

# Google Drive Tips Tricks For Window 8

Michael Miller

**Windows 8.1 All-in-One For Dummies** Woody Leonhard,2013-11-06 Ten minibooks in one get you thoroughly caught up on Windows 8.1! With new improvements and changes, Windows 8.1 offers a refreshed user interface, better integration between the new and traditional Windows interfaces, and more. This updated top-selling guide is what you need to get up to speed on everything Windows 8.1. Nine minibooks in one cover such essential topics as navigating the new Start Screen, understanding Windows 8.1 apps, securing Windows 8.1, and much more. Take the guesswork out of Windows 8.1 from day one with this complete, all-in-one resource. Helps you get up to speed on the Windows 8.1 operating system, including its Start Screen, which is a feature sure to please traditional Windows users Provides top-notch guidance from trusted and well-known Windows expert and author Woody Leonhard Covers Windows 8.1 inside and out, including how to customize the Start screen, manage apps, and control privacy Delves into core Windows 8.1 apps such as e-mail, people, and SkyDrive Shows you how to connect online, add hardware, back up and update, and secure Windows 8.1 Discover new improvements, old favorites, and everything in between with Windows 8.1 All-in-One For Dummies.

**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!

**Google Docs 4 Everyone** Steven Holzner,Nancy Conner,2009-02-09 Who needs expensive, old-fashioned office software? Now, you can do everything online, free, with Google Docs! Experts Steve and Nancy Holzner offer simple, step-by-step instructions and great insider tips for making the most of Google's powerful online word processing, spreadsheet, and presentation tools. You'll get started fast... learn how to create and format professional-quality documents of all kinds... collaborate with colleagues to build better proposals and presentations... use advanced tools like revision history, templates, and charts... discover Google Docs' latest features and shortcuts... and a whole lot more! No matter what kind of documents you create, this book can help you do the job better, faster, and more efficiently... and you'll never pay for office software again! You'll Learn How To • Get your free Google account and set up iGoogle for instant access to your documents • Upload and use the documents you've already created with Microsoft Office • Use Google Spreadsheet to create charts to display spreadsheet data • Master Google Docs' easy, powerful document-editing and formatting tools • Insert images into your documents and presentations • Share documents securely with your colleagues • Back up your documents offline and edit them when you don't have an Internet connection Steven Holzner, former contributing editor at PC Magazine, is author of 108 computer books that have sold more than 2.5 million copies. His most recent Pearson book is Facebook Marketing. Nancy Holzner writes and edits technology books from her home in central New York state. Her recent publications include books on Intuit QuickBase and Zoho. Nancy has also worked as a medievalist, a high school teacher, and a corporate trainer. CATEGORY: Productivity Suites COVERS: Google Docs USER LEVEL: Beginning-Intermediate

**File Management Made Simple, Windows Edition** Joseph Moran,2015-11-24 Managing data is an essential skill that every PC user should have. Surprisingly though, a large number of users--even highly experienced users--exhibit poor file management skills, resulting in frustration and lost data. This brief but invaluable book, File Management Made Simple can resolve this by providing you with the skills and best practices needed for creating, managing and protecting your data. Do any of the following scenarios sound familiar to you? You've downloaded an attachment from your e-mail, but aren't sure where you downloaded it to. You spent an entire evening working on a document only to discover the next morning that you didn't save it to your flash drive like you thought you had? Maybe you had a guest visiting and wanted to share with them the pictures you took of your kids recital, yet when you went to get them you were unable to recall where you stored them on your PC. Or you scanned your receipts for your expense reports on day and came back the next day and scanned some for another report only to find that the new ones numbered Scan 1, Scan 2,... still exist. Unfortunately, for a vast number of PC users, scenarios like these are all too common. These situations are not only extremely frustrating for the user, but also tend to discourage them from ever wanting to touch a PC again! Why is that? What is the common factor? It's simple really. Each of these issues can be attributed to poor file management skills. In my experience, the people with the worst file management skills are simply the ones that lack an understanding of how to navigate the Windows operating system. However this situation can be easily rectified. And once you can successfully navigate your computer's drive and folder structure, you'll be hard pressed to misplace anything. Although this process can seem daunting to the uninitiated, this isn't black magic. In fact, it's actually quite simple. Keeping your files and folders organized on the computer is no more difficult than keeping them organized in real life. There is a place for everything and everything has its place. We will show you how to navigate Windows correctly and efficiently. Where specific types of files should be stored. We'll also show you how best to name and manage your files; such as using descriptive folders to identify files, implementing the best naming conventions for files and directories, and how to group various types of data together; ensuring that the data you need is always readily available. Finally we'll introduce you to some of the best options for transporting and protecting your data. We will show you the skills you need to easily manage your data, using clear and simple English, without the confusing technical jargon. All this and more can be accomplished with File Management Made Simple by your side.

