

Google docs & drive

Basic

Functionalities



Collaboration tools: Google docs

- Collaboratively work on documents, presentations, spreadsheets graphics.
- Upload, download and share files.
- Use free cloud space.

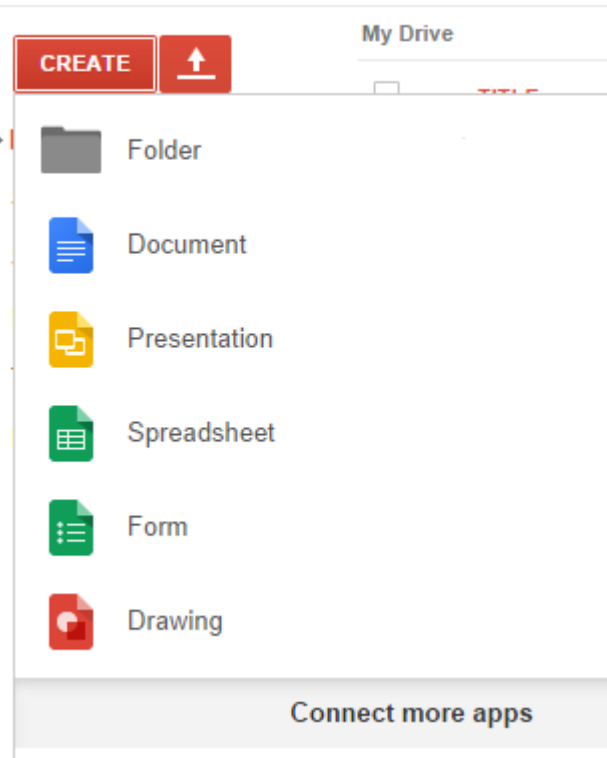
<https://drive.google.com/>



Create new file using Google docs

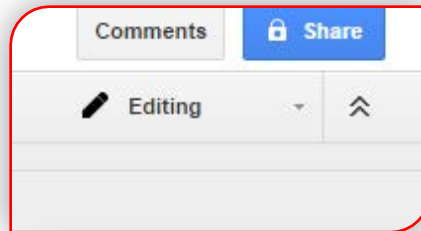
First of all you need an account for log in.

