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

<table>
<thead>
<tr>
<th>Functionality</th>
<th>In Microsoft Excel...</th>
<th>In Sheets...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collaboration</td>
<td></td>
<td>Collaborate in real-time</td>
</tr>
<tr>
<td>Sharing</td>
<td></td>
<td>Directly from Sheets</td>
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<tr>
<td>Saving</td>
<td></td>
<td>Saved automatically</td>
</tr>
<tr>
<td>Version history</td>
<td></td>
<td>Versions with Version history</td>
</tr>
<tr>
<td>Pivot Table</td>
<td>You can open sub data</td>
<td></td>
</tr>
<tr>
<td>Functionality</td>
<td>Very similar</td>
<td></td>
</tr>
<tr>
<td>Functions and Formulas</td>
<td>More advanced functions and tools</td>
<td></td>
</tr>
</tbody>
</table>
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), [Android](Android), or [iOS](iOS)
• Collaborate with your team in real time.
• Use Google Sheets template: Type "templates" in the help search box.

Let's explore Sheets...
Questions
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