Beginners Internet Course: Google Docs

Overview

In this class we are going to discuss working with Google's cloud tools, with a particular focus on Google Docs creation and management. The goals would include

1. Students feel comfortable creating and accessing a google account
2. Students learn to create a basic document and create/edit content
3. Students are able to use Google's collaborative tools to work with others on cloud content

Other cloud solutions will also be discussed.

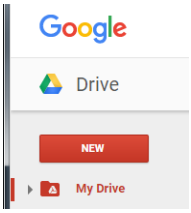
Google Accounts

Creating an account with Google makes a number of services available. The Gmail account will act as the username for YouTube, Google+, Google Drive, storing Chrome settings, and more. To create a new Gmail account go to www.gmail.com and follow the 'create account' link. In addition to basic demographic information you will be asked for a mobile phone number to allow for verification of the account. In today's class we will be using the account:
User: bplclassexample
Pass: Example1

Online Storage

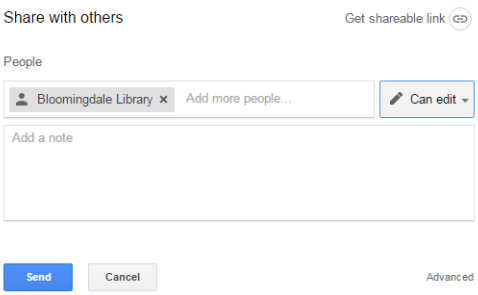
Google Drive is a practical alternative for cloud storage. Each account comes with up to 15gig free and can be expanded for a price.

Creating Docs



The NEW button allows for file uploads, folder creation, and new items for each app. This is also where you would connect your account with more app options.

Collaborating



Right-click on any file or folder to share it with another user. You can control whether that person can edit the file or only view it.

Full Class Notes Available At: http://mybpl.org/computerclass