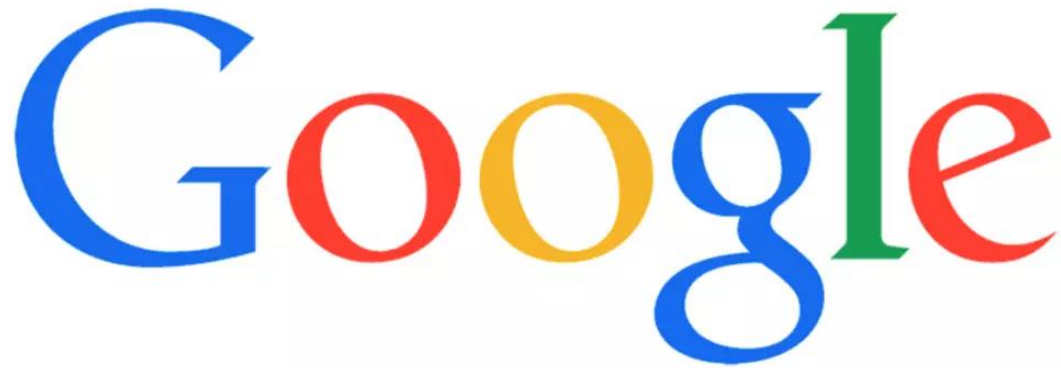


What is Google?

- ❖ Google is an American multinational, publicly-traded organization built around the company's hugely popular search engine. Company was first incorporated as privately held company on September 7, 1998

The Google logo is displayed in its characteristic multi-colored font (blue, red, yellow, blue, green, red) on a white background.

HISTORY

- Google began in 1996 , as a research project by Larry Page who was soon joined by Sergey Brin , two Ph.D. students at Stanford University
- In 1997 , the BACKRUB was renamed as “GOOGLE” .
- “GOOGLE” : which means 10^{100} .
- And in the same year GOOGLE becomes GOOGLE Inc.
- Finally , In 1998 the homepage was launched .
- In 1999 , GOOGLE redesigns the logo .



Founder of Google



Larry Page



Sergey Brin

Services of Google

- ◆ Gmail
- ◆ YouTube
- ◆ Picasa
- ◆ Google maps
- ◆ Google earth
- ◆ Google street view
- ◆ Google news
- ◆ Google play
- ◆ Android
- ◆ Fiber
- ◆ Hangouts
- ◆ Google Car
- ◆ Google Glass
- ◆ Google Cardboard
- ◆ Google alerts
- ◆ Google chrome
- ◆ Google apps
- ◆ Blogger
- ◆ Google reader
- ◆ AdWords
- ◆ Google voice
- ◆ Book search



**Over 151 Google
Products and Services**

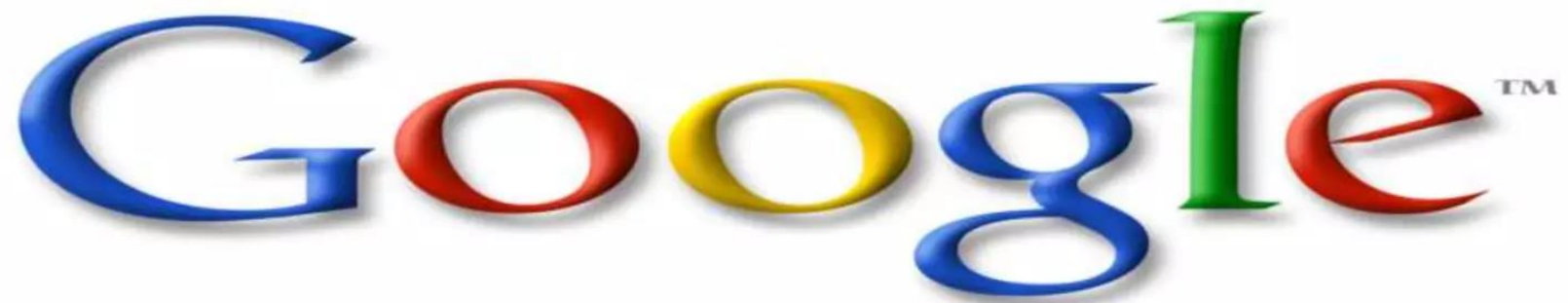
GOOGLE Image

- In 2001 , it launched its international office in TOKYO , JAPAN and introduced GOOGLE images with 250 million images .



Join YOUTUBE

- In 2006 , YOUTUBE Join GOOGLE .

The Google logo is displayed in its classic multi-colored font (blue, red, yellow, blue, green, red) with a trademark symbol (TM) at the end.The YouTube logo is shown, featuring the word "You" in black and "Tube" in white inside a red rounded rectangle.

GOOGLE News

- In 2002 , the GOOGLE news was launched with 4000 news resources online .



GMAIL

- In 1st April 2004 , Gmail goes live started with 1 GB storage space .

Google
GMAIL



GOOGLE Maps

- In 2005 , GOOGLE Map was created .
- It name is igoogle . It contains personalized homepage.



CLOUD BASED COMPUTING

- In the same year , it converts to "CLOUDE BASED COMPUTING"
- It contains many Google apps .



Google OPERATING SYSTEM

- In 2009 , GOOGLE was developed one operating system .
- Its called "GOOGLE CHROME OS" .
- It is a Linux based operating system .



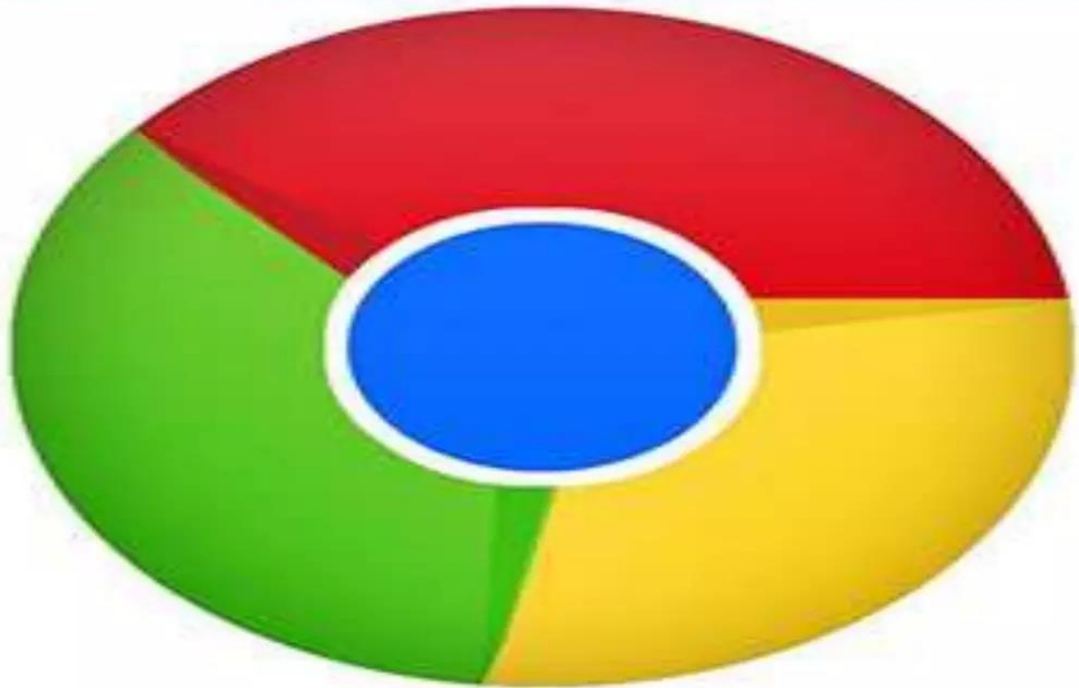
WORLD'S 1ST ANDROID MOBILE

- In the same year , it announced World's first Android phone .
- Company name is "T - Mobile" .



Google CHROME

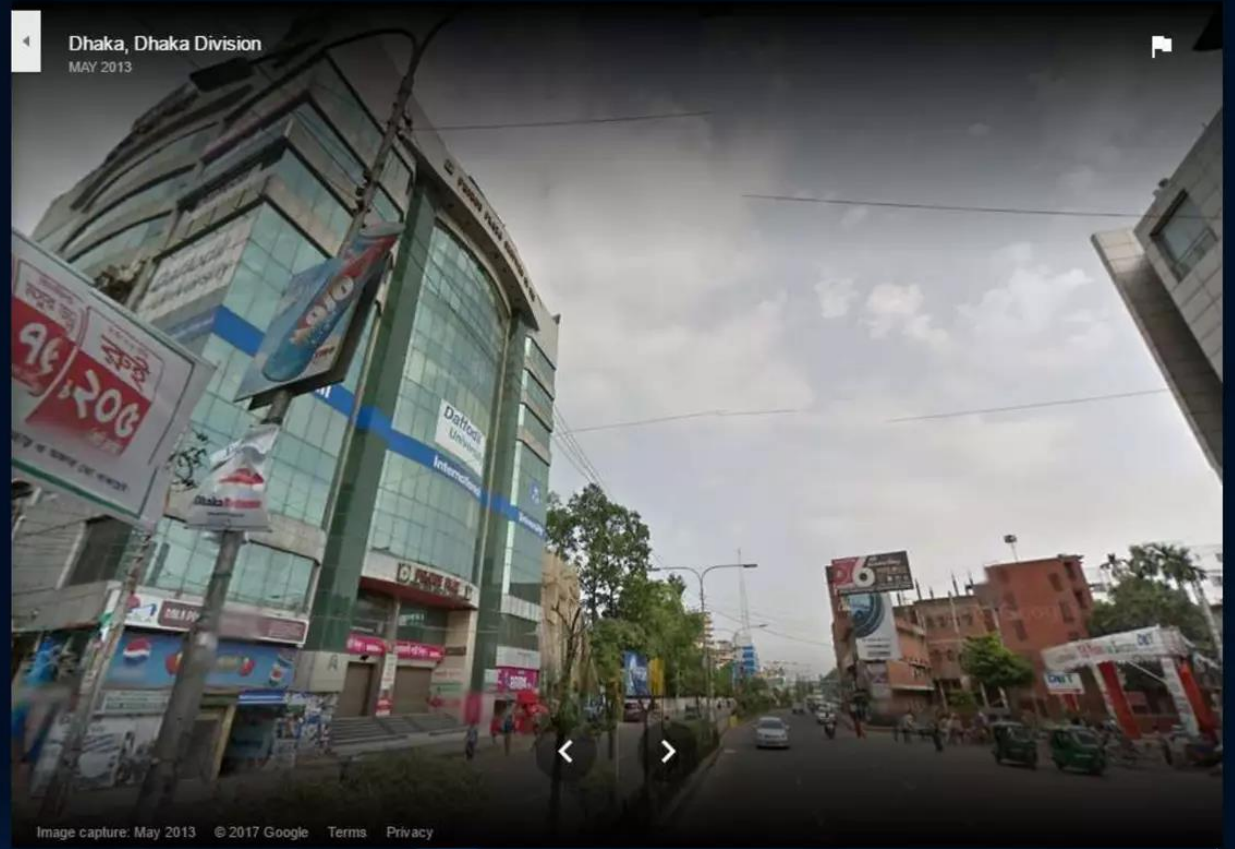
- In 2008 , GOOGLE is 10 years old and it introduced one web browser .
- It name is GOOGLE CHROME .
- It is very faster , easier , safer .



