

Collaboration tools:

“Google Docs And Drive”

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

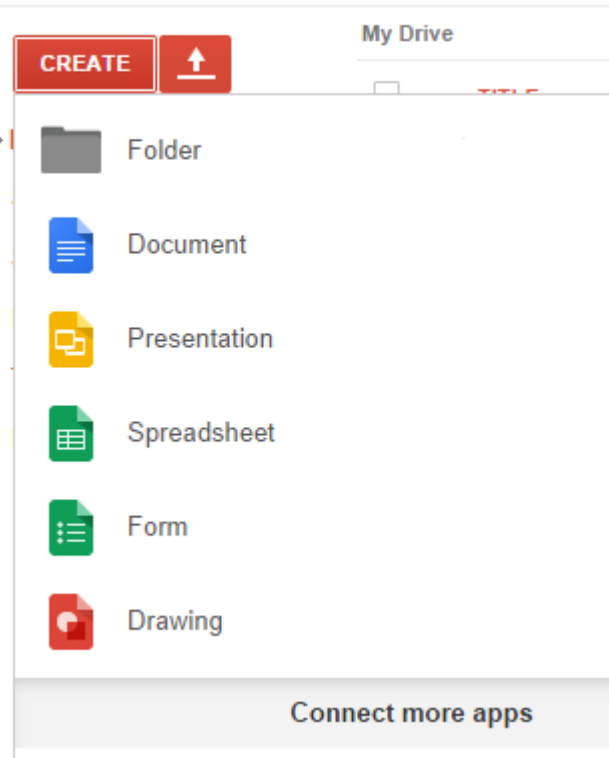
You need an account to log in.

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



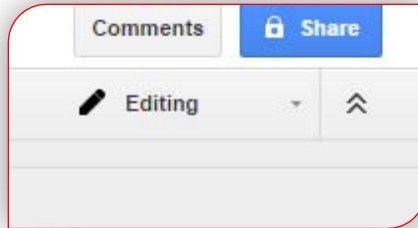
Create new file using Google docs

Drive

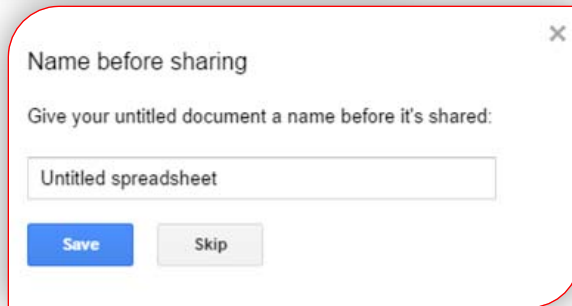


1. Create
2. Select the type of file you want to create or folder to create a new folder

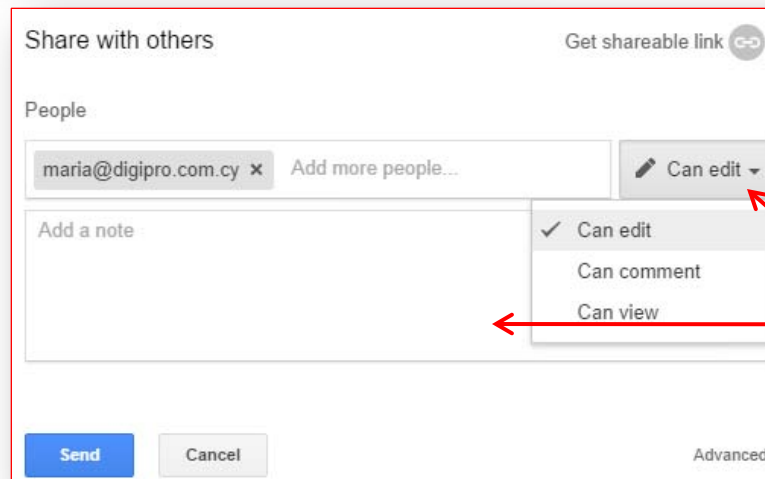
Save and share a file



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:

