



# Test Drive Google Drive

By Martha Nelson  
Digital Literacy Specialist

# What is Google Drive?

Everything is attached to your Gmail account.

Store data in the cloud

Excellent free web applications, similar to Excel, Word, and Powerpoint



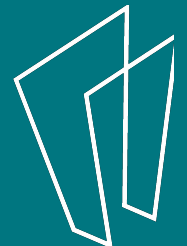
Everything is attached to  
your Gmail account.

Need to first login with ID and password.

Access your data from almost any  
device

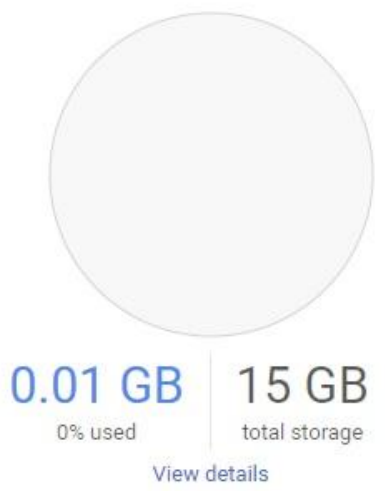
Works best with the Chrome browser

There are fun Chrome extensions  
that improve your experience.



# Drive storage 15 GB file storage in the cloud

## Total storage



## Plans

15 GB	100 GB	1 TB
Current plan	<b>\$1.99/MONTH</b>	<b>\$9.99/MONTH</b>
	Or prepay annually (save 16%): \$19.99/year	Or prepay annually (save 17%): \$99.99/year

