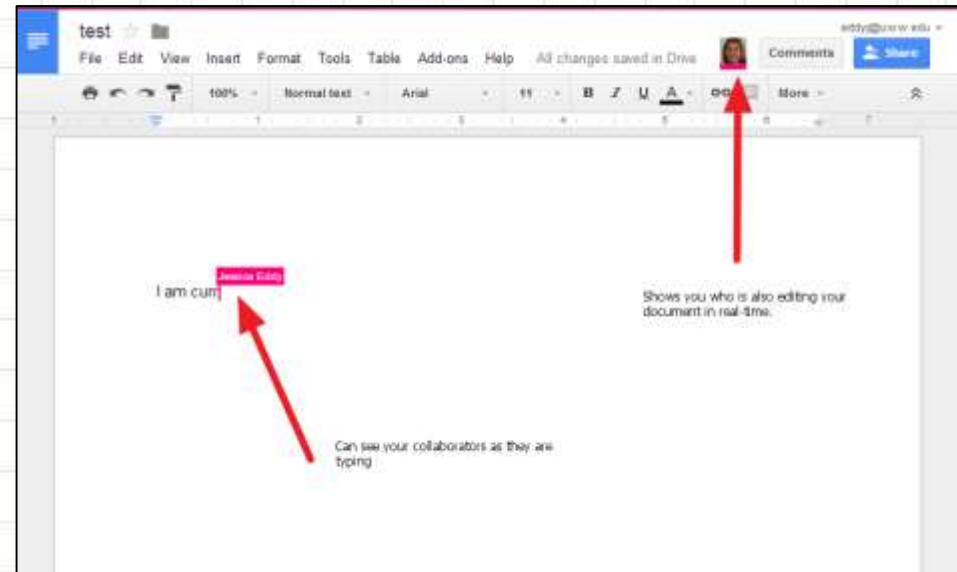


UNIVERSITY OF WISCONSIN
WHITEWATER

ICIT

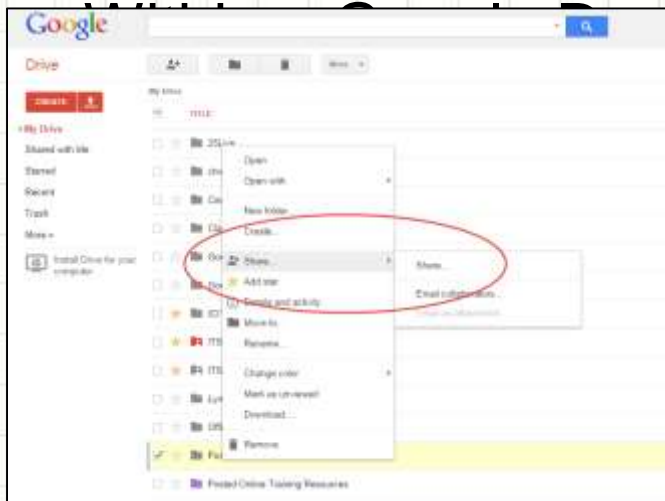
Collaborating With Others

- See who is working on your file.
- Watch users editing in real-time.
- Collaboration works in all Google applications.
- Max 50 collaborators

