

# The Google Docs Suite

*Nah... What's up [Google] Doc[s]?*

*Thursday, March 22, 2018*

## Overview

If you've worked with a suite of office software such as Microsoft Office, Apple's iWork, or Open Office, then you are familiar with word processing apps, spreadsheets, and presentation software.

Google Docs, Sheets, & Slides are Web-based office applications that let you create or work with these formats. You can create documents, work on them in real time with other people, and store them in your Google Drive account for free. You can access your documents from any computer with an Internet connection, and there are also apps for Android and iOS.

Some of the things you can use the Google office suite for are:

- A grid for letting group members update who's available for what events
- Working with others in writing an article
- Working on a document all by yourself that you want to be able to access at home, at work, and elsewhere or on both your laptop/desktop and your mobile devices.

This session will show you how to set up a Google account and will teach you the basics using the suite, how to share documents, and how to define the groups they're shared with.

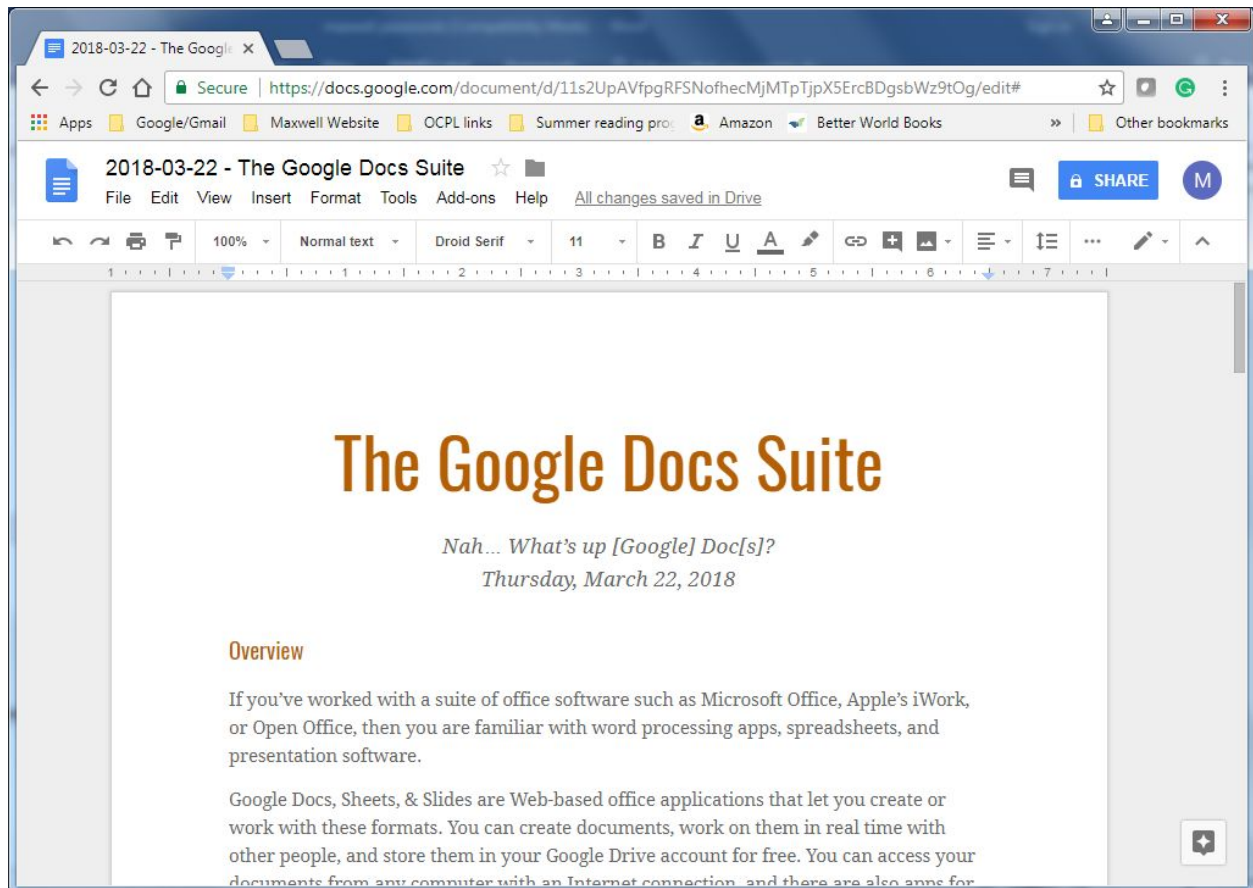
Bring your own laptop or mobile device for hands-on practice, or come just to learn.

