
All About Google Drive

— TRTA 2017 State Convention —

What Is Google Drive And Why Use It?

Google Drive is a free-to-use, cloud-based application suite.

Many of its apps are similar to Microsoft Office.

However, you can access these files anytime, anywhere on any smartphone, computer or tablet.

Also, Google Drive is great for collaborating! Its files are easy to share and track changes.

Web address: www.google.com/drive

How To Set Up A Google Account

You do not need a Gmail to create a Google account!

Go to www.accounts.google.com/signup

Click 'I prefer to use my current email address.'

If you have a Gmail, you already have a Google account.

How to Navigate Google Drive

To create a new file, use the blue 'New' button.

You can find files that others have shared with you under the 'Shared With Me' folder.

If you ever delete a file, you can find it in the trash folder.

You can organize your files by clicking the title in the top right-hand corner of the files section.

Google Docs

Like Microsoft Word but...

You have the ability to share the document and view changes live.

You don't have to send email attachments with the latest versions.

You can still upload/download documents as Word.

You can also track changes by using 'File -> Revision History.'

Google Forms

Great for surveys, events, quizzes, etc...

Google Forms allows you to create a form and track the results via graphs, charts and a table.

There's all kinds of questions you can create including multiple choice, short answer, dates and checkboxes.

Google Forms can be a great way to poll your members about where and when you would like to hold a meeting, and what food people can bring to a meeting.

Google Slides

Like Powerpoint but...

Again, you have the ability to collaborate easily with others.

Powerpoints can be too big to email, so sharing via Google is a great way to make changes and communicate.

For instance, you could do your committee presentation for convention via Google Slides or for a local unit meeting.

Adding photos is easy. You can either upload them, or you can find them via Google.

More Google Drive Apps

Google Sheets - Like Excel

Google Drawings - Like Paint

Google My Maps - Mapping

Google Sites - Free Websites

Other Resources

Youtube videos on Google Drive and its applications.

<https://www.youtube.com/watch?v=cCZj5ojxRAA>

Written explainers on Google Drive:

<https://www.cnet.com/news/the-google-drive-faq/>

Download this presentation:

www.trta.org/google-drive

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