Test Drive Google Drive

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What is Google Drive?

Think of it as a file folder for all the things you've ever made - but in the cloud!

Free web applications, similar to Excel, Word, and Powerpoint

First 15 GB of storage are free with a Google account

Everything is attached to your Gmail account.

Keep your Gmail ID and password handy - these two things will help you log into from almost any device
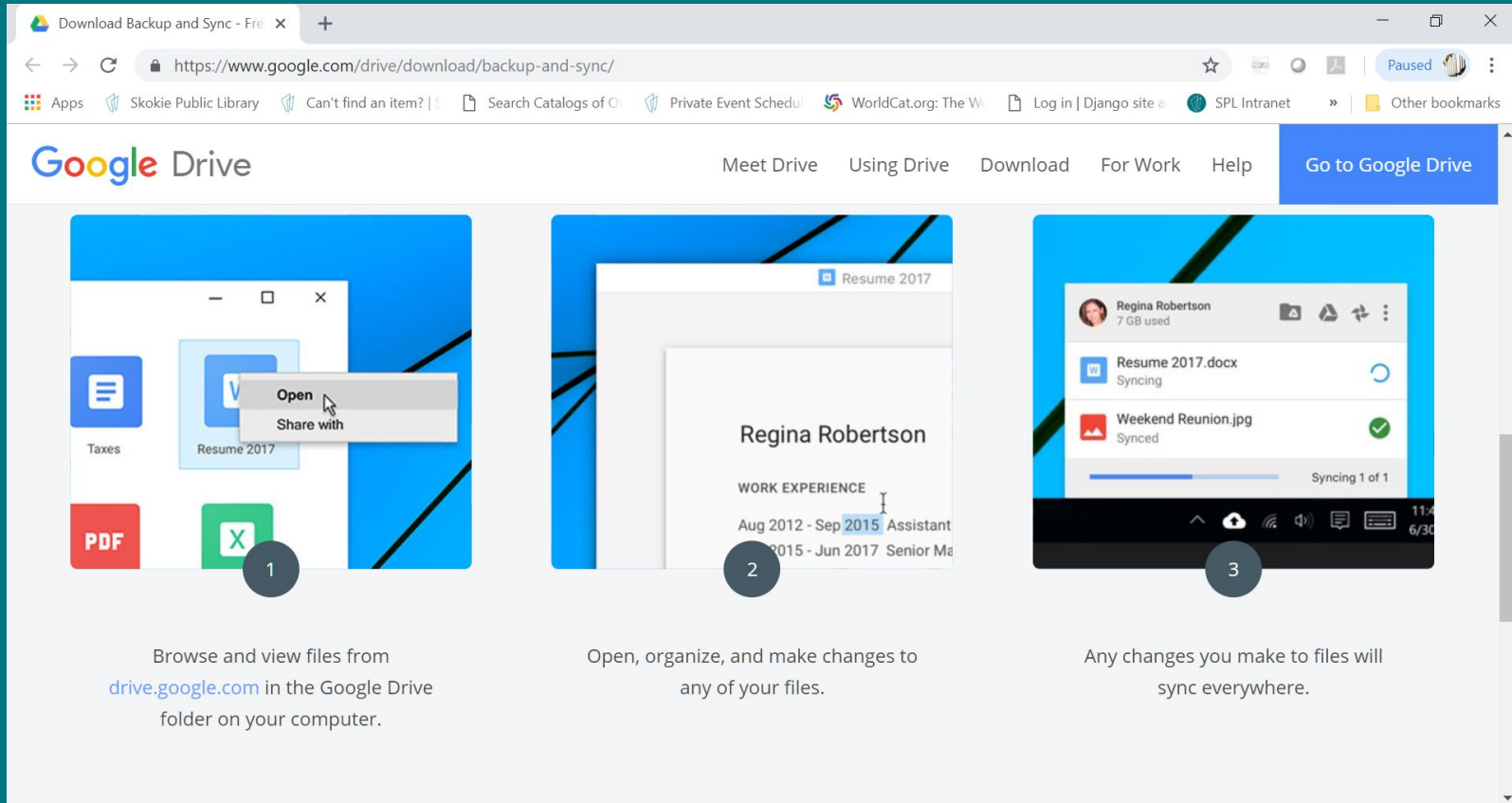
Works best with the Chrome browser

Getting Drive Started

1. Type "drive.google.com" into your web browser.
2. Under "My Drive", prompts guide you to create Docs, Sheets, Slides, or Forms.
3. You can also upload or sync files that you've already created elsewhere.

