

# Learning to Google Drive

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A BEGINNER'S ROADMAP & SKILLS

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# Post Presentation Addition

## WHERE TO GO FOR VIDEO TUTORIAL:

Drive & Docs

<http://www.gcflearnfree.org/googledriveanddocs/>

<https://apps.google.com/learning-center/products/docs/#/list>

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Slides

<https://apps.google.com/learning-center/products/slides/#/list>

Forms





<https://apps.google.com/learning-center/products/forms/#/list>

Sheets

<https://apps.google.com/learning-center/products/sheets/#/list>

# The Google Bar

The screenshot displays the Google Drive interface. At the top, there is a search bar labeled "Search Drive" with a magnifying glass icon. To the right of the search bar, the name "Sasha" is displayed, followed by a grid icon (the Google Bar), a notification bell, and a profile picture. Below the search bar, the "My Drive" section is visible, containing a list of files and folders. The list has columns for "Name" and "Owner".

Name	Owner
Records	me
Stories	me
Development	me
AAA Meeting	me
AAA Marketing	me
Google Photos	me
Time was money  	me
Marketing Needs  	me
Work with Charts	me
Copy of Conditional Formatting using Custom ...	me

On the right side of the interface, the Google Bar is open, displaying a grid of application icons. The icons are arranged in a 4x3 grid:

- Row 1: My Account (blue shield icon), Search (blue 'g' icon), Google+ (red 'g+' icon)
- Row 2: Mail (red envelope icon), Calendar (blue calendar icon with '31'), Drive (triangular icon)
- Row 3: Docs (blue document icon), Sheets (green document icon), Slides (yellow document icon)
- Row 4: Sites (blue browser icon), Groups (blue speech bubble icon), Contacts (blue person icon)

# Main Elements of Drive Homepage

The screenshot shows the Google Drive homepage. At the top, there is a Google logo, a search bar labeled 'Search Drive', and user information including '+Sasha', a grid icon, a notification bell with a red '2', and a 'Share' button. Below this is a navigation bar with the 'Drive' logo, 'My Drive' with a dropdown arrow, and icons for grid view, sort order (A-Z), help, and settings.

On the left side, there is a sidebar with a 'NEW' button and navigation options: 'My Drive', 'Shared with Me', 'Recent', 'Starred', and 'Trash'. The main content area displays a table of files and folders.

Annotations in red text are overlaid on the image: 'Search & Manage' is centered over the top navigation bar, 'Your Documents' is written diagonally across the file list, and 'Create & Manage' is positioned in the bottom left corner over the sidebar.

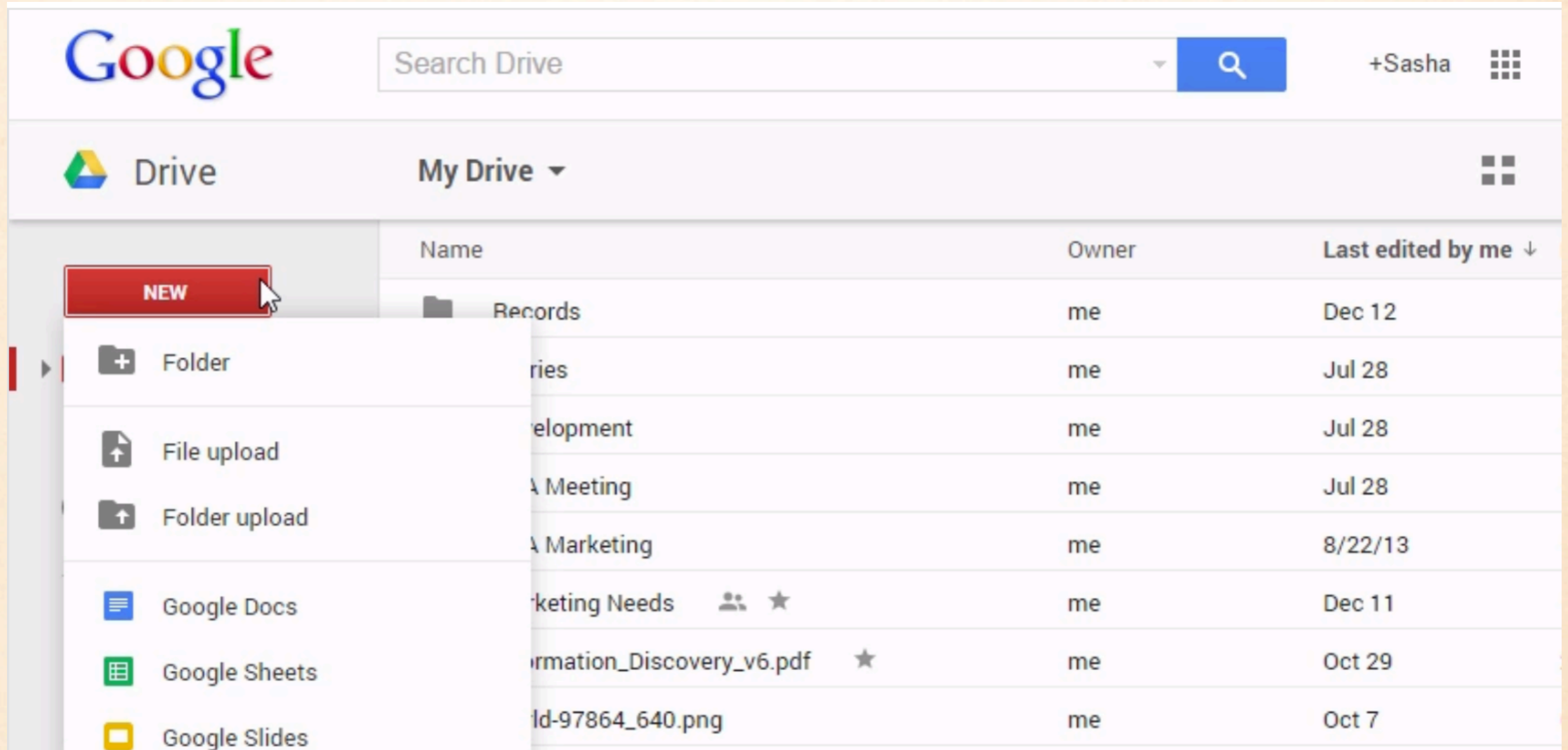
Name	Owner	Last modified
AAA Marketing	me	8/22/13 me
AAA Meeting	me	Jul 28 me
Development	me	Jul 28 me
Records	me	Aug 3 me
Stories	me	Jul 28 me
Add data	me	May 15
Add data	me	May 15 me
Add formatting	me	May 11 me

# Identify Applications in Drive

The screenshot shows the Google Drive interface. At the top left is the Drive logo and 'My Drive' with a dropdown arrow. A 'NEW' button is highlighted in red. A dropdown menu is open, listing options: Folder, File upload, Folder upload, Google Docs, Google Sheets, Google Slides, and More. The 'More' option is expanded to show Google Forms, Google Drawings (highlighted with a mouse cursor), and Connect more apps. In the background, a table lists files with columns for Name, Owner, and Last modified.

Name	Owner	Last modified
Marketing	me	8/22/13
Meeting	me	Jan 10
Development	me	Feb 4 r
sources	me	Feb 4 r
ries	me	11/8/13
	me	May 15
Add	me	May 15
Add	me	May 11

