

Google Drive

Google Drive allows you to store your documents in the cloud. New documents can be created. Documents, presentations, spreadsheets and others can be uploaded, edited and shared with others.

GOOGLE DRIVE REQUIRES THE USER TO HAVE AN ACTIVE GOOGLE GMAIL ACCOUNT.

1

OPEN A WEB BROWSER, PREFERABLY GOOGLE CHROME, AND BROWSE YOUR WAY TO GOOGLE DOCS

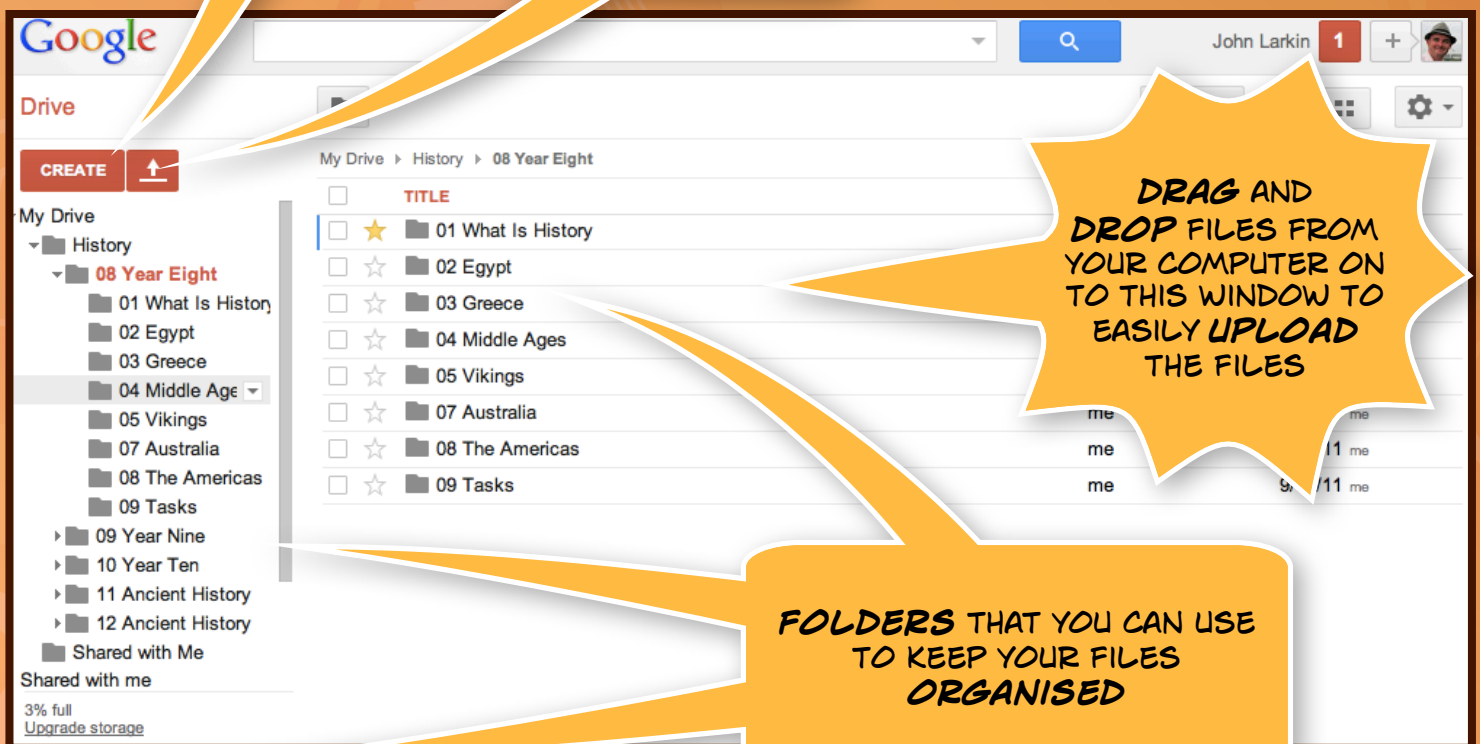
[HTTP://DRIVE.GOOGLE.COM/](http://drive.google.com/)