Chrome

GOOGLE Street view

- In the same year , GOOGLE launched “ STREET VIEW ” in 5 U.S cities .



ANDROID MOBILE OS

- In 2007 ,Android mobile operating system is Announced.

Google to Merge **Android** with **Chrome OS**

Single Operating system for Mobiles, Desktops & Laptops



Google +

- In 2011, GOOGLE launched **GOOGLE+**.
- It is a social networking service .



Google+

Google+

G+

G+

What is Google?

Google is a popular internet search engine. It scans the Web to find Web pages that are relevant to the words you have typed in the search box.

Google was founded on September, 1998, by American computer scientists Larry Page and Sergey Brin while they were PhD students at Stanford University in California.

What is Google Search?

Google search is the most popular search engine worldwide, enabling users to quickly find information on the internet. With its advanced algorithms, Google organizes and indexes billions of web pages to deliver relevant search results. What sets Google search apart is its ability to understand user intent and provide accurate answers to queries, ranging from simple facts to complex research topics. This helps individuals save time and easily access a wealth of knowledge.

Additionally, Google search continuously evolves, integrating features like instant answers, auto-complete, and personalized suggestions, enhancing user experience and making information retrieval more efficient, allowing for fast browsing.

The Importance of Google Search in Daily Life

- Provides instant access to vast amounts of information at our fingertips.**
- Enables quick and efficient research on various topics, from health issues to DIY projects.**
- Helps in resolving everyday queries, such as finding recipes, checking weather forecasts, or locating nearby businesses.**
- Facilitates learning through educational resources, tutorials, and instructional videos.**
- Saves time by offering auto-complete and suggested search terms.**
- Keeps users updated with the latest news, trends, and developments across various industries.**
- Acts as a valuable tool for making informed decisions, whether it's buying products, planning trips, or comparing prices.**



Google Drive is an online repository storage facility for you. Drive provides you with 30GB of storage for any file—pictures, documents, etc. Your files can be reached from any smartphone, tablet, or computer. So wherever you go, your file follows. You can share your files or folders with anyone, without having to email.



Sign into your account at:

One account. All of Google.

Sign in to continue to Gmail

John Diehl
diehlj@bedfordasd.org

Password

Sign In

[Need help?](#)

[Sign in with a different account](#)

One Google Account for everything Google



Getting to know the layout

The screenshot shows the Google Drive web interface with several blue arrows pointing to specific features:

- New File**: Points to the 'CREATE' button.
- Upload a file or folder to "Drive"**: Points to the upload icon.
- File Storage**: Points to the 'My Drive' section.
- Files shared with me**: Points to the 'Shared with Me' section.
- List of Files**: Points to the main file list table.
- Details**: Points to the 'Details' button in the top right.
- List View**: Points to the 'List View' button in the top right.
- Grid View**: Points to the 'Grid View' button in the top right.
- Setting**: Points to the settings gear icon in the top right.
- Account**: Points to the user profile icon in the top right.

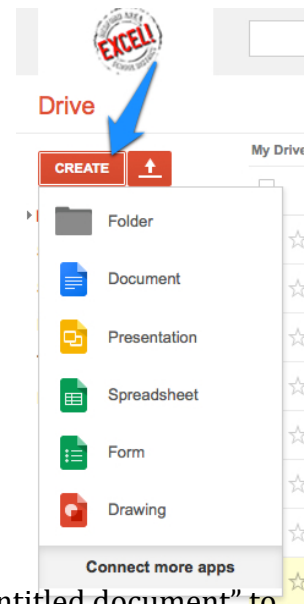
The file list table contains the following data:

OWNER	LAST MODIFIED
me	Apr 28 me
me	Jul 31 Paul Ruhman
me	Jul 17 me
me	Apr 28 me
me	Jul 25 me
me	Mar 18 me
me	Apr 28 me
me	Mar 25 me
me	Mar 25 me
me	Mar 25 me
me	Jul 20 me
me	Aug 3 Unknown user
me	Mar 25 me
me	Mar 25 me
me	Mar 28 me
me	Mar 27 me

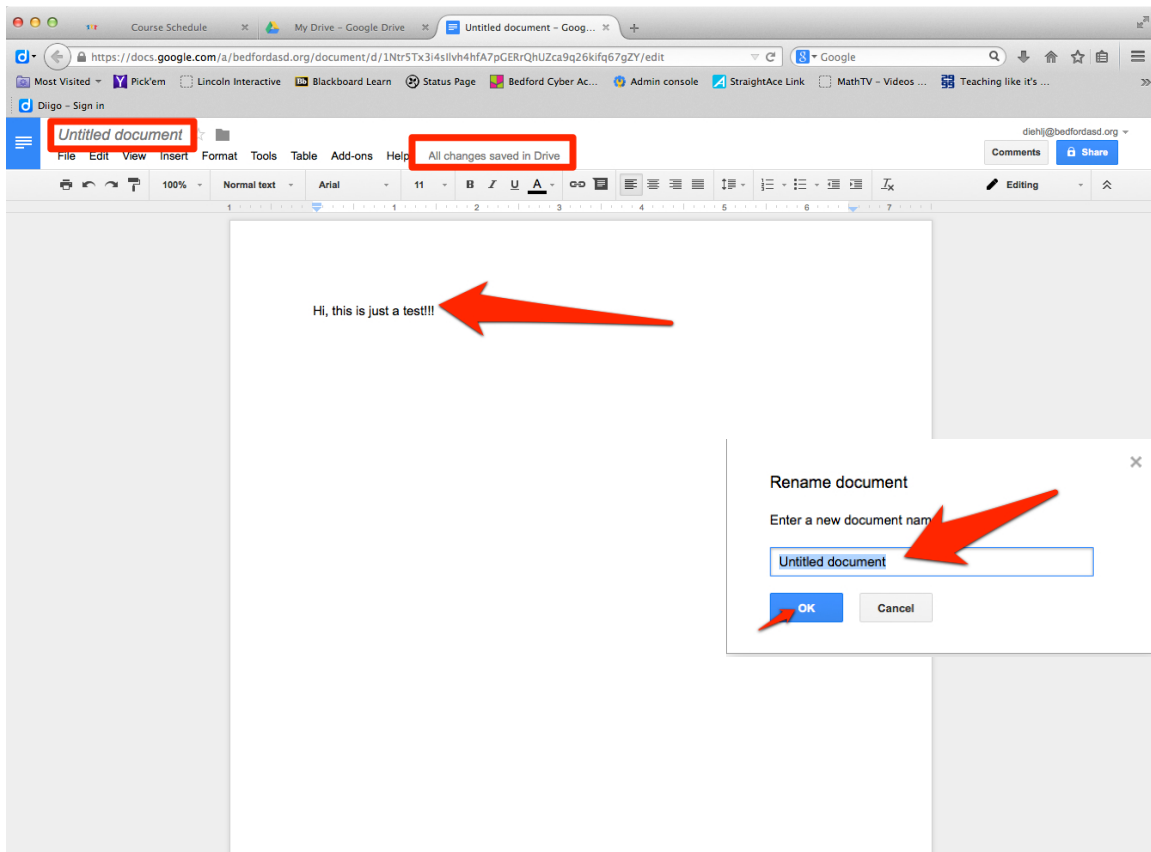
0.19 GB (0%) of 30 GB used
[Manage](#)

Creating a Document

Click on the red “CREATE” button and choose “Document”



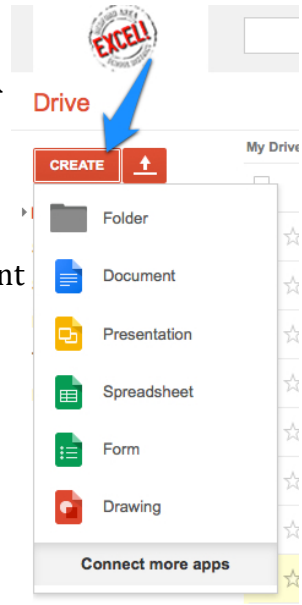
Now, you have an untitled document. You should first click “untitled document” to rename it and then you can click on the document to start typing. You are familiar with the formatting options because they are similar features offered in Microsoft Word.



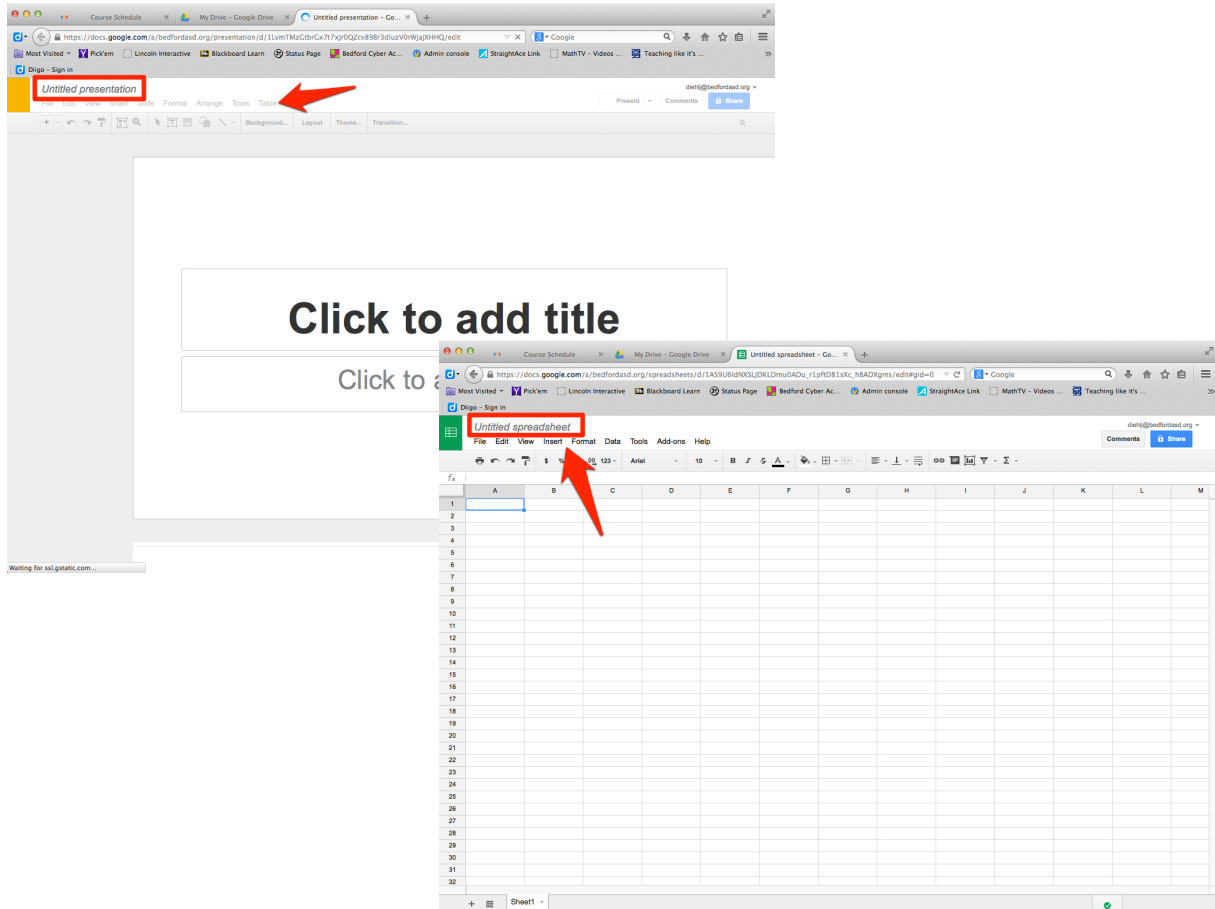
Creating Spreadsheet & Presentation

Click on the red “CREATE” button and choose “Presentation” or “Spreadsheet”

These documents are equivalent to creating a Microsoft PowerPoint and a Microsoft Excel document.



