

- GOOGLE APPS
- ATTENDANCE CARDS
- CISCO ITE
- 1<sup>ST</sup> SEMESTER EXAMS
- MAKE UP ASSESSMENT

ROUNDING UP  
CMP103

# GOOGLE

- Google has come a long way since its inception in 1998 to become the world's largest and most-used search engine site. Google has transformed the way we used to study and played a major role in imparting **education** and knowledge accessible and comfortable for all

# GOOGLE: OPEN TECHNOLOGY

- Google strongly thinks that open technology is important to boost the **education** system and the open technology can revolutionize education.



# GOOGLE: ROLE IN EDUCATION

- **It empowers students and levels the playing field for them:** Google empowers students irrespective of their age, socioeconomic status, nationality, gender, religion, ethnicity, and other such factors.

# GOOGLE: ROLE IN EDUCATION

- **Its free search-engine site and low cost apps and devices allow everyone to afford the service**

# GOOGLE: ROLE IN EDUCATION

- **Its apps and services foster high degree of collaboration and teamwork**

# GOOGLE: ROLE IN EDUCATION

**Its apps enhance efficiency, productivity, and effectiveness of the educators and students:** The Google apps and products are superfast and supported by the best talent pool in the world

# Google Drive





# Objectives

- Understand “The Cloud” and how it works
- Create a Google Drive account
- Know how to create documents, organize My Drive, and download Drive documents as Office files

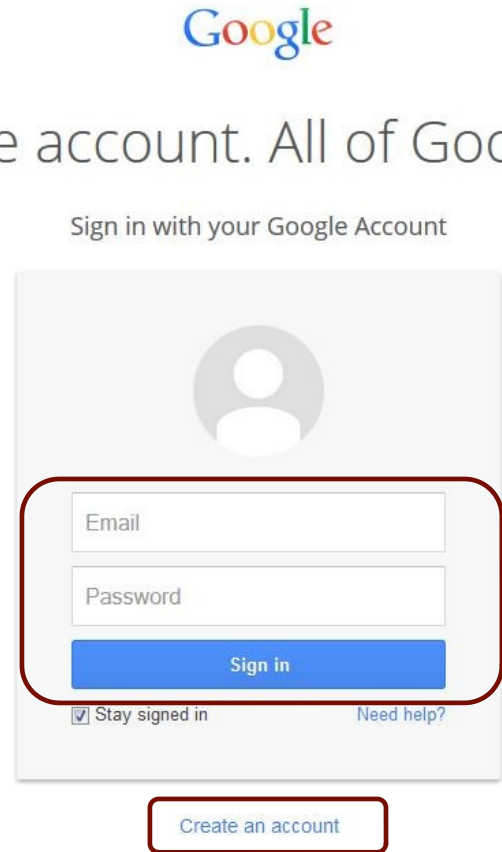
# The Cloud/Google Drive

- **Cloud Computing:** Saving information to a server on the internet so you can access it anywhere with an internet connection
- Create Office documents – Word, Excel, PowerPoint
- Create forms for surveys, quizzes, data collection
- Collaborate with others anywhere at anytime
- Share documents for others to leave comments on, view, and edit.

## Logging In

- Log In or Create Account
- Requires Google account
- Do not need Gmail – can use any email address to create an account

One account. All of Google.



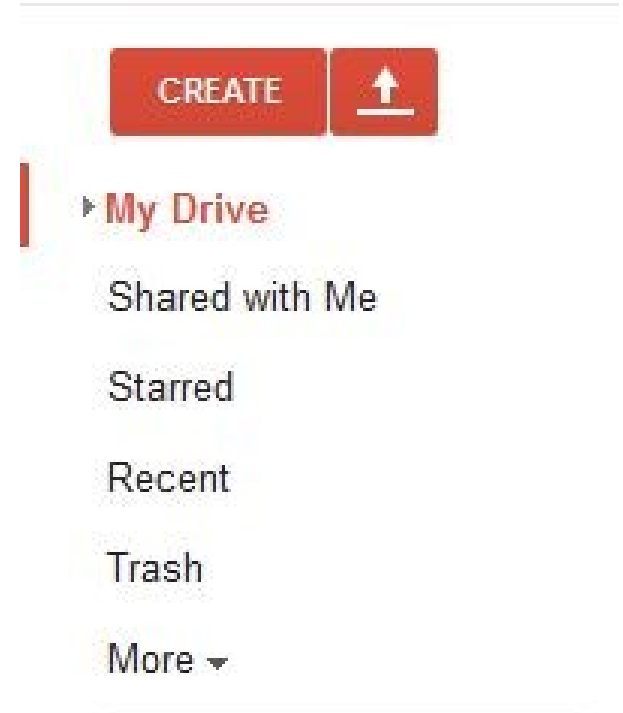
The image shows the Google login interface. At the top is the Google logo. Below it is the text "One account. All of Google." and "Sign in with your Google Account". The main login form is a light gray box containing a large gray circle with a white person icon. Below the icon are two input fields: "Email" and "Password". A blue "Sign in" button is below the password field. A red rounded rectangle highlights the "Email", "Password", and "Sign in" button area. Below the "Sign in" button is a checkbox labeled "Stay signed in" and a link "Need help?". Below the main form is a red rounded rectangle containing the text "Create an account".