CREATE A NEW DOCUMENT, PRESENTATION, COLLECTION AND SO ON

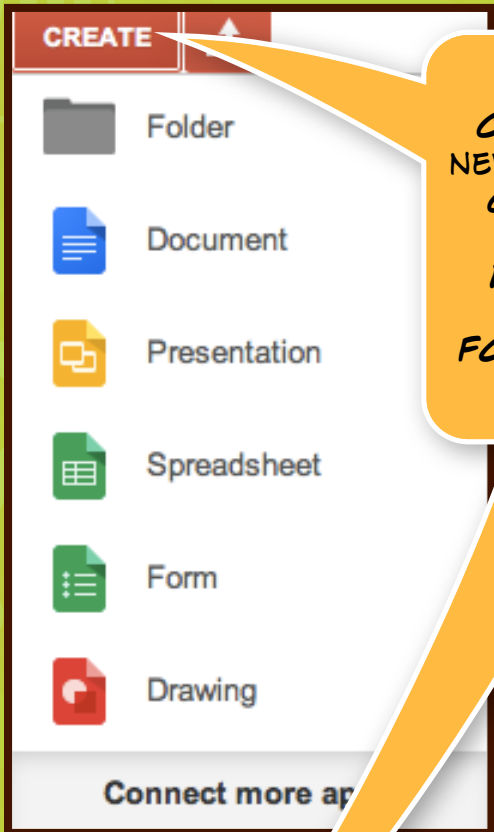
UPLOAD AN EXISTING DOCUMENT FROM YOUR COMPUTER

DROP AND DRAG FILES FROM YOUR COMPUTER ON TO THIS WINDOW TO EASILY UPLOAD THE FILES

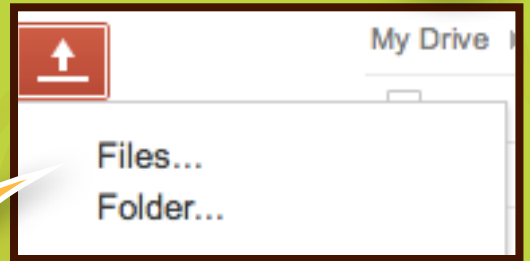
FOLDERS THAT YOU CAN USE TO KEEP YOUR FILES ORGANISED



2

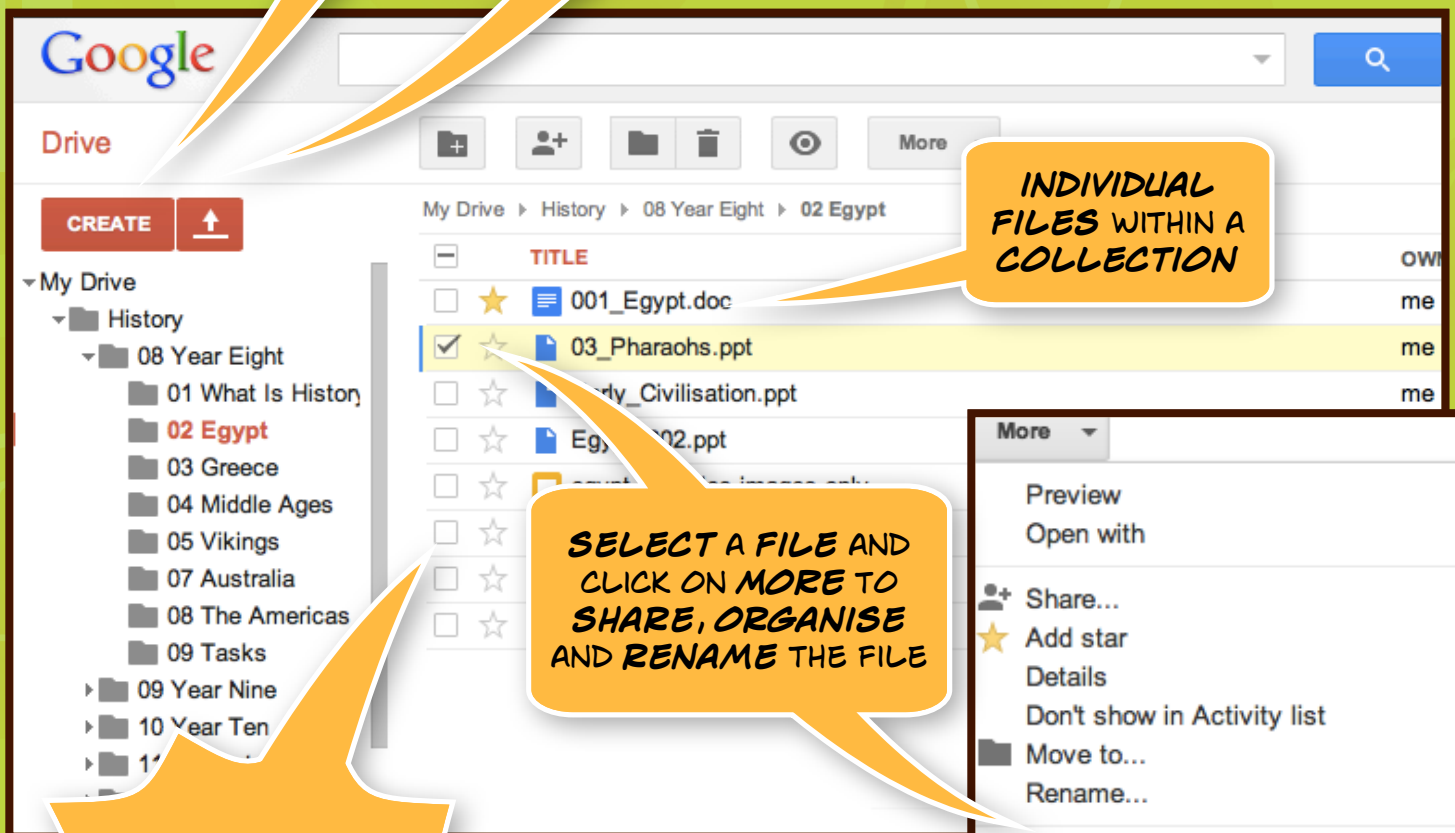


CLICK ON CREATE NEW TO CREATE A NEW COLLECTION OR DOCUMENT, PRESENTATION, SPREADSHEET, FORM OR DRAWING



GOOGLE CHROME ALLOWS YOU TO UPLOAD ENTIRE FOLDERS

CLICK ON UPLOAD TO UPLOAD A FILE OR FOLDER FROM YOUR COMPUTER



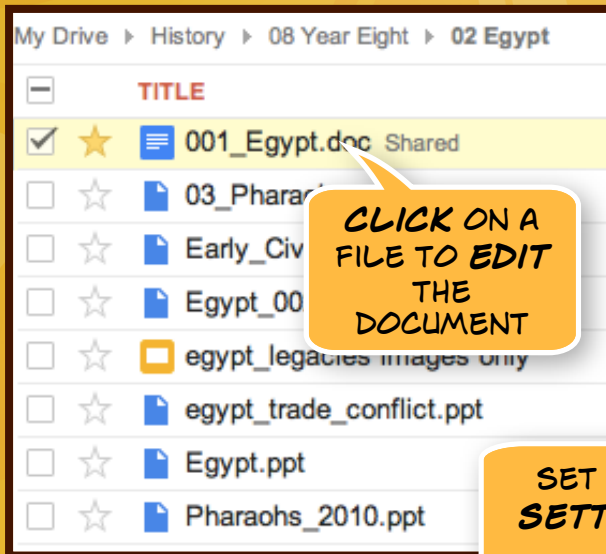
INDIVIDUAL FILES WITHIN A COLLECTION

SELECT A FILE AND CLICK ON MORE TO SHARE, ORGANISE AND RENAME THE FILE

DRAW AND DROP FILES FROM YOUR COMPUTER ON TO THIS WINDOW TO EASILY UPLOAD THE FILES

