



# ALL ABOUT APPS

Wednesday  
June 29, 2016

## Productivity and Collaboration



"Our new app sells for \$100 and detects intelligence. If a customer buys one, they don't have any."



 = Google



## GOOGLE APP



- Google's equivalent to Siri
- The most basic search engine you could possibly ask for.
- Search for anything, or enter a web browser
- You can talk to the app just like you talk to Siri



"Okay Google"

## GOOGLE CHROME



- Similar to the Google app, but has more features similar to Safari
- Keep everything organized with bookmarks and favorites.
- You can still search with voice, but “Okay Google” doesn’t work.
- Easier to use features like History, Find in Page, Requesting Desktop Sites, ETC
- Sign in with your google account and all your custom bookmarks will appear, no matter what computer you use.

## GMAIL



- Google's version of email.
- Just like any other email, you can attach files, photos, star (or flag) emails, save a draft, create labels and more.
- Unlike most emails, gmail will sort out your mail into Inbox (important mail that you probably care about), Social (think Facebook or Twitter), and Promotions (like subscriptions to JC Penney)
- Compare this to Outlook or Mail made by Apple

## GOOGLE DRIVE



- Google Cloud Storage - for Free!
- Free 15 GB shared with Gmail
- Save documents, photos, music, whatever to the cloud
- You can share items with anyone else. It is easiest to share them with people who have a Google account, but you can share them with other people as well.
- You can have full access to this anywhere internet is available, on most devices.
- Make a file available while offline.

## STORAGE IS LIKE MONEY



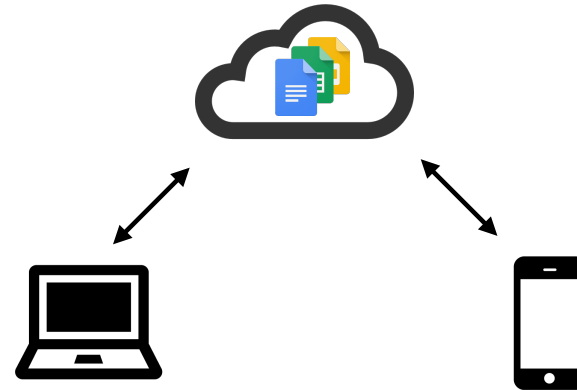
- Hard Drive Storage is similar to carrying around all of your cash.
- If you lose your wallet full of all your money, you will not have any money.
- If you drop your computer where all your information is stored in a swimming pool, you will lose all of your information.



## STORAGE IS LIKE MONEY

- Cloud Storage is similar to using a Bank.
- If you loose your wallet, you didn't loose your money, you just need to find a way to access it a different way.
- If you drop your phone in the toilet, you just need to get on your computer, sign into your account, and you still have all of the information.

## CLOUD STORAGE



## IS CLOUD STORAGE RELIABLE/SAFE?



- Essentially, YES. Cloud storage is constantly improving over time.
- Thousands of large companies rely heavily on using cloud storage (USU relies on Box Cloud Storage)
- Can cloud storage be hacked? YES, but anything can be hacked. Even your computer at home that is connected to the internet.
- The Best thing you can do to protect your cloud storage is to have a strong password.
- For more info, go to <http://systemsandsoftware.com/5-safety-concerns-with-cloud-data-storage-answered/>

## GOOGLE DOCS



- If you have used Microsoft Word, you have basically used Google Docs.
- Google Docs is a word processing app that you can use on your computer, tablet, or phone.
- Google Docs save by Default to Google Drive, so the information is stored on your cloud storage, and not your computer.
- You can open Microsoft Word documents in Google Docs (Formatting can be a little different)



## GOOGLE SHEETS



- If you have used Microsoft Excel, you have basically used Google Sheets.
- Google Sheets is a spreadsheet app that you can use on your computer, tablet, or phone.
- Google Sheets save by Default to Google Drive, so the information is stored on your cloud storage, and not your computer.
- You can open Microsoft Excel documents in Google Sheets (Formatting can be a little different)



## GOOGLE SLIDES



- If you have used Microsoft PowerPoint, you have basically used Google Slides.
- Google Slides is a presentation app that you can use on your computer, tablet, or phone.
- Google Slides save by Default to Google Drive, so the information is stored on your cloud storage, and not your computer.
- You can open Microsoft PowerPoint documents in Google Slides (Formatting can be a little different)



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**GOOGLE DOCS DEMO**

# HANDS ON

## INSTRUCTIONS



- FIRST ACTIVITY: Please send me an email (gmail or other) at [ngblaylock@gmail.com](mailto:ngblaylock@gmail.com) on apps that you would like to learn about on Friday. If you don't do this, I will talk about what I think you want to learn.
- SECOND ACTIVITY: Open the Google App, and try out the "Okay Google..." search. For example say "Okay Google, show me a picture of Italy." note: You may need to press the microphone icon in order to let the app have access to the microphone on your device.
- THIRD ACTIVITY: Download Google Docs and begin a new document that can be opened on any computer.

## HOMEWORK



- Sign up for a Gmail account, or Aggiemail account.
- FOR GMAIL- Signing up is easy. All you need is a username and password. Your Gmail account will be [username@gmail.com](mailto:username@gmail.com).
- FOR AGGIEMAIL- Please contact USU's Information Technology department at:

**Phone:** 435-797-HELP (4357)

**Toll Free:** 1-877-878-8325

**CIO's Office:** 435-797-1134

**Email:** [servicedesk@usu.edu](mailto:servicedesk@usu.edu)

**Location:** JQL north door



The people who are crazy enough to think they can change the world are the ones who do.

—Steve Jobs