Working in the Cloud
Google Drive / Docs

Sharing Files & Folders With Google Drive

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Cloud Storage Comparison

	Microsoft OneDrive	Google Drive	Dropbox	iCloud
Free storage?	5 GB Windows 10 1 TB Office 365 Personal* 6 TB Office 365 Home**	15 GB	2 GB	5 GB
Cost for More Storage	Without MS Office 365 $2/month 50 GB $10/month 2 TB	$2/month 100 GB $10/month 2 TB	Must upgrade to Pro for additional storage $10/month 1 TB	$1/month 50 GB $3/month 200 GB $10/month 2 TB

* Office 365 Personal, annual subscription $69.99 / year
** Office 365 Home, annual subscription $99.99 / year

GB= Gigabytes
TB = Terabytes (Equal to 1,000 GB)

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Download Google Drive

➢ Download Google drive on your PC - drive.google.com
➢ Android device
  • Display the Apps icon on your phone
  • Tap the Play Store icon
  • Search for Google Drive

➢ iPhone or iPad (iOS)
  • Tap the App Store icon
  • Tap Search
  • Search for Google Drive
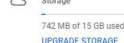
3

Your Google Drive Screen
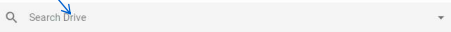
Create, Open or Upload a file or folder

Search for files or folders

Open additional Google apps

Drive

+ New

My Drive

Computers

Shared with me

Recent

Starred

Trash

Backups

Storage

742 MB of 15 GB used
UPGRADE STORAGE

Check or Buy More Storage

Search Drive

My Drive

Folders
Name

2016 Sep Kids   Cruise 2017   Family Files   Google Photos

Handouts   Scotland Ireland trip   Shared Files

Files

1 - Sunset at BWB.jpg   20170228_095816.jpg   20170301_071849.jpg

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Creating A Document

➢ To create a Google Doc
- From Google Drive, click **New**.
- Choose Google Docs.
- Type the document. All changes are saved automatically.

To view all documents, click the **Docs Home** button.
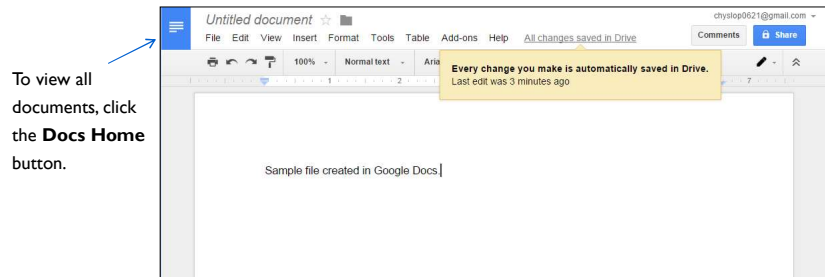
- To name a file, click in the **Untitled Document** box, type a new name and press Enter.

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Upload Files & Folders Into Drive

➢ Two ways to upload files to Google Drive
- Drag & Drop files directly into folders or sub-folders
- Upload files using Google Drive
  - Click **New** and select "**File upload**"
  - Select the file you want. To select multiple files
    - Click the first file, hold Shift and click the last file to select everything in between.
    - Or click the first file, hold CTRL, click each additional file to select random files in the list.
  - A box showing the progress displays while uploading file(s).

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To Save a Google Doc to Word

➢ Open the Google Doc.
➢ Click **File** on the menu bar.
➢ Hover over **Download As** and choose **Word**.
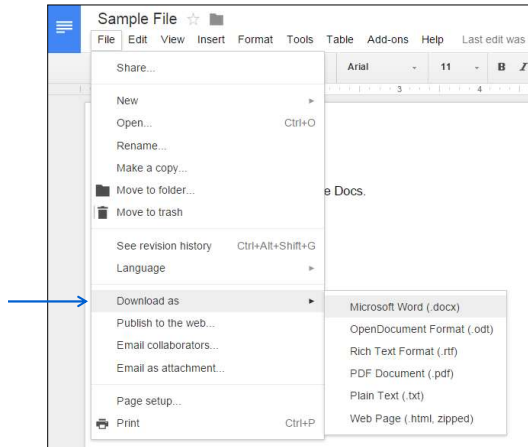
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Character Formatting

➢ Character formatting controls the appearance of letters.
➢ To change the font style and size
  • Select text
  • Click the **Font** list drop down arrow on the toolbar and select a font style.
  • Click the **Font Size** drop down arrow and choose a size.
➢ To add emphasis, select text and use Bold, Italic, Underline, Text Color, or Highlight Color.