# Creating a Google Doc

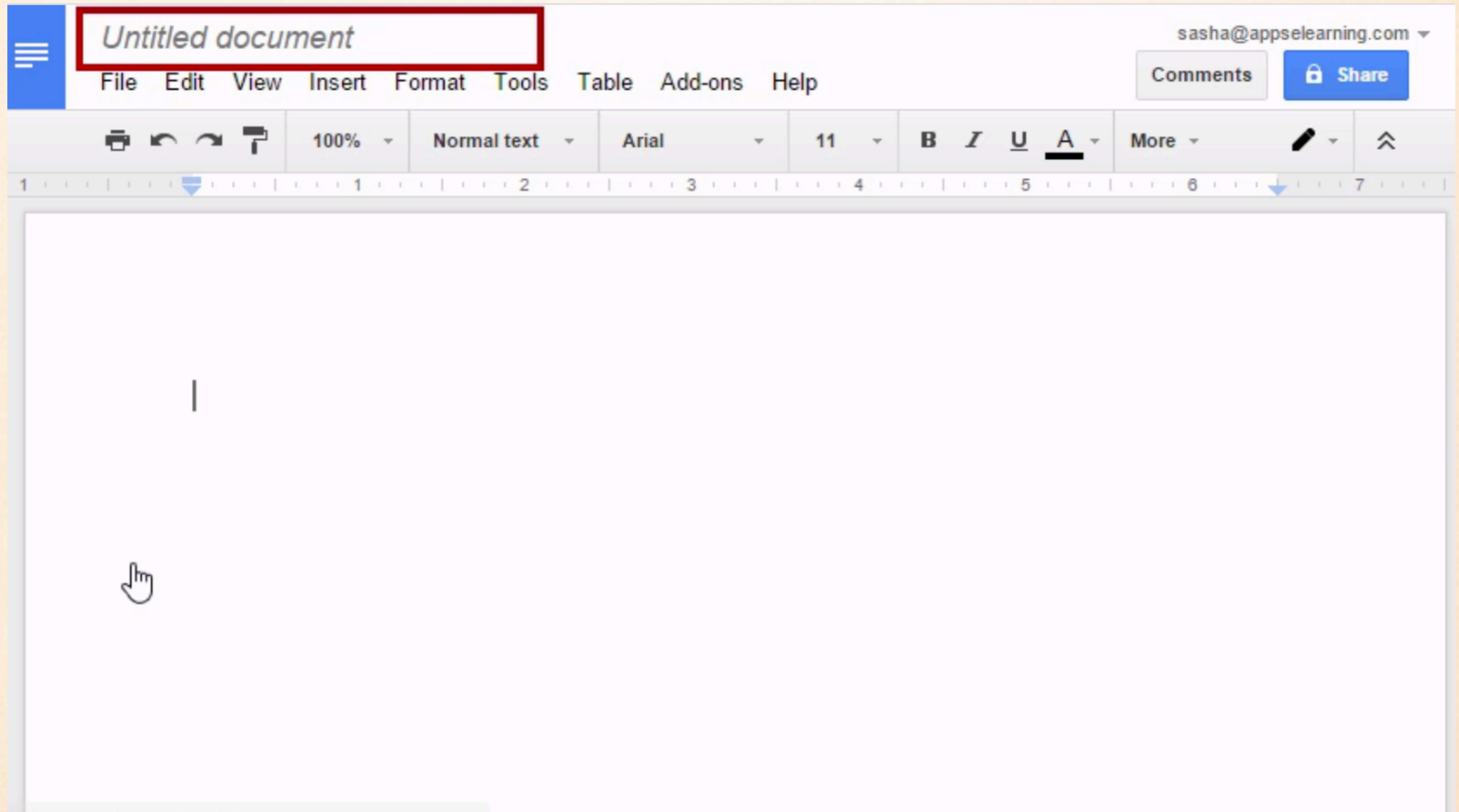


The screenshot shows the Google Drive interface. At the top left is the Google logo. To its right is a search bar labeled 'Search Drive' with a magnifying glass icon and a blue search button. Further right is the user name '+Sasha' and a grid icon. Below this is the 'Drive' header with the Drive logo and 'My Drive' with a dropdown arrow. A table of files is visible, with columns for 'Name', 'Owner', and 'Last edited by me'. A red 'NEW' button is highlighted, and its dropdown menu is open, showing options: 'Folder', 'File upload', 'Folder upload', 'Google Docs', 'Google Sheets', and 'Google Slides'. The 'Google Docs' option is highlighted.

Name	Owner	Last edited by me ↓
Records	me	Dec 12
ries	me	Jul 28
velopment	me	Jul 28
A Meeting	me	Jul 28
A Marketing	me	8/22/13
Marketing Needs	me	Dec 11
ormation_Discovery_v6.pdf	me	Oct 29
ld-97864_640.png	me	Oct 7

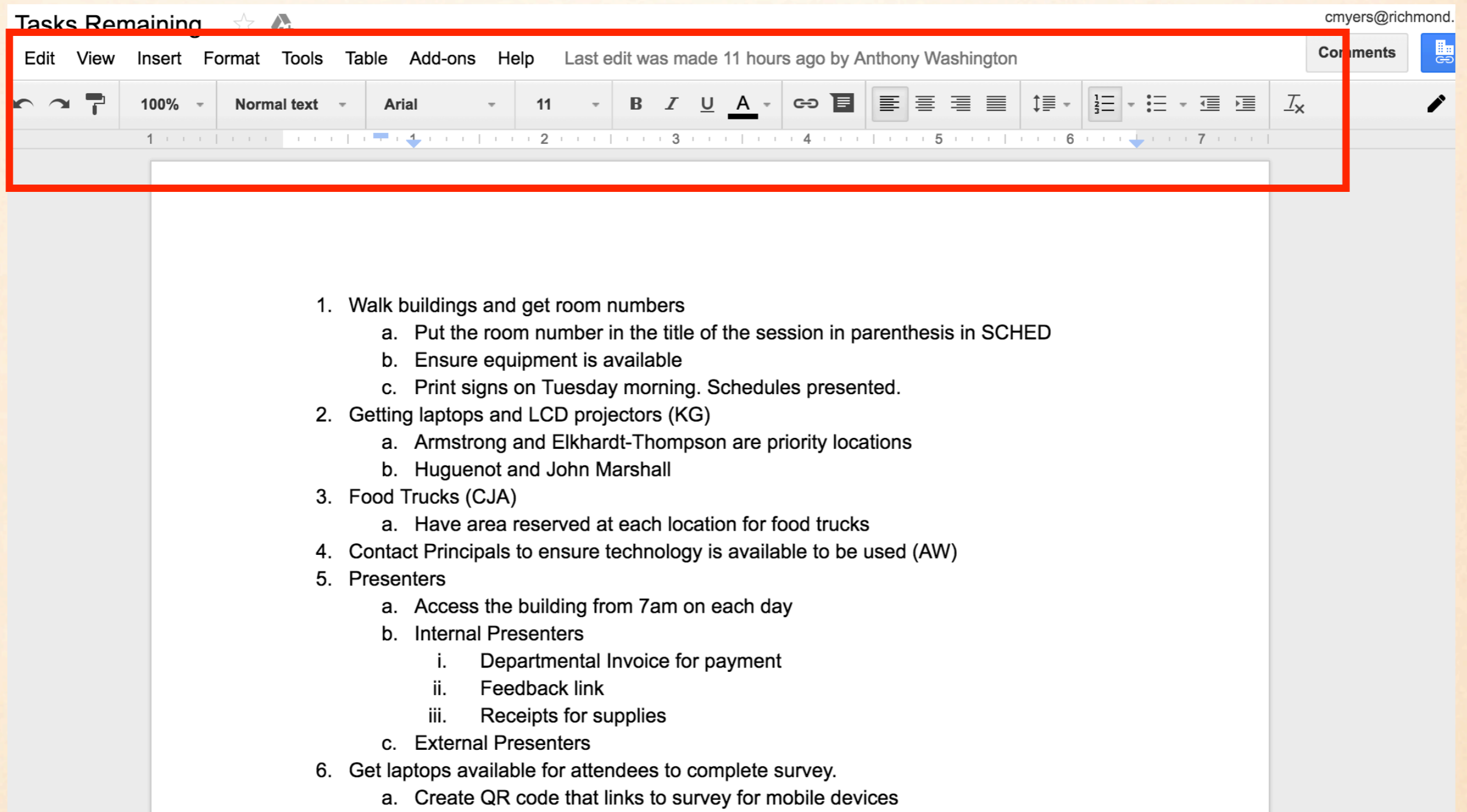
Create and Collaborate with Google Docs

# Creating a Google Doc



The image shows the Google Docs interface for a new document. At the top left, there is a blue menu icon. The title bar displays "Untitled document" in a red-bordered box. To the right of the title bar, the user's email "sasha@appselearning.com" is shown with a dropdown arrow, along with "Comments" and "Share" buttons. Below the title bar is a menu bar with options: File, Edit, View, Insert, Format, Tools, Table, Add-ons, and Help. The main toolbar contains icons for print, undo, redo, and a text box icon, followed by "100%", "Normal text", "Arial", "11", and formatting options for bold (B), italic (I), underline (U), and text color (A). A "More" button and a pencil icon are also present. Below the toolbar is a ruler with markings from 1 to 7. The main document area is a large white space with a vertical cursor line and a mouse cursor icon pointing to it.