Rename each of your documents first so it can be easily located in drive and then you will notice a familiar menu bar and tool bar, similar to Excel and PowerPoint. Just click into the document area to begin typing and working.



Creating a Form

Click on the red “CREATE” button and choose “Form”

This is used to create questionnaires or surveys.

The screenshot shows the Google Forms editor interface. The form title is "Summer Tech 14 Sign-Up". The form settings are visible, including options to require login, collect usernames, and show progress bars. The form content includes a description of "One Day Trainings", a list of training dates and times, and a sign-up section with checkboxes for each day. The form is currently in draft mode.

Form Settings

- ☐ Require Bedford Area School District login to view this form
- ☐ Automatically collect respondent's Bedford Area School District username
- ☐ Show progress bar at the bottom of form pages

Page 1 of 1

Summer Tech 14 Sign-Up

This summer we will be having a series of "One Day Trainings". Each session will be independent of the others, so you can pick the topics that interest you most and sign up for just those days.

All Google trainings are from 8:00 am to 12:00 pm, at Bedford High School in Room 202 (Mac Lab). Tuesday and Wednesday will be Canvas Training. Canvas is a new learning management system (LMS), which is very user friendly and easy to learn and use, that is now being offered as an alternative to Blackboard in Blended Schools and will replace Blackboard in Middle School this year. All teachers district wide can have access to Canvas. There will be Act 48 hours given for all days. It will be 26 hours if you attend all five trainings.

To sign up, please check the boxes corresponding to the training day that interest you. Please contact John Diehl by email at diehlj@bedfordasd.org or phone 814-623-4208 or 814-977-8145 if you have any questions.

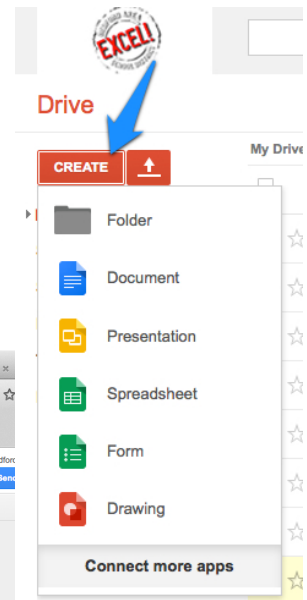
First come, first serve.

Please check the box beside each training date that you wish to attend.*

- ☐ Monday Aug 11: Gmail and Google Calendar 8 am - 12pm
- ☐ Tuesday Aug 12: Canvas Training 8 am - 3pm
- ☐ Wednesday Aug 13: Canvas Training 8 am - 3pm
- ☐ Thursday Aug 14: Google Docs & Drive 8 am - 12 pm
- ☐ Friday Aug 15: Google Sites & Google Classroom 8 am - 12 pm

Full Name*

Email Address (if you would like a confirmation reply)



The screenshot shows the completed form. The form title is "Summer Tech 14 Sign-Up". The form content includes a description of "One Day Trainings", a list of training dates and times, and a sign-up section with checkboxes for each day. The form is now in "Completed" mode.

Summer Tech 14 Sign-Up

This summer we will be having a series of "One Day Trainings". Each session will be independent of the others, so you can pick the topics that interest you most and sign up for just those days.

All Google trainings are from 8:00 am to 12:00 pm, at Bedford High School in Room 202 (Mac Lab). Tuesday and Wednesday will be Canvas Training. Canvas is a new learning management system (LMS), which is very user friendly and easy to learn and use, that is now being offered as an alternative to Blackboard in Blended Schools and will replace Blackboard in Middle School this year. All teachers district wide can have access to Canvas. There will be Act 48 hours given for all days. It will be 26 hours if you attend all five trainings.

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First come, first serve.

*** Required**

Please check the box beside each training date that you wish to attend. *

- ☒ Monday Aug 11: Gmail and Google Calendar 8 am - 12pm
- ☒ Tuesday Aug 12: Canvas Training 8 am - 3pm
- ☒ Wednesday Aug 13: Canvas Training 8 am - 3pm
- ☒ Thursday Aug 14: Google Docs & Drive 8 am - 12 pm
- ☒ Friday Aug 15: Google Sites & Google Classroom 8 am - 12 pm

Full Name*

Email Address (if you would like a confirmation reply)

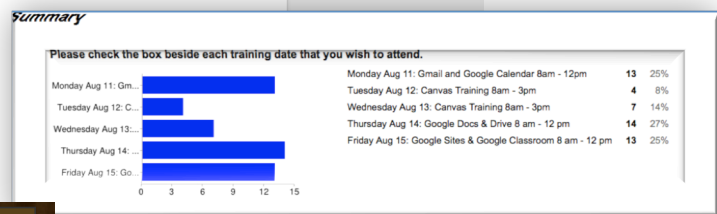
Submit

Never submit passwords through Google Forms.

Powered by Google Forms

This form was created inside of Bedford Area School District.

[Report Abuse](#) [Terms of Service](#) [Additional Terms](#)



Once you create your questionnaire, you can have it published for completion and then you response can be analyzed by checking out the summary.

Creating Folders

Organizing Documents

Click on the red “CREATE” button and choose “Folder”.

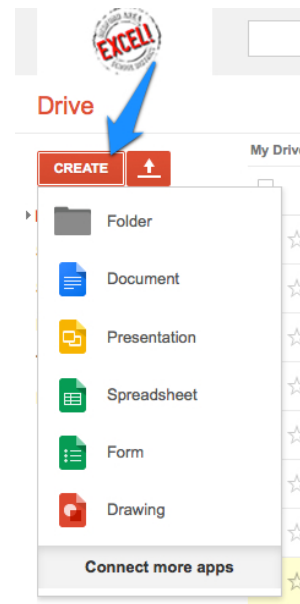
Name your Folder and then you will see it beneath “My Drive”

New folder

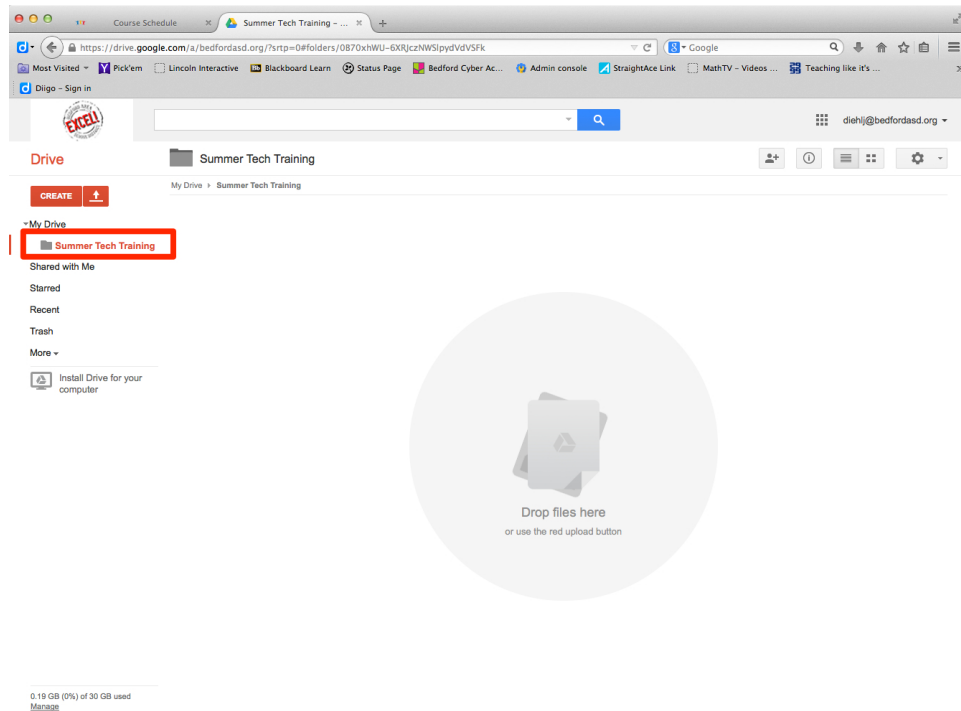
Please enter a name for the new folder:

Create

Cancel



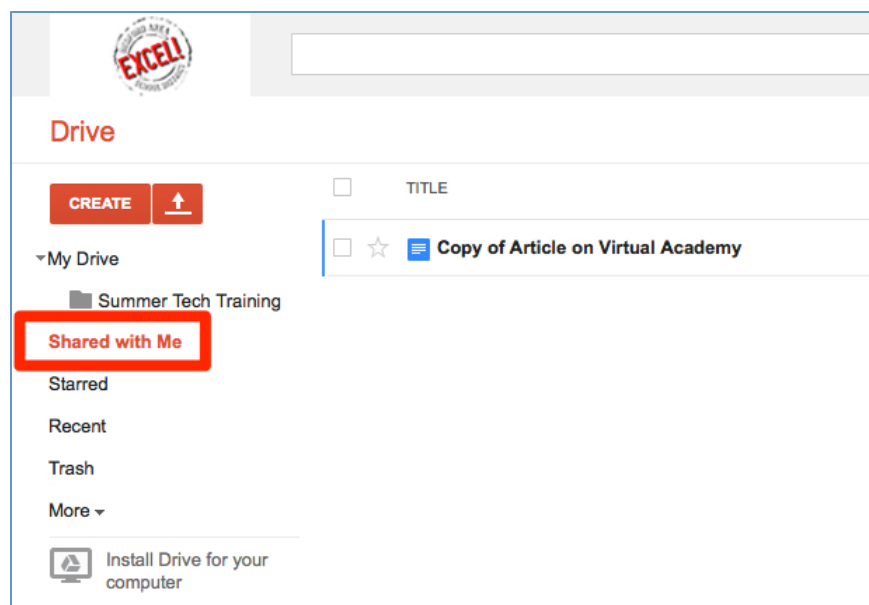
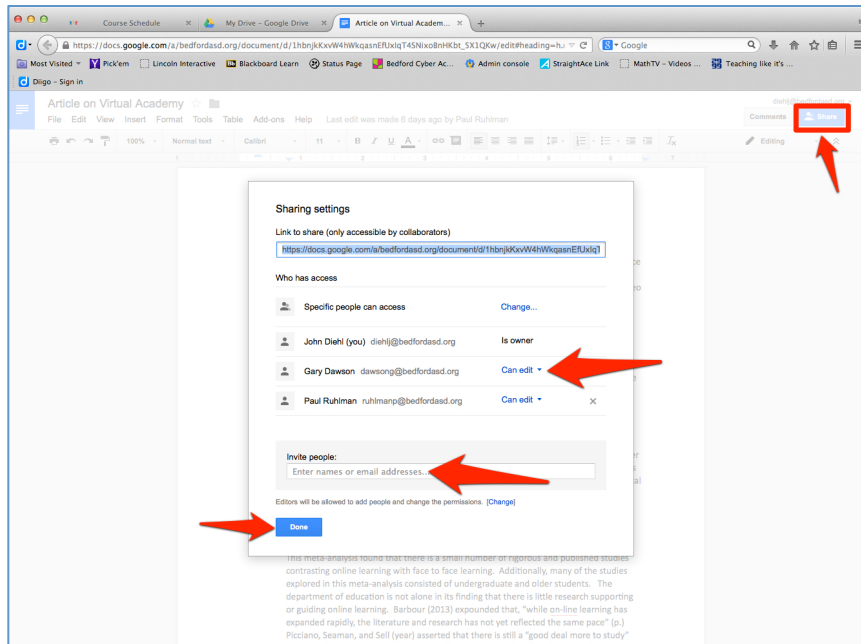
You may drag and drop files into your folder or you can use the Red upload arrow to upload files into drive. Then you can organize them into folders.



