Collaboration tools:

"Google Docs And Drive"

- Collaboratively work on documents, presentations, spreadsheets graphics.
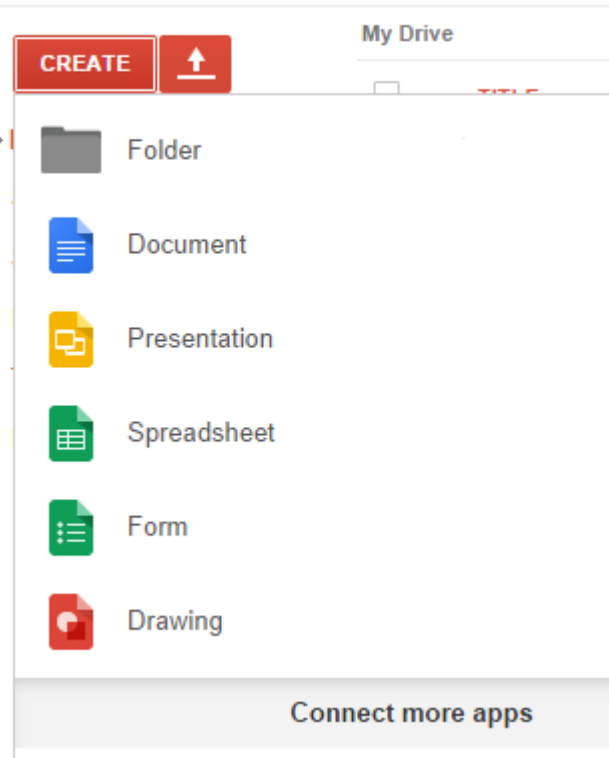
- Use free cloud space.

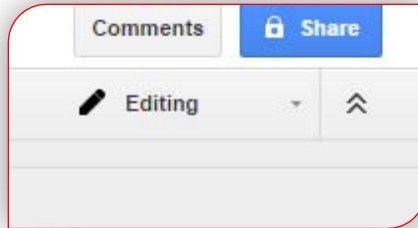https://drive.google.com/
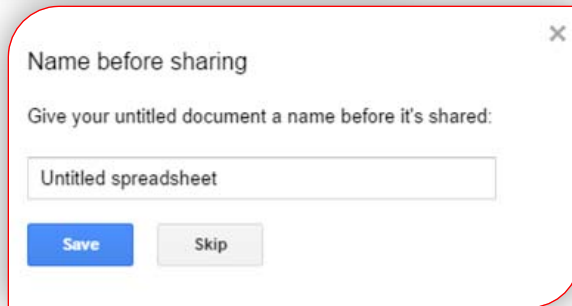
You need an account to log in.

Create new file using Google docs

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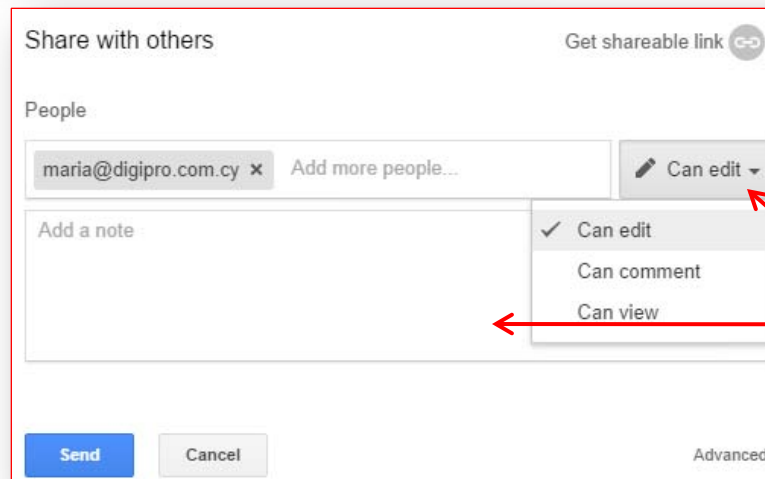2. Select the type of file you want to create or folder to create a new folder

Save and share a file

Comments	🔒 Share
✏ Editing ▾	≪

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

Name before sharing ✕

Give your untitled document a name before it's shared:

Untitled spreadsheet

Save | Skip

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

Share with others — Get shareable link 🔗

People

maria@digipro.com.cy ✕ | Add more people... | ✏ Can edit ▾

Add a note

✓ Can edit
Can comment
Can view

Send | Cancel — Advanced

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

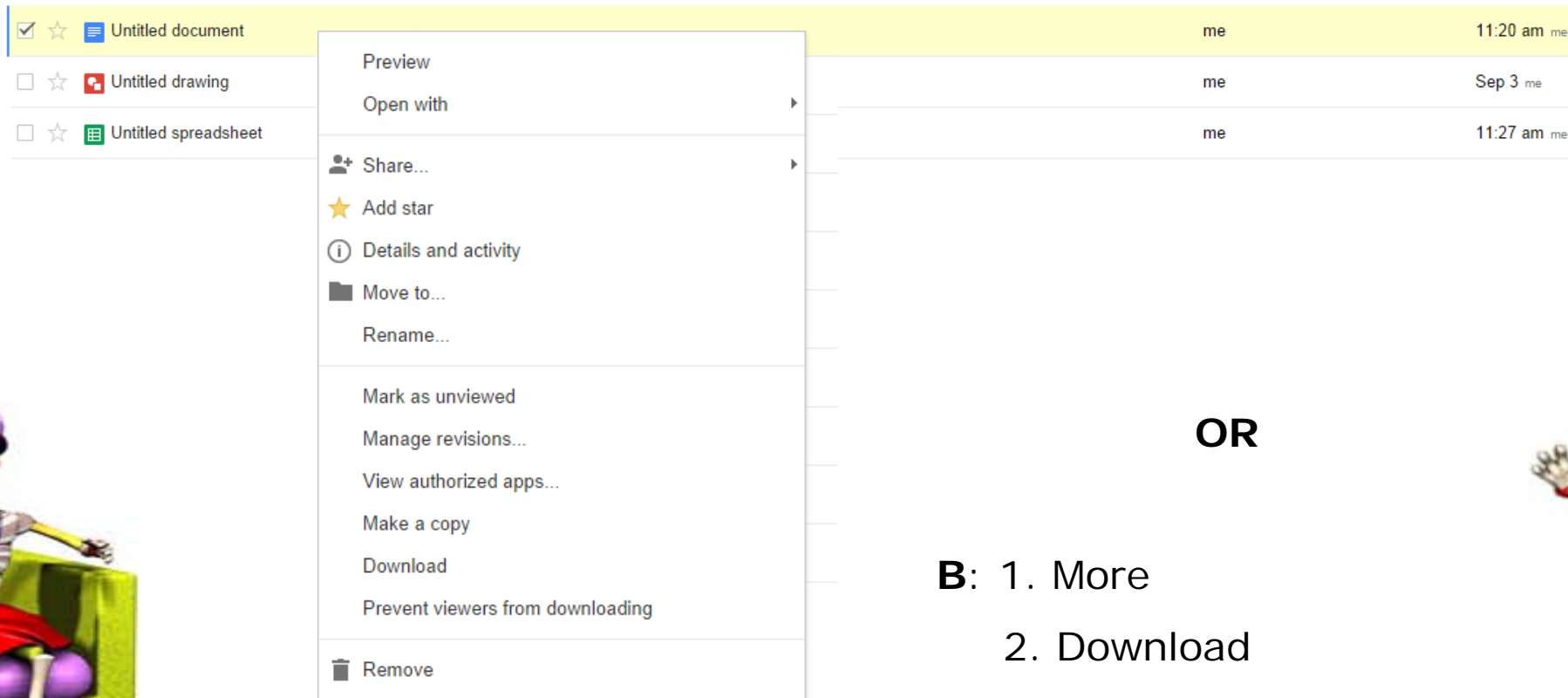5. Send

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

☑ ☆	📄 Untitled document		me	11:20 am me
☐ ☆	🔺 Untitled drawing		me	Sep 3 me
☐ ☆	📊 Untitled spreadsheet		me	11:27 am me

Preview

Open with ▶

👤 Share... ▶

⭐ Add star

ⓘ Details and activity

📁 Move to...

Rename...

Mark as unviewed

Manage revisions...

View authorized apps...

Make a copy

Download
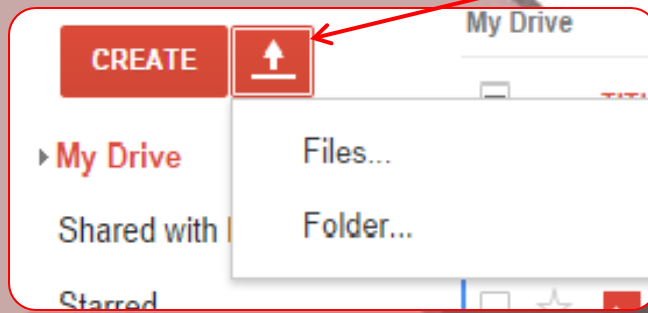
Prevent viewers from downloading

🗑 Remove

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

Google Docs & Drive Basic Tutorial

https://www.youtube.com/watch?v=s6V_h43-BIY (4:35)

https://www.youtube.com/watch?v=CpESxy1g25c&nohtml5=False (13:05)

Thank You!!