One Google Account for everything Google



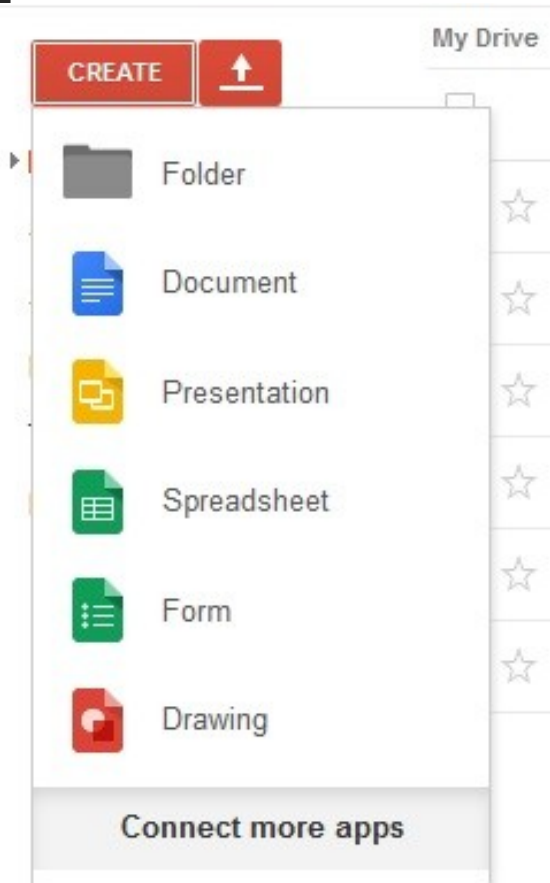
# Navigation Bar

- **Red Buttons:** Create and Upload
- **My Drive:** Create folders and move items around to quickly locate the files you need
- **Shared With Me:** Files you did not create but have permission to view and/or edit
- **Starred:** Shortcut items
- **Recent:** The files you have accessed most recently



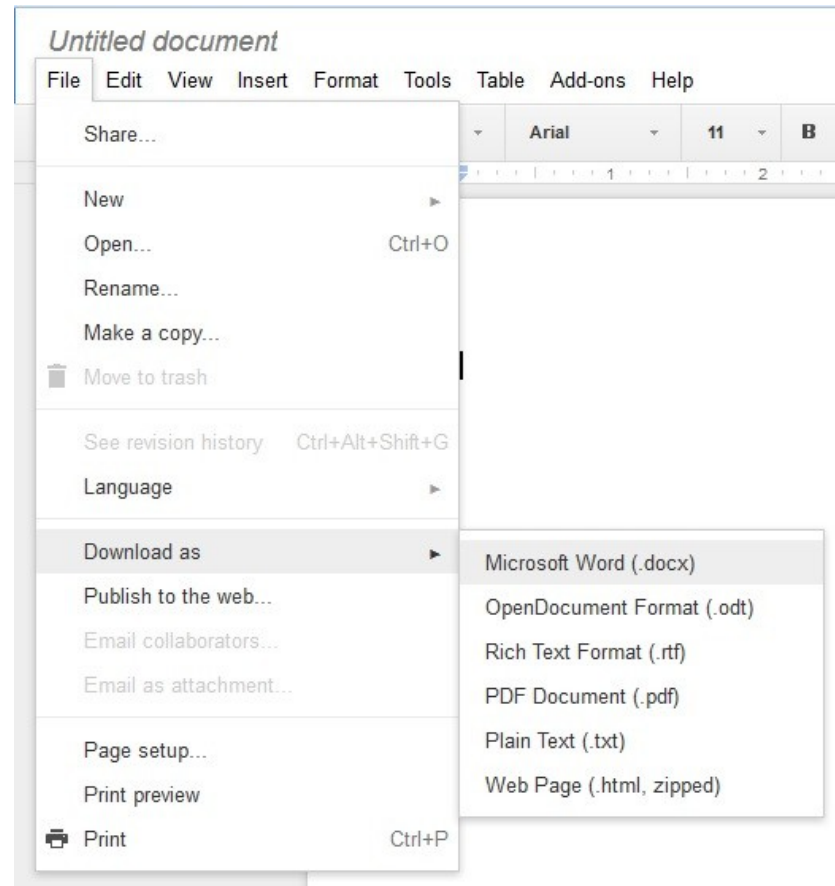
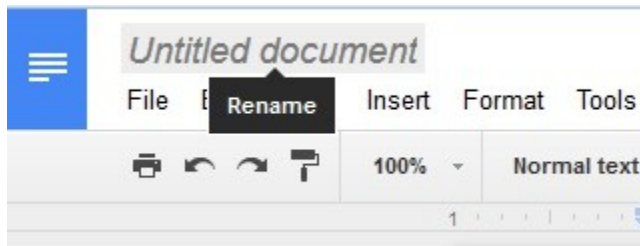
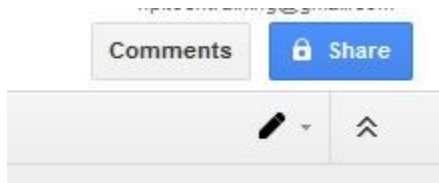
# Create a Document

- **Document:** Word
- **Presentation:** PowerPoint
- **Spreadsheet:** Excel
- **Form:** Survey
- **Drawing:** Paint
- Save automatically



## Within the Document

- Renaming
- Sharing
- Downloading
- Formatting



# Questions?



# Challenges

- Create Google Account
- Create a folder in My Drive
- Create and rename a new document
- Move document into the new folder in My Drive