Drive

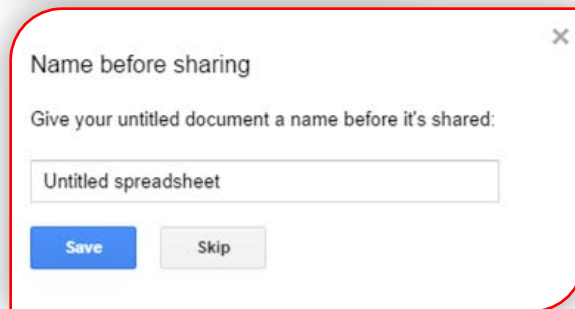


1. Create
2. Select the type of file you want to create or folder to create a new folder

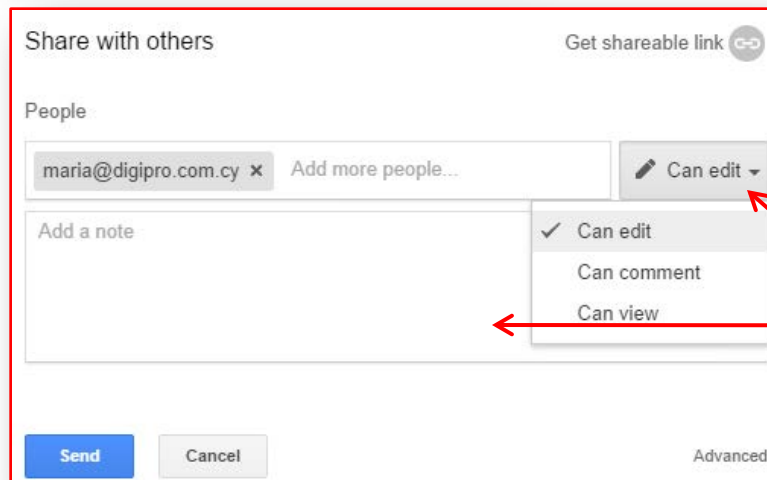
Save and share a file



1. Click here to share your file with anyone you like



2. Give a name to your file before sharing (Save it on your drive)



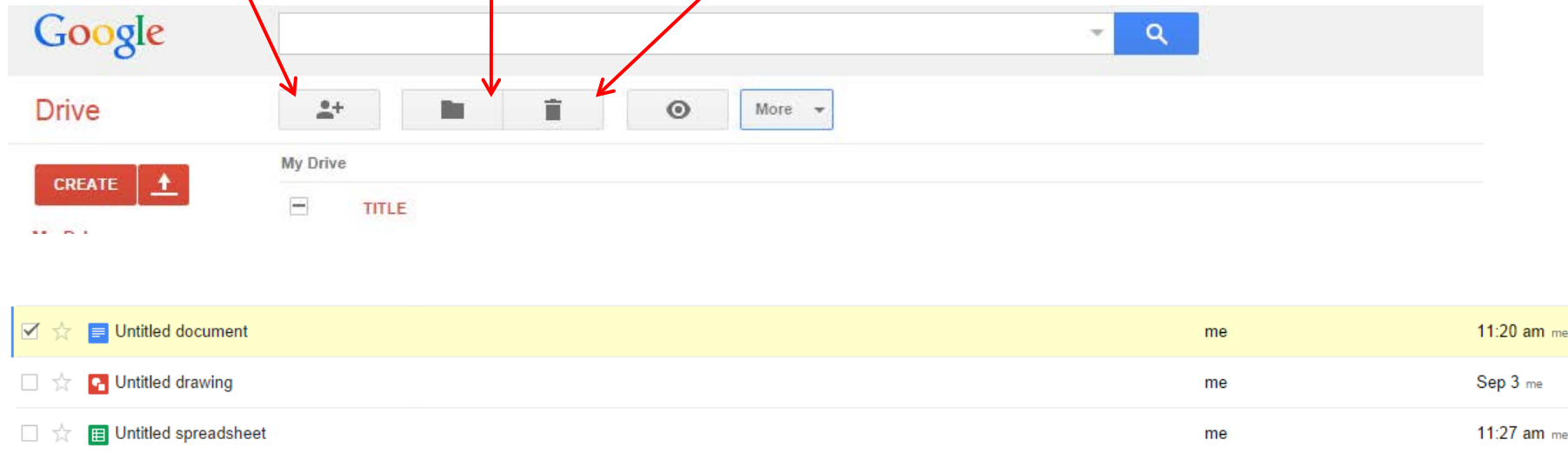
3. Write the email of the person you want to share your file

