

Google Drive Options

Spoken Tutorial Project

<http://spoken-tutorial.org>

National Mission on Education through ICT

<http://sakshat.ac.in>

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Learning Objectives



Learning Objectives

- ▶ **Creating a document, a spreadsheet and a presentation**



Learning Objectives

- ▶ **Creating a document, a spreadsheet and a presentation**
- ▶ **Uploading Files**



Learning Objectives

- ▶ **Creating a document, a spreadsheet and a presentation**
- ▶ **Uploading Files**
- ▶ **And sharing options**



Prerequisites



Prerequisites

- ▶ **Working Internet connection**



Prerequisites

- ▶ **Working Internet connection**
- ▶ **Any web browser**



Prerequisites

- ▶ **Working Internet connection**
- ▶ **Any web browser**
- ▶ **I will be using Firefox web browser**



Prerequisites



Prerequisites

- ▶ Basic Knowledge of **Gmail**



Prerequisites

- ▶ Basic Knowledge of **Gmail**
- ▶ If not, please refer to the **Gmail** tutorials on <http://spoken-tutorial.org>



Drive - Folder Upload



Drive - Folder Upload

- ▶ **Folder Upload** option may appear on certain browsers only



Drive - Folder Upload

- ▶ **Folder Upload** option may appear on certain browsers only
- ▶ For example: **Google Chrome**



Google Drive

- ▶ We can create



Google Drive

- ▶ **We can create**
 - ▶ Documents



Google Drive

- ▶ **We can create**
 - ▶ Documents
 - ▶ Spreadsheet



Google Drive

- ▶ **We can create**
 - ▶ Documents
 - ▶ Spreadsheet
 - ▶ **Presentation**



Google Drive

- ▶ **We can create**
 - ▶ Documents
 - ▶ Spreadsheet
 - ▶ Presentation
- ▶ like in any Office Suite



Google Drive

- ▶ **Google Doc** - for creating Documents



Google Drive

- ▶ **Google Doc** - for creating Documents
- ▶ **Google Sheets** - for creating Spreadsheet



Google Drive

- ▶ **Google Doc** - for creating Documents
- ▶ **Google Sheets** - for creating Spreadsheet
- ▶ **Google Slides** - for creating Presentation



Revision History

If the **Google Doc** is shared with multiple people



Revision History

If the **Google Doc** is shared with multiple people

- ▶ the **revision history** will list all the changes



Revision History

If the **Google Doc** is shared with multiple people

- ▶ the **revision history** will list all the changes
- ▶ made by each user



Revision History

If the **Google Doc** is shared with multiple people

- ▶ the **revision history** will list all the changes
- ▶ made by each user
- ▶ with a unique color for each user



Summary

In this tutorial, we learnt about -

- ▶ **To access Google Drive**
- ▶ **Create and Upload files**
- ▶ **Create Google Docs**
- ▶ **Use the sharing options**



About the Spoken Tutorial Project

- ▶ Watch the video available at http://spoken-tutorial.org/What_is_a_Spoken_Tutorial
- ▶ It summarises the Spoken Tutorial project



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- ▶ If you do not have good bandwidth, you can download and watch it



Spoken Tutorial Workshops

The Spoken Tutorial Project Team

- ▶ Conducts workshops using spoken tutorials
- ▶ Gives certificates to those who pass an online test
- ▶ For more details, please write to contact@spoken-tutorial.org



Acknowledgements

- ▶ **Spoken Tutorial Project is a part of the Talk to a Teacher project**
- ▶ **It is supported by the National Mission on Education through ICT, MHRD, Government of India**
- ▶ **More information on this Mission is available at**

<http://spoken-tutorial.org/NMEICT-Intro>



Thank You

Thanks for joining
<http://spoken-tutorial.org>