Here's what it means to 'sync'

Take your Desktop applications with you without having to update them!
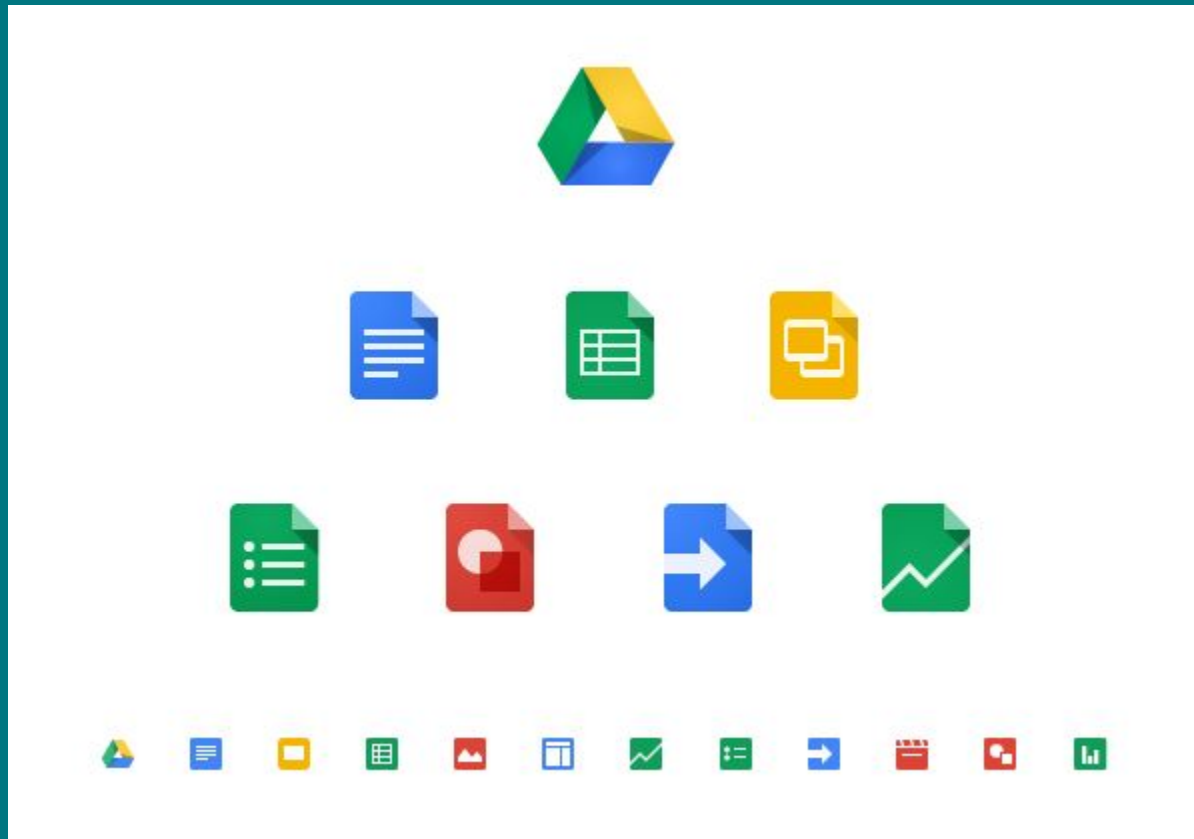
Why use Google Drive?

It's free

It plays nice with most devices and doesn't need expensive updates

It allows you to collaboratively work on the same document at the same time

It's paperless and saves automatically

Why choose something other than Google Drive?

Your data is stored "away".

MS Office has some features not found in Drive, such as mail merge.

The user interface takes time to get used to.