**QuickBooks Desktop Pro 2023 Training Manual Classroom in a Book** TeachUcomp ,2023-02-09 Complete classroom training manual for QuickBooks Desktop Pro 2023. 315 pages and 194 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to set up a QuickBooks company file, pay employees and vendors, create

custom reports, reconcile your accounts, use estimating, time tracking and much more. Topics Covered: The QuickBooks Environment 1. The Home Page and Insights Tabs 2. The Centers 3. The Menu Bar and Keyboard Shortcuts 4. The Open Window List 5. The Icon Bar 6. Customizing the Icon Bar 7. The Chart of Accounts 8. Accounting Methods 9. Financial Reports Creating a QuickBooks Company File 1. Using Express Start 2. Using the EasyStep Interview 3. Returning to the Easy Step Interview 4. Creating a Local Backup Copy 5. Restoring a Company File from a Local Backup Copy 6. Setting Up Users 7. Single and Multiple User Modes 8. Closing Company Files 9. Opening a Company File Using Lists 1. Using Lists 2. The Chart of Accounts 3. The Customers & Jobs List 4. The Employees List 5. The Vendors List 6. Using Custom Fields 7. Sorting List 8. Inactivating and Reactivating List Items 9. Printing Lists 10. Renaming & Merging List Items 11. Adding Multiple List Entries from Excel 12. Customer Groups Setting Up Sales Tax 1. The Sales Tax Process 2. Creating Tax Agencies 3. Creating Individual Sales Tax Items 4. Creating a Sales Tax Group 5. Setting Sales Tax Preferences 6. Indicating Taxable & Non-taxable Customers and Items Setting Up Inventory Items 1. Setting Up Inventory 2. Creating Inventory Items 3. Creating a Purchase Order 4. Receiving Items with a Bill 5. Entering Item Receipts 6. Matching Bills to Item Receipts 7. Adjusting Inventory Setting Up Other Items 1. Service Items 2. Non-Inventory Items 3. Other Charges 4. Subtotals 5. Groups 6. Discounts 7. Payments 8. Changing Item Prices Basic Sales 1. Selecting a Sales Form 2. Creating an Invoice 3. Creating Batch Invoices 4. Creating a Sales Receipt 5. Finding Transaction Forms 6. Previewing Sales Forms 7. Printing Sales Forms Using Price Levels 1. Using Price Levels Creating Billing Statements 1. Setting Finance Charge Defaults 2. Entering Statement Charges 3. Applying Finance Charges and Creating Statements Payment Processing 1. Recording Customer Payments 2. Entering a Partial Payment 3. Applying One Payment to Multiple Invoices 4. Entering Overpayments 5. Entering Down Payments or Prepayments 6. Applying Customer Credits 7. Making Deposits 8. Handling Bounced Checks 9. Automatically Transferring Credits Between Jobs 10. Manually Transferring Credits Between Jobs Handling Refunds 1. Creating a Credit Memo and Refund Check 2. Refunding Customer Payments Entering and Paying Bills 1. Setting Billing Preferences 2. Entering Bills 3. Paying Bills 4. Early Bill Payment Discounts 5. Entering a Vendor Credit 6. Applying a Vendor Credit 7. Upload and Review Bills Using Bank Accounts 1. Using Registers 2. Writing Checks 3. Writing a Check for Inventory Items 4. Printing Checks 5. Transferring Funds 6. Reconciling Accounts 7. Voiding Checks 8. Adding Bank Feeds 9. Reviewing Bank Feed Transactions 10. Bank Feed Rules 11. Disconnecting Bank Feed Accounts Paying Sales Tax 1. Sales Tax Reports 2. Using the Sales Tax Payable Register 3. Paying Your Tax Agencies Reporting 1. Graph