# Google Doc Menu Bar



The image shows a screenshot of a Google Docs document. The top portion of the document is enclosed in a red rectangular box, highlighting the menu bar and the top part of the toolbar. The menu bar includes 'Edit', 'View', 'Insert', 'Format', 'Tools', 'Table', 'Add-ons', and 'Help'. To the right of the menu bar, it says 'Last edit was made 11 hours ago by Anthony Washington' and 'Comments'. The toolbar below the menu bar contains various icons for undo, redo, print, zoom (100%), text color (Normal text), font face (Arial), font size (11), bold (B), italic (I), underline (U), text color (A), link, unlink, bulleted list, numbered list, indent, outdent, and link removal. Below the toolbar is a ruler with markings from 1 to 7. The main content of the document is a list of tasks:

1. Walk buildings and get room numbers
  - a. Put the room number in the title of the session in parenthesis in SCHED
  - b. Ensure equipment is available
  - c. Print signs on Tuesday morning. Schedules presented.
2. Getting laptops and LCD projectors (KG)
  - a. Armstrong and Elkhardt-Thompson are priority locations
  - b. Huguenot and John Marshall
3. Food Trucks (CJA)
  - a. Have area reserved at each location for food trucks
4. Contact Principals to ensure technology is available to be used (AW)
5. Presenters
  - a. Access the building from 7am on each day
  - b. Internal Presenters
    - i. Departmental Invoice for payment
    - ii. Feedback link
    - iii. Receipts for supplies
  - c. External Presenters
6. Get laptops available for attendees to complete survey.
  - a. Create QR code that links to survey for mobile devices



# Inserting & Responding to Comments

The screenshot displays the Google Docs interface. At the top, the menu bar includes 'Format', 'Tools', 'Table', 'Add-ons', and 'Help', with a status message 'All changes saved in Drive'. The user's email 'alegra@appselearning.com' is visible in the top right. The document content includes the text 'or Panaziko Bakery' and a paragraph: 's seeking to expand their online business. For the past seven years, they ng, successful bakery, offering traditional and modern foods to their local y have just joined with a food industry leader who has extensive home or their home delivery to succeed they need to develop a significant brand'. A comment thread is open on the right side, containing two comments: 'Was it seven or eight?' by Sasha Letterman (10:58 AM Today) and 'Eight now' by Alegra Alexander (11:05 AM Today). A red circle highlights the comment icon in the toolbar, and another red circle highlights the comment thread area.

Format Tools Table Add-ons Help All changes saved in Drive

Normal text Arial 11 B I U A

or Panaziko Bakery

s seeking to expand their online business. For the past seven years, they ng, successful bakery, offering traditional and modern foods to their local y have just joined with a food industry leader who has extensive home or their home delivery to succeed they need to develop a significant brand

ce

nding and slogans

OS

s of product differentiation

Sasha Letterman 10:58 AM Today Was it seven or eight?

Alegra Alexander 11:05 AM Today Eight now

Reply

# Sharing a Document

The image shows a Google Docs interface for a document titled "Marketing Needs". The user is logged in as "sasha@appselearning.com". The top menu bar includes "File", "Edit", "View", "Insert", "Format", "Tools", "Table", "Add-ons", and "Help". The status bar indicates "Last edit was 4 days ago". A "Comments" button and a "Share" button (circled in red) are visible in the top right corner.

The "Share with others" dialog is open, showing a list of people to share with. Two people are listed: "Fred Adams" and "Alegra Alexander". A dropdown menu for permissions is open for the second person, showing three options: "Can edit" (checked), "Can comment", and "Can view". The "Can edit" option is circled in red. At the bottom of the dialog, there is a checkbox for "Notify people via email" which is checked.

# Restrict: Sharing, Downloading, Printing & Copying

The image shows a Google Docs interface with several red annotations. A red circle highlights the 'Share' button in the top right corner. A red arrow points from this circle to the 'Advanced' tab in the sharing settings panel. Another red circle highlights the 'Advanced' tab itself. A red arrow points from the 'Advanced' tab to the 'Owner settings' section, which is also circled in red. This section contains two unchecked checkboxes: 'Prevent editors from changing access and adding new people' and 'Disable options to download, print, and copy for commenters and viewers'. A red arrow also points from the 'Advanced' tab to the shareable link field, which is highlighted with a blue box.

Share with others

Get shareable link

People

Enter names or email addresses...

Can edit

Shared with Cathryn Myers

Done

Advanced

Shareable link: <https://docs.google.com/document/d/1KQgEYaysErPUPZKyCBQTaz2lvzpdllnGTFeRI/edit?usp=sharing>

Who can access

Change...

	Cathryn Myers (you) cmyers@richmond.k12.va.us	Is owner
	Cathryn Myers camrps@gmail.com	Can edit

Invite people:

Enter names or email addresses...

Can edit

Owner settings [Learn more](#)

- Prevent editors from changing access and adding new people
- Disable options to download, print, and copy for commenters and viewers

Done

# Practice Google Doc



# No Powerpoint: Use Google Slides

The image shows a screenshot of the Google Drive interface. At the top, the Google logo is on the left, a search bar labeled 'Search Drive' is in the center, and '+Sasha' with a grid icon is on the right. Below this is the 'My Drive' section. A red circle highlights the 'NEW' button and the dropdown menu that appears. The menu options are: Folder, File upload, Folder upload, Google Docs, Google Sheets, Google Slides (highlighted with a red box and a mouse cursor), and More. To the right of the menu is a table of files in 'My Drive' with columns for Name, Owner, and Last edited by me. Below the table is a grid of presentation themes. The themes shown are: Spotlight, Paper Plane, Sketched, Color Strip, Western, Steps, Friendly, and Trek. At the bottom right, there is a 'Slide size' dropdown menu set to 'Widescreen 16:9'.

Name	Owner	Last edited by me
Records	me	Dec 12
ries	me	Jul 28
elopment	me	Jul 28
A Meeting	me	Jul 28
A Marketing	me	8/22/13
Marketing Needs	me	10:58 am
Marketing needs	me	10:49 am
Information_Discovery_v6.pdf	me	Oct 29
id-97864_640.png	me	Oct 7
ers	me	Oct 6

# Creating Google Slides

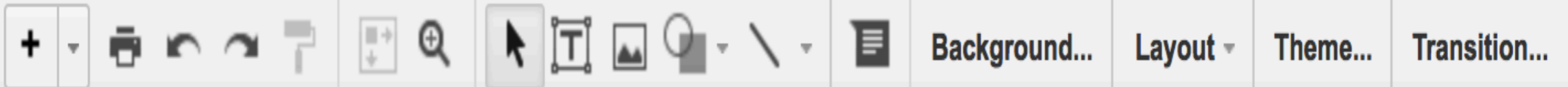
The screenshot displays the Google Slides interface. At the top, the title bar shows "Untitled presentation" with a star icon and a folder icon. The user's email address, "cm Myers@richmond.k12.va.us", is visible in the top right corner. Below the title bar is a menu bar with options: File, Edit, View, Insert, Slide, Format, Arrange, Tools, Table, and Help. A status message "All changes saved in Drive" is also present. On the right side of the menu bar, there are buttons for "Present", "Comments", and "Share".

The main workspace is divided into two sections. On the left is a slide thumbnail pane showing two slides, both with orange backgrounds. The first slide is selected and highlighted with a blue border. On the right is the main slide editor, which displays a title slide template. The template has an orange background and contains a large white text box with the text "Click to add title", three small white dots below it, and another white text box with the text "Click to add subtitle".