File name + file suffix

Preview

Description
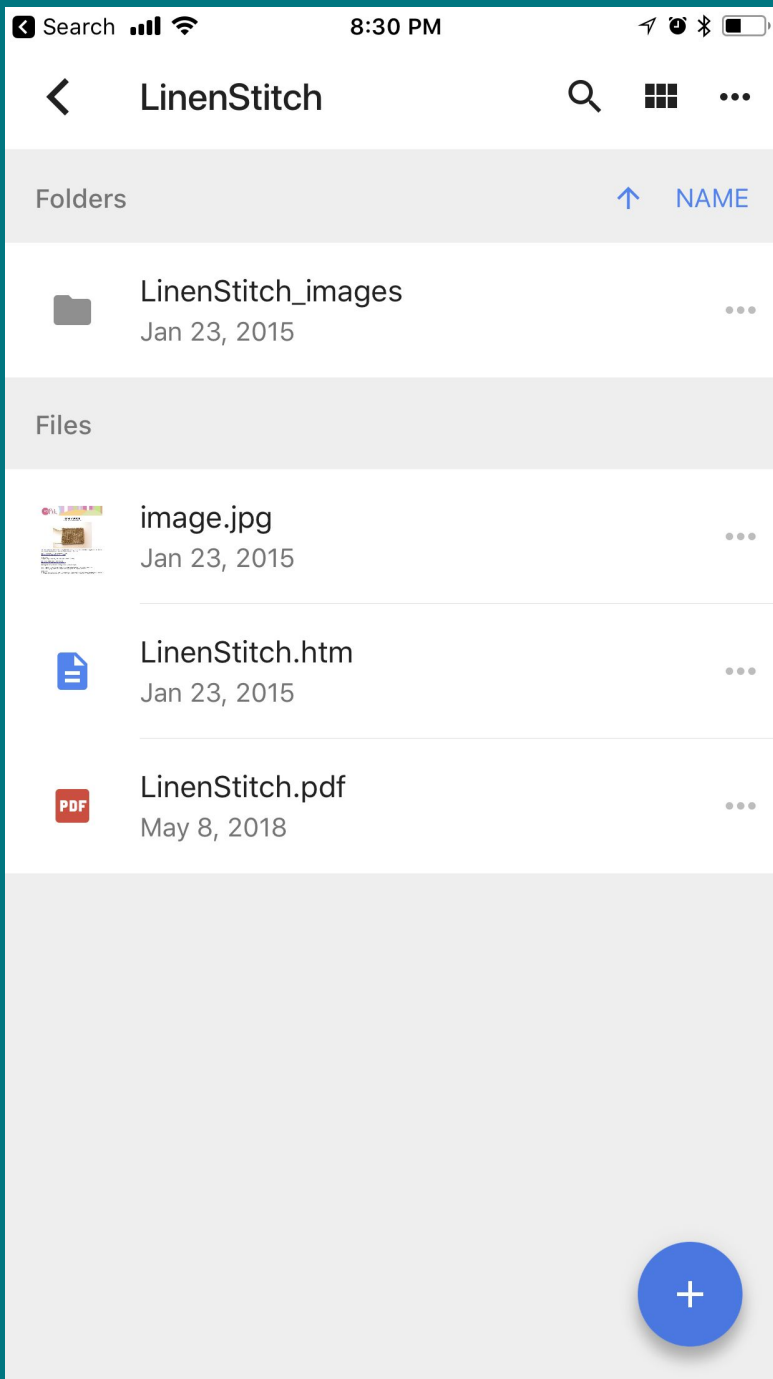
The user interface from an iPhone.