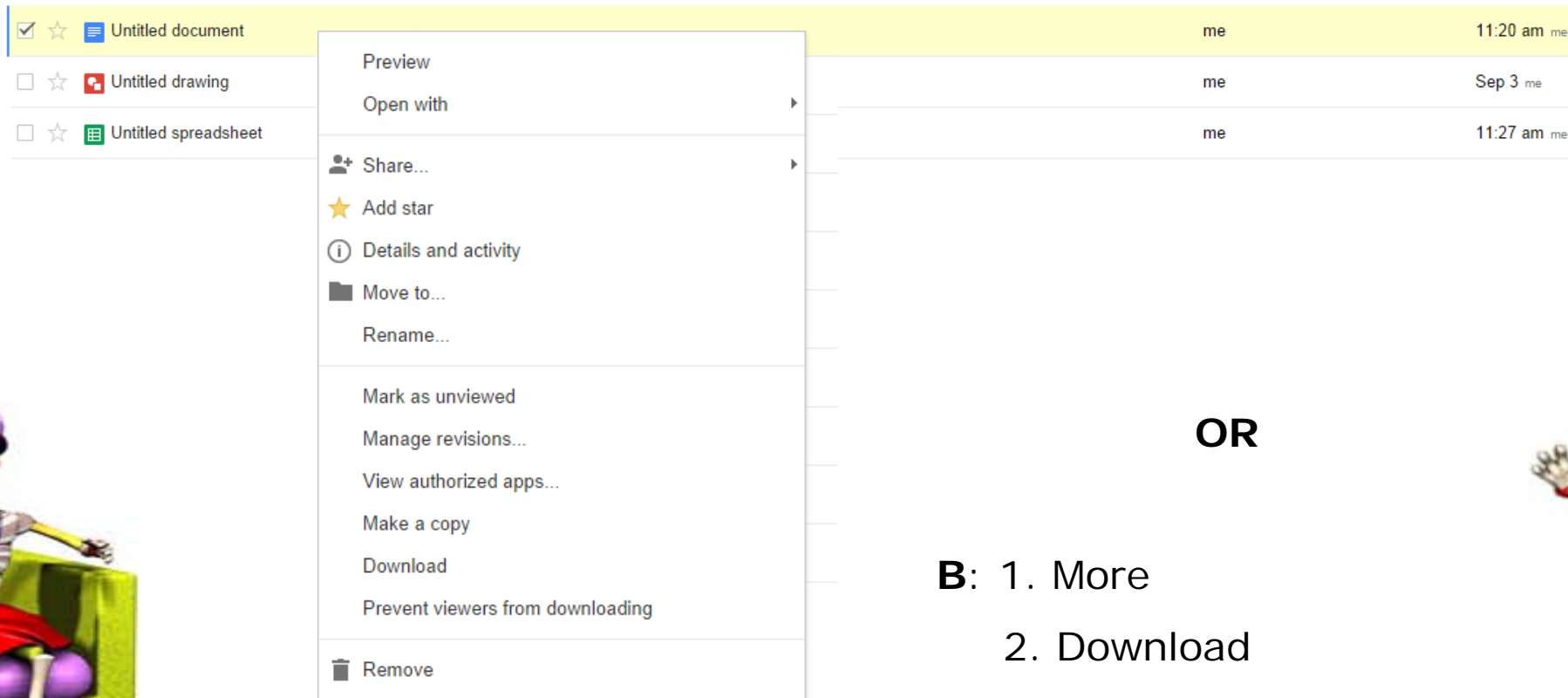
1. Share it
2. Move it to a folder
3. Delete it

The screenshot shows the Google Drive interface. At the top, there is a search bar with the Google logo on the left and a search button on the right. Below the search bar, the word "Drive" is displayed. A row of action icons is visible: a share icon (person with plus), a folder icon, a trash can icon, a refresh icon, and a "More" dropdown menu. Three red arrows originate from the numbered list above: the first arrow points to the share icon, the second arrow points to the folder icon, and the third arrow points to the trash can icon. Below the action icons, there are "CREATE" and "UPLOAD" buttons. The main area shows "My Drive" with a table of files. The first row is highlighted in yellow and contains an "Untitled document".

	TITLE		
<input checked="" type="checkbox"/> ☆	Untitled document	me	11:20 am me
<input type="checkbox"/> ☆	Untitled drawing	me	Sep 3 me
<input type="checkbox"/> ☆	Untitled spreadsheet	me	11:27 am me

Download a file from your drive

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



The screenshot shows a Google Drive interface with a list of files on the left and a context menu open over the 'Untitled document' file. The context menu includes options like '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 blue.

File Name	Owner	Last Modified
Untitled document	me	11:20 am
Untitled drawing	me	Sep 3
Untitled spreadsheet	me	11:27 am

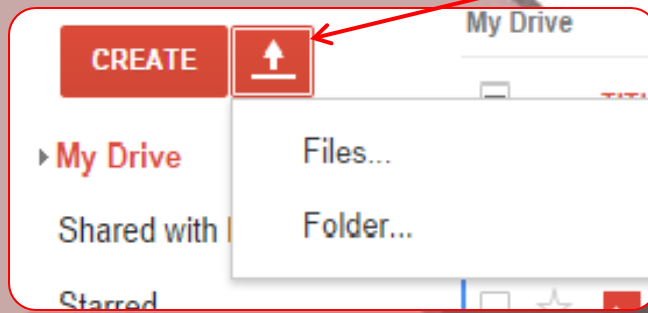
OR

- 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!!

