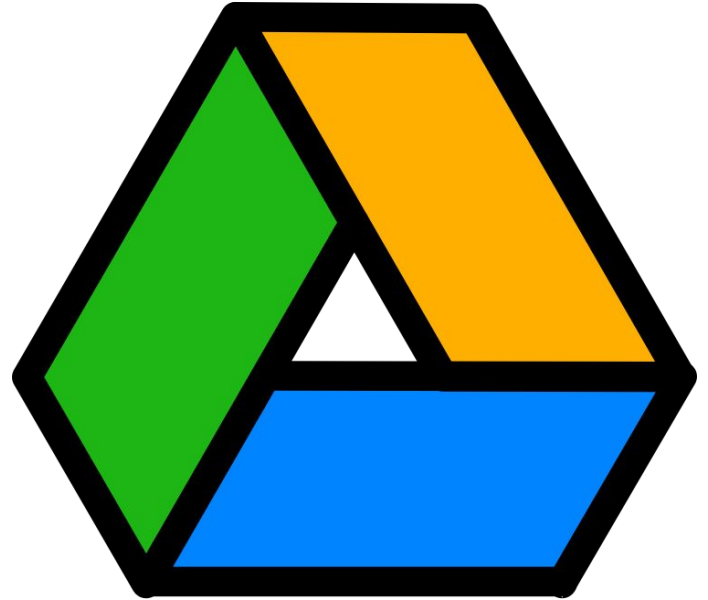# Google Drive BASICS

Sarasota County
DEMOCRATIC PARTY

Before We Start

- **3 Sections (Roughly 15 Mins Each)**
  - Getting Started with Drive
  - Best Practices for Drive
  - Intro to Google Sheets & Google Docs
- **5 Mins for Questions (After Each Section)**
  - Try to Save Questions for These Breaks
  - Use the "Hand Raise" Tool and Wait to be Called Upon
- **Chat Box Available**
  - Try to Stay Muted and Utilize the Chat Box
  - Chat Will be Monitored
  - Similar Questions Will be Asked Together
- **Recording and Slideshow**
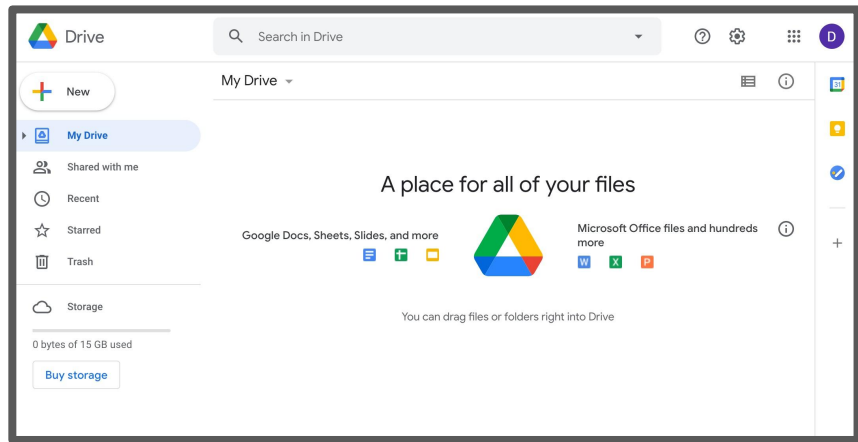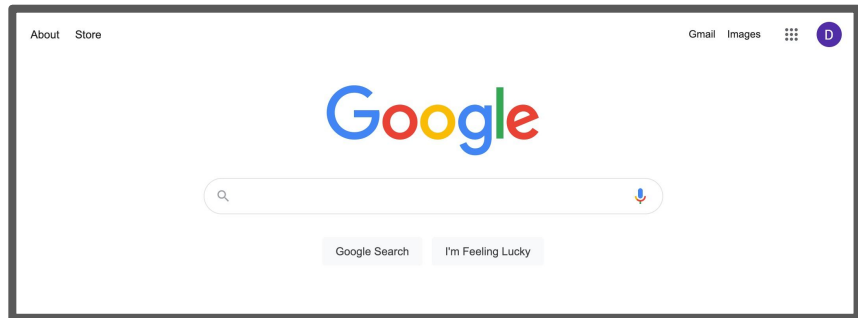 - Will Both be Available After the Workshop

Getting Started With Drive

Why Google Drive

- There are other options (Dropbox)
- It's Free!
- Simple to use
- Google is everywhere
- Gone are the days of discs, thumb drives, and not having your files accessible