Sharing Files or Folders

With people who have a Google account.

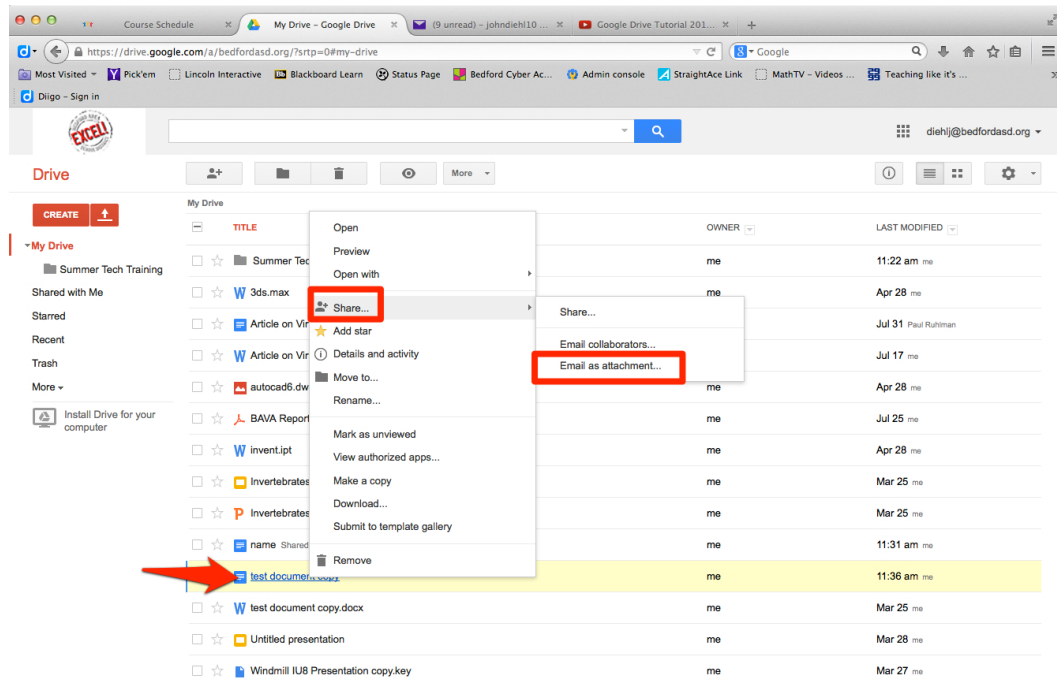
Open or create a new document. Then click on the “share” button on the top right of the screen. A new dialogue box will appear and you will want to input the accounts (email) of those you wish to share this document with. Provide them with either Edit, Comment, or View rights and they can now access this file from their account under “Shared with me”.



Sharing Files or Folders

With people who DO NOT have a Google account.

If are trying to share a Google Doc with someone who doesn't have an account, you right click on the document, select share, and then select email as attachment.



Fill in the "Attach as" and the email address you are sending it to as well as the message and then click send.

Email as attachment

Attach as
Microsoft Word (.docx) ▼

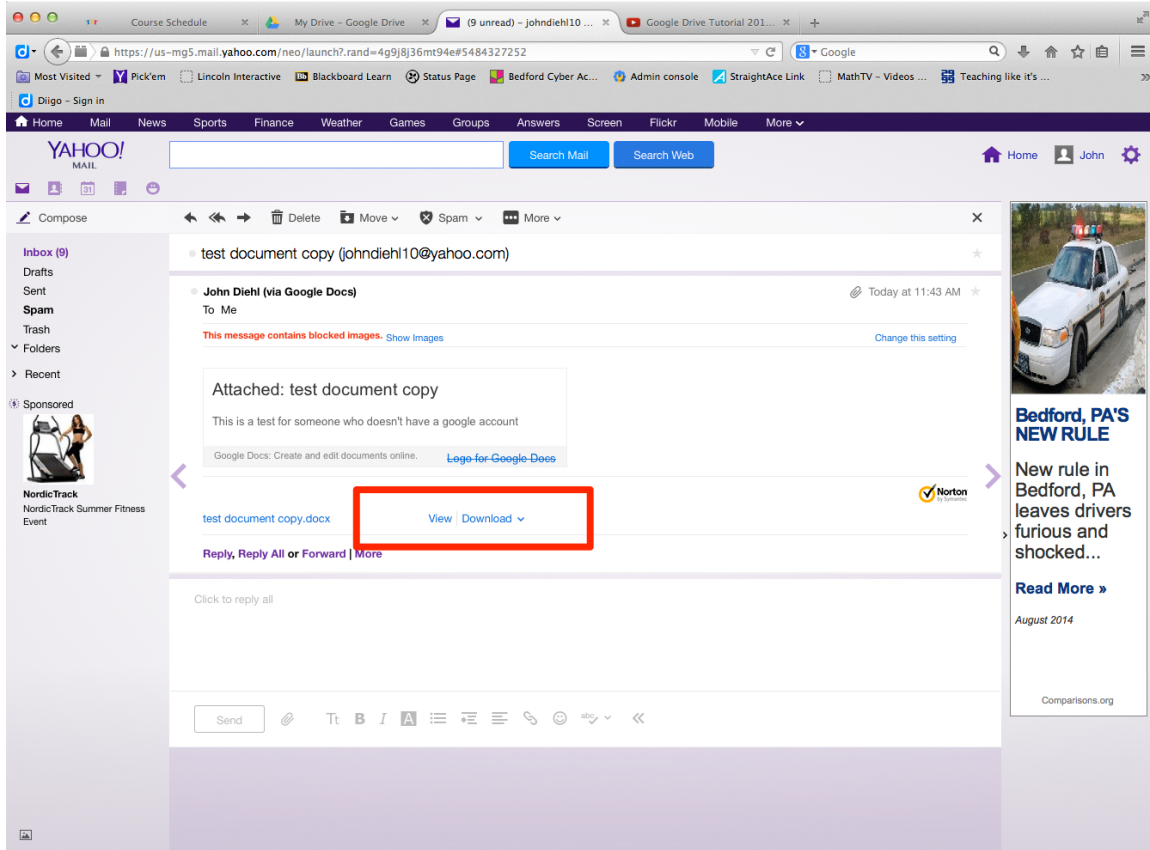
To (required)
johndiehl10@yahoo.com,

Subject
test document copy

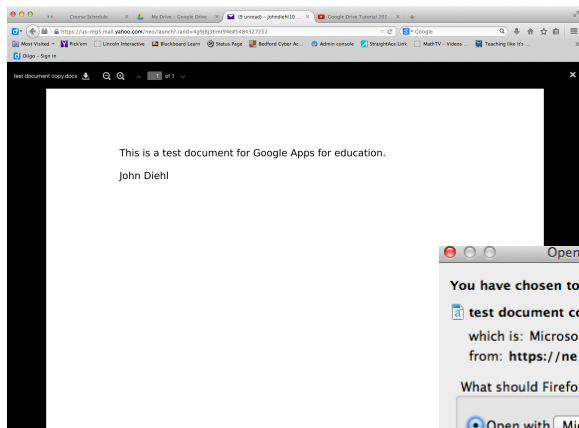
Message
This is a test for someone who doesn't have a google account

☐ Send a copy to myself

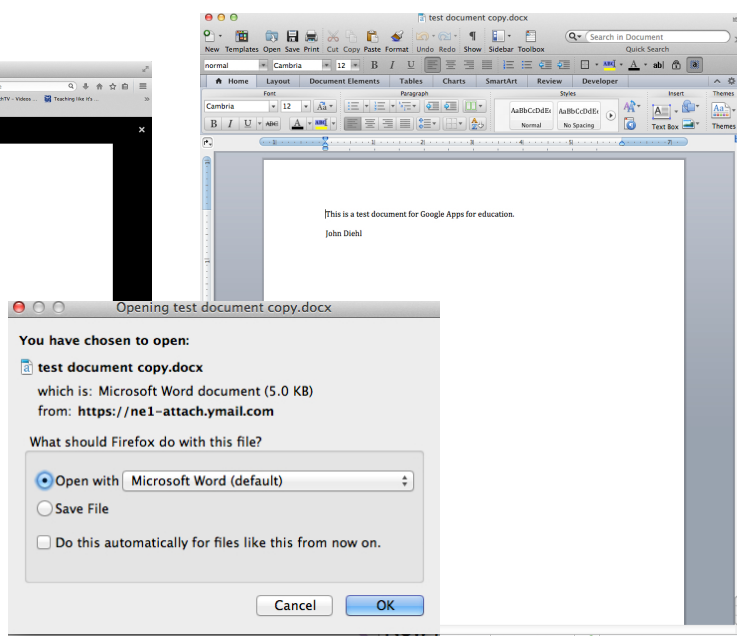
This is how it looks in the recipient's mailbox. They have the option to either view or download the file.