4. Change the properties of file or write a note to the receiver

5. Send

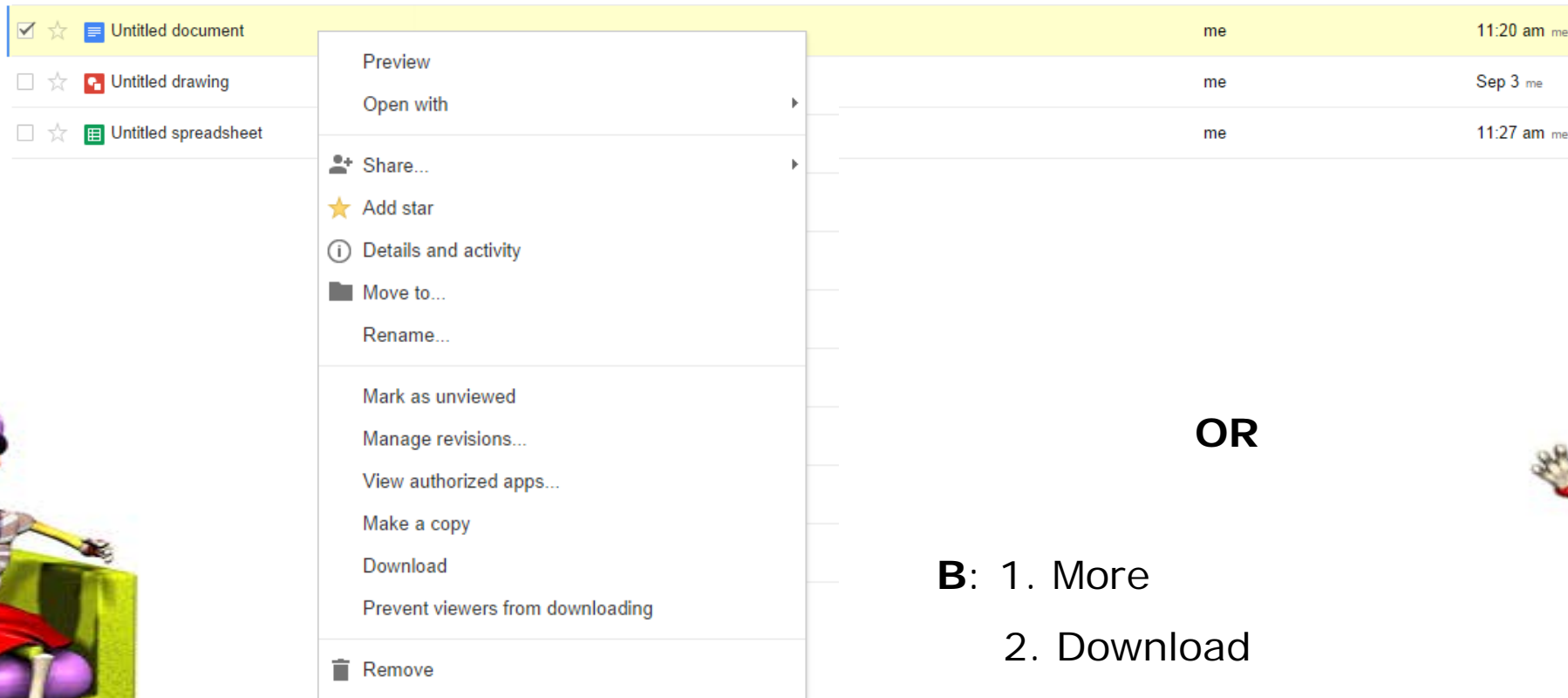
When you select a file from your drive, you can:

1. Share it
2. Move it to a folder
3. Delete it



Download a file from your drive

- A:** 1. Right click on the file
2. Download



The screenshot shows a Google Drive interface. On the left, there is a sidebar with three files: 'Untitled document' (checked), 'Untitled drawing', and 'Untitled spreadsheet'. The 'Untitled document' is selected, and a context menu is open over it. The menu options are: Preview, Open with, Share..., Add star, Details and activity, Move to..., Rename..., Mark as unviewed, Manage revisions..., View authorized apps..., Make a copy, Download, Prevent viewers from downloading, and Remove. The 'Download' option is highlighted. In the background, a list of files is visible with columns for file name, type, and time.

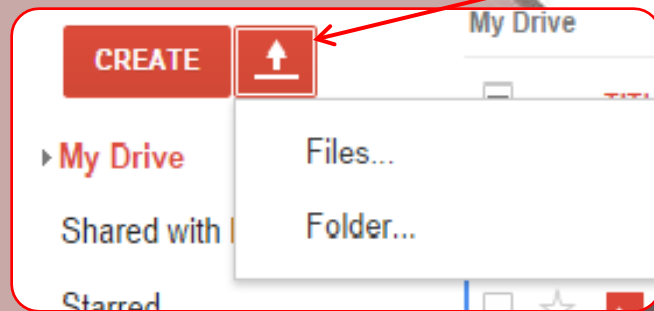
OR

- B:** 1. More
2. Download



Upload a file or folder to your drive

1. Click on **Upload** button
2. Select Files or Folder
3. Select the file or folder you want to upload
4. Open



Now your file/folder is in your drive