## Links

- <https://www.google.com/docs/about/>
- <https://www.google.com/sheets/about/>
- <https://www.google.com/slides/about/>

## As an example, ...

This handout was created using Google Docs



## Aspects common to all 3 applications

All 3 applications let you

- Keep revision history for effectively  $\infty$  undos
- Collaborate with others on documents
- Access your documents from anywhere with an Internet connection
- Work in any Web browser, not just Chrome
- Work on your Android or iOS device using an app
- Import and export documents in a variety of formats

## **Import (File > Open)/Export (File > Download)**

### **For all 3**

- Export
  - Microsoft Office formats (Word, Excel, or Powerpoint as appropriate)
  - OpenDocument formats
  - PDF

### **Docs**

- Export
  - Rich Text Format
  - Plain text
  - HTML
  - EPUB
- Import
  - Plaintext
  - HTML
  - ...

### **Sheets**

- Export
  - HTML
  - Comma-separated values
  - Tab-separated values
- Import
  - Excel
  - OpenDocument Spreadsheet
  - Comma-separated values
  - Tab-separated values

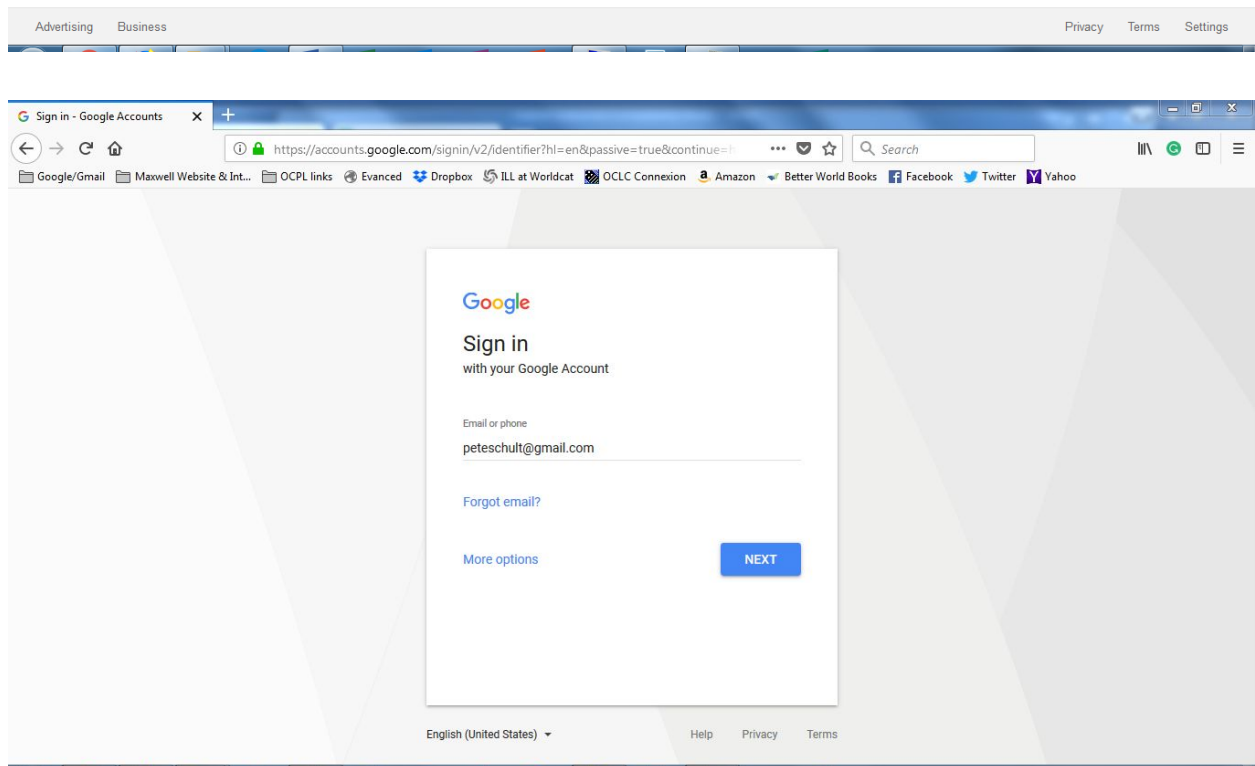
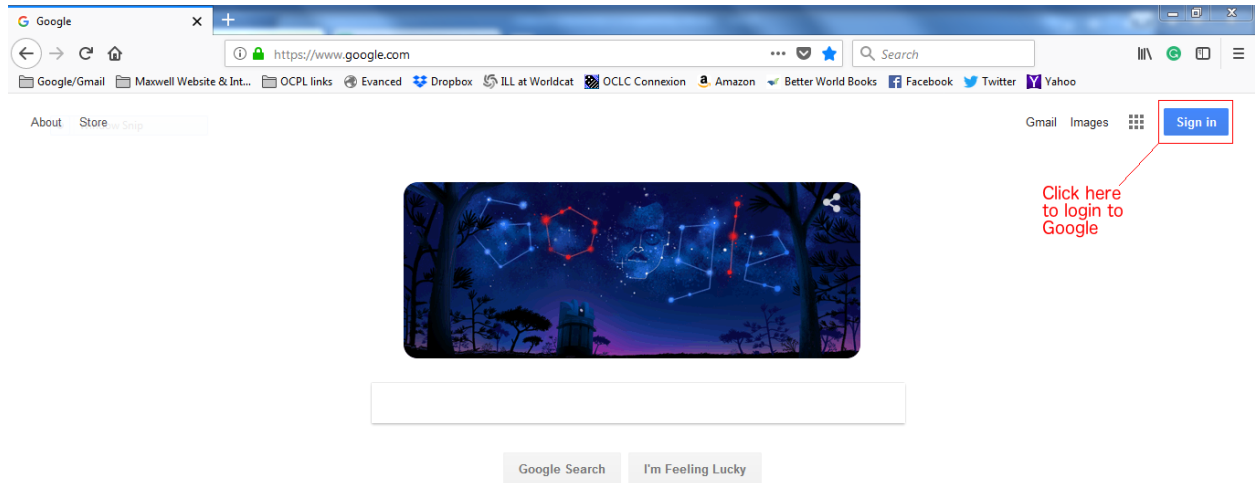
### **Slides**