Opening & sharing a file

3



CLICK ON A
FILE TO EDIT
THE
DOCUMENT

SET THE ACCESS
SETTINGS FOR THE
USERS



CLICK ON THE
SHARING STATUS
LINK TO EDIT THE
SHARING SETTINGS

CLICK ON THE
SHARE MENU
ITEM TO INVITE
COLLABORATORS
TO EDIT THE
DOCUMENT



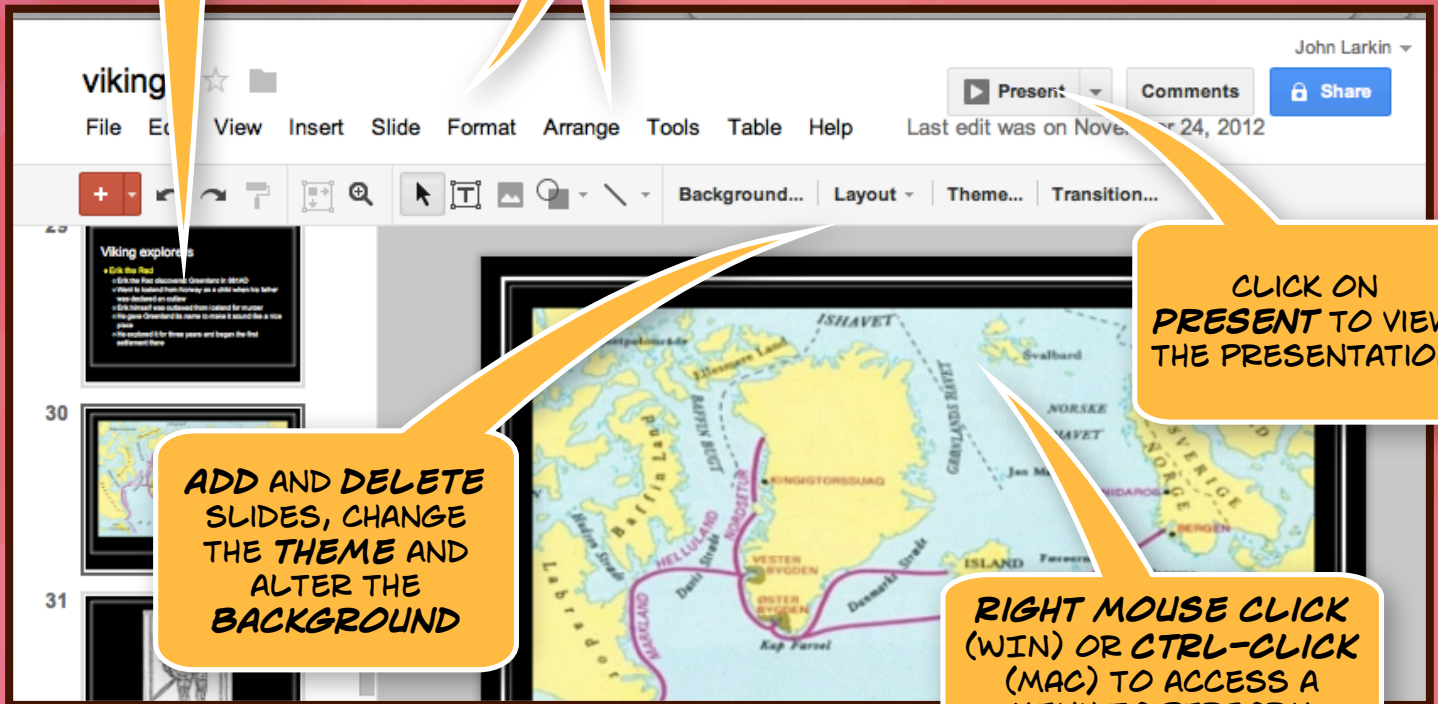
EDITING THE
DOCUMENT IS QUITE
SIMILAR TO THE
PROCESS INVOLVED IN
EDITING A CONVENTIONAL
DOCUMENT ON THE
DESKTOP

Working with a presentation

4

**NAVIGATE THE
PRESENTATION
SLIDES**

**FORMAT THE
DOCUMENT**



**CLICK ON
PRESENT TO VIEW
THE PRESENTATION**

**ADD AND DELETE
SLIDES, CHANGE
THE THEME AND
ALTER THE
BACKGROUND**

**RIGHT MOUSE CLICK
(WIN) OR CTRL-CLICK
(MAC) TO ACCESS A
MENU TO PERFORM
EDITS TO THE SLIDE**



**NAVIGATE THE
PRESENTATION
SLIDES**

**CLICK ON ACTIONS TO
ACCESS THE ILLUSTRATED
POP-UP MENU**

Open speaker notes
Print
Download as PDF
Download as PPTX
Exit

Working with spreadsheets

5

CLICK ON FORM TO
EXPLORE PUBLISHING
POSSIBILITIES

The screenshot shows the Google Sheets interface for a document titled 'Student Survey'. The menu bar includes File, Edit, View, Insert, Format, Data, Tools, Form, and Help. The toolbar contains various icons for formatting and data manipulation. The spreadsheet grid shows columns A through E and rows 1 through 13. Callouts point to specific features: 'CLICK ON FORM TO EXPLORE PUBLISHING POSSIBILITIES' points to the 'Form' menu; 'FORMAT THE SPREADSHEET' points to the 'Format' menu; 'DATA AND FORMULAS CAN BE APPLIED IN A MANNER SIMILAR TO CONVENTIONAL DESKTOP BASED SPREADSHEET APPLICATIONS' points to the spreadsheet grid; and 'CLICK ON FORM TO CHOOSE FROM A VARIETY OF PUBLISHING POSSIBILITIES' points to the 'Form' menu.

