

Chapter 3

GOOGLE TRIO

Do you know about Google?



- Google is a big company
- It has made a special website named “google” and other tools
- Google is a really cool website that can help you find answers to all sorts of questions.

Google Trio is a combination of special tools within Google which you can use and create your own personal projects online!

- It has mainly three tools:
 - Google Doc,
 - Google Slides, and
 - Google Sheet.

Have you ever used Microsoft Word, PowerPoint, or Excel before?

Well, Google Trio is kind of like that, but it's all online.

Google Doc is like **Microsoft Word**, where you can type up documents and share them with others to collaborate on.

Google Slides is like **Microsoft PowerPoint**, where you can create presentations with slides and add pictures and videos to make it more interesting.

Google Sheet is like **Microsoft Excel**, where you can create spreadsheets to keep track of information like your allowance, chores, or how many cookies you've eaten.

The cool thing about Google Trio is that you can access all of these tools from any computer or tablet with an internet connection. So even if you're not at home, you can still work on your projects and share them with others. Plus, it's all free to use!

Google Doc

Hey kiddo!

- Have you ever had to write a story or make a list of things you need to do?

Well, with Google Doc, you can do that and more!

Google Doc is like a **special notebook** that you can use on your computer or tablet.

You can use it to write stories, make lists, draw pictures, or even make a birthday card for your friends!

* ** And the best part is, you can access it from anywhere as long as you have an internet connection.

1

Access Google

You first need to go to the Google website by typing "google.com" in your web browser. Once you're there, you'll see a button at the top right corner that says "Sign in." If you don't have a Google account, you can ask your teacher to help you create one.

2

Access Google Docs

Once you're signed in, you can access Google Docs by clicking on the "Apps" button in the top right corner of the Google homepage, and then clicking on the "Docs" icon. This will take you to the Google Docs homepage, where you can create a new document.

3

Create New Doc

To create a new document, click on the "Blank" template. This will open up a new, blank document where you can start typing your story, drawing a picture, or making a list. You can also use the tools at the top of the page to change the font, add pictures, and more.

4

Save Your Doc

In Google Docs, the document is automatically saved as you work on it, so you don't need to manually save it like you would in a program like Microsoft Word.

Google Slides

Hey kiddo!

- Have you ever had to make a presentation in school, like a report about a country or a project about your favourite animal?

Well, with Google Slides, you can do that and more!

Google Slides is like a **special tool** that lets you create slides with pictures, words, and even videos. You can use it to make a presentation about anything you want!

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2

Access Google Slides

Once you're signed in, you can access Google Slides by clicking on the "Apps" button in the top right corner of the Google homepage, and then clicking on the "Slides" icon. This will take you to the Google Slides homepage, where you can create a new document.

3

Create New Presentation

To create a new presentation, click on the "Blank" template. This will open up a new, blank slide where you can start adding your own pictures, words, and videos. You can also use the tools at the top of the page to change the background color, add transitions, and more.

4

Save Your Presentation

In Google Slides, the presentation is automatically saved as you work on it, so you don't need to manually save it like you would in a program like Microsoft Presentation.

Google Sheets

Hey kiddo!

- Have you ever had to make a list or keep track of something, like your favourite books or the number of times you played a game?

Well, with Google sheets, you can do that and more!

Google sheets is like a **special tool** that lets you create rows and columns, where you can add all kinds of information like numbers, words, and even formulas. You can use it to keep track of anything you want!

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2

Access Google Sheets

Once you're signed in, you can access Google Slides by clicking on the "Apps" button in the top right corner of the Google homepage, and then clicking on the "Sheets" icon. This will take you to the Google Sheets homepage, where you can create a new document.

3

Create New Spreadsheet

To create a new spreadsheet, click on the "Blank" template. This will open up a new, blank spreadsheet where you can start adding your own rows and columns. You can also use the tools at the top of the page to change the font size, add colors, and more.

4

Save Your Spreadsheet

In Google Sheets, the spreadsheet is automatically saved as you work on it, so you don't need to manually save it like you would in a program like Microsoft Excel.

Google Share

Google Trio is a *great tool* for *collaboration* because it allows multiple people to work on the same document, presentation, or spreadsheet at the same time from different locations.

This means that you and your friends, classmates, or family members can all work together on a project or assignment, even if you're not in the same room!

How To Share: When you create a document, presentation, or spreadsheet in Google Trio, you can easily share it with others by clicking on the "Share" button in the top right corner of the page.

This will give you the option to add the email addresses of the people you want to share the file with. You can also choose to give them editing or viewing access, depending on what you want them to do.

When you share a document, presentation, or spreadsheet with others, they will receive an email with a link to the file. They can click on the link to open the file in their own Google Trio account, where they can start editing or viewing it. You can also work on the file at the same time as them, and you'll be able to see the changes they make in real-time.

Lets Practice Some Scenarios on Google Trio

1

- **Planning a Party:** Let's say you're planning a birthday party for your friend. You can use Google Docs to make a guest list, Google Slides to make a presentation about the party theme and activities, and Google Sheets to keep track of the budget and expenses.

2

- **Homework Assignment:** If you have a big homework assignment that requires you to do research and create a presentation, you can use Google Docs to write your essay, Google Slides to make a presentation about your topic, and Google Sheets to keep track of your research and sources.

3

- **Sports Team Schedule:** If you're on a sports team, you can use Google Sheets to keep track of the schedule, scores, and player stats. You can also use Google Docs to write team announcements and Google Slides to make a presentation about your team's achievements.

4

- **Vacation Planning:** If your family is planning a vacation, you can use Google Docs to make a packing list, Google Slides to make a presentation about the places you'll visit, and Google Sheets to keep track of the itinerary and expenses.