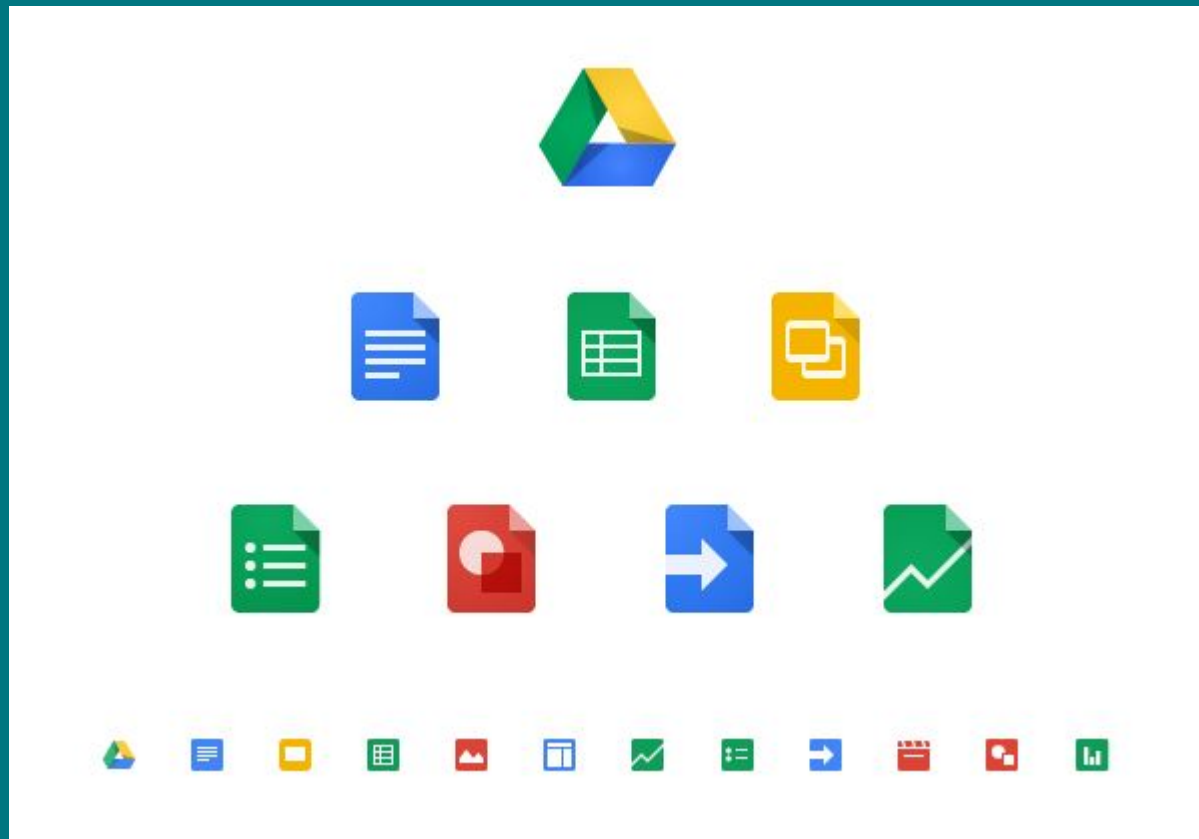
## Your storage is shared across

**Google Drive**  
Store files up to 5TB each. Anything you create with Docs, Sheets, or Slides won't use up any of your storage.

**Gmail**  
Attachments sent and received in Gmail as well as your email messages use your storage.

**Google Photos**  
Per your Google Photos settings, High Quality uploads are stored for free but Original quality uploads will consume your Drive storage.  
[Learn more](#)

# Excellent free web applications, similar to Excel, Word, and Powerpoint



# Why use Google Drive?

Free.

Works well on almost any device using the web interface.

Can collaboratively work on the same document at the same time.

Schools and businesses use it.



# Why not to use Google Drive?

Your data is stored “away”.

MS Office has some features not found in Drive - mail merge, some functions.

Some don't like the user interface



Google Drive

Meet Drive Using Drive Pricing Download For Work Help



A safe place for all your files

Go to Google Drive







NEW

My Drive > Knitting and Drawings > LinenStitch



- My Drive
- Shared with me
- Recent
- Starred
- Trash

Name ↑	Owner	Last modifie...
Linestitch_images	me	Jan 23, 2015
image.jpg	me	Jan 23, 2015
Linestitch.htm	me	Jan 23, 2015
Linestitch.pdf	me	7:27 PM