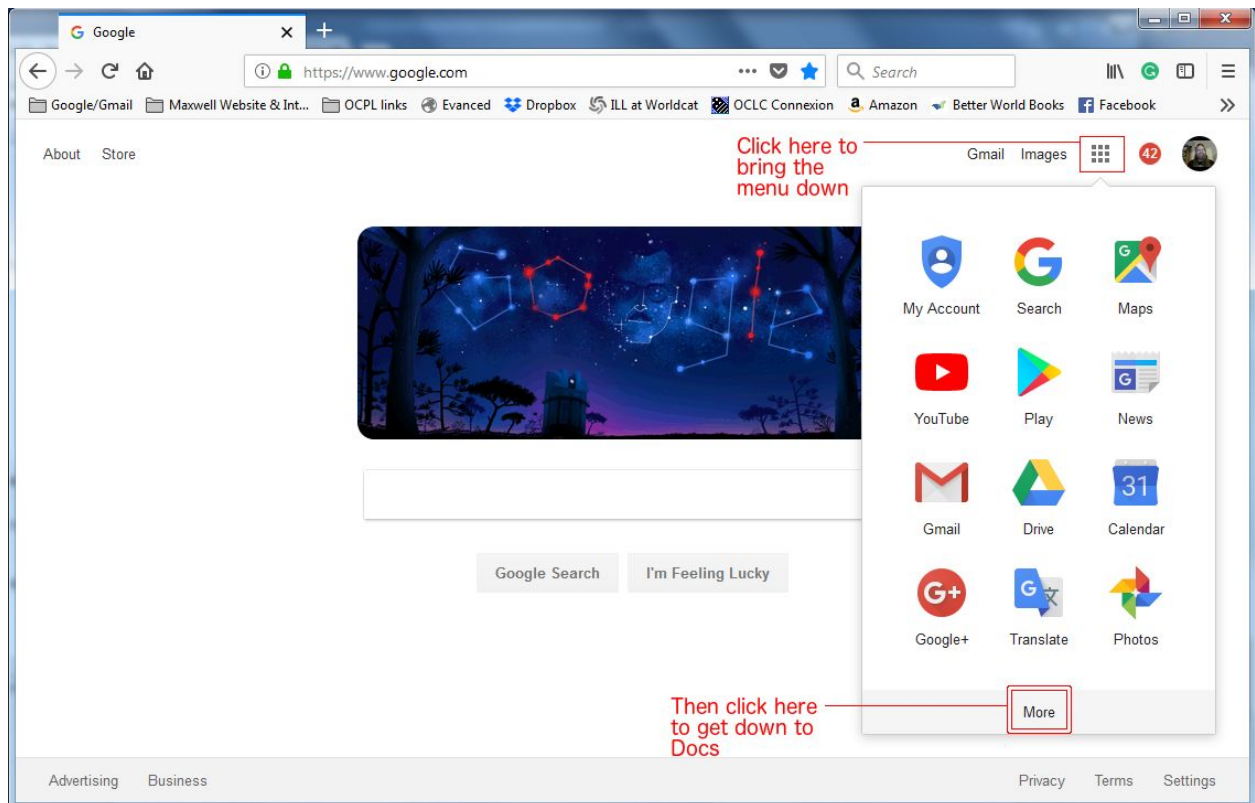
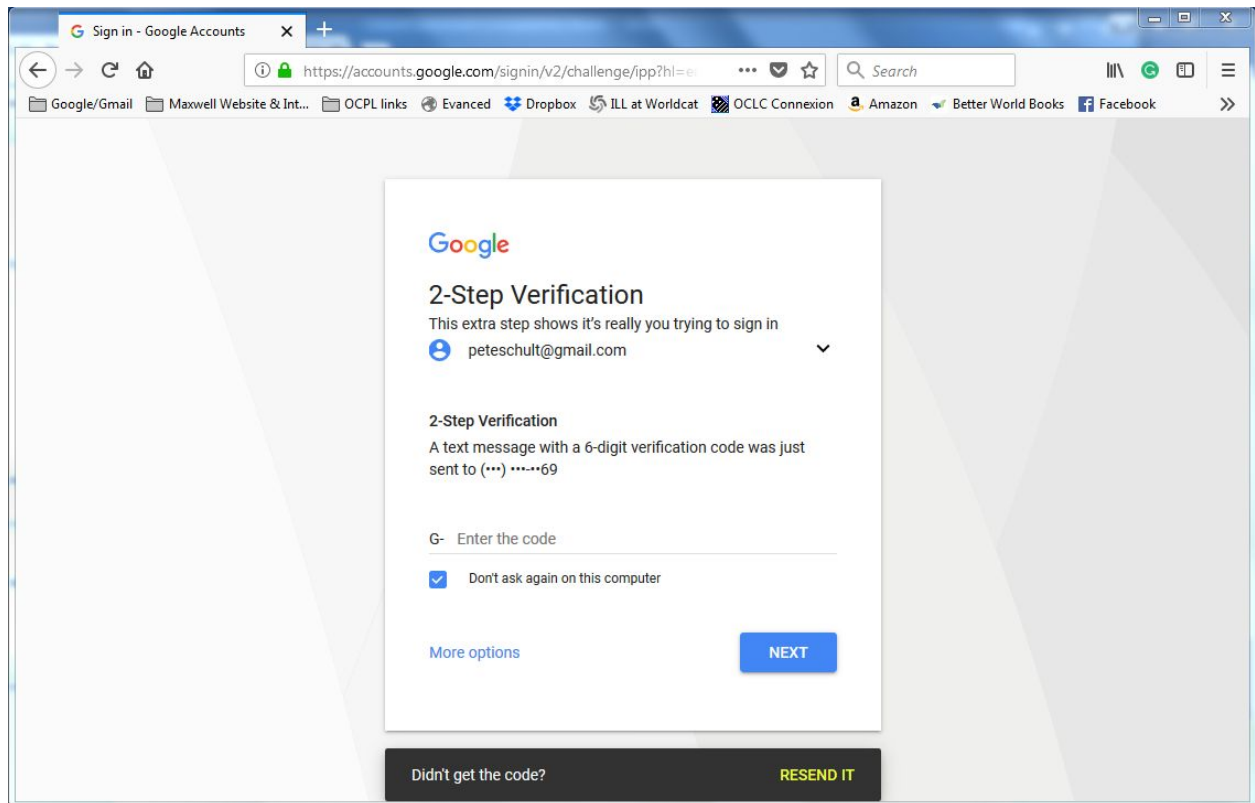
- Export
  - Plain text
  - JPEG, PNG, and SVG image formats
- Import
  - OpenDocument Presentation