Setting Up Drive

- Must have a Google or Gmail Account
- 15 GB Free to every Gmail Account
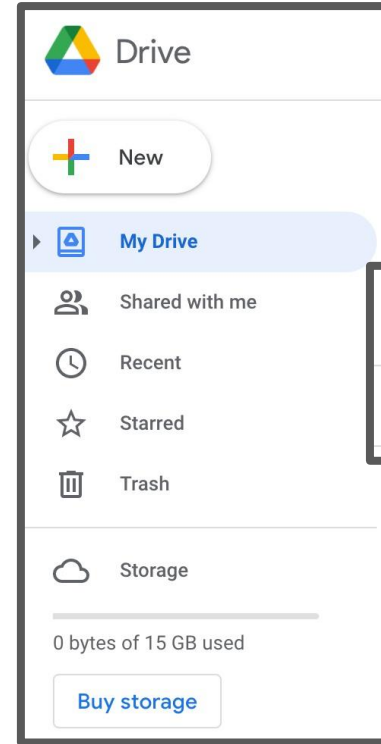
Getting Started With Drive

Uploading and Storage

- 15 GB = 7,500 Photos OR 1.5 mil Emails
- 1. Click New **or** 2. Drag and Drop
- Files maintain their original format
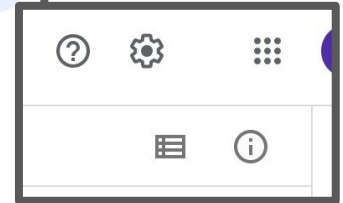- Documents you "own" are not automatically shared

Navigation

- My Drive = You Own
- Shared with me = Someone else owns
- Recent = Organize by date
- Starred = Favorites
- Trash = Deleted after 30 Days

Top Left

Top Right

Getting Started With Drive

Access Your Files

- Understanding Google's Hierarchy
- Opening non-Google formats

Alternatives Access Points

- Not Recommended
- Offline Ready
- Download a Shortcut
- Additional Extensions

<u>**Hierarchy**</u>

1. **Drive** (Yours & Shared)
   a. **Folder** (Yours & Shared)
      i. **Documents** (Yours & Shared)
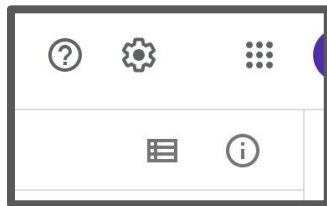
Getting Started With Drive

View Your Files

- Grid View **or** List View
- Information
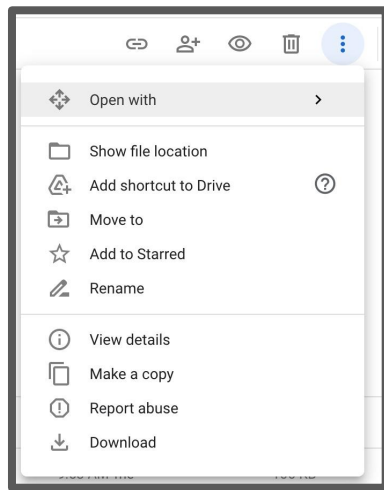- Double Click vs Single Click vs Right Click

Alternative File Details

- Focus only on understanding these options exist
- Functions are not necessary for daily use
- Multiple ways to access the same functions
- Why is it this way?
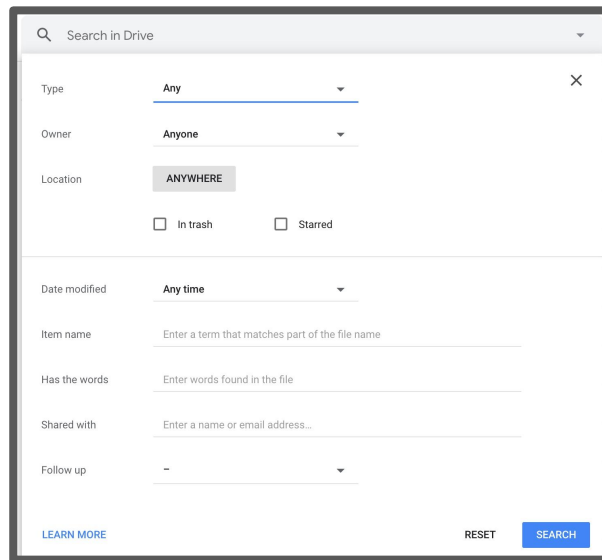
Top Right

Single Click
(Highlighted)