File name + file suffix

Preview

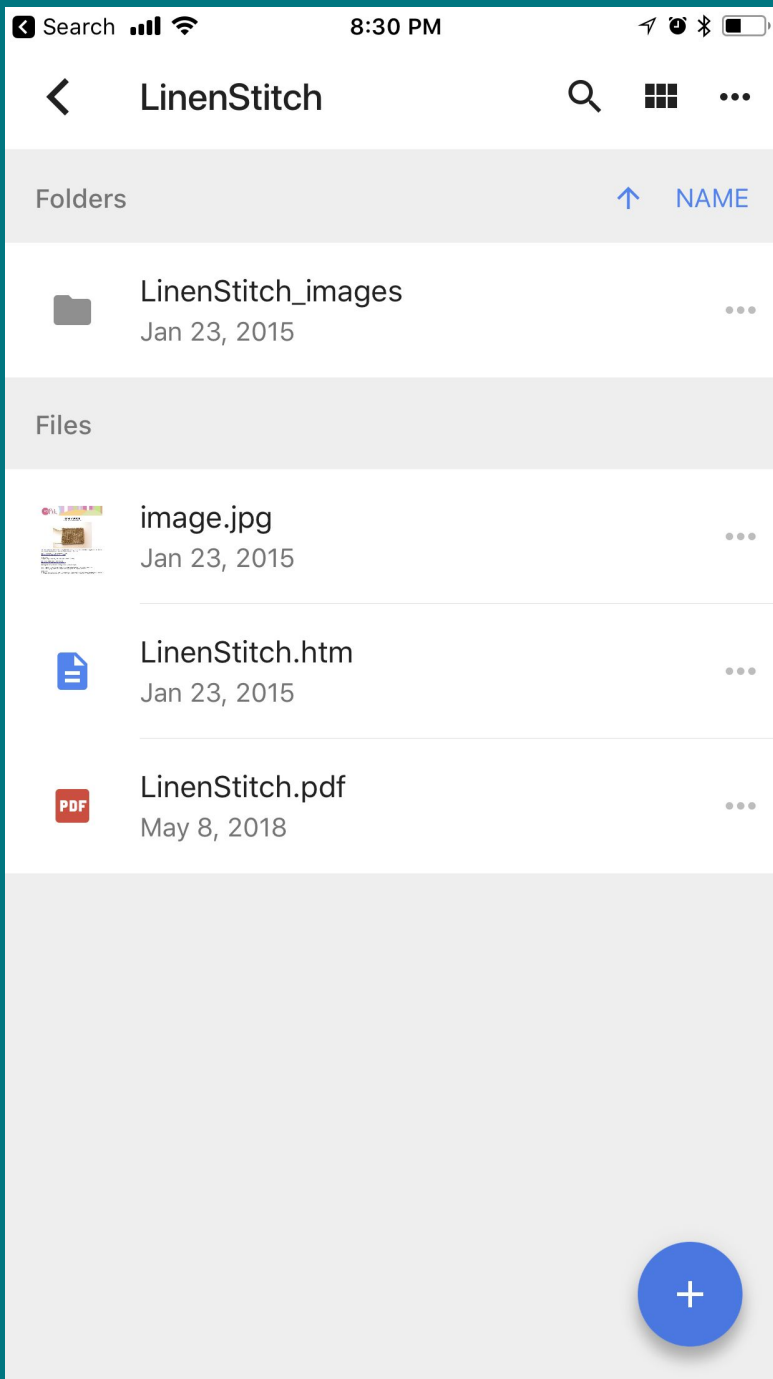
**PDF** Linestitch.pdf

DETAILS      ACTIVITY

Type	PDF
Size	409 KB (418,456 bytes)
Storage used	409 KB (418,456 bytes)
Location	Linestitch
Owner	me
Modified	7:27 PM by me
Created	Jan 23, 2015 with Explorer