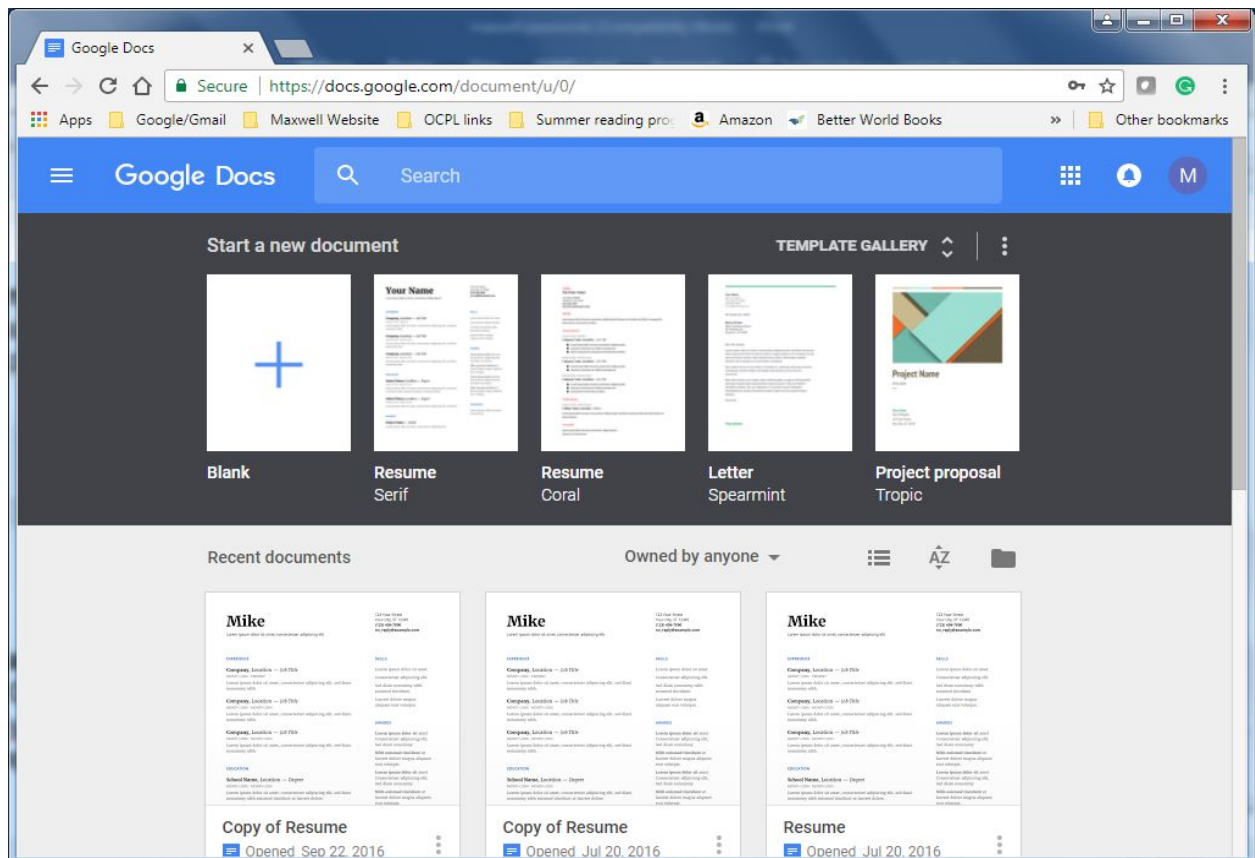