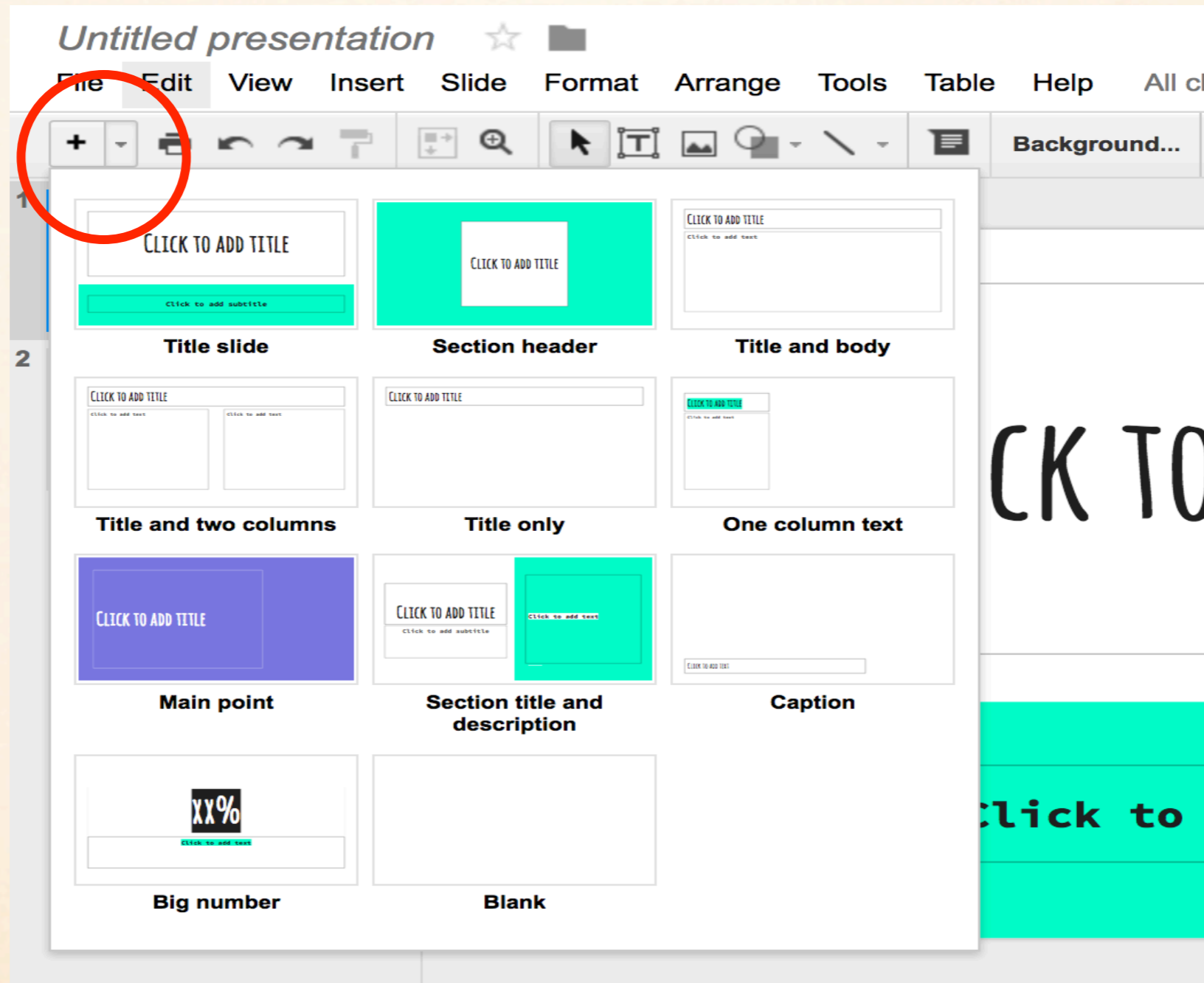
# Google Slide Menu Bar

*Untitled presentation* ☆ 📁

File Edit View Insert Slide Format Arrange Tools Table Help All changes saved in Drive

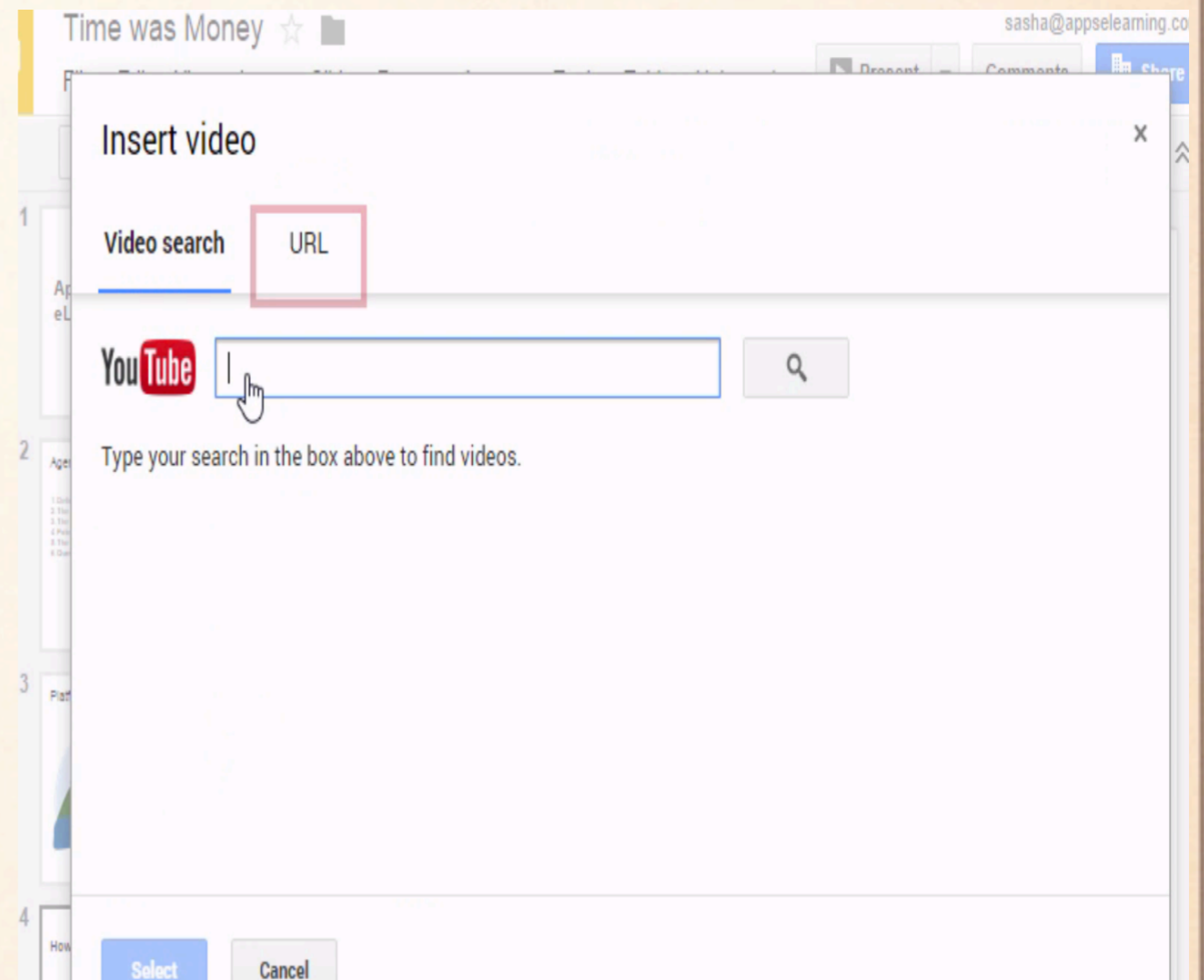
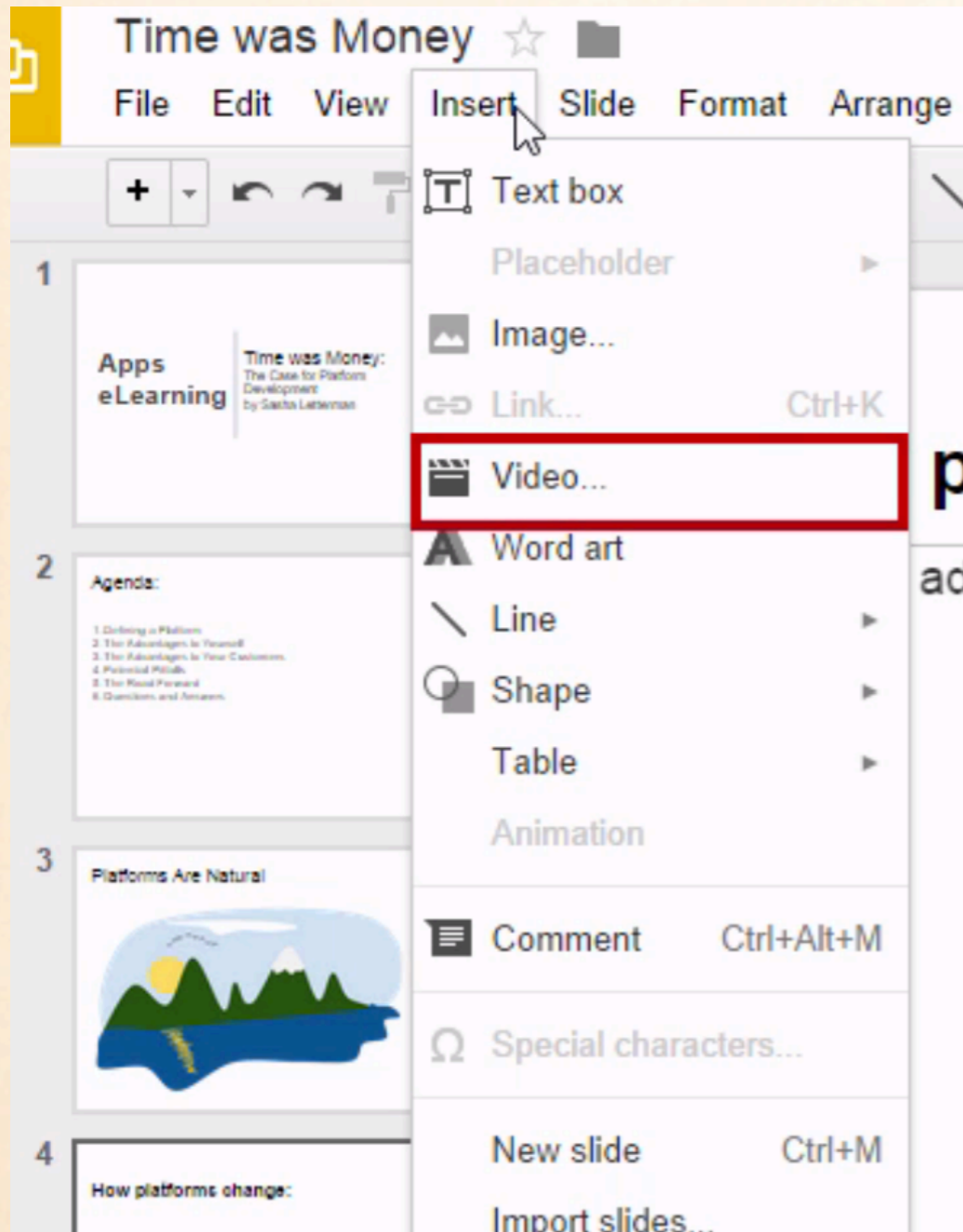


