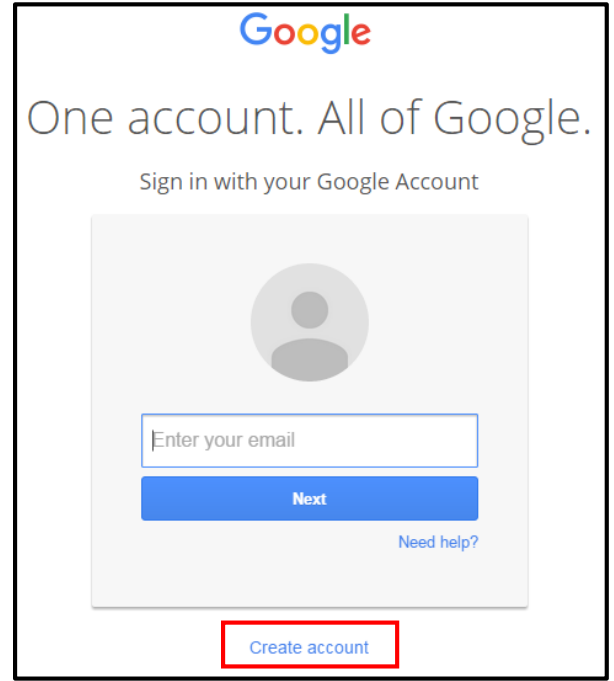# Working with Google Tools

CREATING A GOOGLE ACCOUNT

1. Open your web browser (preferably Chrome) and go to www.google.com
2. Click **Sign In** and then click **Create Account** on the next screen
3. Fill in the required fields
   a. **Name (First & Last)**
   b. **Username**
   c. **Password**
   d. **Birthday**
   e. **Gender**
   f. **Security fields**
   g. **Optional cell phone number** or **current email address** for password recovery
4. Click **Next Step** to finish creating your account. You can add a profile photo, explore your options and settings or begin using one of Google's Apps

Google

One account. All of Google.

Sign in with your Google Account

Enter your email

Next

Need help?

Create account

Your account works for all of Google's products, including Gmail. The username you choose will be your new Gmail address.

POPULAR GOOGLE APPLICATIONS

Google Chrome
Web browser

Gmail
Fast, easy, secure email

Contacts
Online address book

Calendar
Schedule organizer

Drive
Cloud storage & sharing

Apps
Office suite of programs

Google+
Social Networking

Forms
Build free, online surveys

Hangouts
Chat or video calls

**Sites**
Create websites & group wikis

For help with any of Google's Apps, visit https://support.google.com

UPLOADING A DOCUMENT IN GOOGLE DRIVE

1. Access Google Drive
2. Click the **New** button on the left side of the screen
3. Select "File Upload" or "Folder Upload"
4. Locate the file or folder
5. Click the Open button
6. The document will be uploaded to your My Drive Folder

CREATING A NEW DOCUMENT

1. Access Google Drive
2. Click the **New** button on the left side of the screen
3. Select your document type: **Docs, Sheets, Slides**, or click **More** for additional options
4. Edit your document
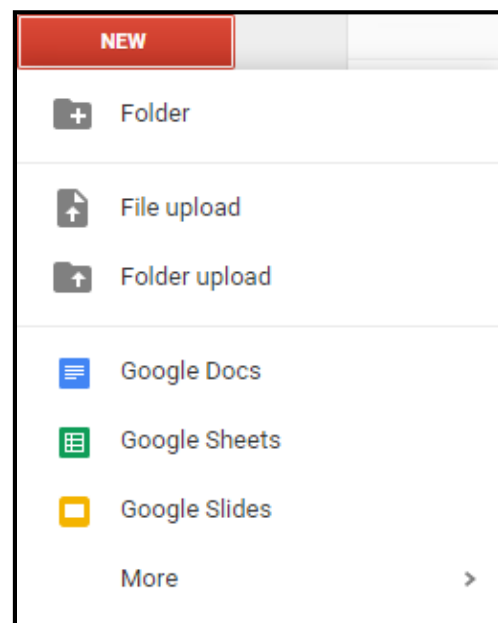
## SHARING A DOCUMENT WITH OTHERS FROM GOOGLE DRIVE