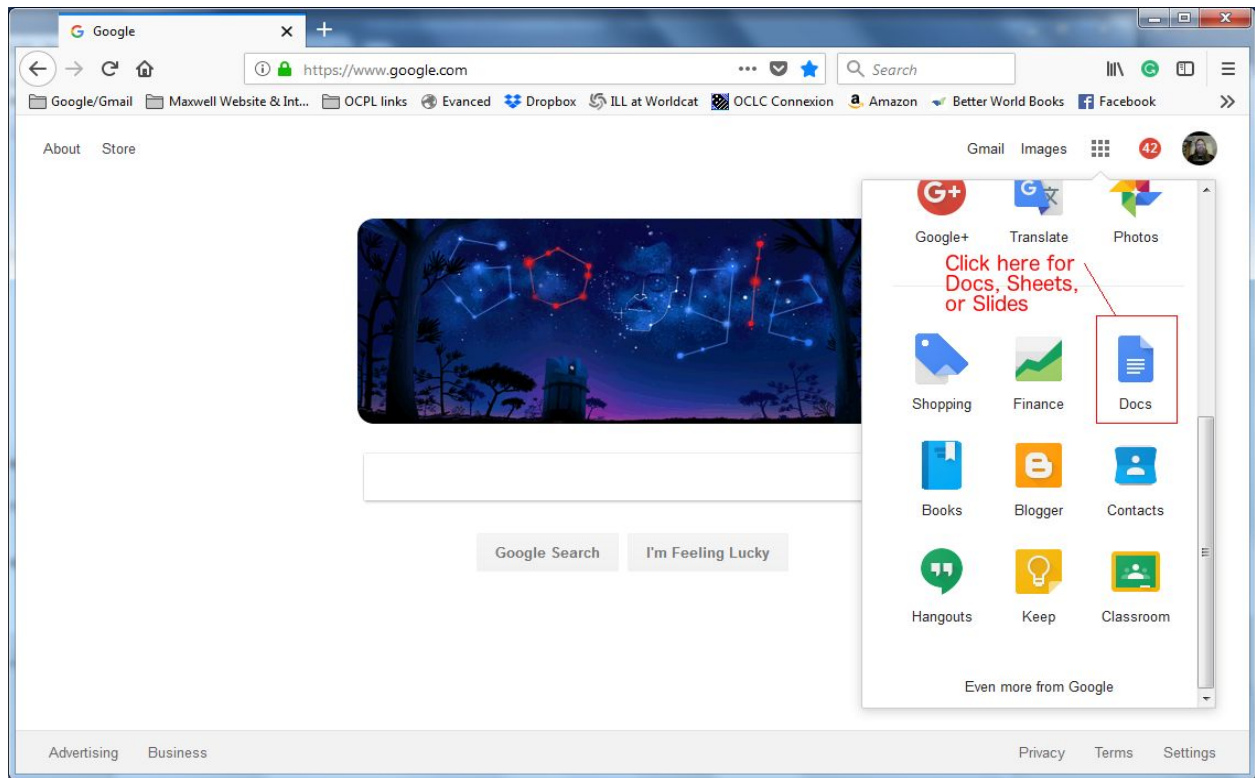
- PowerPoint

