



How to work from home with G Suite

Part 2: Google Suite

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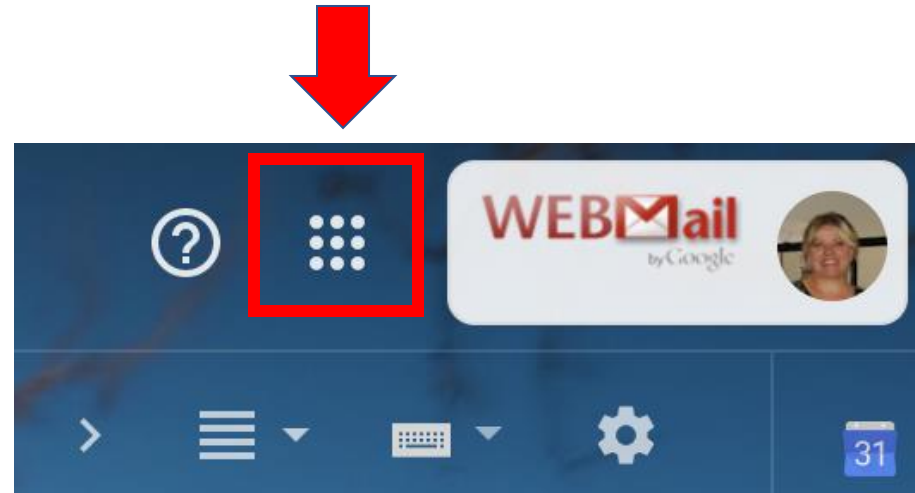
Overview

- Accessing Google Suit
 - Mobile devices vs Desktop
- Google Suite Apps
 - Docs
 - Sheet
 - Slides
 - Forms
 - Add-ins: Adobe Acrobat, Grammarly for Chrome, Power Tools, etc...
- Differences between Microsoft and Google Suite
- Advantages of Google Suit over Microsoft
- Disadvantages of Google Suit over Microsoft

Accessing Google Suite

Desktop

- Login to Webmail by Google
- Click on **Google Apps** icon
- Google Drive for Desktop



Mobile Devices

- Installed individually from your Google Play or Apps app in iOS devices

Google Docs





- Collaborate on large documents.
- Learn hot keys to streamline work.
 - Ctrl+b
 - Ctrl+u
 - Ctrl+i
 - Ctrl+x
 - Ctrl+v
- Bookmarks
- Add a table of contents to quickly move through large documents.
- Ability to easily revert to an older version if needed.

[Google Docs example...](#)

Questions

Are Sheets the same as Microsoft Excel

Functionality	In Microsoft Excel...	In Sheets...
Collaboration		Collaborate in real-time ★
Sharing		Directly from Sheets ★
Saving		Saved automatically ★
Version history		Versions with Version history ★
Pivot Table	You can open sub data ★	
Functionality	Very similar ★	
Functions and Formulas	More advanced functions and tools ★	

What can you do with Google Sheets?



- Sheets lets you handle task lists, create project plans, analyze data with charts, filters, and Pivot tables.
- Get Sheets: [Web \(sheets.google.com\)](https://sheets.google.com), [Android](#), or [iOS](#)
- Collaborate with your team in real time.
- Use Google Sheets template: Type "**templates**" in the **help search box**.

[Let's explore Sheets...](#)

Questions



Part 2

Google Forms



- Can be used to setup surveys
- Can be used to setup signup sheets (registration)
- Easy to use and quick to setup
- You can even create a quiz!
 - <https://support.google.com/docs/answer/7032287>
- Forms can be created in Google Sheets
 - In sheets click insert -> forms and a new sheet will appear with your form

[Google Form example...](#)


Questions

What you know Google Slides can do...



- Create a presentation
- Share & work with others
- Change page layout
- Insert and arrange text, shapes, and lines
- Add link to images
- Add animations to a slide

Things You Didn't Know Google Slides Could Do?

1. Search for images using Google Search (Insert – Image – Search tab)
2. Mask and modify image (Select image and go to arrow next to crop image – choose any shape to mask and modify the image)
3. Make shape or image translucent. (Right click – format Options – Adjustments)
4. Using Links:
 - Create an Interactive Table of Contents (insert – link)
 - Review for exams (link questions slides to answer slides)
 - Create an eBook (next slide)
-  5. Edit YouTube video
6. Slide Master (from View)
6. Activity dashboard, Accessibility (from Tools)

[Let's explore Slides...](#)

Create an eBook

- **Customize the Size.** File>Page Setup, choose Custom. Choose 8.5 x 11 inches for standard book.
- **Add Your Content.** Create a cover page, header, footer with page numbers and title. Make it interactive if you want by adding links to outside resources and websites. You may even wish to add a table of contents (links), depending on how long your eBook is.
- **Download as PDF.**

Questions

Google Add-ins

- Sheet:
 - **Adobe Acrobat** (to read .pdf documents) (from Google Drive add-ins)
 - [Grammarly for Chrome](#) (to check spelling and grammar) (Outside link)
 - [Power Tools](#) (*to format and clean up your spreadsheets*) (from Sheet)
 - [GMass](#) (Mail merge for Gmail) (Outside link)
 - [Avery Label Merge](#) (to print mass labels) (from Sheet)

Resources

- Training:
 - [Google Docs](#)
 - [Google Sheets](#)
 - [Google Slides](#)
 - [Google Forms](#)
- [11 Tips for Better Slides: Combining Text and Image](#)

Questions