# How to Add a New Slide





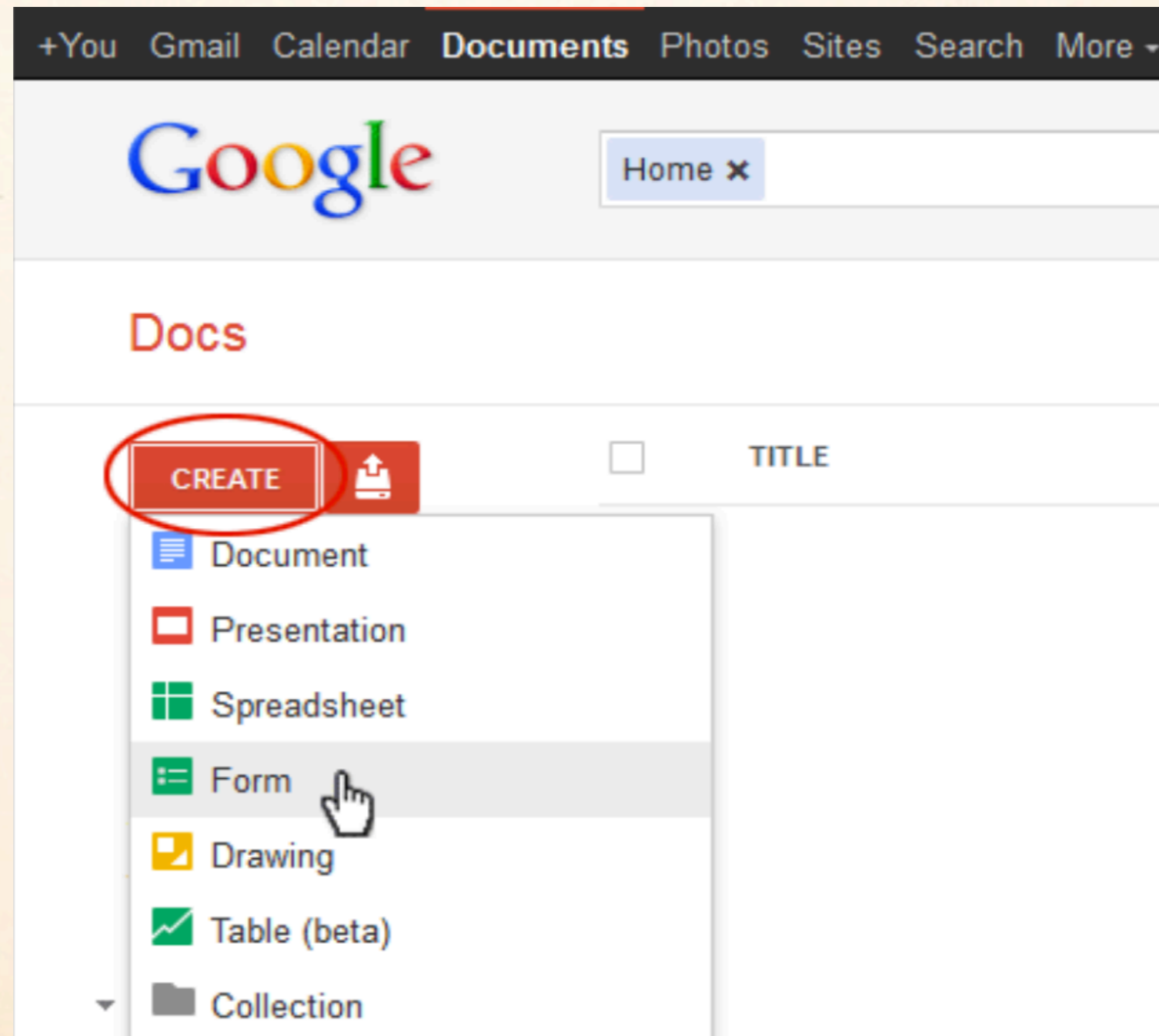
# Inserting Video



# Practice Google Slides



# Creating a Google Form



# Selecting a Theme, Settings

The screenshot displays the Appse Learning form editor interface. At the top, there is a green menu icon on the left, the text "Untitled form" in the center, and the user email "sasha@appselearning.com" on the right. Below this is a navigation bar with "File", "Edit", "View", "Insert", "Responses (0)", "Tools", and "Help". A blue "Send form" button is located on the right side of this bar. A secondary toolbar contains icons for "Edit questions", "Change theme" (highlighted with a red box), "View responses", and "View live form".

The main content area is divided into sections. The first section is "Form Settings", which includes three checkboxes: "Require Apps eLearning login to view this form" (checked), "Automatically collect respondent's Apps eLearning username" (unchecked), and "Show progress bar at the bottom of form pages" (unchecked). Below this is a "Page 1 of 1" indicator. The next section is the form preview, which shows the title "Untitled form" in a large text box, followed by a "Form Description" label and an empty text area. Below the preview is a question configuration table.

	Question Title	Help Text	Question Type	
	Untitled Question		Multiple choice	<input type="checkbox"/> Go to page based on answer

Each question row has a set of control icons on the right: a pencil for editing, a document icon for cloning, and a trash can for deleting.