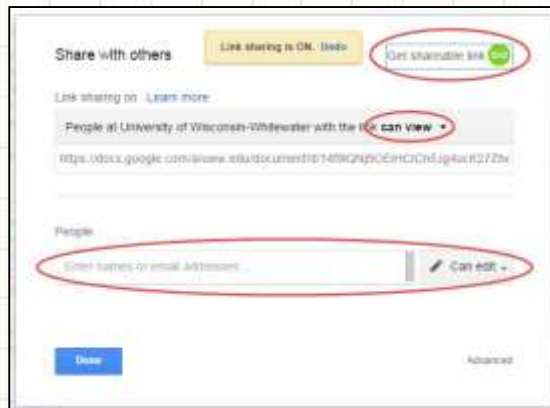
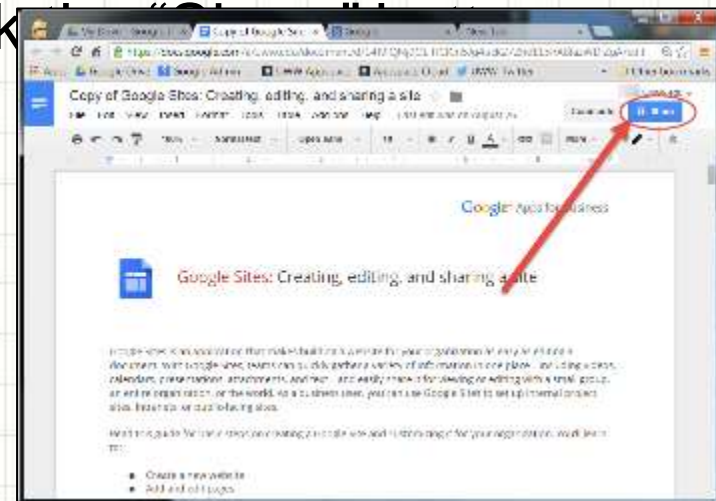


Sharing Google Files

- Within Google Drive, right-click, then choose “Share”



click



UNIVERSITY OF WISCONSIN
WHITEWATER

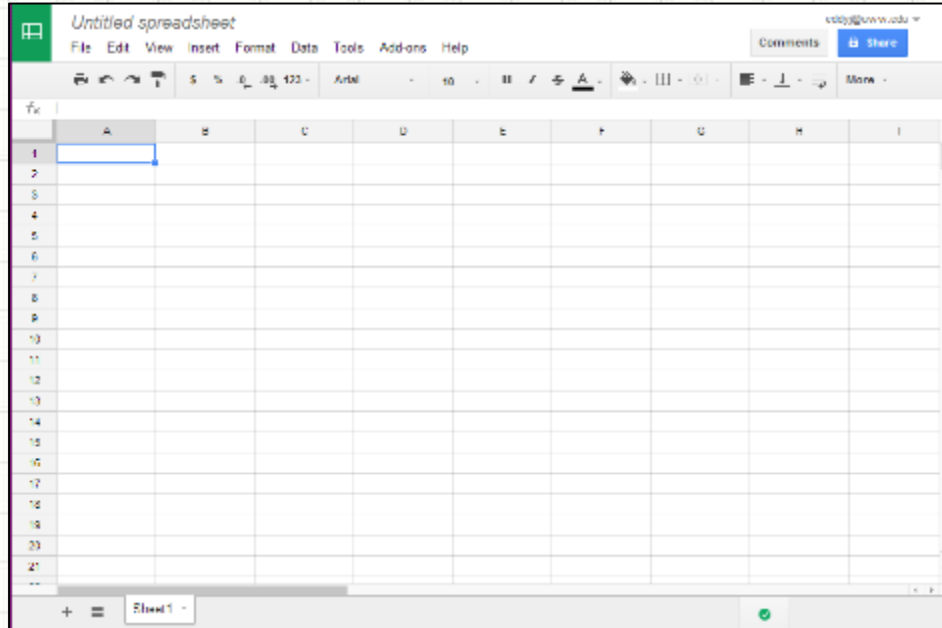
ICIT

Google Spreadsheet



Spreadsheet

- Similar to Microsoft Excel
- Insert charts, images, videos
- Create calculations and formulas
- Create multiple sheets
- Protect cells, sheets or the entire workbook
- Configure notification rules notifying you of changes to your spreadsheet.