## Getting started

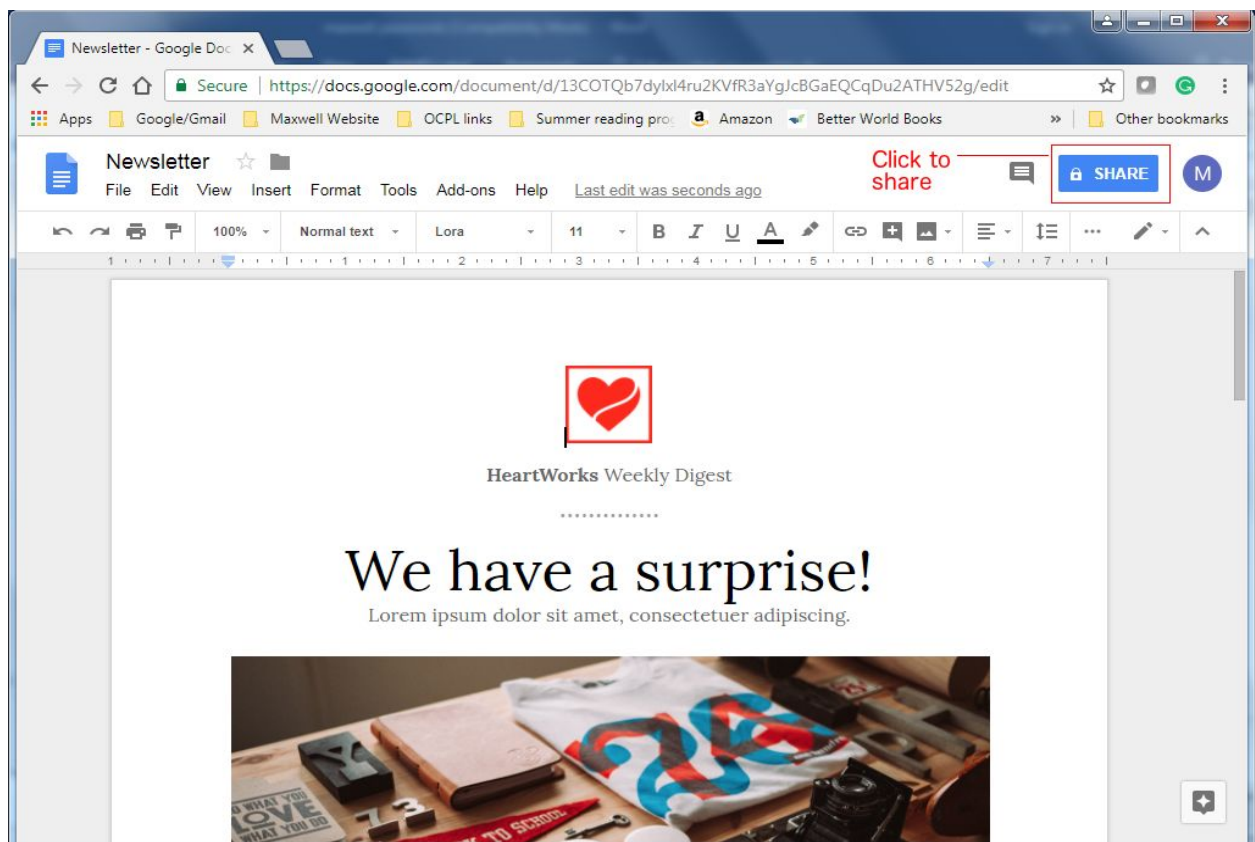