Viewing the Document

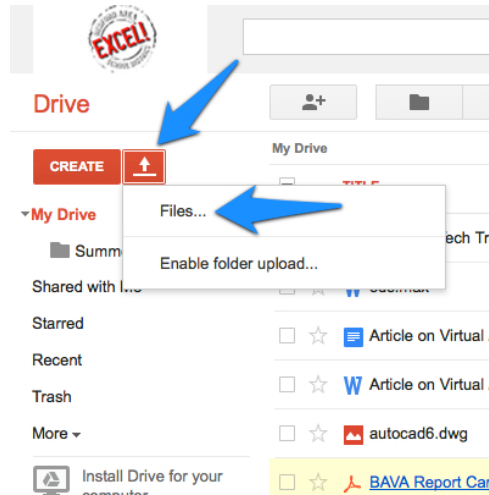


Downloaded and opened in MS Word

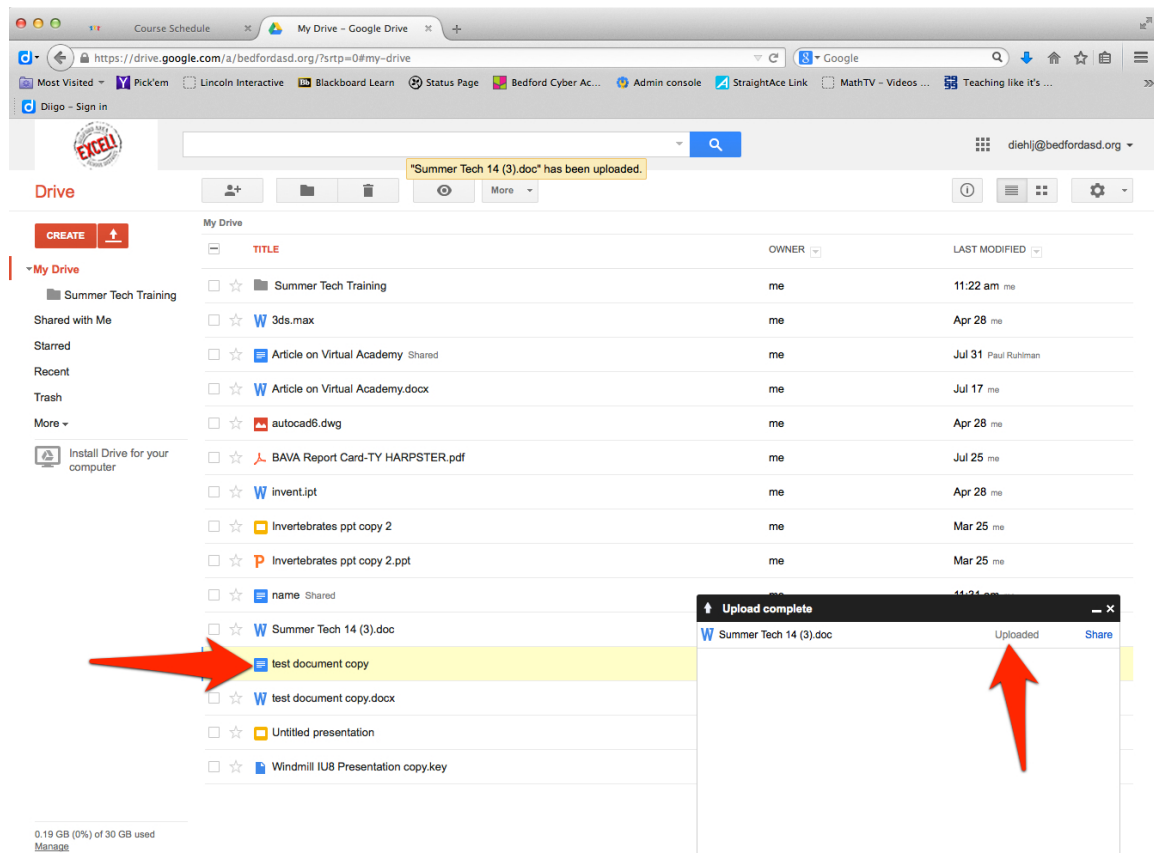


Uploading Files

Click on the red upload arrow.
Then click on the "Files..." label.



Select your file that you wish uploaded. It will upload and appear in your Drive.



You can see that it is uploaded as a word document. You can view it by clicking on it or if you want to edit it, you will need to open (and convert) to a Google document.

Being Viewed in Google Docs.

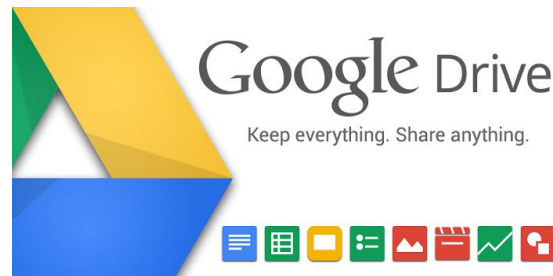
The screenshot shows a Google Docs interface with a document titled "Summer Tech Training - '14". The document content includes a table with training sessions. A sidebar on the left shows a thumbnail of the document.

Date	Topic/Training/Overview	Presenter
August 11 Monday 8am – noon	Google Apps – Gmail – learn about the basics – Stars, Labels, and Contacts to stay organized. Gmail is more than just email – you will learn how to IM, Call phones, and video chat to stay connected within this App. Google Calendar – Learn the fundamentals, features, and general benefits for use in your classroom.	John Diehl Google Gmail
August 12 Tuesday 8am – 3pm	Canvas – Looking for something easier and user-friendlier than Blackboard – then this is for you. This will replace blackboard in BMS this year. Whether you will be exporting an existing Blackboard course into Canvas, using your own material, or assembling material for additional resources, this is an easy-to-use, cloud-based LMS that connects all the digital tools and resources teachers use into one simple place. It integrates seamlessly with hundreds of apps, empowering teachers and students with countless tools to make teaching and learning easier and more fun. Learn more at: http://www.instructure.com/	Blended Schools Staff Trainer Dan Lucas & Mark Radcliffe
August 13 Wednesday 8am – 3pm	Canvas – with the limit of 25 participants a second day of this trusted educational revolutionary tool may be necessary.	Blended Schools Staff Trainer Dan Lucas & Mark Radcliffe
August 14 Thursday 8am – noon	Google Docs & Drive – Learn how to use docs, sheets, and slides for document editing anywhere, anytime. Learn how Drive lets you store and share all your stuff.	John Diehl

Right Click and select “Open With” to edit with Google Docs.

The screenshot shows the Google Drive interface. A right-click context menu is open over a file named "Summer Tech Training - '14'". The "Open with" option is selected, and a sub-menu is displayed showing "Google Docs" as the chosen application. Red arrows highlight the "Open with" option and the "Google Docs" option in the sub-menu.

How to use Google Drive



Google Drive is a free, web-based office suite and data storage service offered by Google. It enables users to create online documents and edit them collaboratively. As well as word processing, spreadsheets and presentations, Google Drive offers a "forms" option that can be used to generate online surveys, collate them and present the results.

"Google Apps for Education" is a package of free online tools, including Google Drive compiled specifically for schools and colleges. It allows schools to set up email accounts for its teachers and students, facilitates shared calendars, shared documents and even the creation of websites that can become class or project websites. It gives the administrator control to limit access to emails and sites.

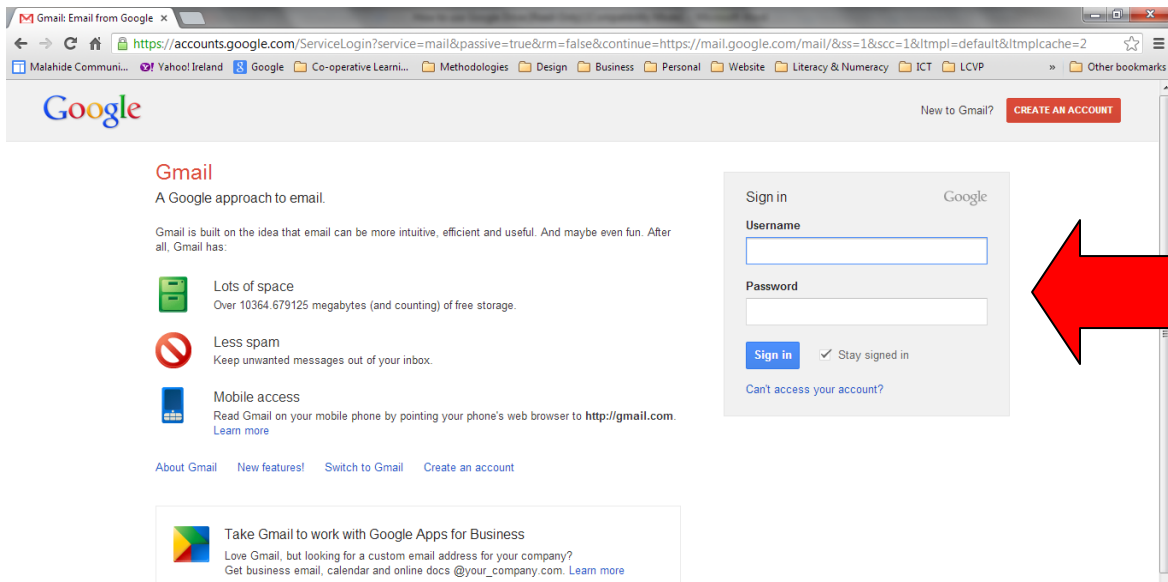
If you are considering setting up Google Apps for your school it is advisable that it is done in consultation with the ICT Administrator in your school.

For the purposes of using Google Drive with your students, regular Gmail accounts will suffice.

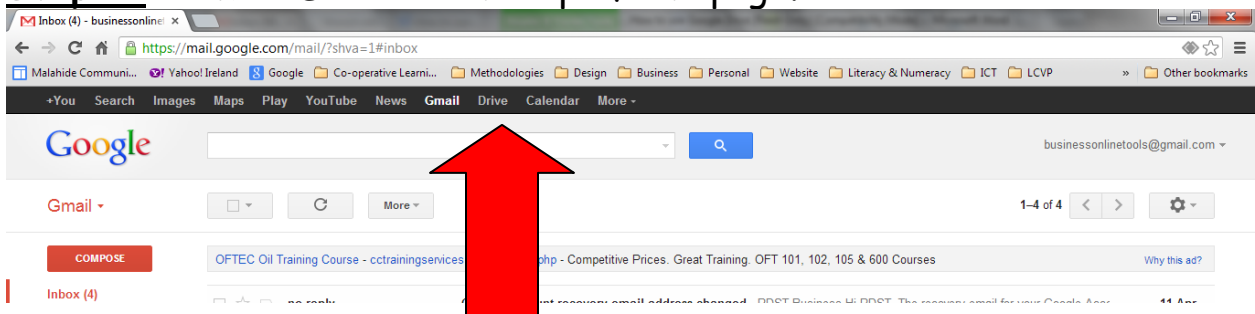
Tip:

Google Drive works best when using the Google Chrome browser. If you don't already have it installed on your laptop/PC, download it now from <https://www.google.ie/>. This will allow you to install other Google Apps and access them from Google Drive in the future.

