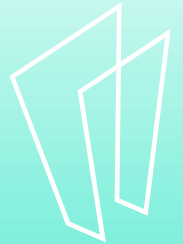




Test Drive Google Drive

By Ed Louie
Digital Literacy Specialist

This is a hands-on class
to familiarize you on
Google Drive.



What is Google Drive?

- Free cloud or web storage service (15 GB) shared with Gmail and Google Photos. It allows you to store pictures, videos, documents online
- Has built-in suite of editing tools to create documents, spreadsheets, presentations, drawing, forms and more
- Drag and drop files capability to upload files and folders easily to and from the Google Drive
- Ability to collaborate and share files, photos, etc.

As mentioned earlier, here are a few built-in office suite similarities:

Google Doc = MS Word

Google Sheets = MS Excel

Google Slides = MS PowerPoint



Want to learn more?

Sign up for 1 on 1 for Skokie Library card holders

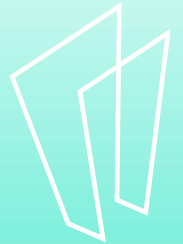
Take the class again

Go on Lynda.com for Skokie Library card holders, search for “Google drive tutorials”

Go on Google.com and search for “Google drive tutorials”

Go on Youtube.com and search for “Google drive tutorials”

Library Books



Thank You

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