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🖌 Copy Formatting ✕

- ➢ The Paint Format icon can be used to copy formatting
- ➢ To copy formatting <u>once</u>
  - Select text that has the format to be copied. 🖌
  - Click the **Paint Format** icon.
  - Select the text to receive the formatting. The painter is automatically turned off.
- ➢ To copy formatting <u>multiple times</u> in a document
  - Select text that has the format you want to copy.
  - <u>Double-click</u> the Paint Format icon.
  - Select the text to receive the formatting.
  - Continue highlighting additional selections of text throughout the document.
  - Click the Paint Format icon again to turn off the copy format function.
- ➢ To clear all formatting
  - Select the text and click the Clear Formatting icon ✕ at the end of the toolbar.

<u>Tip</u>: CTRL Z to Undo

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Change Case

- ➢ To change the case of characters
  - Select text. Click **Format** on the menu bar
  - Hover over **Text**, highlight **Capitalization** and choose **lowercase, UPPERCASE or Title Case**.

Format	Tools	Add-ons	Help		
Text		►	**B** Bold	Ctrl+B	
			I Italic	Ctrl+I	
			U̲ Underline	Ctrl+U	
			S̶ Strikethrough	Alt+Shift+5	
			X² Superscript	Ctrl+.	
			X₂ Subscript	Ctrl+,	
			Size (O)	►	
			Capitalization (1)	►	lowercase
					UPPERCASE
					Title Case
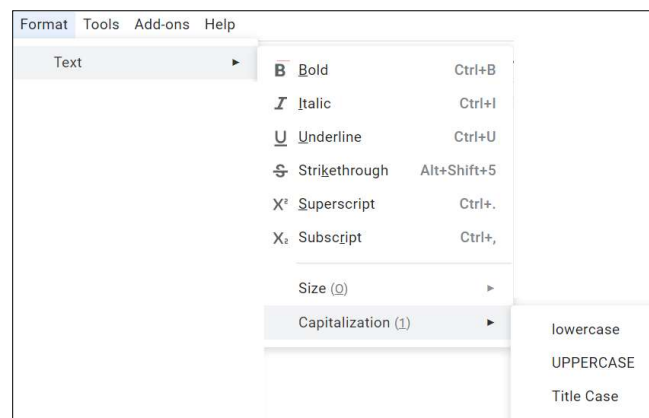
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Line Spacing & Alignment

➢ To change line spacing
- Position the insertion point, or select paragraphs
- Click the **Line Spacing** icon on the toolbar
- Choose your preference

➢ To change paragraph alignment
- Position the insertion point in a paragraph, or select multiple paragraphs.
- Click Align Left, Center, Align Right, or Justify icons on the toolbar

Single

✓ 1.15

1.5

Double
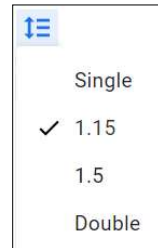
<u>Tip</u>: CTRL A to select all.

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⊟ Indenting Paragraphs ⊟

➢ The Indent feature controls how lines wrap around in a paragraph.

➢ To indent ALL lines of a paragraph on the <u>Left</u>
- Click the **Increase Indent** icon

➢ To decrease the indent of all lines on the left
- Click the **Decrease Indent** icon

➢ To decrease the indent on the <u>Right</u> side of the paragraph
- Click and drag the right indent marker at the end of the ruler

Right Indent Marker

Hyslop & Associates
Computer Training School
200 Tilton Road
Tilton, NH 03276
(603) 286-3300

Hyslop & Associates specializes in computer training and software support. We are conveniently located in the Lakes Region an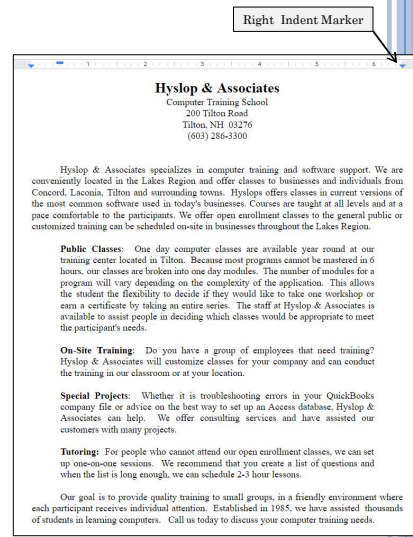d offer classes to businesses and individuals from Concord, Laconia, Tilton and surrounding towns. Hyslops offers classes in current versions of the most common software used in today's businesses. Courses are taught at all levels and at a pace comfortable to the participants. We offer open enrollment classes to the general public or customized training can be scheduled on-site in businesses throughout the Lakes Region.