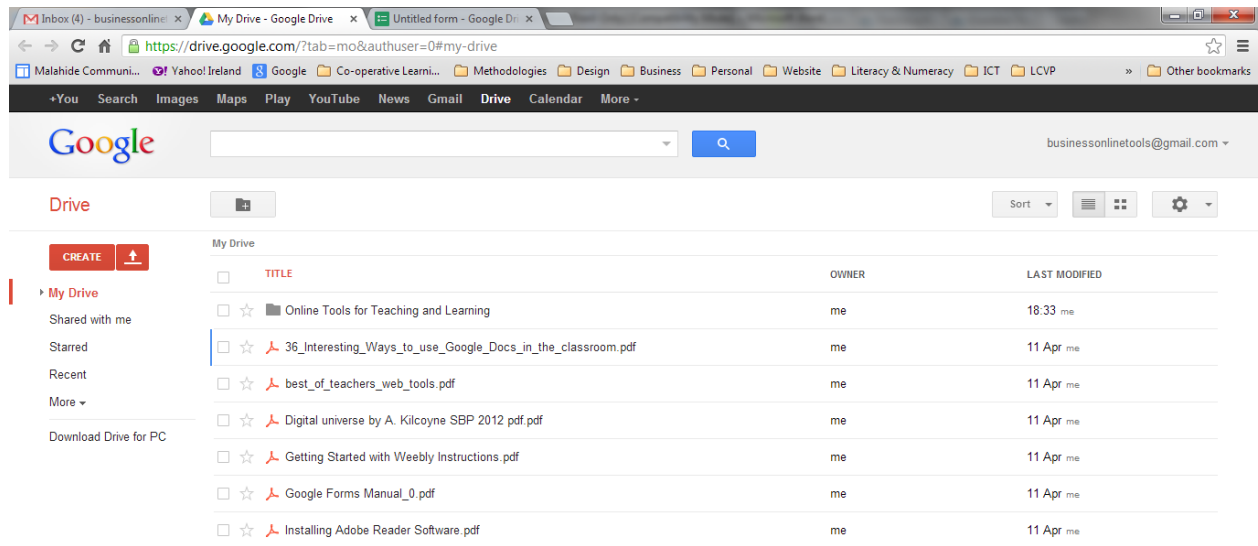
Step 1: Log into your email as normal



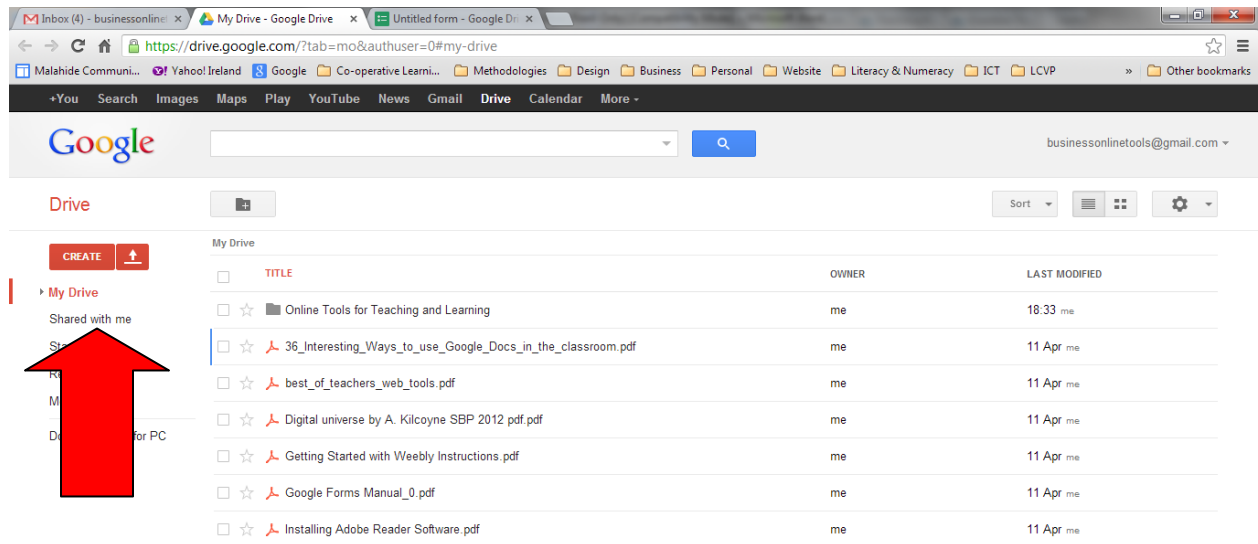
Step 2: click on Drive at the top of the page.



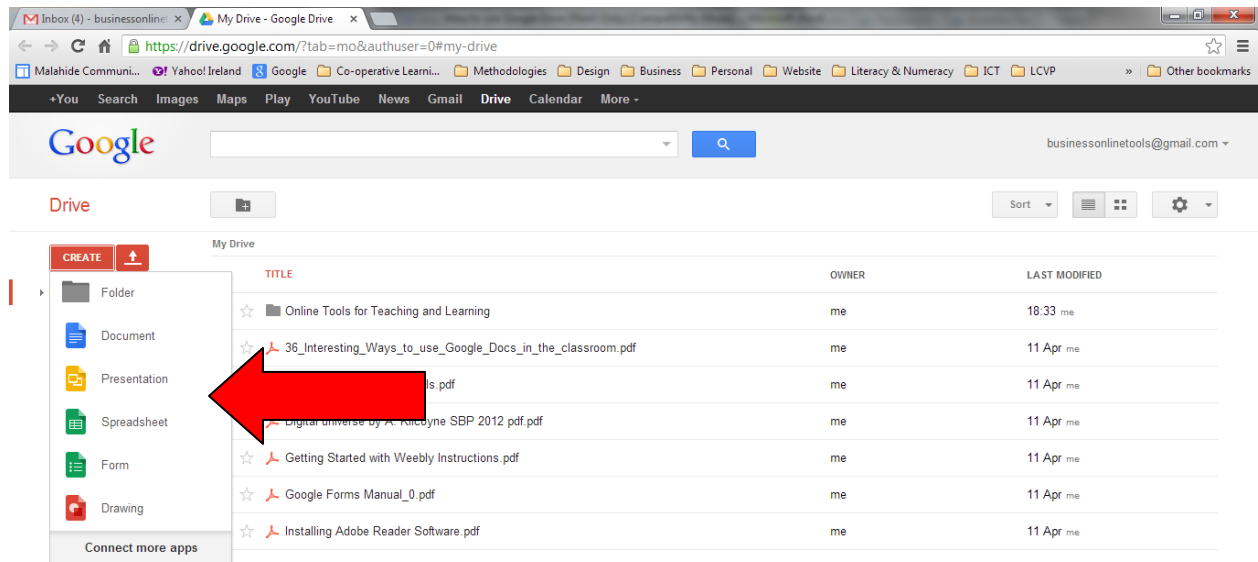
Step 3: You are now into the Google Drive dashboard.



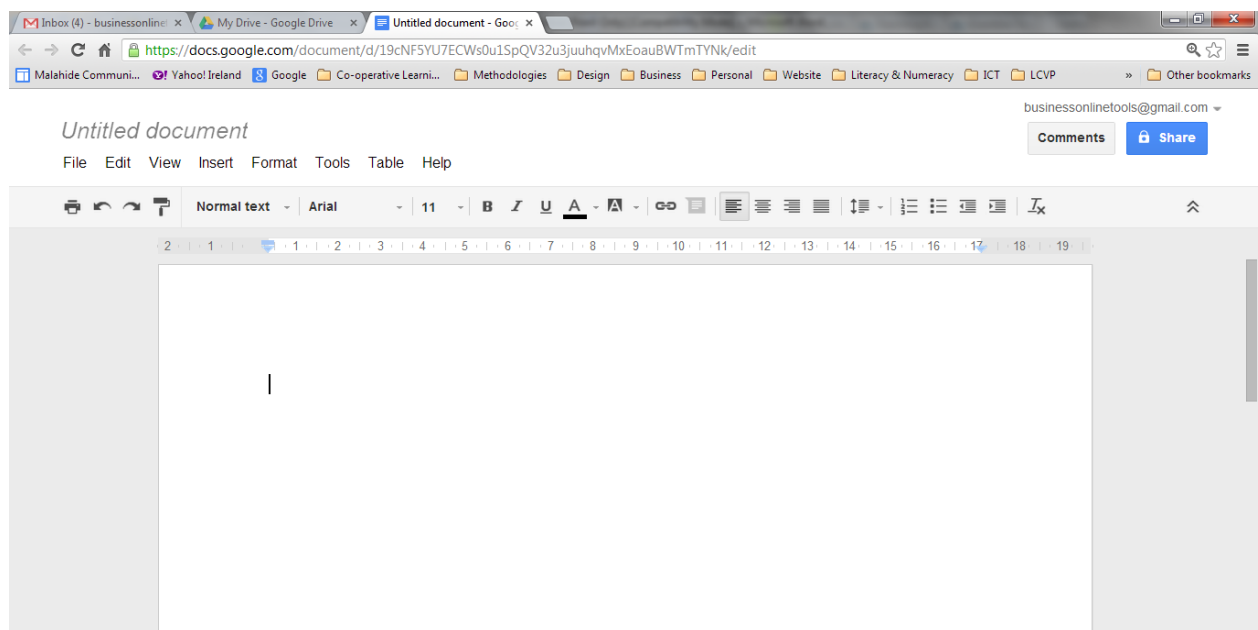
Step 4: Creating a document from scratch is very simple. Click the create button.

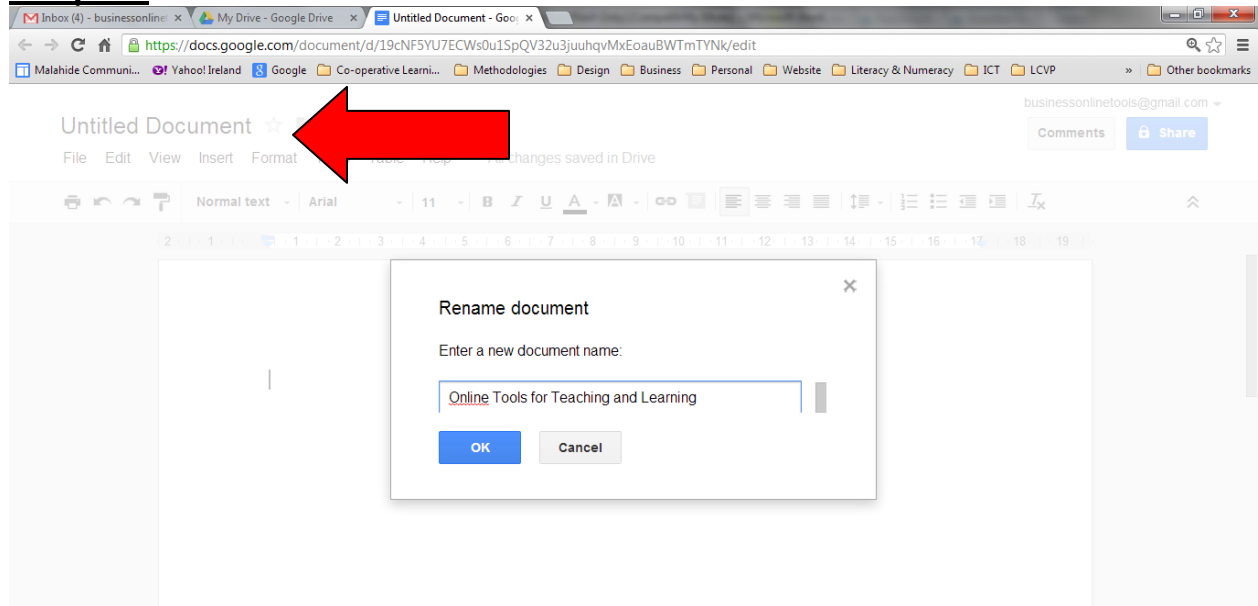


Step 5: You can create a document (similar to Microsoft Word), spreadsheet (similar to Microsoft Excel), presentation (similar to Microsoft PowerPoint), form (useful for creating tests, evaluations, surveys), etc.