1. Access Google Drive
2. Select the document you want to share. Click the **Share** icon in to top menu bar.
3. Enter the name/email address of the people you want to share with in the search box
4. Select the permission level granted to the recipients (View, Comment, or Edit)
5. Add an optional note and click **Send**
6. Individuals will receive an email letting them know you've shared a file with them
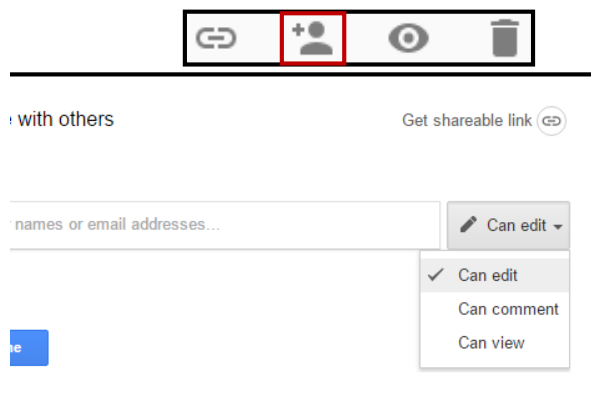
Permission	View	Comment	Edit
View Files & Folders	X	X	X
Download/sync files to another device	X	X	X
Make a copy of files to save in Drive	X	X	X
Comment and suggest edits in files		X	X
Edit documents, spreadsheets, & presentations			X
Share or unshare files with others			X
Add or remove files from a folder			X
Upload and delete file versions			X

ACTIVATING HANGOUTS IN GMAIL

1. Open your Gmail account
2. Locate the chat list on the left side of your inbox
3. Click the down arrow ▼ next to your profile picture
4. Click **Try the New Hangouts**
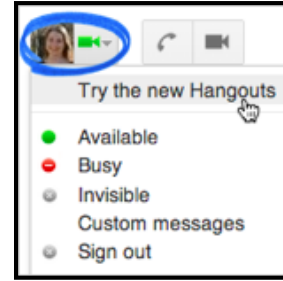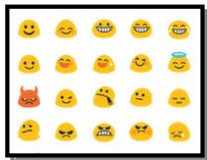
CHATTING WITH HANGOUTS IN GMAIL

Video call
Click to change from text chat to video call

New window
Opens chat in a separate window from Gmail

Group chat
Invite friends to join the group conversation / hangout

Options / Settings
Select preferences for chat history and notifications; archive or delete a chat; block someone from contacting you

Add emoticons
Choose from a variety of available emoticons
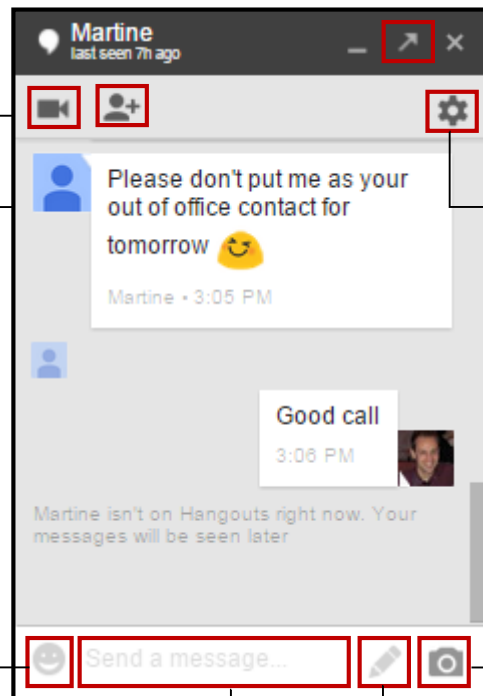
Attach photo
Insert an image or picture into your chat

Send a message
Utilize this field to type an instant message

Draw an image
Click to insert a sketch drawing to your chat

Google Calendar & Tasks

Search your Calendar

Display Options

Settings

Quick Add Events

Your Calendar(s)

Tasks Pane

Add Tasks

Turn Task List On/Off

Tasks Actions

Google Forms

Preview

Send

Edit Questions / View Responses

Settings

Add Content

Survey Content

Select Question Type

Question Options

QUESTIONS   RESPONSES

Untitled form

Form description

Untitled Question   Multiple choice

○ Option 1

○ Add option or ADD "OTHER"

