



Class notes

Chapter 1 - Google

Office Tools

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Subject Computer Science ▾

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Topic: TUT SHEET

Q1. Write three major benefits of the following

● Google Docs

1. **Real-time Collaboration:** Multiple users can work on the same document simultaneously, with changes visible instantly, fostering seamless teamwork.
2. **Accessibility:** Accessible from any device with an internet connection, allowing users to create, edit, and access documents from anywhere.
3. **Version Control:** Automatically saves all versions, allowing users to track changes, revert to previous versions, and collaborate effectively.

● Google Sheet

1. **Data Analysis & Visualization:**
Enables users to analyze and visualize data through charts, graphs, and formulas, providing insights and facilitating informed decision-making.
2. **Real-time Collaboration:**
Multiple users can work on the same spreadsheet simultaneously, with changes visible instantly, fostering seamless teamwork.
3. **Cloud-Based & Accessible:**
Stored in the cloud, allowing users to access and share spreadsheets from any device with an internet connection.

● Google Slides

1. **Real-time Collaboration:**
Multiple users can work on the same presentation simultaneously, with changes visible instantly, fostering seamless teamwork.
2. **Accessibility:**
Accessible from any device with an internet connection, allowing users to create, edit, and present slideshows from anywhere.
3. **Easy Sharing & Presentation:**
Simplifies sharing presentations with others and allows for easy presentation delivery through various platforms.

Fill in the Blanks

1. Google Docs works like a word processor Software.
2. Google Sheets works like a Spreadsheet software.

3. Google slides works like a presentation software.
4. You can share Google Docs as a viewer, commenter or Editor.
5. Documents created in Google Docs are saved in Google Drive

True/False

1. Google Docs has an autosave feature - True
2. You can upload existing documents from your computer to google docs - true
3. You have to create an account before you can use google docs - true
4. Once you create a file, you must hide it - false
5. We can create presentation using google docs - false

Hands-on Exercise

Multiple Choice Questions:

1. What is Google Docs - Free online word processing program
2. What type of documents can be created using google docs? - News paper articles
3. After you have created your document in word, you have to save and ____ it to view it in Google Docs. - Upload
4. We can share a Google Docs with this access - All of these
5. When was Google Sheets Introduced? - March 9, 2006
6. Google sheets is a ____ type of application - Spreadsheet
7. A single google sheet is called - Worksheet.
8. A group of cells is known as ____ in Google Sheets. - Cell Range.

Fill in the Blanks

1. Google docs started in the year of 2006 by the google.
2. Google Docs is a Word Processing Program.
3. Any formula starts with the = sign.
4. TODAY() function returns the current date as a date value.
5. We can create Word type of document using Google Docs.

True/False

1. Google Slides is an online representation of MS PowerPoint - True
2. We cannot set margins in google sheets - True

3. We can share the files to desired email accounts with different accounts with different viewing options - True
4. You can access Google Docs from all devices and platforms - True
5. Google Docs, Google Sheets, and Google slides are offline tools - False

Answer the Following Question

1. What do you mean by Google Docs and how it works?

Answer - Google Docs is a free, web-based word processor that allows users to create, edit, and collaborate on documents online, accessible from any device with an internet connection and a web browser.

It works in the following steps -

1. **Access:** Open a web browser and go to docs.google.com.
2. **Sign In:** Log in with your Google account.
3. **Create a Document:** Click on "New" and select "Document" to start a new document or open an existing one from your Google Drive.
4. **Collaborate:** Invite other users to collaborate on the document by sharing the link or adding their email addresses.
5. **Edit & Format:** Use the toolbar to format text, add images, tables, and other elements.
6. **Save:** Google Docs automatically saves your work as you type.
7. **Share:** Share your document with others by generating a shareable link or inviting specific users with editing, commenting, or viewing permissions.

2. What do you mean by google Sheets and explain its features?

Answer - Google Sheets is a free, web-based spreadsheet application that allows users to create, edit, and collaborate on spreadsheets online in real-time.

Key Features:

a. Real-time Collaboration:

Multiple users can work on the same spreadsheet simultaneously, with changes reflected instantly for all collaborators.

b. Version History:

A record of all edits is kept, allowing users to revert to previous versions if needed.

c. Formulas and Functions:

Google Sheets supports a wide range of formulas and functions for performing calculations, data analysis, and more.

d. **Charts and Graphs:**

Users can easily create various types of charts and graphs to visualize data.

e. **Data Import and Export:**

You can import data from various sources and export spreadsheets in different formats, such as CSV or PDF.

f. **Sharing and Permissions:**

You can easily share spreadsheets with others and control access permissions.

3. What do you mean by Google Slides and explain its features?

Answer - Google Slides is a free, web-based application within the Google Workspace suite that allows users to create, edit, and share presentations.

1. **Real-time Collaboration:** Multiple users can work on the same presentation simultaneously, with changes reflected instantly for all collaborators.
2. **Accessibility:** Accessible from any device with an internet connection, making it ideal for remote teams and presenters.
3. **Automatic Saving:** Changes are automatically saved to Google Drive, eliminating the risk of data loss.
4. **Revision History:** A complete history of changes is maintained, allowing users to revert to previous versions.
5. **Templates:** A wide variety of pre-designed templates are available to get started quickly.
6. **Customization:** Users can customize presentations with various fonts, colors, images, videos, and animations.
7. **Sharing & Permissions:** Presentations can be easily shared with others, with customizable permissions to control access levels.

4. How to open or import an existing word document for editing in Google Docs?

Answer - To open and edit a Word document in Google Docs, upload it to Google Drive and then open it with Google Docs.

1. Upload the Word Document to Google Drive:

1. Go to Google Drive: Open your web browser and navigate to Google Drive.

2. Click "New" and then "File upload": In the Drive interface, click the "New" button, followed by "File upload".
3. Select your Word document: Choose the Word document (.docx or .doc) you want to upload from your computer.
4. Wait for the upload to complete: Google Drive will upload the file.

2. Open the Word Document with Google Docs:

1. Locate the uploaded file: In Google Drive, find the Word document you just uploaded.
2. Right-click the file and select "Open with" .
3. Choose "Google Docs": From the dropdown menu, select "Google Docs".
4. Edit the document: The Word document will now open in Google Docs, allowing you to edit it as you would any other Google Docs document.

5. How to save Google Slides into a folder?

Answer - To save a Google Slides presentation into a folder in Google Drive, open the presentation, then click the "Organize" icon (which looks like a folder) at the top of the window, and select the desired folder to move the presentation to.

OR

1. Open Google Drive and Locate the Presentation
2. Open the Presentation
3. Move the Presentation to a Folder
 - **Using the Organize Icon**
 - **If the presentation isn't in a folder yet**
 - **If the presentation is already in a folder**
 - **Click "Move this item" (if applicable)**
 - **Select the destination folder**
 - **Click "Move"**