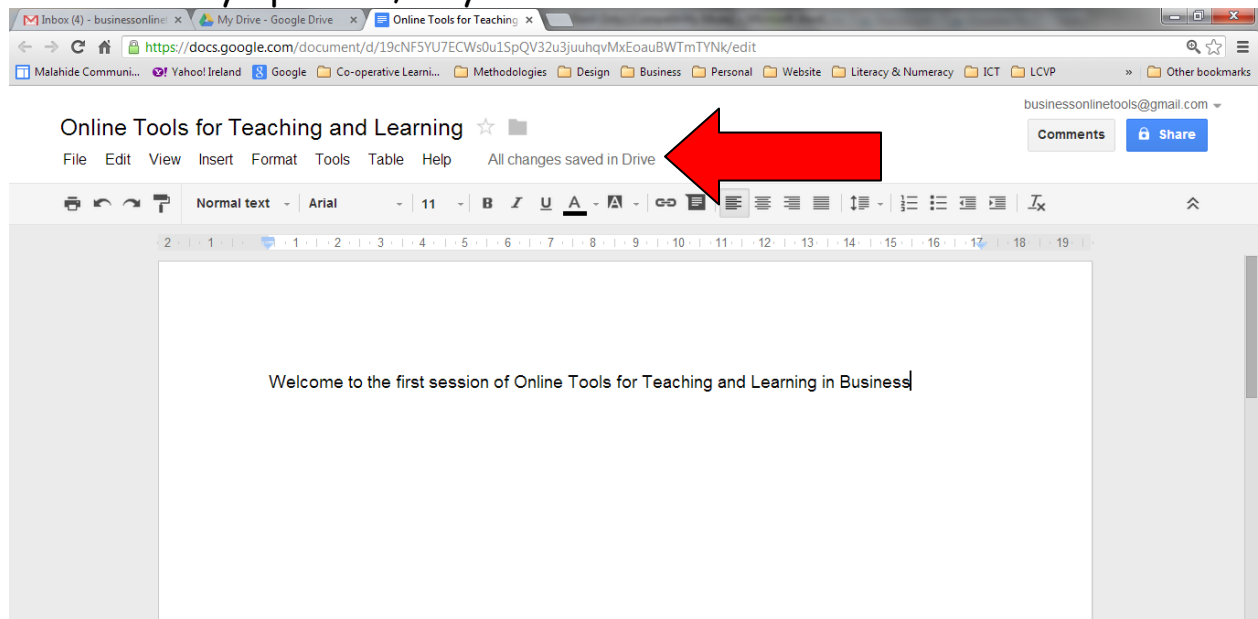


Step 6: Select Document (the steps that follow also apply for creating a presentation or spreadsheet).

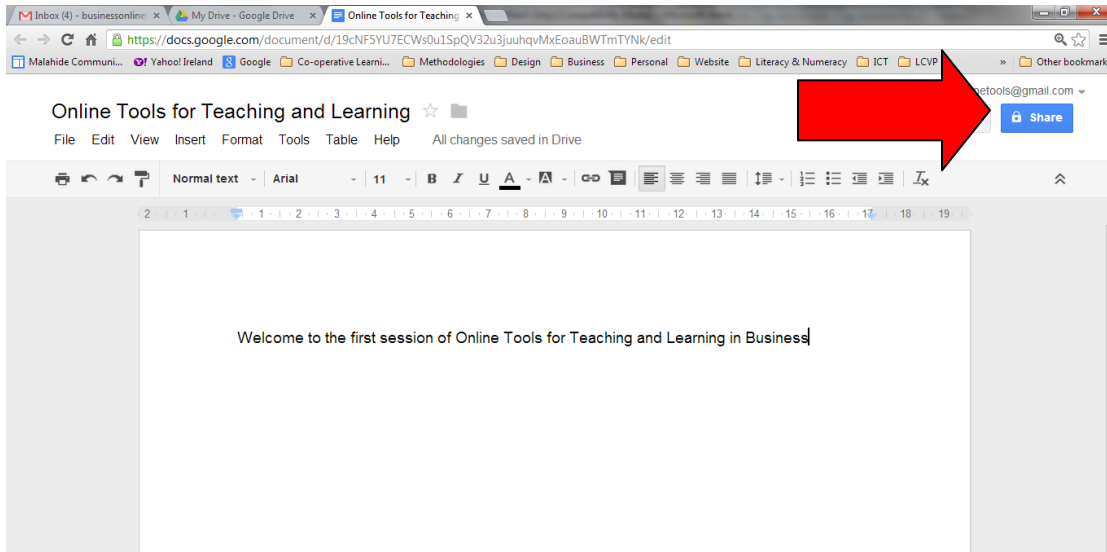


Step 7: To name the document click on Untitled document**Step 8:** Saving your document.

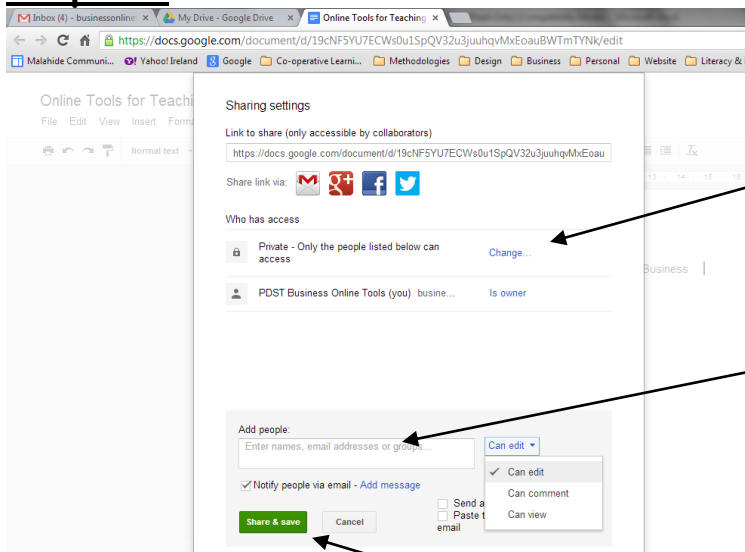
There is no save button in Google Drive. All changes made are automatically updated, so your work will never be lost.



Step 9: Once the document has been completed, it will be privately owned by you. If you want to share it with your students or other members of staff just click the "Share" button on the top right hand corner.



Step 10:

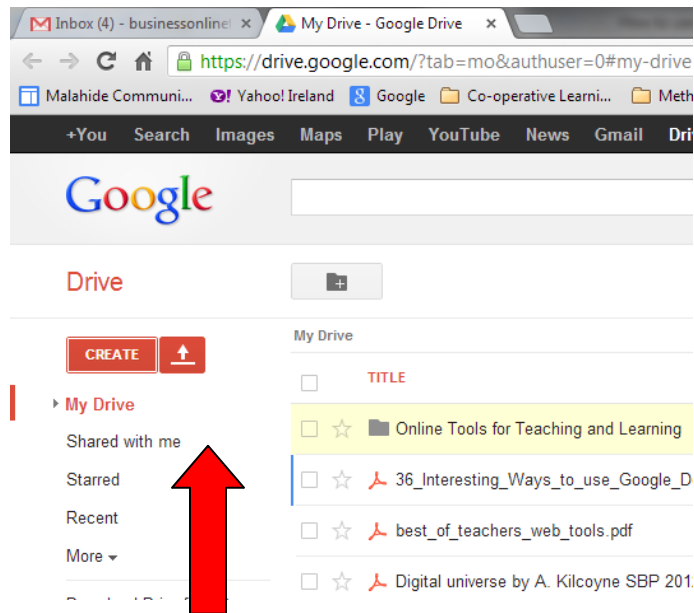


Simply click on "Change" and allow others to either view or edit the document (editing allows collaborative/co-operative work to take place)

You can add people by entering their email address (this will be easier and quicker if you have their email addresses already saved in your email contacts)

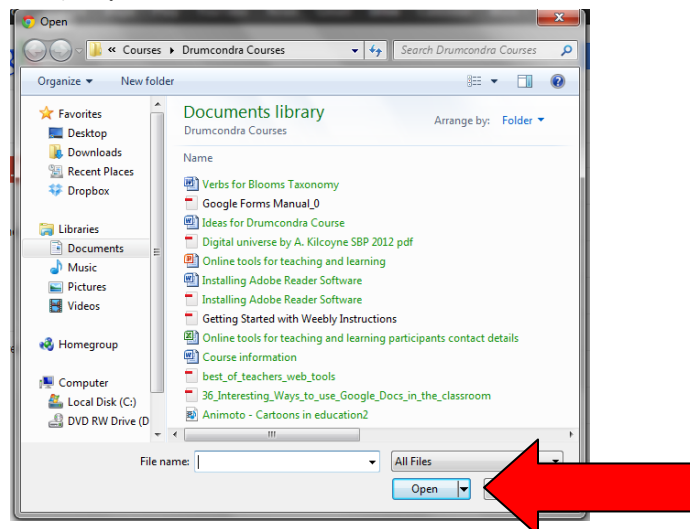
Click on "Share & save" when you're finished

Step 11: You can also upload your existing word document/spreadsheets/PowerPoint Presentations that you have already created to Google Drive from your computer or laptop

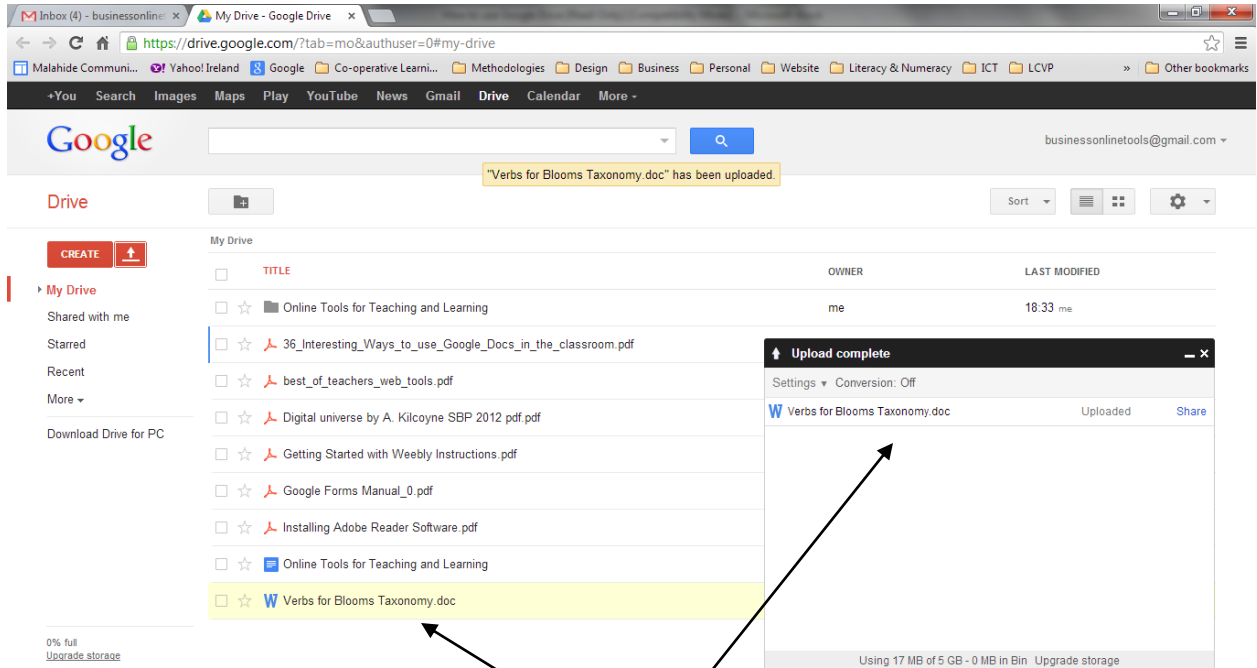


Click on the upload icon and select either file or folder from the drop down menu, depending on what you want to upload

Step 12: Select the file or folder you want to upload, then click on "Open" to attach it.



Step 13:



The screenshot shows a Google Drive web interface. At the top, a notification bar states: "Verbs for Blooms Taxonomy.doc" has been uploaded. Below this, the "My Drive" section lists several documents. The document "Verbs for Blooms Taxonomy.doc" is highlighted in yellow. To the right of the document list, an "Upload complete" dialog box is open, showing the document name "Verbs for Blooms Taxonomy.doc" and a "Share" button. A red callout box with the text "Click on the document and it will open" has two arrows pointing to the highlighted document and the "Share" button.