Public Classes: One day computer classes are available year round at our training center located in Tilton. Because most programs cannot be mastered in 6 hours, our classes are broken into one day modules. The number of modules for a program will vary depending on the complexity of the application. This allows the student the flexibility to decide if they would like to take one workshop or earn a certificate by taking an entire series. The staff at Hyslop & Associates is available to assist people in deciding which classes would be appropriate to meet the participant's needs.

On-Site Training: Do you have a group of employees that need training? Hyslop & Associates will customize classes for your company and can conduct the training in our classroom or at your location.

Special Projects: Whether it is troubleshooting errors in your QuickBooks company file or advice on the best way to set up an Access database, Hyslop & Associates can help. We offer consulting services and have assisted our customers with many projects.

Tutoring: For people who cannot attend our open enrollment classes, we can set up one-on-one sessions. We recommend that you create a list of questions and when the list is long enough, we can schedule 2-3 hour lessons.

Our goal is to provide quality training to small groups, in a friendly environment where each participant receives individual attention. Established in 1985, we have assisted thousands of students in learning computers. Call us today to discuss your computer training needs.

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First Line & Hanging Indents

➢ When using a **hanging** indent, the first line of the paragraph stays at the left margin and the remaining lines wrap indented.

➢ **First** line indent increases the indent of only the first line, similar to pressing Tab at the beginning of every paragraph.

➢ To set a custom indent:
  • Click **Format** on the menu bar
  • Hover over **Align & Indent**
  • Choose **Indentation Options**
  • Click the drop down arrow under Special and choose your preference
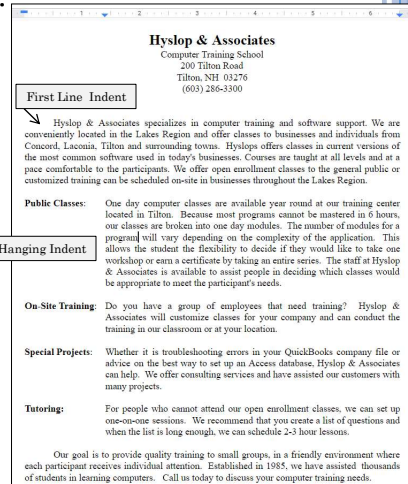
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Bullets & Numbering

➢ To add bullets to the beginning of paragraphs
  • Select the text
  • Click the **Bulleted List** icon on the toolbar

➢ To customize the bullet symbol
  • Click **Format** on the menu bar
  • Choose **Bullets & numbering**, **List options** and click **More bullets**.
  • Select a Category and choose from the hundreds of available symbols.

➢ To number paragraphs
  • Select paragraphs and click the **Numbered List** icon on the toolbar
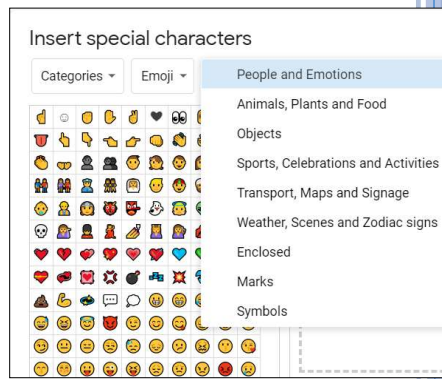

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Working With Tabs

`| 1 ....▼.... 1 .... 2 .... 3 .... 4 .... 5 .... 6 ....▼. 7 |`

➢ Default tab stops are preset every half inch.
➢ Tabs can be set on a paragraph-by-paragraph basis.
➢ When custom tabs are set, the default tabs disappear automatically.
➢ If you press SHIFT ENTER at the end of each line the entire list will be treated as a single paragraph and will be updated when you make a tab change.
➢ To toggle the ruler on / off
  • Click **View** on the menu bar
  • Choose **Show Ruler**

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Tabular Columns

➢ To set a tab
  • Click where you want the tab on the ruler
  • The tab alignment options display
  • Select your preference
  • Set additional tabs as needed
  • At the end of each line press SHIFT ENTER until you reach the end of the list