and Report Preferences 2. Using QuickReports 3. Using QuickZoom 4. Preset Reports 5. Modifying a Report 6. Rearranging and Resizing Report Columns 7. Memorizing a Report 8. Memorized Report Groups 9. Printing Reports 10. Batch Printing Forms 11. Exporting Reports to Excel 12. Saving Forms and Reports as PDF Files 13. Comment on a Report 14. Process Multiple Reports 15. Scheduled Reports Using Graphs 1. Using Graphs 2. Company Snapshot Customizing Forms 1. Creating New Form Templates 2. Performing Basic Customization 3. Performing Additional Customization 4. The Layout Designer 5. Changing the Grid and Margins in the Layout Designer 6. Selecting Objects in the Layout Designer 7. Moving and Resizing Objects in the Layout Designer 8. Formatting Objects in the Layout Designer 9. Copying Objects and Formatting in the Layout Designer 10. Adding and Removing Objects in the Layout Designer 11. Aligning and Stacking Objects in the Layout Designer 12. Resizing Columns in the Layout Designer Estimating 1. Creating a Job 2. Creating an Estimate 3. Duplicating Estimates 4. Invoicing From Estimates 5. Updating Job Statuses 6. Inactivating Estimates 7. Making Purchases for a Job 8. Invoicing for Job Costs 9. Using Job Reports Time Tracking 1. Tracking Time and Printing a Blank Timesheet 2. Weekly Timesheets 3. Time/Enter Single Activity 4. Invoicing from Time Data 5. Using Time Reports 6. Tracking Vehicle Mileage 7. Charging Customers for Mileage Payroll 1. The Payroll Process 2. Creating Payroll Items 3. Setting Employee Defaults 4. Setting Up Employee Payroll Information 5. Creating Payroll Schedules 6. Creating Scheduled Paychecks 7. Creating Unscheduled Paychecks 8. Creating Termination Paychecks 9. Voiding Paychecks 10. Tracking Your Tax Liabilities 11. Paying Your Payroll Tax Liabilities 12. Adjusting Payroll Liabilities 13. Entering Liability Refund Checks 14. Process Payroll Forms 15. Tracking Workers Compensation Using Credit Card Accounts 1. Creating Credit Card Accounts 2. Entering Credit Card Charges 3. Reconciling and Paying Credit Cards Assets and Liabilities 1. Assets and Liabilities 2. Creating and Using an Other Current Asset Account 3. Removing Value from Other Current Asset Accounts 4. Creating Fixed Asset Accounts 5. Creating Liability Accounts 6. Setting the Original Cost of Fixed Assets 7. Tracking Depreciation 8. The Fixed Asset Item List Equity Accounts 1. Equity Accounts 2. Recording an Owner's Draw 3. Recording a Capital Investment Writing Letters With QuickBooks 1. Using the Letters and Envelopes Wizard 2. Editing Letter Templates Company Management 1. Viewing Your Company Information 2. Setting Up Budgets 3. Using the To Do List 4. Using Reminders and Setting Preferences 5. Making General Journal Entries 6. Using Payment Reminders 7. Receipt Management Using QuickBooks Tools 1. Company File Cleanup 2. Exporting and Importing List Data Using IIF Files 3. Advanced Importing of Excel Data 4. Updating QuickBooks 5. Using the Calculator 6. Using the Portable Company Files 7. Using the Calendar 8. The Income Tracker 9. The Bill Tracker 10. The Lead Center 11. Moving QuickBooks Desktop Using the Migrator Tool Using the Accountant's Review 1. Creating an Accountant's Copy 2. Transferring an Accountant's Copy 3. Importing Accountant's 4. Removing Restrictions Using the Help Menu 1. Using Help