# Adding New Items

## New Google Forms

Page 1 of 1

### Panaziko Bakery

Please fill in this form to rate the different baked goods offered

What is your favorite bread?\*

BASIC

ABC Text

¶ Paragraph text

Multiple choice

Checkboxes

Choose from a list

ADVANCED

▮ Scale

☐ Grid

📅 Date

🕒 Time

LAYOUT

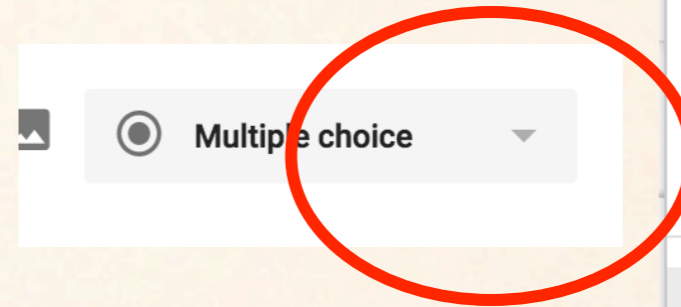
≡ Section header

⏏ Page break

🖼 Image

🎬 Video

Add item



≡ Short answer

≡ Paragraph

Multiple choice

Checkboxes

▼ Dropdown

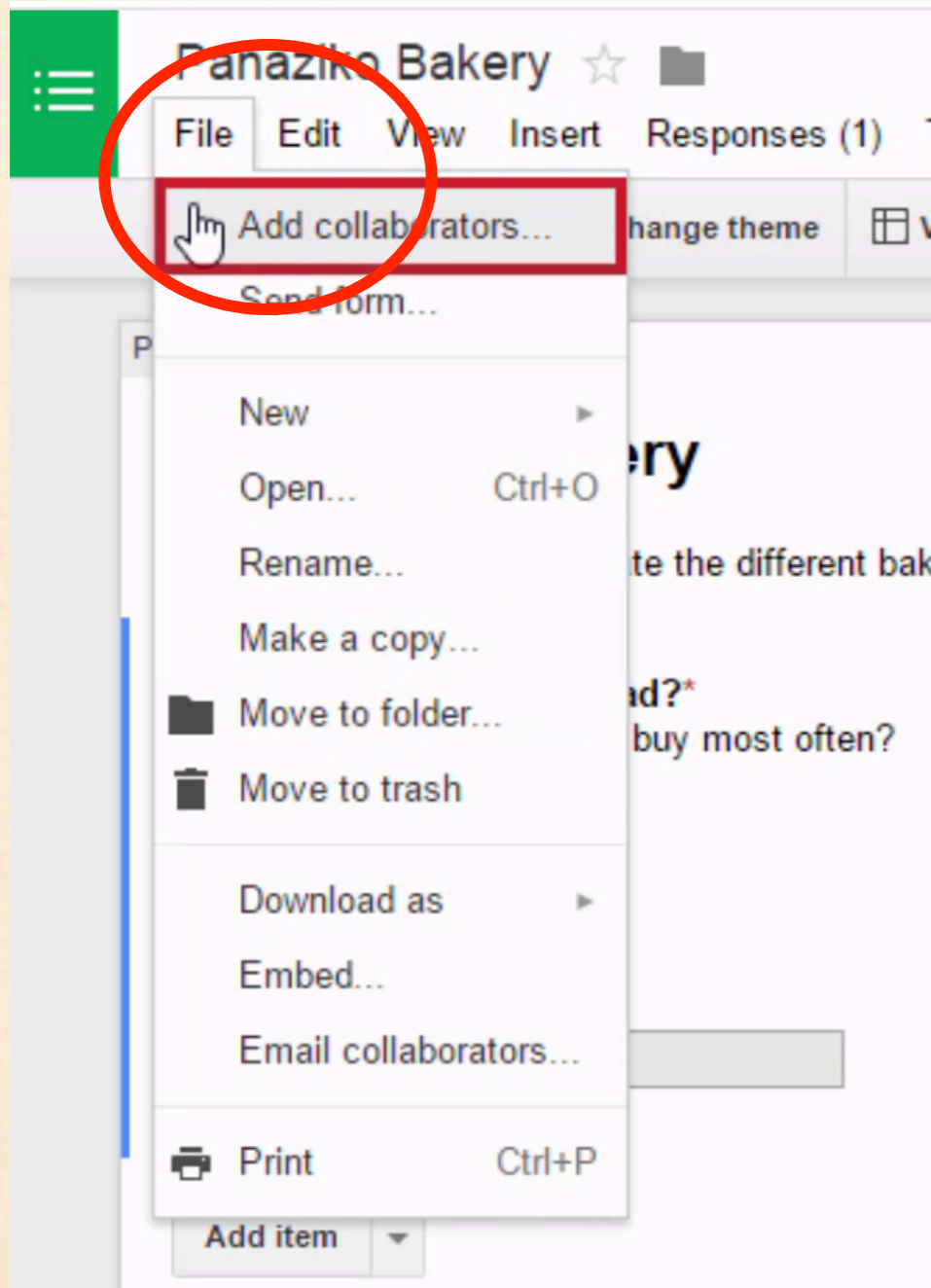
⋯ Linear scale

☐ Multiple choice grid

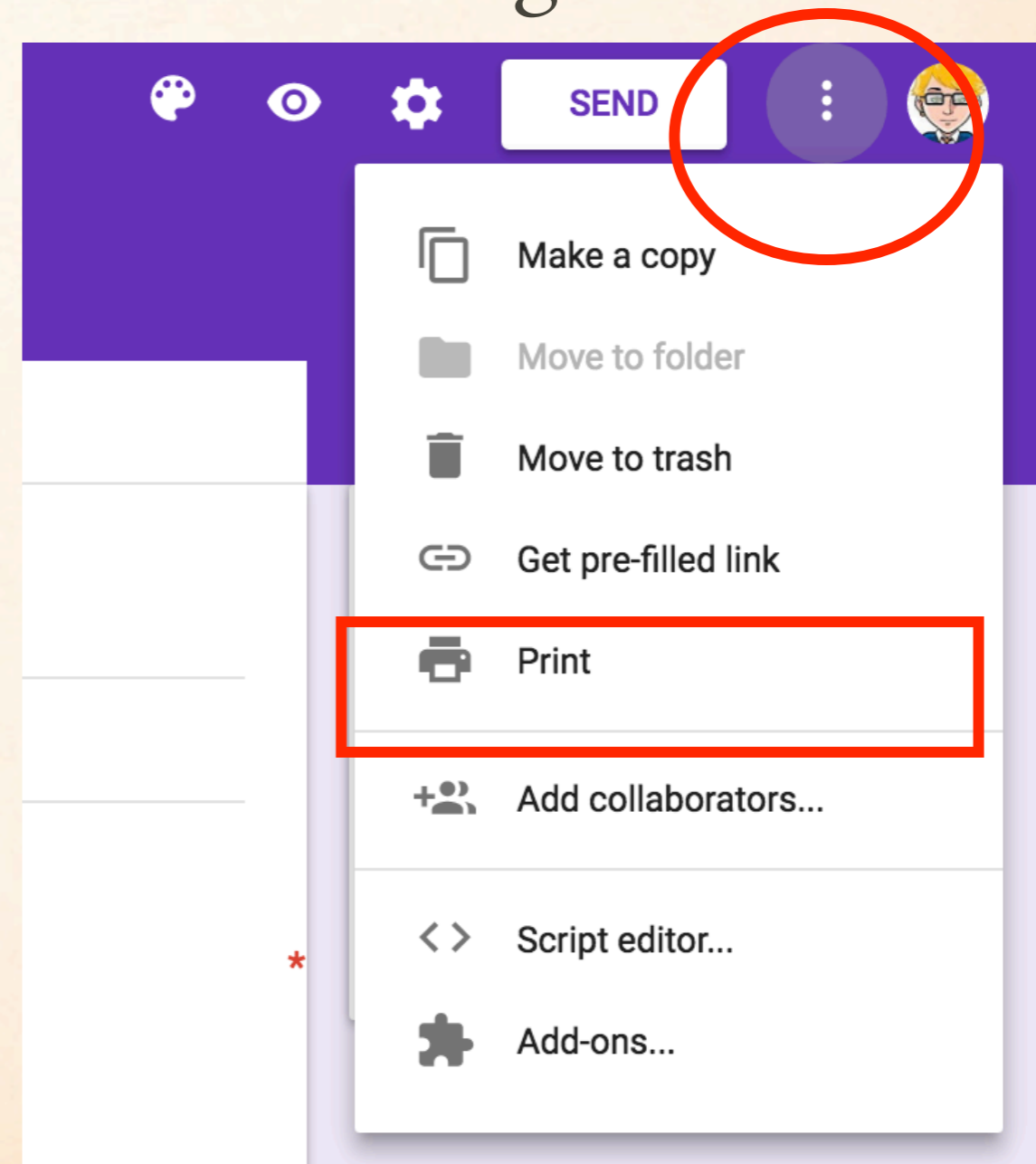
📅 Date

🕒 Time

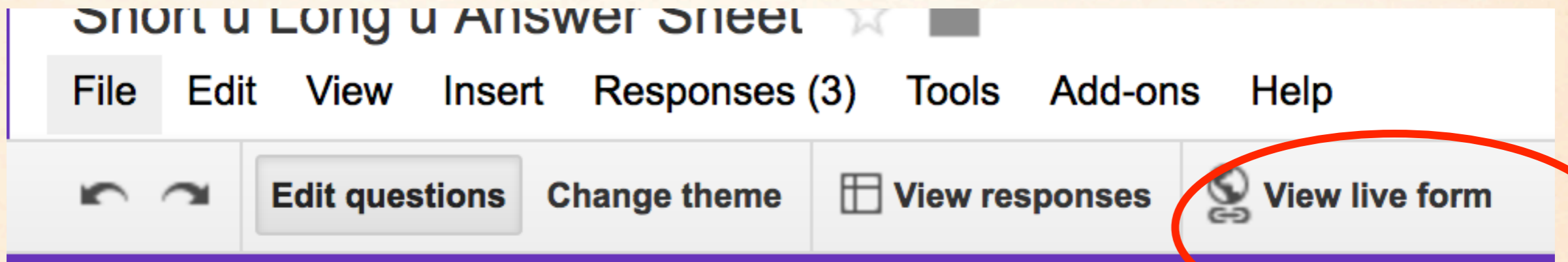
# Adding Collaborators



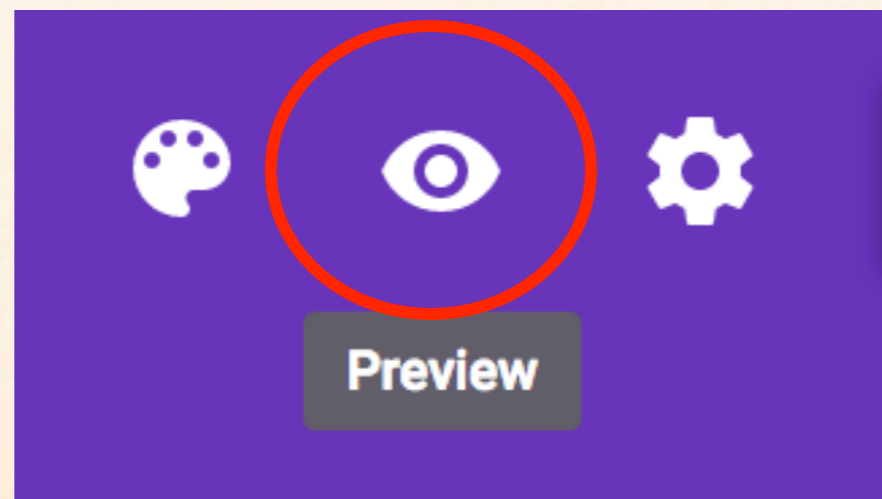
## New Google Forms



# Accessing Live Form



## New Google Forms



# Viewing Live Form

## Self Assessment - Reading (Beginning of Year)

I would like to get to know you better as a reader so that I can prepare our classroom library and find books that will interest you. Please follow the directions below and answer some questions about yourself as a reader.