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
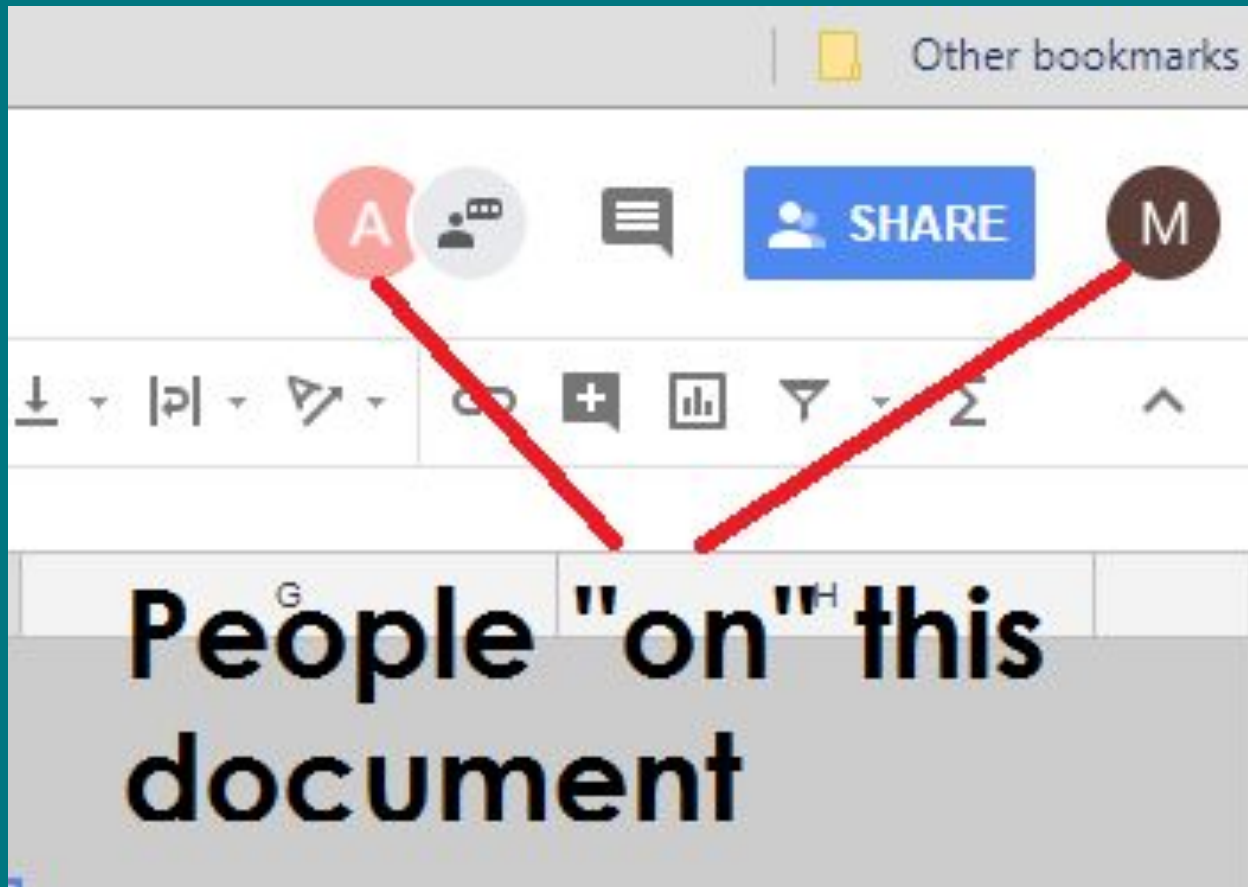
Create something new
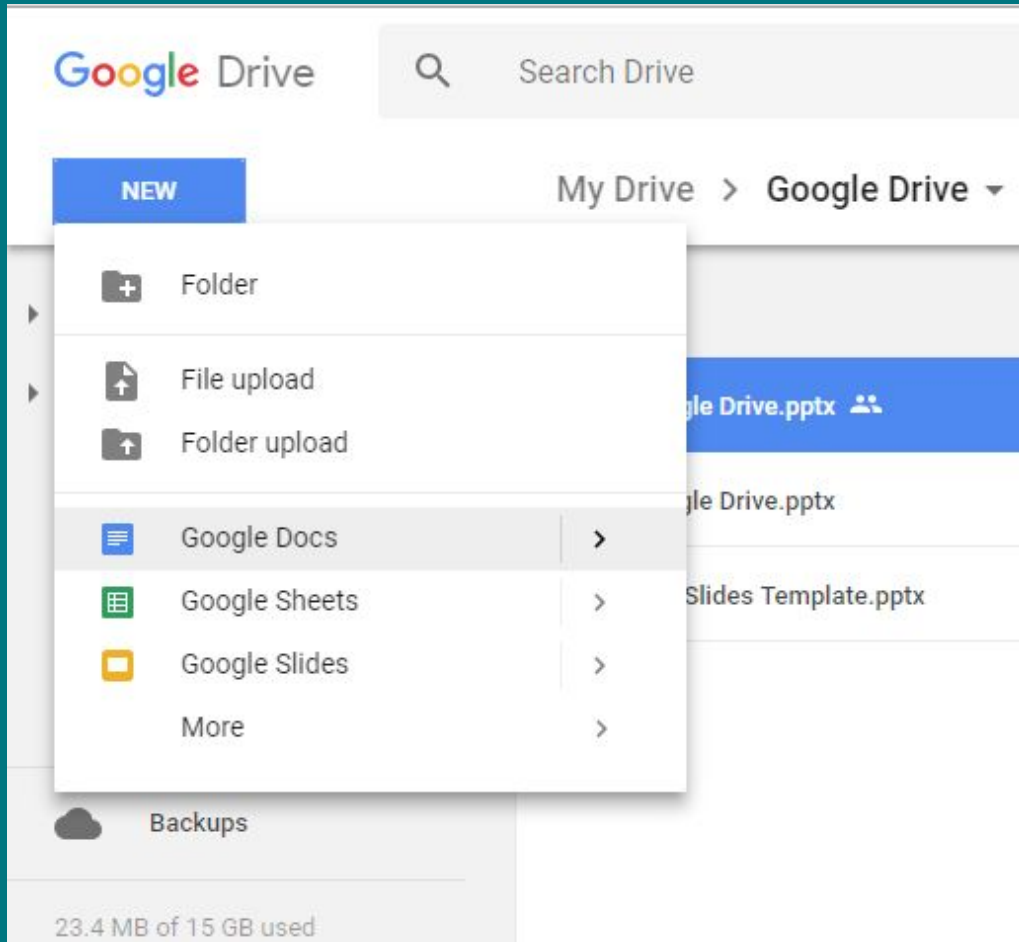
Clicking on the New button gives you several choices.

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

Resume ☆ 📁

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EXPERIENCE

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EDUCATION

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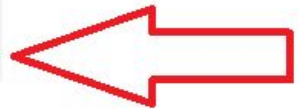MONTH 20XX - MONTH 20XX
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