Required
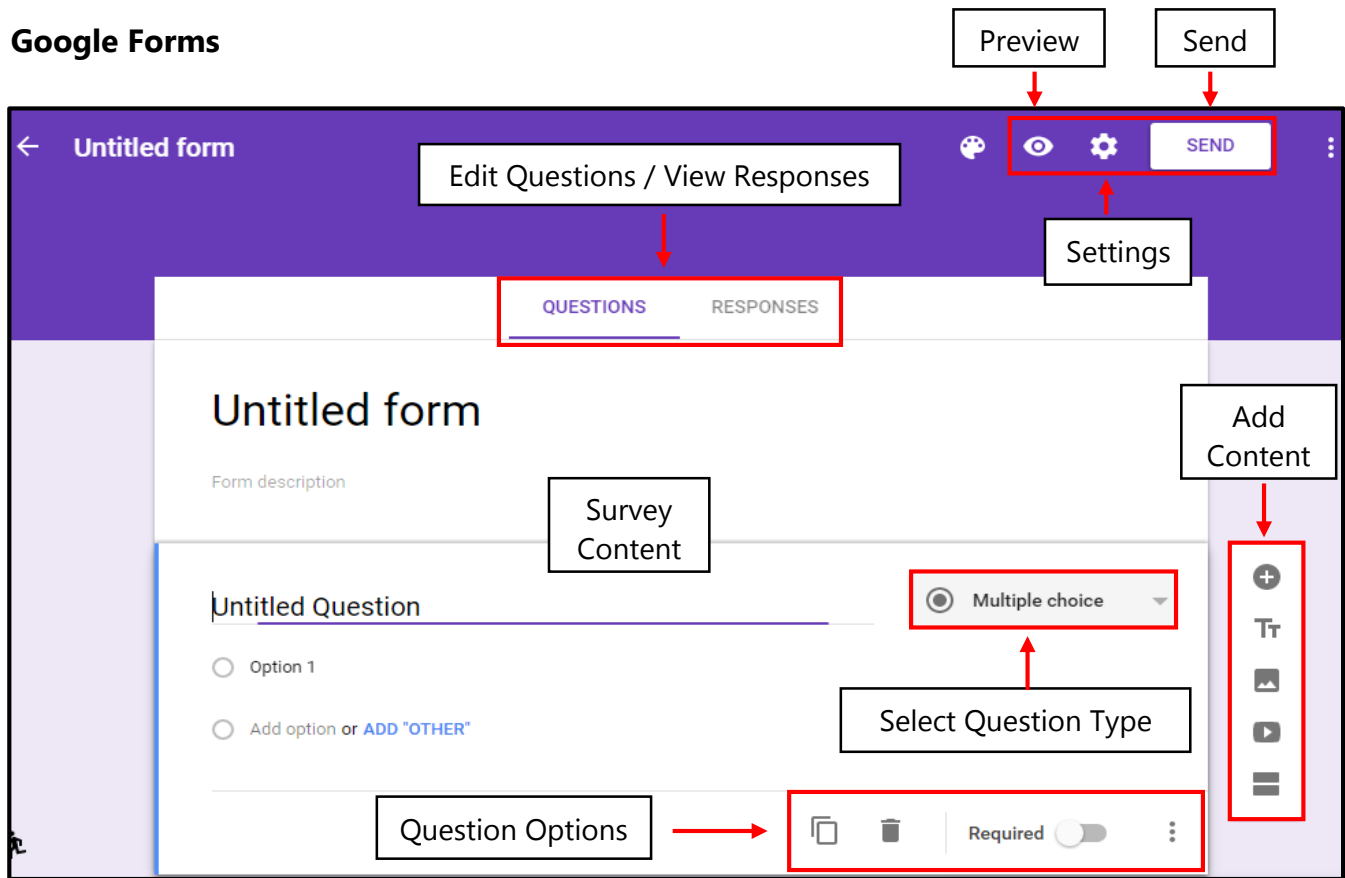
Google Sheets & Slides
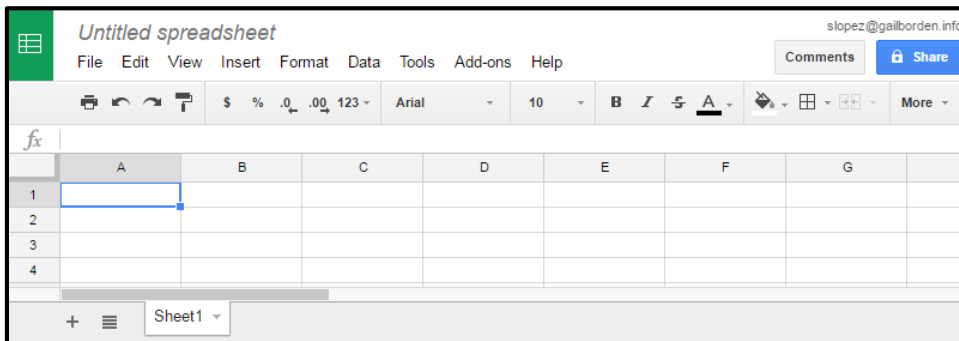
- Enter, edit and format content as you would in Docs
- Auto-save feature – Never lose changes
- Access prior revisions of documents

- Easy software similar to MS Office Excel & PowerPoint
- Can convert MS files to Google Sheets / Slides
- Sharing enables collaborators to edit simultaneously
- Choose a blank start or pre-made template