  Add left tab-stop
  Add center tab-stop
  Add right tab-stop
  ✓ Show ruler

➢ To move a tab
  • Click and drag the tab set arrow to a new location
➢ To delete a tab
  • Click and drag the tab set arrow down away from the ruler and release the mouse button
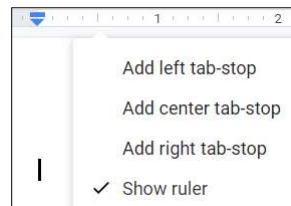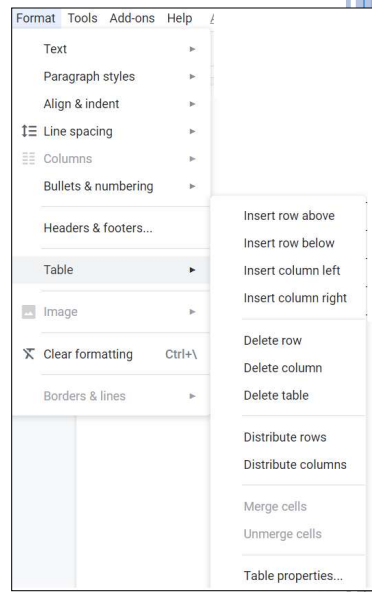
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Inserting Tables

➢ Click **Insert** on the menu bar
➢ Choose **Table**
➢ Select the number of columns & rows in the grid.

Insert		
🖼 Image	►	
Table	►	

4 x 4

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Format a Table

➢ Click <u>in</u> the table or select cells
➢ Click **Format** on the menu bar
➢ Choose **Table**
  • Insert or delete rows
  • Insert or delete columns
  • Select and merge multiple cells
  • Distribute space evenly between columns or rows
  • Use **Table Properties** to control border color, cell padding and table alignment
➢ To control table borders
  • Select cells, click the 🔽
  • Select the borders you want to format. Click the border color and width icons above the ruler

Format Tools Add-ons Help

Text ►
Paragraph styles ►
Align & indent ►
Line spacing ►
Columns ►
Bullets & numbering ►
Headers & footers...
Table ►
Image ►
Clear formatting   Ctrl+\
Borders & lines ►

Insert row above
Insert row below
Insert column left
Insert column right

Delete row
Delete column
Delete table

Distribute rows
Distribute columns

Merge cells
Unmerge cells

Table properties...

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Page Numbering

➢ To insert page numbers
- Click anywhere in the document
- Click **Insert** on the menu bar
- Choose **Page numbers**
- Choose a numbering style
  - The samples in the left column will start numbering with the first page.
  - The samples in the right column assume you have a title page and <u>will not</u> number the first page.

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Headers & Footers

➢ To create a document header or footer
- Click anywhere in the document
- Click **Insert** on the menu bar
- Choose **Header & Footers**
- Click **Header** or **Footer**
- The header/footer window displays
- Type the text you want on each page
- Select **Different first page** if you want to skip the first page

☐ Different first page

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Inserting Pictures

➢ To insert an image
  • Click where you want the picture
  • Click **Insert** on the menu bar
  • Choose **Image**
  • Choose **Upload from Computer** or **Search the Web**
  • Double click to insert the image

In line | Wrap text | Break text

➢ Image wrap options
  • **In line with text** aligns the bottom right corner of the image next to text
  • **Wrap text** allows you to drag the image and wrap text around the picture.
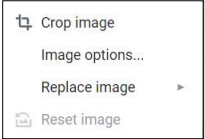 • **Break text** forces text above or below the image

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Format an Image

➢ To format an image
  • Select the image
  • Click **Format** on the menu bar
  • Hover over **Image** to display format options
  • OR, select the image and use the Image format buttons on the toolbar

Crop image
Image options...
Replace image ▶
Reset image

Image options... | Replace image ▾

➢ To crop
  • Select the image and click crop. Drag the selection handles on each side of the picture. Click the crop icon again

➢ Image options
  • Used to recolor the image
  • Adjust brightness and contrast
  • Adjust transparency

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Sharing A Document

➢ Click Share in the upper right.
- Add other's Email addresses
- Write a note
- Choose whether others can edit, comment or view
- Click Send

Share with others   Get shareable link 🔗

People

Izzy Bell ✕   Add more people...   ✏ Can edit ▾

Would love to hear your ideas.   ✓ Can edit
                          Can comment
                          Can view

Send   Cancel   Advanced

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QUESTIONS?

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