**Windows 8.1: Out of the Box** Mike Halsey, 2013-10-18 Get a real feel for Windows 8.1 with a wealth of tips in this step-by-step guide. After using Windows 7 or XP, learning Microsoft's latest operating system takes some adjustment. Never fear. Windows expert Mike Halsey starts with the basics and then takes you through the trickier parts of Microsoft's latest operating system. You'll quickly learn how to make the most of Windows 8 for work and entertainment, whether you use a touchscreen tablet, a laptop, or a PC with a keyboard and mouse. Easily navigate the intuitive Windows 8.1 interface Use email and the Internet—and keep your family safe Share files online or with other devices in your home Download and use all kinds of apps and programs Watch movies and listen to music Import, view, and edit your own photos and videos Learn how to use extra hardware and older software Get expert tips to keep your computer running smoothly Discover cool stuff that makes computer use really easy

**Meal Planning for Beginners** Alexander Phenix, 2020-03-12 If you've been finding meal planning difficult, perhaps always (silently) whispering statements like, "do we really have to eat again today?" or "can't I just order takeout" each time you think about dinner, then keep reading! You are about to learn how to turn your arduous meal prep time into an enjoyable, easy hobby by learning how to unleash the full power of meal planning that will not only ensure you have ready, healthy meals but more variety, less stress and also save you money and time! Are you sick and tired of creating and scrapping off dozens of meal plans and strategies before they see their second week? Do you finally want a way to manage your time as a busy person and still prepare fresh delicacies for your large family no matter the day of the week? Are you ready to say goodbye to hating cooking, feeling like it's a

punishment or eating the same plain boring meals over and over again? If so, you've come to the right place. Meal planning is one of the biggest banes mothers, and other busy people have to deal with on a regular basis but you can be the first person to TRUTHFULLY say that meal planning is easy. And getting there is easier than you think. All you need is an expert-approved guide to take you from seeing cooking or meal prepping as a costly punishment to a hobby and a fulfilling fun activity that always sparks and amps your creative energy. For this reason, I give you Meal Planning for Beginners, the only guide you'll need to stop looking at the clock after 5 pm worriedly, stop trying to get used to the hassle, start over, and have a great, effortless meal planning and cooking experience henceforth. I know you may be wondering... What kind of recipes should I be thinking about? How do I prepare my meals if I'm on a tight budget? Are there smart shopping techniques to simplify this? What if I don't know how to cook? What is the best approach to plan my meals so that I have a steady supply of delicious meals every single day of the week? What mistakes should I watch out for that may make my meal planning process a mess? If you have these and other related questions, this book is for you so keep reading, as it contains all the details you need to become an expert meal planner and cook. Here's a more precise list of topics you'll find in the book: -The basics of meal planning, including what it entails, and the best approach to meal prepping to ensure you have a steady supply of whole, healthy meals every day of the week -The benefits of meal planning and the problems it solves -How to write out recipes that you will be making and organize them nicely in a system that works for you -How to use your recipes to plan your weekly meals -How to make a list of groceries based on your recipes -How to leverage the power of a family meal board to write family meal plans that you can refer to any day -Delicious whole healthy recipes that you can use to meal plan to streamline your life ...And so much more! So if you are tired of having to prepare something from scratch every single day, you are about to discover how to turn things around through meal planning to ensure you no longer waste time in the kitchen even after a busy day from work! Even if you've never meal planned before, this book will show you the ins and outs that will get the 'expert' meal planner out of you for the sake of your sanity! Scroll up and click Buy Now with 1-Click or Buy Now to get started!

**Windows 8 Starter Guide (PCWorld Superguides)** , From the Editors of PCWorld, this Starter Guide will explain how Windows 8 works and show you the new features you can look forward to in Microsoft's latest operating system. Let us guide you through the installation or upgrade process and show you the navigation tools you'll need to familiarize yourself with. Learn about the Modern UI, tiles, and accessing the traditional desktop, as well as keyboard shortcuts. This Starter Guide will explain how Windows 8 works and show you the new features you can look forward to in Microsoft's latest operating system. Let us guide you through the installation or upgrade process and show you the navigation tools you'll need to familiarize yourself with. Learn about the Modern UI, tiles, and accessing the traditional desktop, as well as keyboard shortcuts.

**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."

**Windows 8.1 All-in-One For Dummies** Woody Leonhard, 2013-11-06 Ten minibooks in one get you thoroughly caught up on Windows 8.1! With new improvements and changes, Windows 8.1 offers a refreshed user interface, better integration between the new and traditional Windows interfaces, and more. This updated top-selling guide is what you need to get up to speed on everything Windows 8.1. Nine minibooks in one cover such essential topics as navigating the new Start Screen, understanding Windows 8.1 apps, securing Windows 8.1, and much more. Take the guesswork out of Windows 8.1 from day one with this complete, all-in-one resource. Helps you get up to speed on the Windows 8.1 operating system, including its Start Screen, which is a feature sure to please traditional Windows users Provides top-notch guidance from trusted and well-known Windows expert and author Woody Leonhard Covers Windows 8.1 inside and out, including how to customize the Start screen, manage apps, and control privacy Delves into core Windows 8.1 apps such as e-mail, people, and SkyDrive Shows you how to connect online, add hardware, back up and update, and secure Windows 8.1 Discover new improvements, old favorites, and everything in between with Windows 8.1 All-in-One For Dummies.