Description

knitting stitch

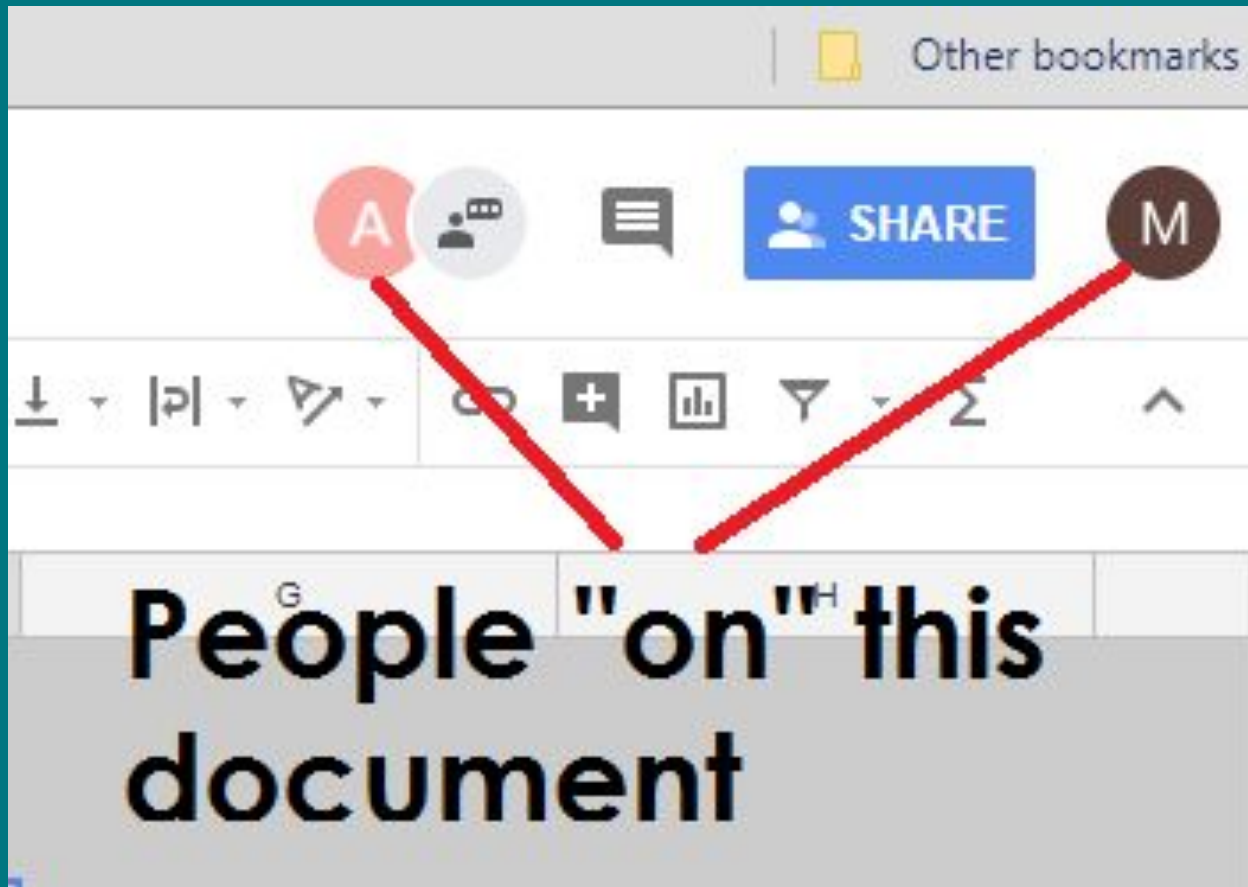


The user interface from my iPhone.

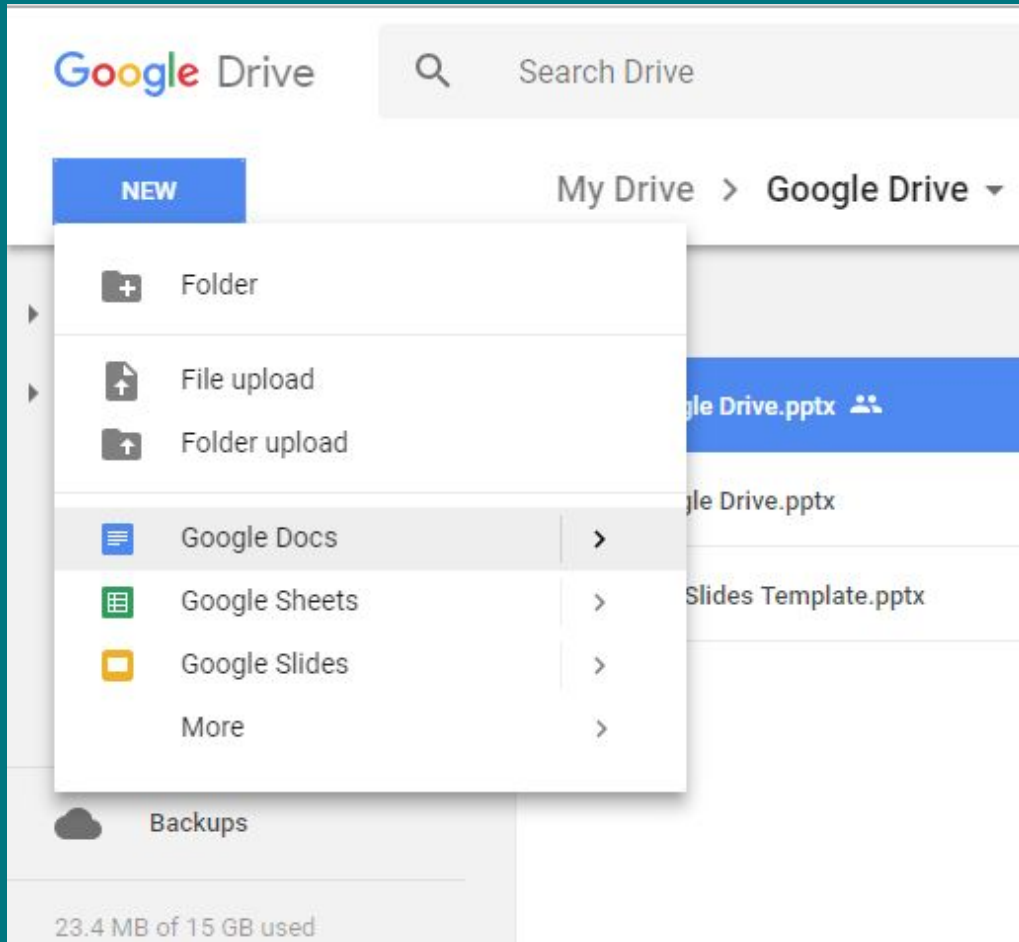
We can create and modify from any device with Drive and an internet connection.