Open with

Show file location
Add shortcut to Drive
Move to
Add to Starred
Rename

View details
Make a copy
Report abuse
Download

Getting Started With Drive

Searching For Files

- Click Search in Drive
- Drop down arrow for additional options
- Search via "Owner"

Organizing Folders

- Click New "Folder"
- Universal "Drag and Drop" System
- Shared Folders Auto Share their Documents
- "Starring" Files

Getting Started With Drive

Sharing Files & Folders

- What Does it Mean to "Share"
- Different Access Levels
  - Editor (Can do anything)
  - Commenter (Make notes, nothing permanent)
  - Viewer (Can only see the document)
- Using Links (use when you don't know who needs it)

Advanced Sharing Tools

- Removing a User / Restricting a Link
- Make an "Owner"
- Review Activity Using "information"
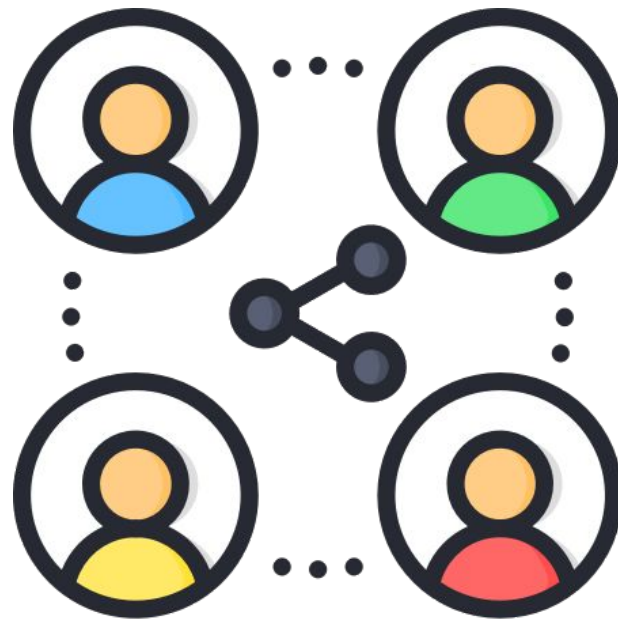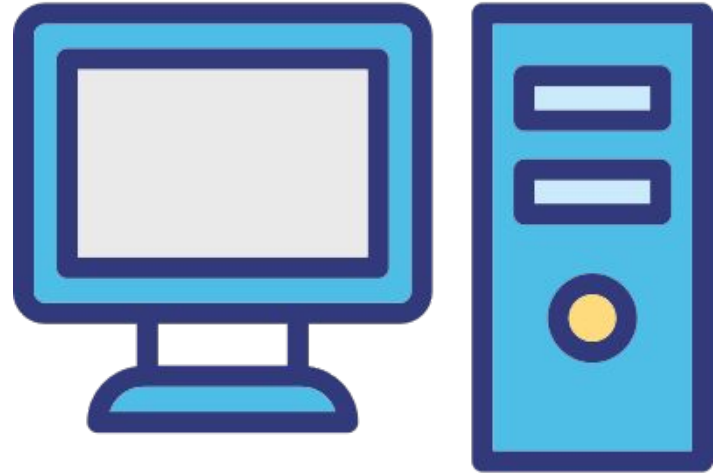
Break 1 Questions

Next: Best Practices

Best Practices For Drive

When Should I Use Drive?

- When more than just you need to view/edit
- You may need to access on multiple devices

When To Avoid Drive

- Data is highly sensitive
- Require an archival level of permanency
- Require a specific functionality
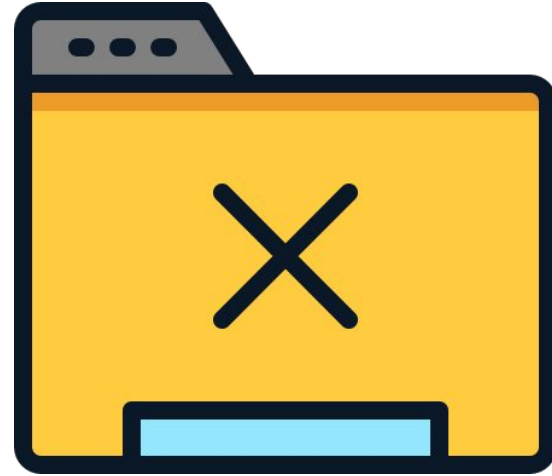- Need to share with someone who may not be able to use Google Drive

Best Practices For Drive

Uploading Files

- Convert to a Google Format
- Delete Duplicate Files
- Use Folders Whenever Possible

