

# Google Drive

Scott La Counte

## **Google Drive and Docs in 30 Minutes (2nd Edition)** Ian Lamont, 2015-01-26

Updated in 2018! The top-selling guide to Google's free online office suite is now available in a revised and expanded second edition. Thirty minutes is all you'll need to get up to speed with Google Drive, Google Docs, Google Sheets, and Google Slides, the free online productivity suite and alternative to Microsoft Office. Millions of people use the software every day. You can use Drive, Docs, Sheets, and Slides to perform the following tasks:

- Write letters and reports
- Crunch numbers and create online data entry forms
- Give presentations
- Collaborate online with classmates and colleagues
- Convert Microsoft Office documents to Google formats, and vice versa
- Print documents, drawings, and spreadsheets
- Export PDFs
- Make pie charts, bar charts, and simple tables
- Publish documents and spreadsheets online using the new Google Sites

After covering registration, file creation and other basics, *Google Drive and Docs In 30 Minutes (2nd Edition)* zeroes in on the most important time-saving tips and productivity tools. Highlights include:

- Converting files between Microsoft Office and Google formats.
- Best practices for organizing files in Google Drive.
- What to expect with collaboration and sharing.
- The pros and cons of Google's mobile apps for Drive, Docs, Sheets, and Slides.
- Accessing older versions of files.
- How to publish your documents to the Web for colleagues or members of the public to view.
- Functions, sorting and filtering in Google Sheets (with examples).
- Using Google Forms to gather data.
- Google Slides: Is it a suitable alternative to Microsoft PowerPoint?
- Working with offline files.
- Downloading third-party apps.

The tone of *Google Drive and Docs In 30 Minutes* is friendly and easy to understand, with lots of step-by-step instructions, screenshots, and examples. The guide can be used by anyone with a PC, Mac, or Chromebook. It also includes instructions for using Drive, Docs, Sheets, and Slides on Android and iOS phones and tablets. *Google Drive and Docs In 30 Minutes, 2nd Edition* is authored by Ian Lamont, an award-winning technology and business journalist. He has written several books in the *In 30 Minutes* series, including *Dropbox In 30 Minutes*, *Twitter In 30 Minutes*, and *Excel Basics In 30 Minutes*. Here's what readers are saying about *Google Drive & Docs In 30 Minutes*: "I am so glad this was made! I've been using Google Docs for a while now and have been encouraging my teacher colleagues to do so as well to facilitate collaboration. It has become my go-to text book to help new users understand quickly. If you're new to Google Drive or Google Documents, this will help you. If you're experienced, and want something to help those who come to you with questions, this is a nice tool to help them remember what you show them. I highly recommend it." "I just got a new position that requires record keeping. Having used Google Docs in the past, I decided to update my knowledge. I googled Docs for dummies and this was one of the results. I liked the concept that the title implies - a concise guide that will distill what I need and allow me to complete a task quickly" "A clear and concise explanation of how to navigate your way through google docs." "Excellent introduction to Google drive. Well researched, easy to read, nicely organized."

*Google Drive and Docs in 45 Mins* Ivan McGhee, 2020-10-24 Do you have 45 minutes to spare? It's all you'll need to get up to speed with Google Drive, Google Docs, Google's free online productivity suite and Microsoft Office alternative. The software is at the core of Google Apps and G Suite. Millions of people use Google's apps every day on their Chromebooks, PCs, and mobile devices. You, too, can use Drive and Docs to perform all kinds of tasks: Write reports and letters with Google Docs Use the Google Drive app and the Google Docs app on your Android phone or tablet, or iPhone or iPad to create and edit files on the go Collaborate online with classmates and colleagues Convert Microsoft Office documents to Google formats, and vice versa Perform limited editing of Microsoft Word. An easy desktop reference This guide covers Google Drive basics as well as the updated

mobile and desktop interfaces for Docs. The tone of this Google Drive book is friendly and easy to understand, with lots of step-by-step instructions and examples. The guide can be used by anyone with a PC, Mac, or Chromebook. It also includes instructions for using Google Drive, Docs apps on iPhones, iPads, and Android phones and tablets. In addition to serving as a solid introduction to new users, it's a great reference manual for more experienced users as well as for people making the transition from Microsoft Office, not to mention teachers using Google Drive for education and Google Docs in the classroom. It includes a glossary of Google keyboard shortcuts, as well as sections on document formatting, organizing and syncing files, offline documents, collaboration, and Office Compatibility Mode for Microsoft Office documents. Order it today!

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iPads, and Android phones and tablets. In addition to serving as a solid introduction to new users, it's a great reference manual for more experienced users as well as for people making the transition from Microsoft Office, not to mention teachers using Google Drive for education and Google Docs in the classroom. It includes a glossary of Google keyboard shortcuts, as well as sections on document formatting, organizing and syncing files, offline documents, collaboration, and Office Compatibility Mode for Microsoft Office documents. Order it today!