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 30 Minutes Ian Lamont, 2020-03-29 UPDATED - buy it today! 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, 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, Docs, Sheets, and Slides to perform all kinds of tasks: Write reports and letters with Google Docs Crunch numbers and create online data entry forms using Google Sheets and Google Forms 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 Give presentations online or on your phone or tablet with Google Slides Collaborate online with classmates and colleagues Convert Microsoft Office documents to Google formats, and vice versa Perform limited editing of Microsoft Word, Excel, and PowerPoint documents Print documents, drawings, and spreadsheets using Google Cloud Print Revert to earlier versions of files using Google Drive Export PDFs Make pie charts, bar charts, and simple tables Publish documents and spreadsheets online An easy desktop reference The second edition of this popular guide to Google's apps covers the new Google Drive basics as well as the updated mobile and desktop interfaces for Docs, Sheets, and Slides. The G Suite user guide also covers new applications, including Google Forms and the new Google Sites. The tone of this Google Drive book is friendly and easy to understand, with lots of step-by-step instructions and examples and nearly 50 screenshots. The guide can be used by anyone with a PC, Mac, or Chromebook. It also includes instructions for using Google Drive, Docs, Sheets, and Slides 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!

Windows 8 Secrets Paul Thurrott, Rafael Rivera, 2012-08-21 Tips, tricks, treats, and secrets revealed on Windows 8 Microsoft is introducing a major new release of its Windows operating system, Windows 8, and what better way for you to learn all the ins and outs than from two internationally recognized Windows experts and Microsoft insiders, authors Paul Thurrott and Rafael Rivera? They cut through the hype to get at useful information you'll not find anywhere else, including what role this new OS plays in a mobile and tablet world. Regardless of your level of knowledge, you'll discover little-known facts about how things work, what's new and different, and how you can modify Windows 8 to meet what you need. Windows 8 Secrets is your insider's guide to: Choosing Windows 8 Versions, PCs and Devices, and Hardware Installing and Upgrading to Windows The New User Experience The Windows Desktop Personalizing Windows Windows Store: Finding, Acquiring, and Managing Your Apps Browsing the Web with Internet Explore Windows 8's Productivity Apps Windows 8's Photo and Entertainment Apps Xbox Games with Windows 8 Windows 8 Storage, Backup, and Recovery Accounts and Security Networking and Connectivity Windows 8 for Your Business Windows Key Keyboard Shortcuts Windows 8 Secrets is the ultimate insider's guide to Microsoft's most exciting Windows version in years.

**Easy Computer Basics, Windows 8 Edition** Michael Miller, 2012-09-07 SEE IT DONE. DO IT YOURSELF. It's that Easy! Easy Computer Basics, Windows 8 Edition teaches you the fundamentals to help you get the most from your computer hardware and software. Fully illustrated steps with simple instructions guide you through each task, building the skills you need to perform the most common computer tasks. No need to feel intimidated; we'll hold your hand every step of the way. Learn how to... Set up and configure your new computer system Upgrade your computer with new hardware and software Use Microsoft Windows 8—and personalize it just for you Connect to the Internet for web surfing, email, Facebook, and YouTube View and manage digital photos Download music from the iTunes Store and other sites, plus stream music live over the Internet Protect your family and your computer from viruses, spam, and spyware Set up a wireless homenetwork and share your Internet connection with multiple computers

**15 Essential Windows 8 Projects** Jim Clark, 2012-11-29 15 Essential Windows 8 Projects is your guide to settling in with and getting more from Microsoft's all-new Windows 8 operating system. Written by Microsoft Most Valuable Professional Jim Clark, this 366 page eBook details fifteen great projects for users new to Windows 8 and is a superb companion to We Got Served's Building a Windows 8 Home Server - Step by Step. From navigating the new Windows 8 touch user interface, customising and synchronizing your settings across multiple Windows 8 PCs, extending media file format support and even bringing back the familiar Windows 7 Start Menu, 15 Essential Windows 8 Projects is a fantastic resource to guide you through your first few days and weeks with Windows 8. Chapter List Navigating Windows 8 Bring Back the Start Menu Install Essential Windows Apps in a Single Bound Create Your Own Desktop Start Menu Install and Run Windows 8 on an Apple Mac Set Up a Remote Connection From Your iPad to a Windows 8 PC Store, Share and Protect Your Data in the Cloud Download Files With SABnzbd Extend Music & Video Media Support in Windows 8 Update Your PC's Desktop Applications Automatically Protect Your Windows 8 PC Back Up Your Critical Data With File History Get to Work With a New Office Suite Synchronize Your Settings Across Multiple Windows 8 PCs View PDF Documents With the New Windows 8 Reader App

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