

Setting up a Google account

Account setup w/o gmail address:

<https://www.google.com/accounts/ManageAccount>

Setting up a Google account will give you access to the myriad of additional features offered by Google, including but not limited to: custom home page, email, online calendar, custom search engines, custom maps, etc.

After using the above url click on the "create a new account link". Enter the appropriate information. It's important that you use a valid email address as they will send a verification email that you must click on to activate your Google account.

Account setup with gmail address:

If you would like an account with email then follow the create account link on the <http://mail.google.com> page.

Logging In & Collaboration

To get started use you Internet Browser (IE, Firefox, Chrome) and navigate to <http://docs.google.com>

Login on the right hand side using the email address you gave when setting up the account. If you also setup a gmail account use that address.

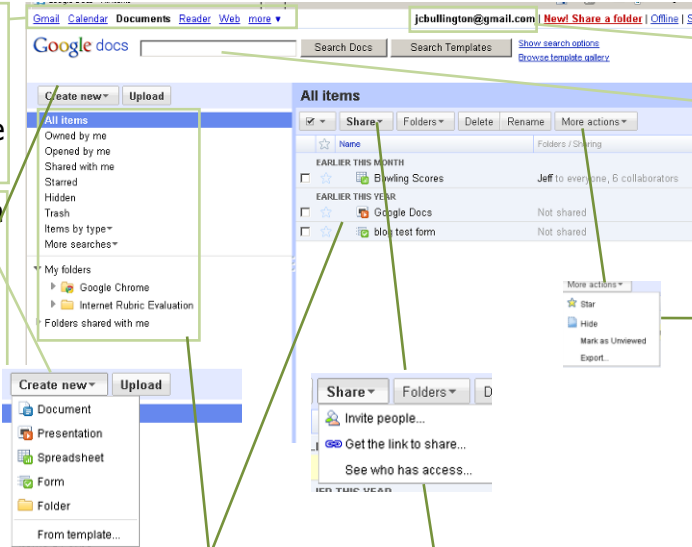
The email address people used when setting up their Google docs account is important as it will be used to allow others access to individual documents and folders for collaborative authoring of documents.

GoogleDocs

Clicking more here will show you all the tools available from Google, for now leave it on documents.

New: Click this button to create a new; **Document** (Word), **Presentation** (PowerPoint), **Spreadsheet**(Excel), **Form** (Internet data collection connected to spreadsheet), or **Folder** (To store and organize your documents).

Upload: Transfer Microsoft Office files to Google Docs format and store them online. "Some features may not be fully supported when files are converted, such as footnotes, tables of contents, tracked changes and comments, embedded graphs, pivot tables, and slide animations."



User account that is currently logged in.

Search the full text of all your documents (including shared ones) for words or phrases.

Star – Important documents can be marked with a star then sorted by this tag on the view items pane.

Hide – this feature works much like the Starred tag, except it will only be visible in the hidden folder and no where else.

Read/Unread – this toggles bold print for the file name in the view pane.

Export – convert and download a Google doc for editing in office.

View Items Pane – Choose which type of files you'd like to appear on the right. You can limit the view to; an item by type (document, presentation, etc)., Shared Document, starred file or by a particular folder.

Share – Check items first in the list below before clicking the share box. There are 2 ways to share a files. You can specifically invite users who have a gmail account to participate or you can send a link to anyone to allow them to edit it.(note: anyone with this link can edit it).

Pro's and Con's

Pro's

- ❖ Easily collaborate with peers.
- ❖ Online access to documents.
- ❖ Easily Searchable.
- ❖ No hard drive or server space needed.

Con's

- ❖ Limited feature set (no mail merge, no animations, etc).
- ❖ Limited file size (500k not counting images).

Documents

To set Margins, orientation and paper size go to File > Print Settings

This really is a basic word processor. You can't do many things, such as;

- Position objects absolutely
- Multi-Column Support
- Mail Merge
- Extensive Text Wrapping around Pictures

Things you can do...

- Insert Drawing objects (Insert Drawing)
- Use table layout on a page to wrap text around objects
- Insert .html coding (such as embedded video) (Edit > Edit html)
- Export as a .html page, pdf, word file (File> Download)
- Add equations (Insert > Equation) memory

Spreadsheets

One of the first things you should do upon entering Google Spreadsheet is turn on the formula bar so you can see formulas after typing them. To turn it on go to View> Show Formula Bar.

The Spreadsheet app is probably the most robust app in the Google Docs suite. It allows for almost all of the functionality of Excel.

Under the help menu select formula builder to see the full compliment and context needed for the hundreds of formulas that can be applied.

In the formatting menu experiment with the "change colors with rules" selection to add interactive coloring of cells that can change as the data in the cells is adjusted.

Freezing columns or rows (such as headers) so that they stay stationary as you scroll through your data is greatly improved over the way it is done in Excel.

Custom Forms

Under Create > Choose Form

You should now be able to fill in the name of the form, text to help people in filling it out, and the first question. Questions can have answers that are text, Paragraph text, multiple choice, check boxes, list, scale or grid

To add additional questions click the **add items** button in upper left. You can choose a theme for your form page by clicking on the theme button along the top.

You can view this form by using the link at the bottom of the page, you can email it to recipients or even embed it on to one of your existing webpages.

Under **More actions** you can choose edit confirmation create a custom message people will see when they successfully submit the form.

To view the data collected by your form click **see responses** and then either view the summary or the raw data via the spreadsheet option.

Presentations

Under Create > Choose Presentation

Add Slide – **Click Slide > New Slide >** or press Ctrl+M

Add Notes – **View > Show speaker Notes >** type notes in the right hand pane.

Add objects - **Click Insert > select type of object to add** (see illus.)

Change/add background – **Format > Presentation Settings > Background**

Import slides from PowerPoint > **Insert > import slides >** navigate to your powerpoint
Click upload

Use the formatting toolbar to make changes to font, font size, etc