*Google Drive and Docs User's Guide* Jack Reed, 2020-03-26 If you are looking for tips to get more out of Google Drive and Google Docs, this is the perfect book for you. Perhaps you are a newbie looking for a detailed tutorial with screenshots illustration to guide you through mastering the Google Drive and Docs in no time; then today is your lucky day. This book Guides you with Step by Step to Master the Google Docs and Drive. It Gives Out Useful Hints/How-Tos with Illustrative Screenshots. Below are some of the useful tips treated in this book: → How to Attach Files from Google Drive Directly into Messages in Gmail. → How to Convert a PDF file to editable text using OCR in Google drive. → How to Grab texts from an image using the OCR in Google drive. → How to Preserve Google Doc files by sharing the link as a PDF on Google Drive. → How to Create A Whole New Instance of a File or Folder with A Quick Shortcut in Google drive. → Disabling Download Option for Your Shared Files. → How to use the Voice Typing in Google Docs. → Adding Extra Fonts to Google Docs. → Insert and Edit an image in Google Docs. → Email Collaborators instead of re-sharing the files! → Header Styles, using and adjusting them to match formatting. → Use The Explore Button to Research, Cite, and insert Images. → How to Insert Videos Into Google Docs (A workaround guide). → And much more. Get your copy now!

Google Drive & Docs in 30 Minutes Ian Lamont, 2021-01-27 Revised third edition of this popular Google Drive and Google Docs tutorial! Do you have 30 minutes to spare? It's all you'll need to get up to speed with Google Drive, Google Docs, Google Sheets, and Google Slides, the free online productivity suite and Microsoft Office alternative. Millions of people use the applications every day, alone or as part of Google Workspace. You, too, can use Drive, Docs, Sheets, and Slides to write reports, give presentations, crunch numbers, and collaborate online.

**Google Drive** Noah Robinson, 2016-07-11 Google Drive, which was formerly called Google Docs, is an efficient file storage and management service extended by Google.

**Google Drive** Steven Dota, 2016-03-03 Google Drive: A Beginner's Guide to Google Drive This book contains proven steps and strategies on how to use Google Drive to the fullest. This eBook will explain the basics of Google Drive and how people can benefit from it. By reading this book, you will know how to create, upload, edit, share, remove, and restore files using the Google Drive system. In addition, you will learn how to use Docs, Sheets, and Slides - powerful services from Google that you can use for free. Bonus material included! Google Classroom for Beginners: Learn How to Use Google Classroom Effectively One of the latest innovations from online giant Google, Google Classroom is deemed as an online web-based educational platform that's set to change the face of academics anywhere in the world. This book contains proven steps and strategies on how to understand Google Classroom-from what it is, to how it works, and everything else you can do with it, you'll find them all right here!

*A Simpler Guide to Google Drive for Everyone* Ceri Clark, 2016-03-15 Are you looking for free online storage but don't know where to start? Have you used Google Docs but want to organize your files more effectively? Are you looking for a free online collaboration tool? Do you want to share large files with friends or colleagues? Then this guide is for you! This is the complete unofficial guide to setting up and using Google Drive. Packed full of tips and information, this unofficial manual will help you to: Learn why Google Drive is one of the best cloud storage systems Set-up a Google Drive account from scratch Send

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*Google Drive and Docs in 30 Minutes (3rd Edition)* Ian Lamont, 2016-03-31 The top-selling guide to Google's free online office suite is now available in a revised and expanded third edition! Thirty minutes is all you'll need to get up to speed with Google Drive, Google Docs, Google Sheets, and Google Slides, the free online productivity suite and alternative to Microsoft Office. Millions of people use the software every day. You can use Drive, Docs, Sheets, and Slides to perform the following tasks: \* Write letters and reports\* Crunch numbers and create online data entry forms \* Give presentations \* Collaborate online with classmates and colleagues\* Convert Microsoft Office documents to Google formats, and vice versa \* Print documents, drawings, and spreadsheets\* Export PDFs \* Make pie charts, bar charts, and simple tables\* Publish documents and spreadsheets online After covering registration, file creation and other basics, *Google Drive and Docs In 30 Minutes (3rd Edition)* zeroes in on the most important time-saving tips and productivity tools. Highlights include: \* Converting files between Microsoft Office and Google formats.\* Best practices for organizing files in Google Drive.\* What to expect with collaboration and sharing.\* The pros and cons of Google's mobile apps for Drive, Docs, Sheets, and Slides.\* Accessing older versions of files.\* How to publish your documents to the Web for colleagues or members of the public to view.\* Functions, sorting and filtering in Google Sheets (with examples). \* Using Web Forms to gather data.\* Google Slides: Is it a suitable alternative to Microsoft PowerPoint? \* Working with offline files.\* Downloading third-party apps. The tone of *Google Drive and Docs In 30 Minutes* is friendly and easy to understand, with lots of step-by-step instructions, screenshots, and examples. The guide can be used by anyone with a PC, Mac, or Chromebook. It also includes instructions for using Drive, Docs, Sheets, and Slides on Android and iOS phones and tablets. *Google Drive and Docs In 30 Minutes* is authored by Ian Lamont, an award-winning technology and business journalist. He has written several books in the In 30 Minutes series, including *Dropbox In 30 Minutes*, *Twitter In 30 Minutes*, and *Excel Basics In 30 Minutes*.