Staying Organized Steps

1. Create the File
2. Name the File
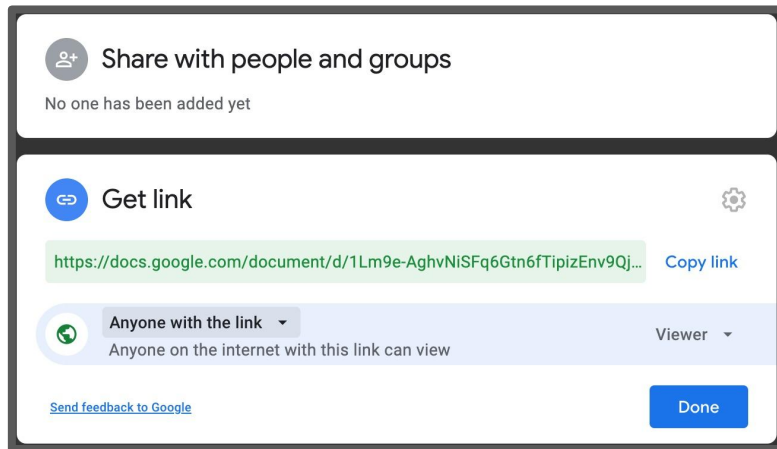3. Share the File
4. Store the File

Best Practices For Drive

Sharing Files & Folders

- Avoid Sharing Non-Google Files
- Sharing is the last thing to do
- Limit Access Levels

Sharing Files & Folders

- Files Can Get You In Trouble
- Be Mindful of Who Has Access
- Always Leave A Note

Break 2 Questions

Next: Intro to Docs & Sheets

Intro To Google Docs

Entering & Formatting

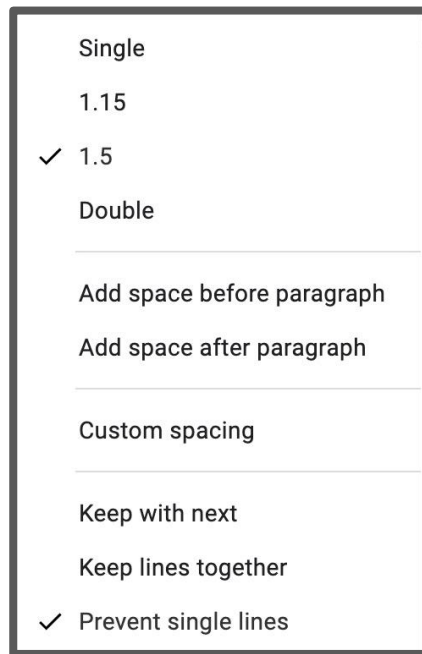- Avoid Editing Word files in Google Docs
- Formatting Tricks
- Changing Views

Printing Tricks

- Content and Scale
- Downloading Different Formats

Comments & Sharing

- Place Cursor and Click Comment
- Highlight and Comment

🗨 🔒 **Share** D

Single

1.15

✓ 1.5

Double

Add space before paragraph

Add space after paragraph

Custom spacing

Keep with next

Keep lines together

✓ Prevent single lines

Intro To Google Docs

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

Deep Dive

https://youtu.be/84oqNE_MZN0

Intro To Google Sheets
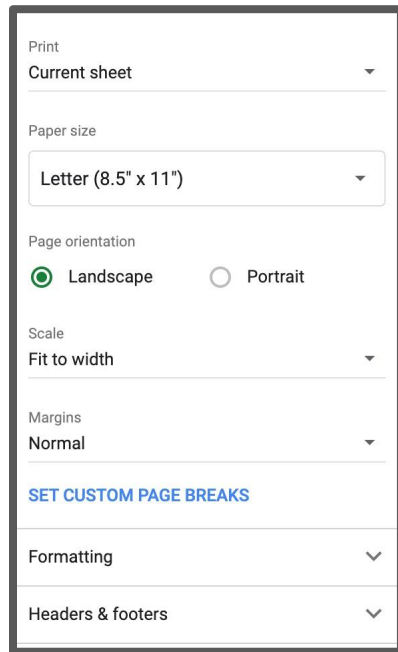
Entering & Managing Data

- 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

Print
Current sheet

Paper size
Letter (8.5" x 11")

Page orientation
● Landscape   ○ Portrait

Scale
Fit to width

Margins
Normal

SET CUSTOM PAGE BREAKS

Formatting

Headers & footers

Intro To Google Sheets

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

Deep Dive

https://youtu.be/_UWPaPer1MY

Closing Questions

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