OneDrive/Google Docs:

How To & Why
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OneDrive (aka SkyDrive)

Microsoft in the Cloud

Document and Photo Storage that feels familiar, if you are a Microsoft Office user. Cloud storage can be accessed via the internet from an iPhone, Smart Phone, iPad, MAC or PC.

Objectives for This Session

Part I

Participants will:

- create a Windows Live ID
- set up a OneDrive Folder
- create a shared document
- share the document using Share Permissions
- move the documents into new folders

Part II

Participants will:

- create a Google Account
- create a shared document
- share the document using Share Permissions
- create a folder
- move the document into the new folder
- examine other Google Applications
How to Create Windows Live ID

If you already have a Hotmail account, then you have a Windows Live ID already.

To sign up for an account go to http://login.live.com/

Select Sign up now. Be prepared to answer, “Do you have an e-mail Address?” You may elect to use an existing e-mail address or create a new one. Follow the Prompts. You may or may not be required to verify by confirming from an email account. After the Windows ID is created, you may opt to use Windows Mail to centralize all web based mail programs you are using. Therefore checking email messages can be accomplished from one web based location. Here are the instructions should you wish to do this.

Comparison:
http://windows.microsoft.com/en-HK/skydrive/compare

Features:

Simple Sharing

Photos
Videos
Gmail
Twitter
Facebook

On Line Microsoft Office

Word
Excel
PowerPoint
OneNote

Save directly from Word, Excel, PowerPoint and Onenote to OneDrive. Users can edit online or download and edit, then sync.

Using OneDrive

OneDrive includes a web version of Outlook, Contacts, Calendar, Cloud Storage, Word, Excel, PowerPoint and OneNote. OneDrive includes a downloadable application and folder that also resides on a personal computer. Therefore, it can be used as another drive and documents are stored locally, as well as in the Cloud. Items are automatically in sync as long as the internet is available. The Word, Excel and PowerPoint are slightly scaled down but unless the user is creating an elaborate document or presentation, it has all the basic tools needed. If the user also has Office on their local machine, elaborate Word, Excel and PowerPoint
can still be shared and stored in OneDrive. The Excel application also has a survey tool, but I have personally NOT found it to be equal to Google Forms.

Skill Challenge

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Google Docs

Getting Started Using Google Docs (Drive)

Before Google Docs can be used, the User must create a Google account. This same account can be used for Youtube, Blogger, Gmail, Goldmail, Google Calendar, Google Drive, Google Sites, Google Forms, Picasa and I’m sure I have left out something but as you can see, it can be used in many places. IF, a student has a Goldmail account here at ETSU, he or she already has a Google Account. Folks who do not have a Google account can still view and participate in Google Applications but they can not edit nor collaborate without it.

Getting a Google Account

• Go to https://support.google.com/accounts/answer/27441?hl=en for information about an account
• Go to https://support.google.com/accounts/answer/27441?hl=en to understand how to create a safe password and why Google asks so many questions
• NOW…Create the Account  
Create your Google Account

One account is all you need
A single username and password gets you into everything Google.

Make Google yours
Set up your profile and preferences just the way you like.

Take it all with you
Switch between devices, and pick up wherever you left off.

Name
First
Last

Choose your username
Gmail.com

I prefer to use my current email address

Create a password

Confirm your password

Birthday
Month
Day
Year

Gender

Mobile phone

Your current email address

Default homepage
✓ Set Google as my default homepage.

Your default homepage in your browser is the first page that appears when you open your browser.

Prove you're not a robot
✓ Skip this verification (phone verification may be required)

Type the text:

Location
United States

I agree to the Google Terms of Service and Privacy Policy
Web

- Web Search
  Search billions of web pages

- Google Chrome
  A browser built for speed, simplicity, and security

- Toolbar
  Add a search box to your browser

- Bookmarks
  Access your bookmarks and starred items

Mobile

- Mobile
  Get Google products on your mobile phone

- Maps for mobile
  View maps, your location and get directions on your phone

- Search for Mobile
  Search Google wherever you are

Media

- YouTube
  Watch, upload and share videos

- Google Play
  Your music, movies, books, and Android apps available anywhere

- Books
  Search the full text of books

- Image Search
  Search for images on the web

- News
  Search thousands of news stories

- Video Search
  Search for videos on the web

- Picasa
  Find, edit and share your photos

Geo

- Google Offers
  Get amazing offers at the best places to eat, shop, and play

- Maps
View maps and directions

- 🌍Earth
  Explore the world from your computer

- 🌍Panoramio
  Explore and share photos of the world

**Specialized Search**

- 📝Blog Search
  Find blogs on your favorite topics

- 🔍Custom Search
  Create a customized search experience for your community

- 🔍Patent Search
  Search the full text of US Patents

- 🛒Google Shopping
  Search for stuff to buy

- 💸Finance
  Business info, news and interactive charts

- 📚Scholar
  Search scholarly papers

- ⚡Alerts
  Get email updates on the topics of your choice

- 📈Trends
  Explore past and present search trends

**Home & Office**

- 📧Gmail
  Fast, searchable email with less spam

- 📁Drive
  Create, share and keep all your stuff in one place

- 📝Docs
  Open, edit, and create documents

- 📊Sheets
  Open, edit, and create spreadsheets

- 📊Slides
  Open, edit, and create presentations

- 📘Forms
  Build free surveys

- 🌐Drawings
Create diagrams and flow charts

- Sites
Create websites and secure group wikis

- Calendar
Organize your schedule and share events with friends

- Translate
Instantly translate text, web pages, and files between over 50 languages

- Voice
One number for all your phones, online voicemail and cheap calling

- Google Wallet
Make your phone your wallet

- Google Cloud Print
Print anywhere, from any device

- Google Keep
Save what’s on your mind

Real-life sharing, rethought for the web

- Blogger
Share your life online with a blog - it’s quick, easy and free

- Groups
Create mailing lists and discussion groups

- Hangouts
Conversations that come to life. Anytime, anywhere, for free.

- Orkut
Meet new people and stay in touch with friends

Innovation

- Fusion Tables
Visualize, combine, host, and share your data tables

- Code
Developer tools, APIs an

Social

- Google+

Support Contact: Barbara Chamberlain (knighthb@etsu.edu; 439-8615)
Working with Documents

Go to [http://drive.google.com](http://drive.google.com)

Basic Word Processing Toolbar

A Google Doc can be Saved and Downloaded as

- Microsoft Word (.docx)
- OpenDocument Format (.odt)
- Rich Text Format (.rtf)
- PDF Document (.pdf)
- Plain Text (.txt)
- Web Page (.html, zipped)
All Google Documents can be shared with others using permission levels.

Sharing settings

Link to share (only accessible by collaborators)

https://docs.google.com/document/d/11VWHpO-5T2q9O56x4Dhz1Zlbcsit2Yk5v0PW/

Share link via:  

Who has access

Private - Only you can access  
Barbara Knight Chamberlain (you)  
Is owner

Invite people:

Enter names, email addresses, or groups...

Editors will be allowed to add people and change the permissions.  [Change]

Done

Creating a Spreadsheet

http://docs.google.com/spreadsheet/

Go to Google Drive > Create > Spreadsheet. Google Spreadsheet Application can:

- Communicate and are compatible with Excel, CSV, TXT, and ODS Formats
- Function using formulas
- Allow real-time chat with a collaborator
- Be embedded on a Blog or Website

Support Contact: Barbara Chamberlain (knightb@etsu.edu; 439-8615)
Google Spreadsheet function List can be found
https://support.google.com/drive/table/25273?hl=en

**Google Presentations**

http://docs.google.com/presentation/
File > New > Create or Import existing PowerPoint Slides.

**Google Forms**

http://docs.google.com/forms

Pick a Theme, it can be changed.

Repeat as needed to create the form.
Under Insert find:

Choose Response destination. Options are a new Spreadsheet or in an existing spreadsheet.

Add pages for Controls. If the participant responds with a selected answer, the next question will appear on selected page.

Create a Confirmation Page.

Support Contact: Barbara Chamberlain (knightb@etsu.edu; 439-8615)
Send Form to get the Form Link. The form can be sent by email or it can be embedded in a web page.

**Sharing settings**

**Link to share (only accessible by collaborators)**

https://docs.google.com/document/d/1lVWHpO-5T2q9056x4Dhz1ZlbcSit2Yk5v0PWt

Share link via: ☮️ ☾ ☾ ☾

**Who has access**

- Private - Only you can access

- Barbara Knight Chamberlain (you)  barbara... Is owner

**Invite people:**

Enter names, email addresses, or groups...

Editors will be allowed to add people and change the permissions. [Change]

**Done**

---

**Google Sites**

https://sites.google.com/
Go to Layout on the tool bar to change page columns.

All Google Docs
- Can be Shared
- Can be downloaded to be used with Microsoft Applications
- Can be used with various Google Applications

**Google Drive**

Google Drive is a downloadable application for the user’s local computer. All documents can be stored locally and in sync at all times, if the user has internet access. Google Drive appears just like other Drives on the local computer. User can see and have access to their own Drive and documents, as well as Drives and documents, spreadsheets and presentations that have been shared.

**Skill Challenge**

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