**Google Drive Reference and Cheat Sheet** i30 Media Staff, 2015-06-15 This handy reference and cheat sheet contains top tips and easy-to-read annotated screenshots of Google Drive on the Web as well as the mobile app. The four-panel reference is printed on high-quality card stock, perfect for desks, walls, and binders. Topics include: \* The new Google Drive interface, including icons, file and folder uploads, and shared files\* How to create new documents in Google Docs, spreadsheets in Google Sheets, and presentations in Google Slides\* How to drag and drop files to Google Drive using a PC or Mac \* Three options for converting Microsoft Office files (Word .doc and .docx, Excel .xls and .xlsx, and PowerPoint .ppt and .pptx)\* How to use search in Google Drive\* How to permanently delete files\* How to restore files and folders\* Google Drive app (Android/iOS): basic features\* Keyboard shortcuts The cheat sheet was created by the author of the top-selling guide *Google Drive & Docs In 30 Minutes*.

**Dummies Guide Google Drive And Docs** Ivan McGhee, 2020-11-13 The world has become a global village owing to the level of information that is available to the world.

There have been several applications developed to bring the world to your fingertips and also, to ease human activities in business, research work, teaching and learning, project work, and many more. One of the leading Apps out there is the Google Drive. Google Drive enables you to create and edit your documents, save these documents and other files in the cloud and access these documents anywhere in the world on any device.

*Google Drive Made Easy* James Bernstein, 2022-09 With everything being done online these days. It makes sense that we can store and share our files online. Google Drive makes this process easy and offers a free way to backup your important files and also share them with colleagues.

Google Drive and Docs in Thirty Minutes Ian Lamont, 2013 Do you have 30 minutes to spare? It's all you'll need to get up to speed with Google Drive, a free online office suite that duplicates most of the functionality of Microsoft Word, Excel, and PowerPoint. Millions of people use Google Drive and its popular word processor, Docs, every day. You too can use Drive and Docs to: \* Write letters and reports \* Enter data into Sheets, Google's free online spreadsheet program \* Give presentations using Slides \* Collaborate online with classmates and colleagues on important documents \* Convert documents to different file formats \* Print documents, drawings, and spreadsheets \* Export PDFs \* Make pie charts, bar charts, and simple tables \* Publish documents and spreadsheets online Google Drive & Docs In 30 Minutes is written in plain English, and uses screenshots and step-by-step instructions. In just a half-hour, you'll learn registration, file creation and other basics, as well as important time-saving tips and best practices. Google Drive & Docs In 30 Minutes is authored by Ian Lamont, an award-winning technology journalist and digital media entrepreneur. He has written several books in the In 30 Minutes series, including Dropbox In 30 Minutes and Excel Basics In 30 Minutes.

The Ridiculously Simple Guide to Google Apps (G Suite) Scott La Counte, 2019-09-11 Chances are you grew up a Word and Office user. Maybe you were a rebel and committed your herd to OpenOffice, or, dare I say, WordPerfect—but for the majority of people, our lives were loyal to Microsoft. In 2005, a small little startup named Upstartle developed something unheard of at the time: a web-based word processor called Writely. It pioneered the idea of writing on the “cloud” and changed the way people thought about word processing. Google noticed the little upstart, and in 2006, they acquired the company. The software was abandoned and turned into what everyone knows today as Google Docs. It disrupted the industry—namely, Microsoft's industry. Today, Google has a whole suite of productivity apps; from documents to spreadsheets, you can do just about anything from the cloud. Microsoft and Apple have each made big attempts to create cloud-based environments of their own for office productivity, but Google pioneered the idea and its collaborative, online environment make it hard to beat. It's become so feature-rich that many businesses are finding it to be the preferred way to conduct business. If you are thinking about making the switch to Google, or have already made the switch but want to make sure you are using it correctly, then this guide will walk you through it. It will show you all the basic features to make sure you can get up and running as quickly as possible. It covers Google Drive, Google Docs, Google Slides, Google Sheets, and Google Forms. Let's get started!