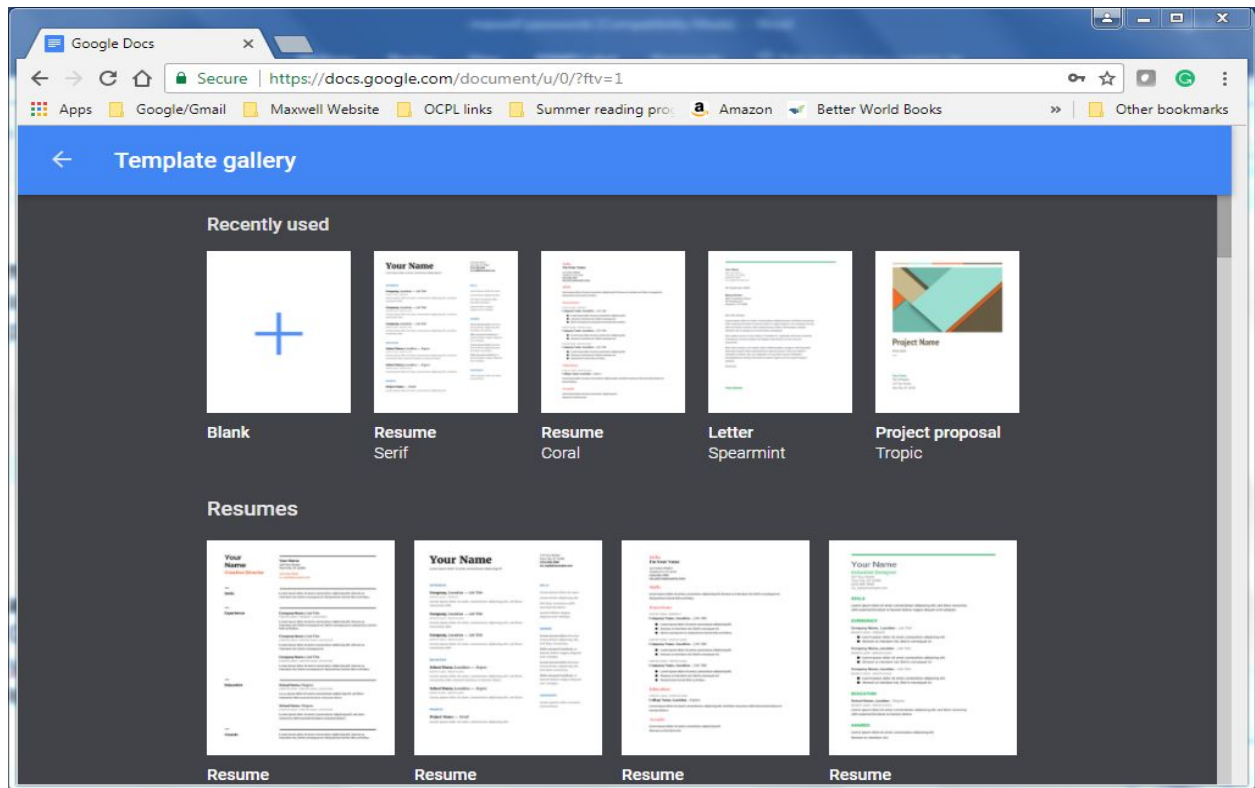
### Login to Google











