

THE GOOGLE

GOOGLE DRIVE

HOW TO GET GOOGLE

Google Drive Account

Why do I need one?

Is it free?

How do I sign up?

Am I already signed up?

Can I keep my same email?

After I sign up how do I access my account?

WHAT PRODUCTS DOES GOOGLE OFFER

- Docs
 - Slides
 - Sheets
 - Forms
 - Drawings
 - Maps
 - Sites
 - Hangouts
 - Contacts
 - Calendar
 - Earth
 - Translate
 - Waze
 - Analytics
 - Google Domains
 - Maps
 - Photos
 - Sketchup
 - Web Designer
- and many more

GOOGLE DOCS, GOOGLE SHEET, AND GOOGLE SLIDES

- Google Docs
 - Microsoft Word
 - Varying limitations
- Google Sheet
 - Microsoft Excel
 - Trouble handling macros
- Google Slide
 - Powerpoint

GOOGLE DOCS

- Voice Typing
- Translate
- Useful Templates
- Comments
- See previous Named versions
- Print to pdf

GOOGLE SHEETS

- Link unrelated sheets
- Multiple people can enter data
- See previous Named versions
- You can now add macros

GOOGLE SLIDES

- Do presentations using chromecast
- Templates
- Voice typing
- Accept questions online while presenting
- See previous Named versions
- Print to pdf

HOW CAN THESE MAKE MY LIFE EASIER?

Collaboration.

This really offers the ability for multiple people to access a file at the same time, and make changes or updates in real time.

- Results reporting
- Group projects
- Ballot ordering
- File access

GOOGLE HANGOUTS

- Free video conference software.
- Host up to 10 people
- Allows for screen sharing
- Great for small individualized training

GOOGLE CALENDAR

- Similar to outlook's calendar, just better
- Can create multiple calendars under on account
 - Work
 - Electoral board
 - Staff
- Allows you to add address that can be sent to your phone for meetings
- Reminder emails before a meeting