**Google Drive & Docs 2016: Any Easy Beginner's Guide** Alexander Mayword, 2015-09-03 Google Drive is a free cloud storage solution for file storage and managements created by Google. It provides the capability and convenience of storing and accessing files anywhere using the cloud technology. Additionally, Google offers access to free web-based applications for creating documents, spreadsheets. You can also share files, edit documents, and spreadsheets remotely with several collaborators.

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*Google Apps for Seniors* Scott La Counte, 2019-08-29 Remember when you used to pay for things?! When computer software was almost as much as your new computer. Times have certainly changed! Today many companies are giving you all that stuff you used to pay hundreds of dollars for—for free! What's the catch? There has to be a catch! Sometimes there definitely is a catch...it's free, but you have to watch a 30 second commercial every five minutes. Or it's free but you have to pay a subscription once you start to really like it. In the case of Google Apps, it truly is free. No annoying ads. No money grabs. Nothing. For the price of nothing you are getting online software that is on par with the Office suite you grew to love—and pay hundreds of dollars for. That means you get writing software, spreadsheet software, presentation software, and more...and you don't pay a dime! Now you see why so many people are making the switch to Google Apps? Who wouldn't want to pay nothing for good software? If you are interested in learning more about it, or you are ready to make the leap and become a free user, then this guide will show you the ropes and get you started as quickly as possible. Let's get started! This book is not endorsed by Alphabet, Inc.

**Understanding Google Docs - 2021 Edition** Kevin Wilson, 2023-11-10 We've all been there before, staring at a computer screen with no idea what to do - don't worry Understanding Google Docs is here to help. Written by best-selling technology author, lecturer, and computer trainer Kevin Wilson, Understanding Google Docs is packed with easy to follow instructions, photos, illustrations, helpful tips and video demos. Updated to cover the latest version of Google Docs, this guide will show you how to: Start Google Docs and find your way around navigation menus Format text: bold, italic, underlined, strike, and super/sub script Align, highlight and change text colour Cut, copy, paste and using the clipboard Use headers, footers, and columns Insert page numbers, and contents pages Add page and section breaks Adjust line spacing, and tab stops, as well as bullet and numbered lists Convert documents to other formats such as PDF or Microsoft Word Share your documents, print them out, or email them as attachments. Collaborate with other users and work on group projects with collaboration features Insert wordart, drawings, charts, tables, equations and special characters Add images, crop, wrap text and use effects Check spelling and grammar Improve your work with dictionary define and lookup features Expand the functionality of Google Docs using Addons Take Google Docs with you on your tablet and work on your documents anywhere You'll want to keep this edition handy as you make your way around Google Docs. Have Fun!

**Google Docs Made Easy** James Bernstein, 2021-01-04 With the growing trend of working and attending classes from home, there has been an increased need for the ability

to share your work online with other people on your team or from your classes. Emailing documents back and forth can get messy and when you have multiple copies of your work in a bunch of different emails, then things tend to get missed or even lost. Everyone knows about Google and how they are one of the leaders when it comes to online technology and applications so one would assume they would have a solution for anything you need to accomplish over the Internet. Google Docs has been around for years but is gaining even more popularity since you can create your documents and share them with others without having to install any additional software on your computer or leave your house. And best of all, it's totally free to use and all you need is a free Google account to get started. The goal of this book is to get you up and running with Google Docs and cover all the things you need to know to get you started creating professional looking documents and collaborating with your coworkers and classmates. It sticks with the basics yet covers all aspects of the application to help you accomplish your goals without needing to be a computer genius. The chapters in the book cover the following topics: Chapter 1 - Introducing Google Docs Chapter 2 - Toolbar and Menu Items Chapter 3 - Creating Documents Chapter 4 - Document Formatting Chapter 5 - Sharing and Collaboration Chapter 6 - Google Drive Chapter 7 - Extra Features About the Author James Bernstein has been working with various companies in the IT field for over 20 years, managing technologies such as SAN and NAS storage, VMware, backups, Windows Servers, Active Directory, DNS, DHCP, Networking, Microsoft Office, Exchange, and more. He has obtained certifications from Microsoft, VMware, CompTIA, ShoreTel, and SNIA, and continues to strive to learn new technologies to further his knowledge on a variety of subjects. He is also the founder of the website [OnlineComputerTips.com](http://OnlineComputerTips.com), which offers its readers valuable information on topics such as Windows, networking, hardware, software, and troubleshooting. Jim writes much of the content himself and adds new content on a regular basis. The site was started in 2005 and is still going strong today.

## Google Drive Book Review: Unveiling the Power of Words

In some sort of driven by information and connectivity, the energy of words has are more evident than ever. They have the ability to inspire, provoke, and ignite change. Such is the essence of the book **Google Drive**, a literary masterpiece that delves deep into the significance of words and their effect on our lives. Written by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall impact on readers.

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