Multiple people can work on the same document at the same time

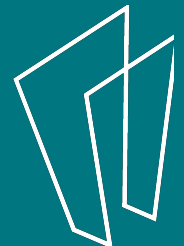


# Create something new



Clicking on the New button gives you several choices.

Mouse over them to see even more choices!



# Get organized

Use the Description field

Add a Star to a file or folder

Add the same file to multiple folders,  
without duplicating it (Shift+Z)

Change the color of a folder



Untitled document

name your file here

File Edit View Insert Format Tools Add-ons Help

SHARE M

Share...

New

Open... Ctrl+O

Make a copy...

Download as

Email as attachment...

Version history

Rename...

Move to trash

Publish to the web...

Email collaborators...

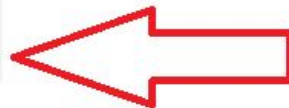
Document details...

Language

Page setup...

Print Ctrl+P

- Document
- Spreadsheet
- Presentation
- Form
- Drawing
- From template...



Use a template for a fast start





Rich text editor toolbar with icons for undo, redo, print, copy, paste, zoom, font color, background color, bold, italic, underline, text color, link, unlink, insert link, insert image, and a plus sign for more options.

# Your Name

Lorem ipsum dolor sit amet, consectetur adipiscing elit

123 Your Street  
Your City, ST 12345  
(123) 456-7890  
no\_reply@example.com



## Explore gives you context-driven help.

### EXPERIENCE

**Company, Location — Job Title**

MONTH 20XX - PRESENT

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**Company, Location — Job Title**

MONTH 20XX - MONTH 20XX

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**Company, Location — Job Title**

MONTH 20XX - MONTH 20XX

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### EDUCATION

**School Name, Location — Degree**

MONTH 20XX - MONTH 20XX

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### AWARDS

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### Explore

how to write a resume computer skills

WEB IMAGES DRIVE

Web results

**Resume Skills Section | 130+**  
Examples of How to Put Skills on a  
<https://resumegenius.com/how-to-write...>  
These skills are scattered: Experienced graphic artist well versed with Adobe Photoshop and Adobe Illustrator. Bilingual – Fluent in English and French...

**Top Computer Skills Employers Want to See on Resumes**  
<https://www.thebalancecareers.com/co...>  
List of computer skills employers want to see on your resumes, cover letters, job applications and interviews, with examples.

**How to Write a Resume Skills Section - The Balance Careers**  
<https://www.thebalancecareers.com/wh...>  
Customize Your Resume Skills Section. Customize the skills section of your resume to match, as much as you can, the requirements listed in the job postin...

**20+ Skills for Resumes (Examples Included) | Resume Companion**  
<https://resumecompanion.com/how-to-...>

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for four weeks.





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