UNIVERSITY OF WISCONSIN
WHITEWATER

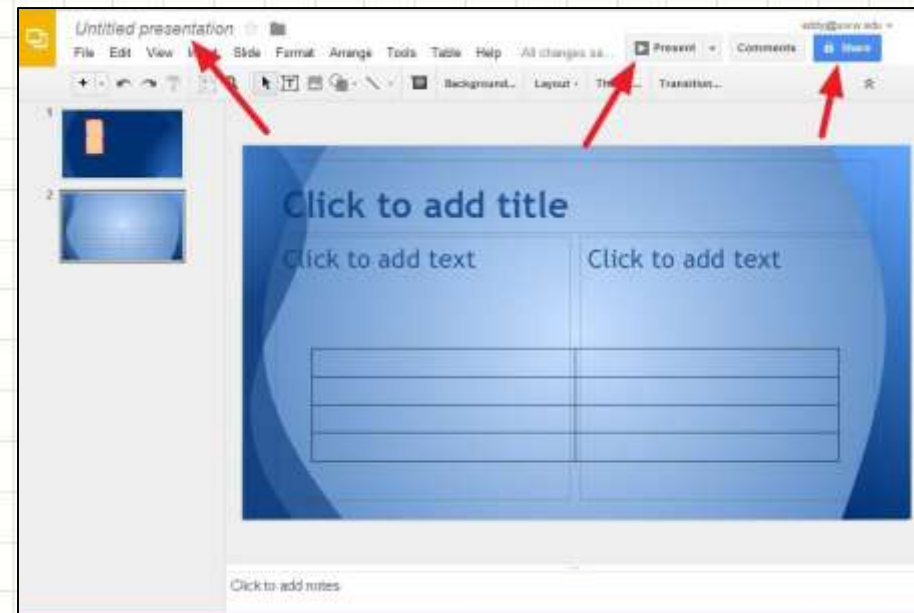
ICIT

Creating a Google Presentation



Presentation

- Similar to Microsoft PowerPoint
- Choose your title and theme
- Top toolbar gives you access to more features
- Quick-launch toolbar gives you quick access to commonly used features
- Insert text, images, video, etc.
- Insert tables
- Presenter Views
 - click screen or scroll up/down to advance
 - Full screen views
 - Presenter with speaker notes opens up additional notes window
- Share your presentation with collaborators
- Configure who can view your presentation



UNIVERSITY OF WISCONSIN
WHITEWATER

ICIT

Google Forms



Form

- Create simple questionnaire type forms
- Questions types such as:
 - Text
 - Multiple choice
 - Dropdown boxes
 - Grids
 - Checkboxes
- Select different theme backgrounds
- Publish your form online
- Save form results to Google Spreadsheets
- Set notification rules to notify you of changes

A screenshot of a Google Form titled "Untitled form" with a blue and white patterned border. The form contains three questions: "What is your name?" with a text input field, "What class did you take?" with radio button options for Science, Math, and History, and "How would you rate this class?" with a 5-point Likert scale from "Liked" to "Disliked". A "Submit" button is at the bottom. The footer includes "Powered by Google Drive" and "This form was created inside of University of Wisconsin-Whitewater. Report Abuse - Terms of Service - Additional Terms".

