

The Google Docs Suite

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

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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 ∞ 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