# Benefits of using Google Docs/Sheets/Slides

## Sharing documents

### Sharing information within a group

The screenshot shows a Google Sheets document titled "Hounds Gig Grid". The spreadsheet is organized into columns for different events and rows for individual participants. The events listed are NEFFA, May Day, Mayfaire, Midwest Morris Ale, Kettle of Fish, and Dog Days Ale. The participants are listed in rows 7 through 22, with names partially obscured by black boxes. The spreadsheet includes a "SHARE" button and a "Last edit was made yesterday at 2:57 PM by Susan ..." notification. The bottom of the screen shows a navigation bar with tabs for different years (2018, 2017, 2016, 2015, 2014, 2013, 2012) and a "2012 fall and w" tab.

	A	B	C	D	E	F	G	H
1	2018 Gig Grid	NEFFA	May Day	Mayfaire	Midwest Morris Ale	Kettle of Fish	Dog Days Ale	
2		April 20-22	Tuesday, May 1	Sunday May 20	May 25-28	June 15-17, 2018	July 6-8, 2018	
3		Mansfield, MA	Syracuse	Holland Patent, NY	Lexington, MI	Salem, Boston, and environs		
4		noon to 1 pm		time TBA				
5	# of Yesses:	8	11	2	4	5	10	
6	# of Maybes:	0	0	0	1	0	0	
7	B [redacted]	Y	Y		N	N	Y	
8	C [redacted]							
9	D [redacted]	Y	Y	Y		Y	Y	
10	J [redacted]	N	Y		N	N	Y	
11	J [redacted]	Y (not dancing)	Y		Y	Y	Y	
12	K [redacted]	Y	Y		Y	N	Y	
13	L [redacted]							
14	L [redacted]	Y, probably	N					
15	M [redacted]	y	Y		y	if needed	y, probably	
16	M [redacted]	N	Y		M	Y	Y	
17	Pete Schult	Y	y		Y	Y	Y	
18	P [redacted]							
19	B [redacted]	N	Y			Unlikely	Y	
20	R [redacted]	Y	Y		N	N	Y	
21	S [redacted]							
22	S [redacted]	Y	Y	Y		Y	Y	

### Collaborating on editing documents

### Working on a document from any machine

### Working on a document on your Android or iOS phone or tablet