UNIVERSITY OF WISCONSIN
WHITEWATER

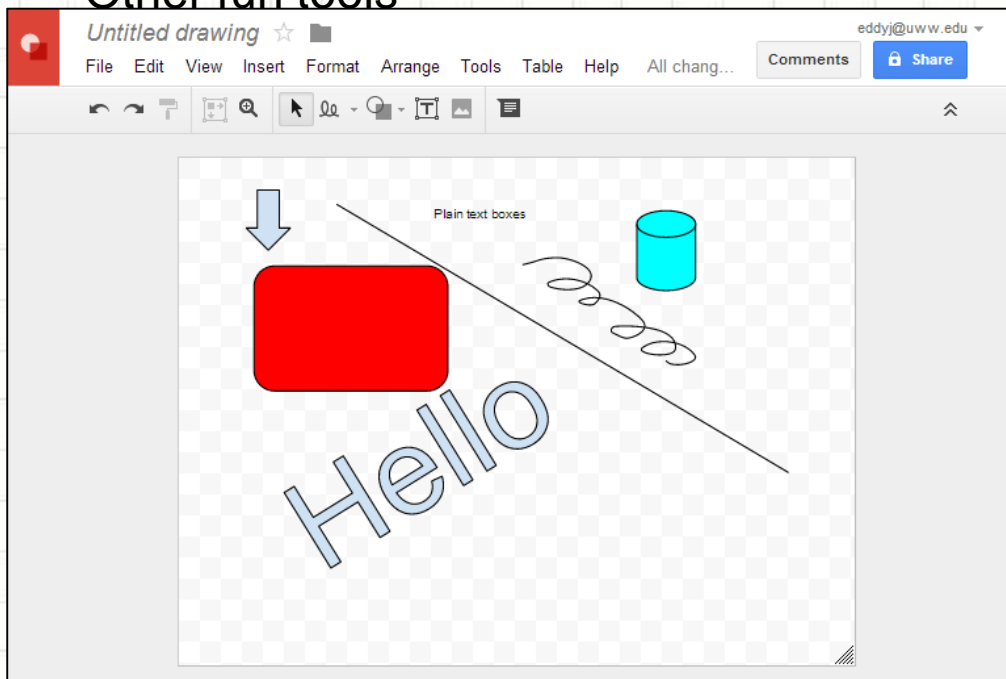
ICIT

Google Drawing



Drawing

- Picture editing tool similar to Microsoft Publisher
- Create different kinds of boxes, arrows, lines, scribbles, etc
- Change font colors or fill in shapes with different colors
- Insert pictures and even take a snapshot using your computer camera
- Other fun tools



UNIVERSITY OF WISCONSIN
WHITEWATER

ICIT

Google Sites

- <https://sites.google.com> – login with email address/Net-ID and password.
- Easily create websites to share with others
- Create announcement boards
- Post documents and link to other websites
- Embed YouTube videos
- Embed Google docs, forms, etc
- Click on **publish** when done
- Give it a name when prompted. This will be your site link



HELPFUL RESOURCES:

Google Apps for Education Help Pages:

- <http://www.google.com/enterprise/apps/education/products.html>
- <http://learn.googleapps.com/>
- <https://support.google.com/>
- Lynda.com: <http://go.uww.edu/lynda>
- ICIT Training Website: <http://www.uww.edu/icit/services/google>



THANKS!

- Any questions or comments?
- Thank you for your time!

WRAPPING UP CMP103

MCQ QUESTIONS, 20 MINUTES

MATRIC NUMBER AND ELIGIBILITY CARD TO LOG IN

EXAM FOCUS:

COMPUTER APPRECIATION

SOFTWARE

HARDWARE

ACRONYMS

INTRODUCTION TO NETWORKS

AI

CLOUD COMPUTING

PHISHING

CYBER-SECURITY

USE OF MS OFFICE

USE OF GOOGLE APPS

VIRUS AND SECURITY



UNIVERSITY OF WISCONSIN
WHITEWATER

ICIT

WILL IT BE DIFFICULT?

NO!

**JUST ENSURE YOU READ AND
UNDERSTAND THE MODULES.**

SUBMIT YOUR EXAMS AND SIGN OUT

THE EXAM WILL BE ON THE BHU LMS



UNIVERSITY OF WISCONSIN
WHITEWATER

ICIT

ASSESSMENT

20 MARKS – PRESENTATION

10 MARKS – PRACTICALS

10 MARKS – GOOGLE APPS



UNIVERSITY OF WISCONSIN
WHITEWATER

ICIT

FINAL C.A (10 marks)

1. Using Google Sites, create a simple page site to sell a product. Save the page to flash drive.
2. Using Google Form create a simple form that will ask the following questions:

Name

Matric Num

Department

Your state of Origin

When done with the form, fill it yourself and save the page to your flash drive.

Send to ICT for PRINTING



UNIVERSITY OF WISCONSIN
WHITEWATER

ICIT

And the last slide...

ITE PROFESSIONAL CERTIFICATION

**TO HOLD 2ND SEMESTER UPON
RESUMPTION
WILL BE YOUR 1ST INTERNATIONAL
PROFESSIONAL CERTIFICATION.
EXAM WILL BE ONLINE.
FACILITATED BY CISCO.
REGISTRATION FEE IS N10,000**

GOOD-LUCK IN YOUR EXAMS



UNIVERSITY OF WISCONSIN
WHITEWATER

ICIT