	A	B	C	D	E
1	Timestamp	Untitled /	stion	Tuesday	Wednesday
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

FORMAT THE
SPREADSHEET

DATA AND FORMULAS CAN BE
APPLIED IN A MANNER **SIMILAR**
TO CONVENTIONAL DESKTOP
BASED SPREADSHEET
APPLICATIONS

CLICK ON FORM TO
CHOOSE FROM A VARIETY OF
PUBLISHING POSSIBILITIES

The screenshot shows the Google Forms interface for a document titled 'Student Survey'. The menu bar includes File, Edit, View, Insert, Responses (0), and Help. The toolbar contains icons for Theme, View responses, and View live form. The form content shows a 'Student Survey' title, a 'Form Description' field, and an 'Untitled Question' with a radio button option. Callouts point to specific features: 'CHECK THE LIVE FORM' points to the 'View live form' button; 'VIEW THE RESPONSES' points to the 'View responses' button; 'EMBED THE FORM IN A WEB PAGE WITH SOME CODE' points to the 'Embed' button in the 'Send form' dialog; and 'SEND FORM VIA EMAIL' points to the 'Send form via email' checkbox in the 'Send form' dialog.

Student Survey

Form Description

Untitled Question

☐ Option 1

Add item

Send form

Link to share

<https://docs.google.com/forms/d/1ED6XYp...>

Share link via:

☒ Send form via email:

+ Enter names, email addresses, or groups...

Looking to invite other editors to this form? [Add collaborators.](#)

Done

EMBED THE
FORM IN A WEB
PAGE WITH
SOME CODE

CHECK THE
LIVE FORM

VIEW THE
RESPONSES

6

NAME OF THE FORM

CELLS THAT REQUIRE
COMPLETION

LINK TO THE LIVE FORM

SELECT THIS MENU
ITEM IF YOU WISH TO
EMBED THE FORM IN
A WEB PAGEEMBED THE
FORM IN A WEB
PAGE USING
THIS CODECOPY AND
PASTE THIS
CODE

+ Add item Theme: Plain Email this form See responses More actions

Mobile Apps of Choice

Please complete the fields below. Which fields you complete are up to you.

Surname

First Name

Institution

Twitter username

Mobile Device

You can view the published form here: <https://docs.google.com/forms/d/1ED6XY...formkey=dFhWd2Z3NEN2SW1DR2ZKbVZ4X25qcGc6...>

Form Help All changes

Edit form

Send form

Go to live form

Embed form in a webpage...

Show summary of responses

Unlink form

Embed form

Paste HTML to embed in website

```
<iframe src="https://docs.google.com/forms/d/1ED6XY...formkey=dFhWd2Z3NEN2SW1DR2ZKbVZ4X25qcGc6..." width="760" height="500" style="border: 1px solid black;">

Custom size



Width (in pixels)  Height (in pixels)



Done


```

Publishing Forms

6

Mobile Apps of Choice

Please complete the fields below. Which fields you complete are up to you.

Surname

First Name

Institution

Twitter username

CONVENTIONAL FORM
THAT APPEARS AFTER ONE
CLICKS ON THE PUBLISHED
FORM LINK

JOHN LARKIN

Thoughts on teaching, technology and professional development during an era of change



HOME

NEWS

TECHNOLOGY

WORKSHOPS

HISTORY

GALLERY

CONNECTIONS

ABOUT



Which mobile apps do you prefer? 0

by John • News on September 11, 2011

Mobile Apps of Choice

Please complete the fields below. Which fields you complete are up to you.

Surname

First Name

Institution

SAME FORM AFTER
THE CODE WAS PASTED
INTO THE WEB PAGE

WELCOME

This is the web site of John Larkin. I am
educator with two strings to my
pocket and technology. In
1980s a secondary school
teacher, professional
development across all
education
NSW,

