

Google Drive

i30 Media Staff

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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 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 onlineAfter 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.

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 and receive files Collaborate with people across the world on one file at the same time Protect your account from hackers Organize your documents (file management) Understand and use the settings Convert files to Google formats to save space and aid collaboration View Microsoft Word/Excel/Powerpoint files among others without Microsoft software and much more... This is a comprehensive, step-by-step guide to Google's free cloud storage and whether you are using Google Drive for business or pleasure, it will show you how to navigate the sometimes confusing set of features in the service. Part of the Simpler Guide Series, this is a stand alone book. Coming Soon: A Simpler Guide to Google Docs for EveryoneA Simpler Guide to Google Sheets for EveryoneA Simpler Guide to Google Slides for EveryoneA Simpler Guide to Google Forms for EveryoneA Simpler Guide to Google Drawing for Everyone

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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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