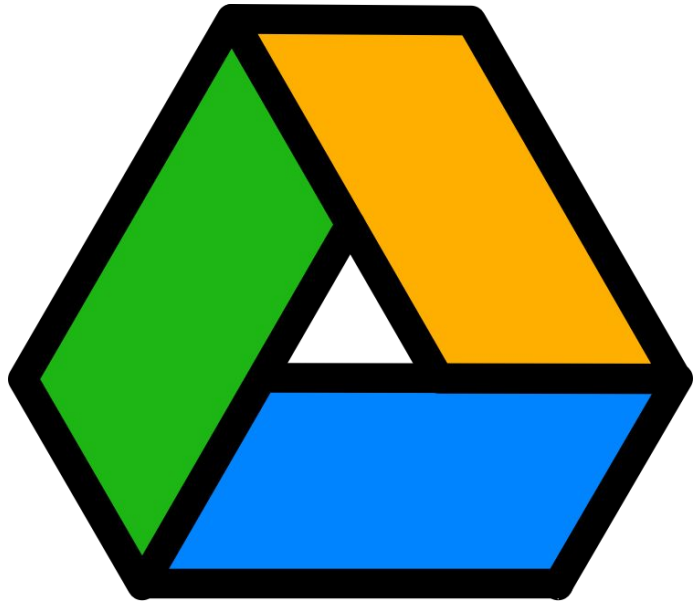
Google Drive
A Deep Dive

Part 2: 10/23/2021



Sarasota County
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Product Differences: Google v. Microsoft

Docs Vs. Word

- Both work almost interchangeably in Google
- Docs is better for collaboration
- Word is better for formatting
- Docs is better for web based references

Why Stick to Word

- Sensitive Data
- Heavily formatted pictures
- Archival Longevity

Sheets Vs. Excel

- The differences are less stark than they used to be
- Sheets is better for collaboration
- Excel is better for complicated data

Why Stick to Excel

- Macros
- Graphs & Pivot Tables
- Complicated Formulas

Intro To Google Docs

Entering & Formatting

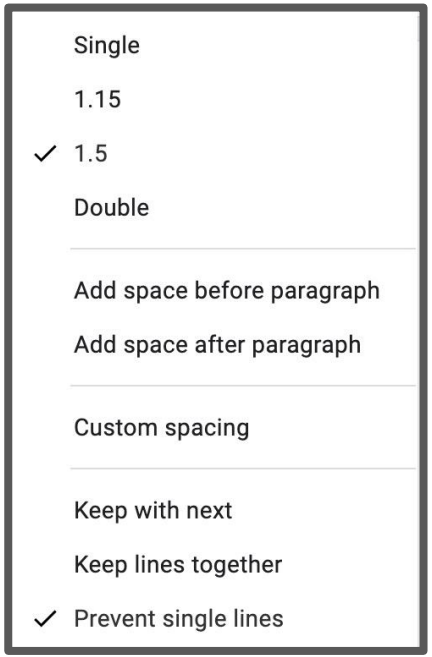
- Avoid Editing Word files in Google Docs
- Formatting Tricks
- Changing Views

Printing Tricks

- Content and Scale
- Downloading Different Formats

Comments & Sharing

- Place Cursor and Click Comment
- Highlight and Comment



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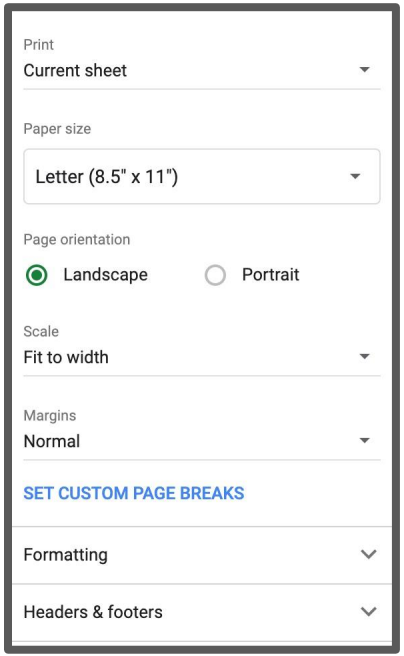
Deep Dive

https://youtu.be/84oqNE_MZN0

Intro To Google Sheets

Entering & Managing Data

- Editing Cells
- Adjusting Rows and Columns
- Adding Additional Sheets or “Tabs”
- Filters and Sorting



Printing Tricks

- Highlight Data
- Content and Scale
- Downloading Different Formats

Comments & Sharing

- Choose Cell and Click Comment

Intro To Google Sheets

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Deep Dive

https://youtu.be/_UWPaPer1MY

Advanced Features Worth Your Time

Monitor & Clean Up Storage Space

- Review your storage
- Delete LARGE unnecessary files
- Empty your trash

Chrome Extensions

- Safe & Secure
- Not All Equal Quality

Increasing Security

- Review Your Access
- Two-Step Verification

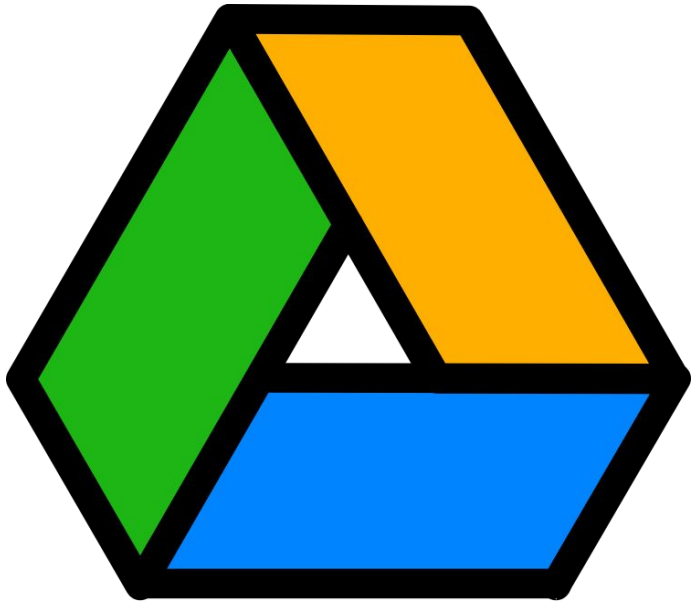
Link to Two-Step Verification

- https://myaccount.google.com/signinoptions/two-step-verification/enroll-welcome

Link to Security Page

- https://myaccount.google.com/security

Closing Questions

Daniel Kuether
kuetherd@gmail.com

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