\* Required

**What is your name? \***

Type first and last name.

**I enjoy reading the following types of print: \***

You may choose more than one answer.

- books
- poems
- magazines
- short stories
- newspapers
- plays

**I choose to read books that are not assigned in school. . . \***

choose one

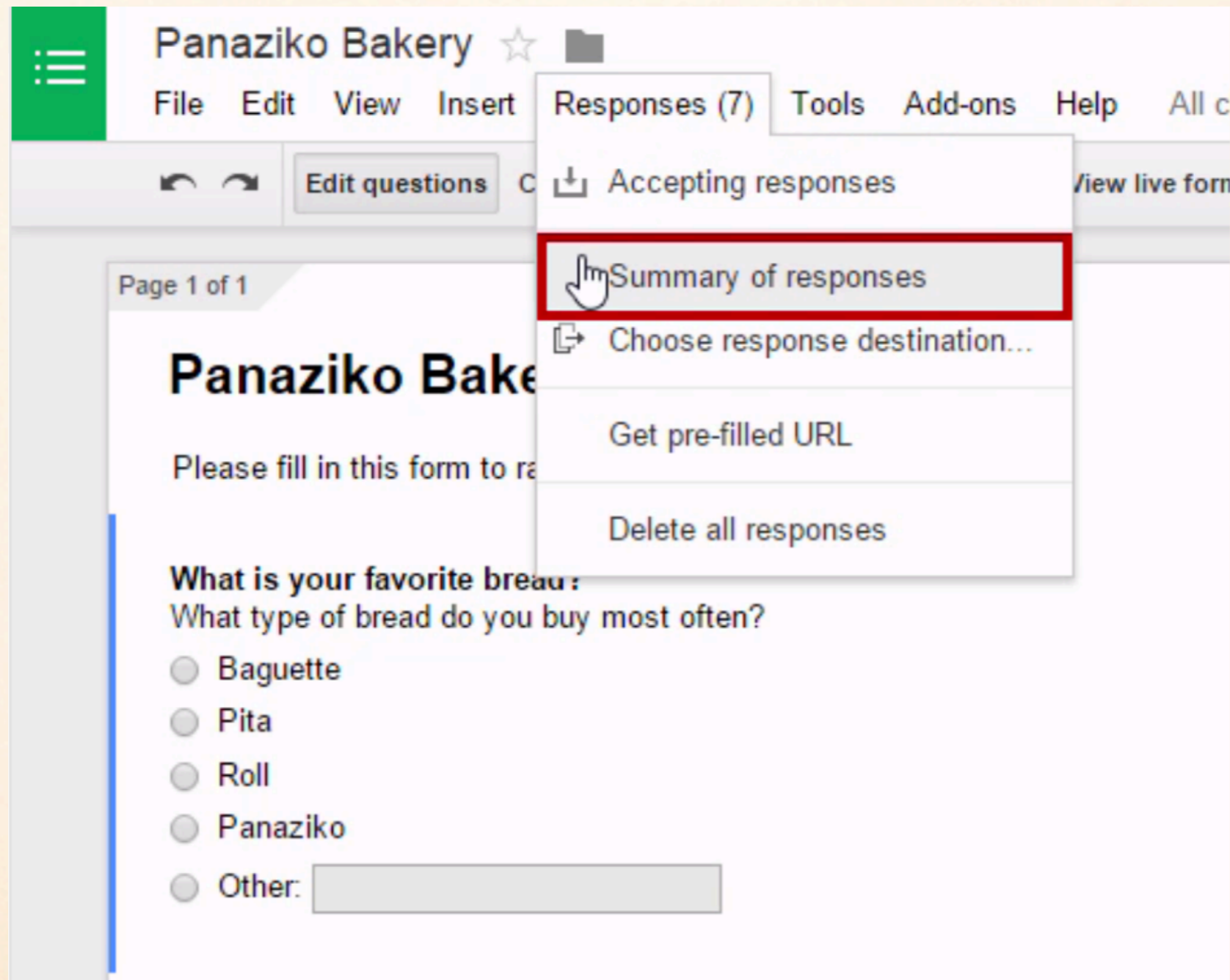
- often
- sometimes
- never

**My attitude about reading is . . . \***

choose one



# Viewing Responses & Response Destinations



The screenshot shows a Google Forms interface for a form titled "Panaziko Bakery". The "Responses (7)" menu is open, and the "Summary of responses" option is highlighted with a red box. The form content includes a question: "What is your favorite bread? What type of bread do you buy most often?" with radio button options: Baguette, Pita, Roll, Panaziko, and Other: [text input field].

**Panaziko Bakery** ☆

File Edit View Insert **Responses (7)** Tools Add-ons Help All c

↶ ↷ Edit questions C ⬇ Accepting responses /view live form

Page 1 of 1

**Panaziko Bakery**

Please fill in this form to r

**What is your favorite bread? What type of bread do you buy most often?**

- Baguette
- Pita
- Roll
- Panaziko
- Other:

# Viewing Responses & Response Destinations

The screenshot displays a survey interface with a dropdown menu open. The menu options are:

- Summary of responses
- Choose response destination... (highlighted with a red box and a mouse cursor)
- Get pre-filled URL
- Delete all responses

The survey content includes:

- Page 1 of 1
- Buttons: Edit questions, Accepting responses, /view li
- Question: **Panaziko Bake**
- Text: Please fill in this form to ra
- Question: **What is your favorite bread:**
- Text: What type of bread do you buy most often?
- Radio button options: Baguette, Pita, Roll

# Viewing Responses & Response Destinations

Choose response destination



New spreadsheet

Panaziko Bakery (Responses)

New sheet in an existing spreadsheet...

Always create a new spreadsheet [?](#)

Create

Keep responses only in Forms

[Learn More](#)

FORM RESPONSES

SPREADSHEET



Modify, re-arrange, and analyze without affecting original form responses.







# Viewing Responses & Response Destinations

The screenshot shows a spreadsheet application window titled "Panaziko Bakery (Responses)". The ribbon includes "File", "Edit", "View", "Insert", "Format", "Data", "Tools", "Form", "Add-ons", and "Help". The font dropdown menu is set to "Arial" and has a "Font" tooltip. The table below contains the following data:

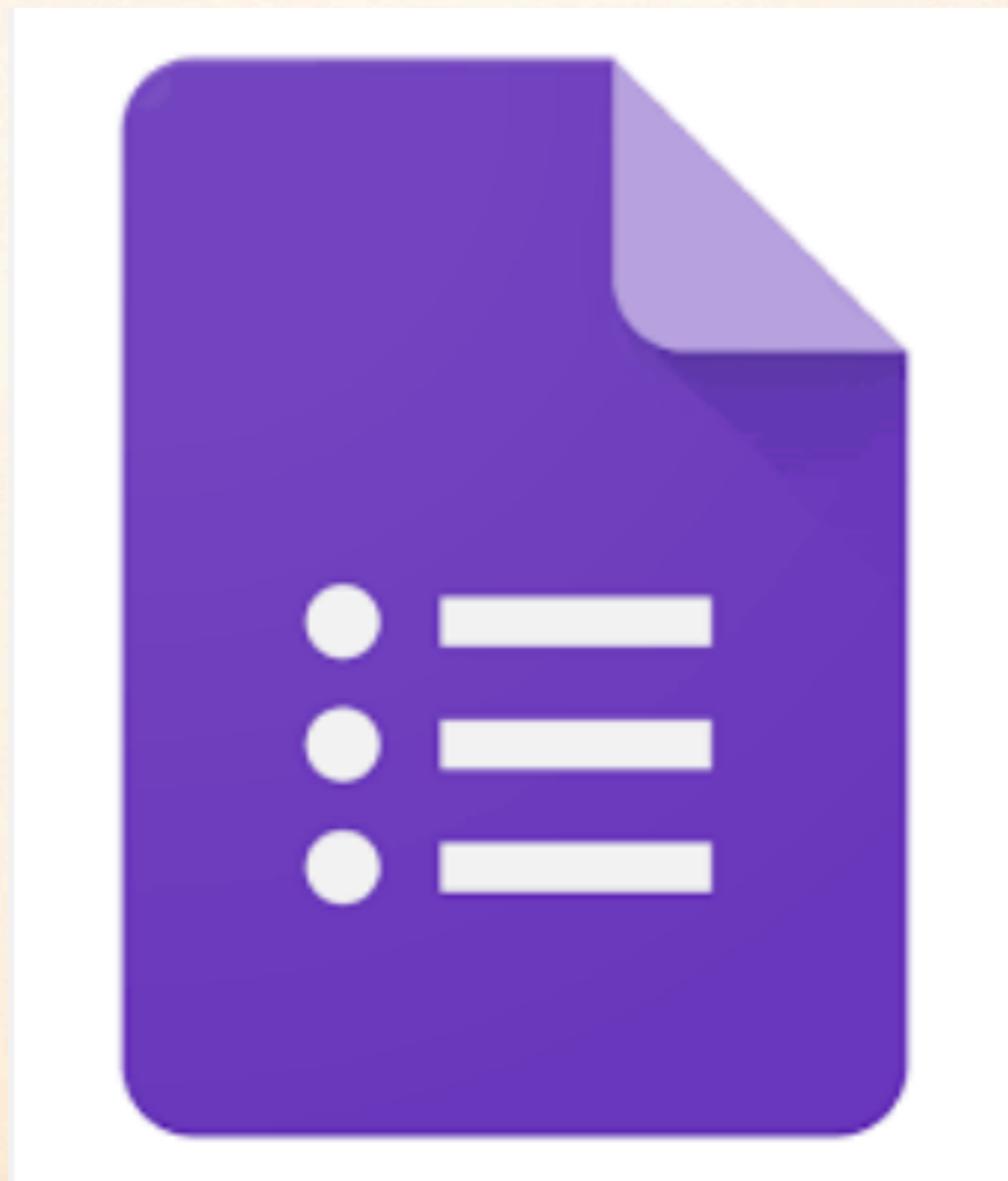
	A	B	C	D	E
1	Timestamp	Username	What is your favorite bread?	What is your favorite drink?	
2	12/30/2014 15:11:48	alegra@appselearning.co	Panaziko	Water, Juice, Beer	
3	12/30/2014 15:11:49	fred@appselearning.com	Panaziko	Water, Tea	
4	12/30/2014 15:12:06	fred@appselearning.com	Pita	Coffee	
5	12/30/2014 15:12:27	alegra@appselearning.co	Pita	Water, Beer	
6	12/30/2014 15:12:38	fred@appselearning.com	Pita	Beer	
7	12/30/2014 15:12:49	alegra@appselearning.co	Pita	Beer	
8	12/30/2014 15:13:09	fred@appselearning.com	Roll	Soda	
9					
10					
11					
12					
13					

# Viewing Responses & Response Destinations

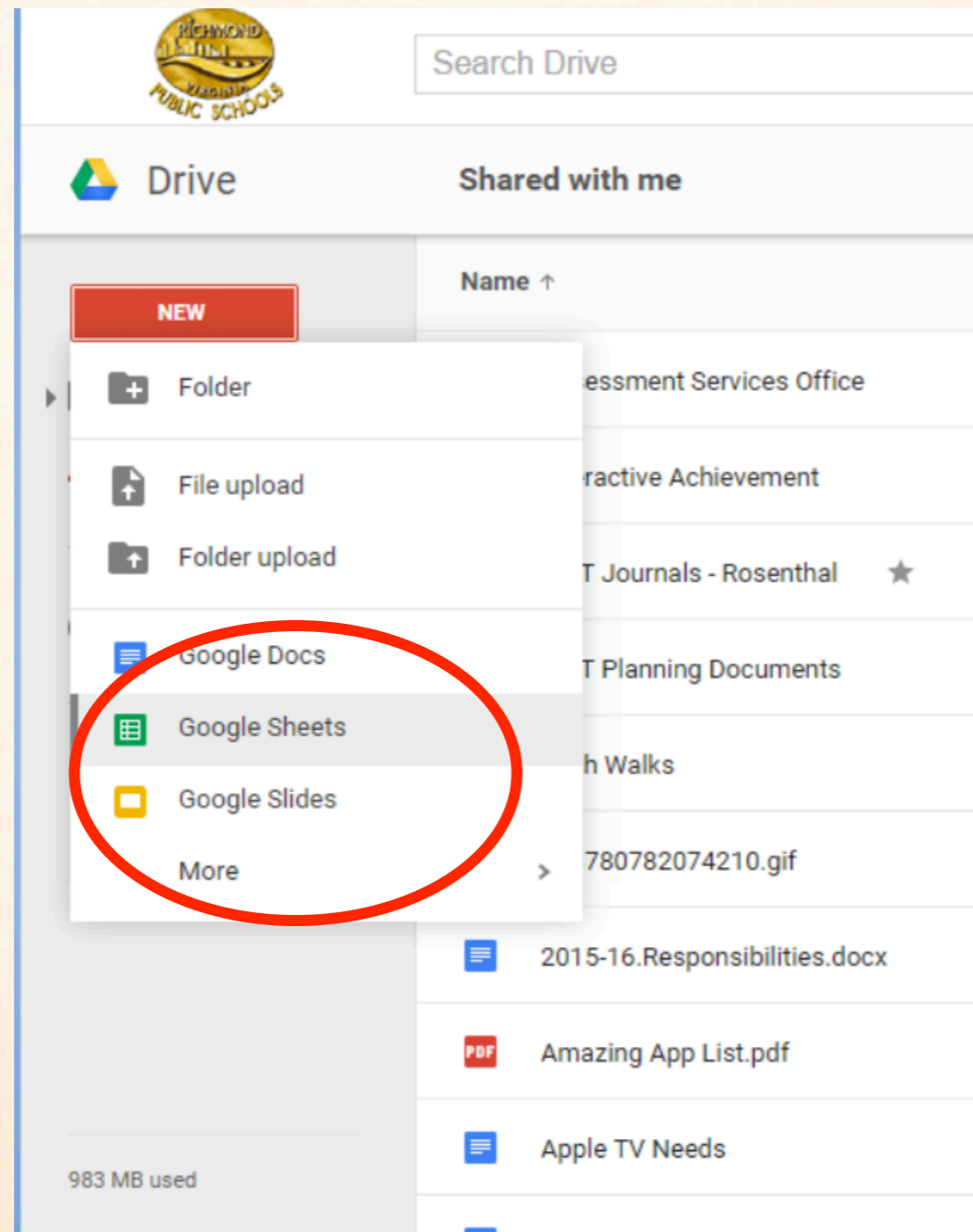
How it looks in Google Drive

Name
 Short u Long u Answer Sheet (Responses)
 Short u Long u Answer Sheet 
 GPES Tech Inventory (Responses) 
 GPES Tech Inventory

# Practice Google Form



# Creating Google Sheet



# Google Sheets Menu Bar

The image shows a screenshot of the Google Sheets interface. At the top, the title bar displays "Training Sheet" with a star icon and a folder icon. Below the title bar is the menu bar, which includes the following items: File, Edit, View, Insert, Format, Data, Tools, Add-ons, and Help. To the right of the menu bar, it says "All changes saved in Drive". Below the menu bar is the toolbar, which contains various icons for editing and formatting, such as undo, redo, print, bold, italic, underline, text color, background color, fill color, text alignment, bullet points, indent, link, unlink, insert link, insert image, insert chart, insert table, and insert function. Below the toolbar is the formula bar, which contains the text "fx". Below the formula bar is the spreadsheet grid, which is divided into columns (A through J) and rows (1 through 3). The cell A1 is selected. Below the spreadsheet grid, there are two blue rectangular overlays. The left overlay covers the bottom-left corner of the spreadsheet, and the right overlay covers the bottom-right corner. In the center of the bottom overlay, there are two buttons: "Comments" and "Share".

Training Sheet ☆

File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive

Print Undo Redo Bold Italic Underline Text Color Background Color Fill Color Text Alignment Bullet Points Indent Link Unlink Insert Link Insert Image Insert Chart Insert Table Insert Function

fx

	A	B	C	D	E	F	G	H	I	J
1										
2										
3										

Comments Share

	I	J	K	L	M



# Formulas & Calculations

The screenshot shows a spreadsheet application window titled "Test data". The menu bar includes File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help, and All changes. The ribbon shows various formatting options like currency, percentage, and text alignment. The formula bar displays the formula `=SUM(B2:B6)`. The spreadsheet data is as follows:

	A	B	C	D	E
1	Student Name	Assignment 1	Assignment 2	Assignment 3	
2	Jon Doe	50	65	58	
3	Jane Doe	75	80	82	
4	Joe Doe	90	87	70	
5	Jenn DOe	100	90	95	
6					
7	Total:	<code>=SUM(B2:B6)</code>			
8					

A tooltip above the formula bar shows the result "315". To the right, a function menu is open, showing options: SUM, AVERAGE, COUNT, MAX, MIN, and More functions... The SUM option is highlighted.

# Wrapping Up



Be sure to bookmark

[rpstech.org](http://rpstech.org)

for most of your  
curriculum and  
technology questions

Password: rps1