Click on the document and it will open

Documents can be easily shared with students and/or worked on collaboratively. Students can follow the same process to share their homework/projects which you as the teacher can then comment on.

For more information, click

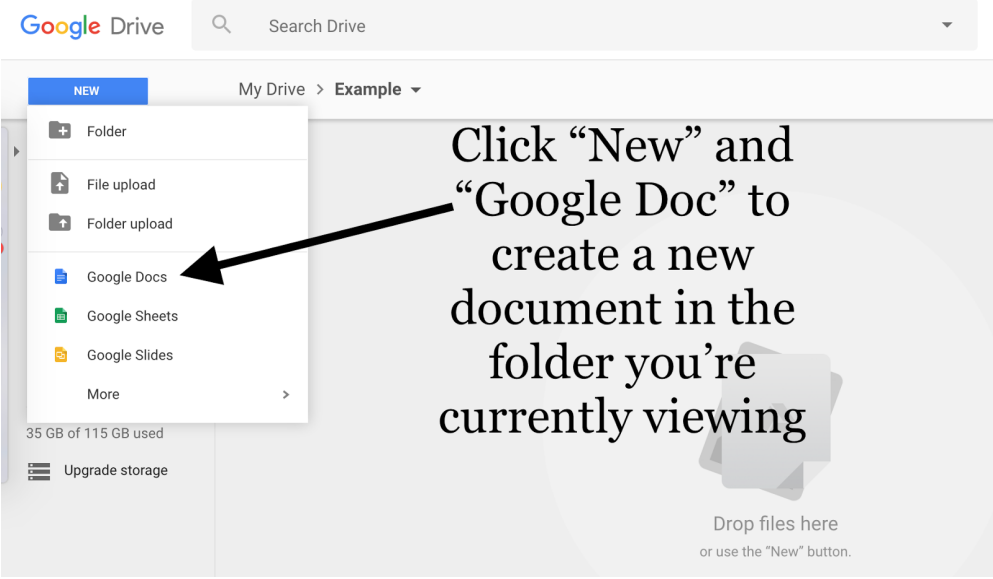
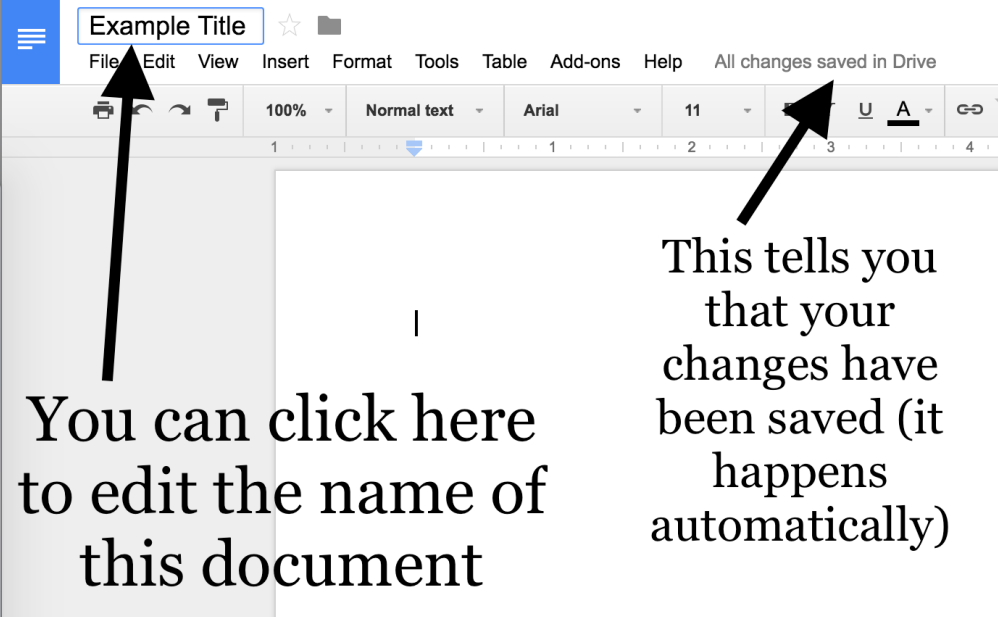
<https://www.google.com/intl/en/drive/start/features.html>

Basics of Google Docs (Lesson 1 Handout)

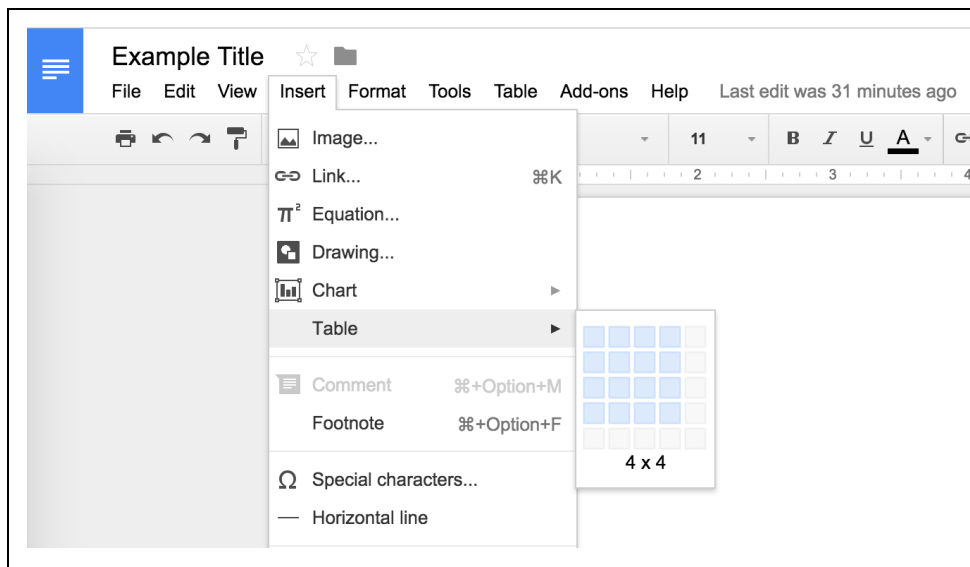
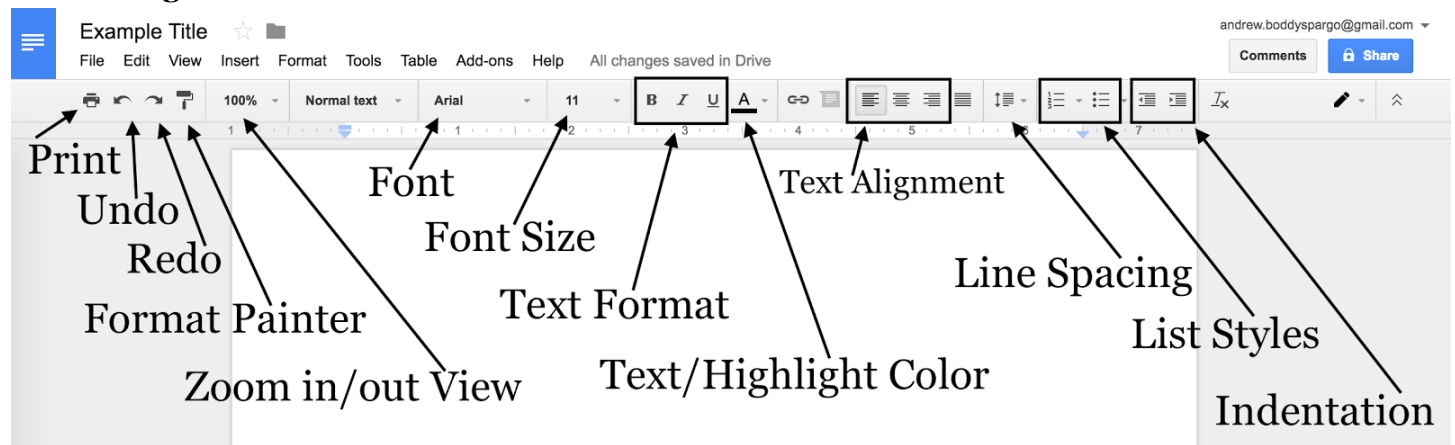
Google Docs gives users the ability to create and store documents and files using any web browser (in “the cloud”), access them from any device, and give multiple people simultaneous access. “The Cloud” is a phrase that means being able to access information through a web browser that are stored on a company’s computers. This gives you the ability to access them anywhere and share them with others. Heads-up: Google Docs works best in Google Chrome, but you can usually use it in any web browser (Safari, Internet Explorer, Firefox).

To get started, go to drive.google.com and log in to a Google account OR login to a Gmail account, click on the little grid in the upper-right of the screen (looks like ) and choose ‘Drive’

Create a Google Doc

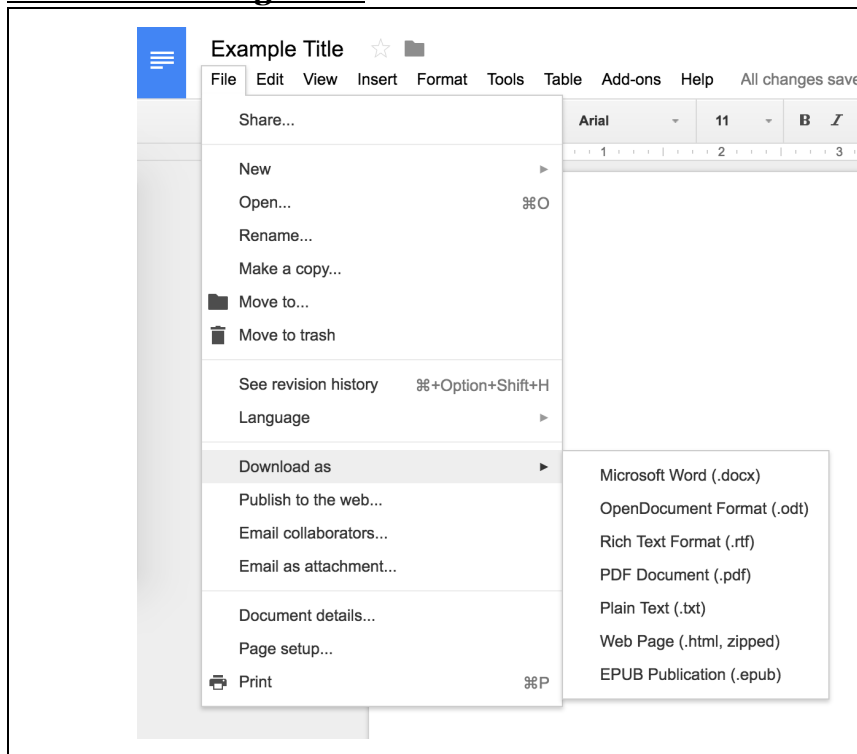
 Click “New” and “Google Doc” to create a new document in the folder you’re currently viewing	Once you’re in your Google Drive account, click on the ‘New’ button and click on ‘Google Docs’ to create a new Google Doc.
 You can click here to edit the name of this document This tells you that your changes have been saved (it happens automatically)	To change the name of the document, click on the ‘Untitled document’ name in the upper-left corner of the screen and replace it. Press ‘Enter’ or click in the document to save. Your document is constantly automatically saving as long as you are connected to the internet, and it will tell you as much if you look to the right of the ‘Help’ menu.

Edit a Google Doc



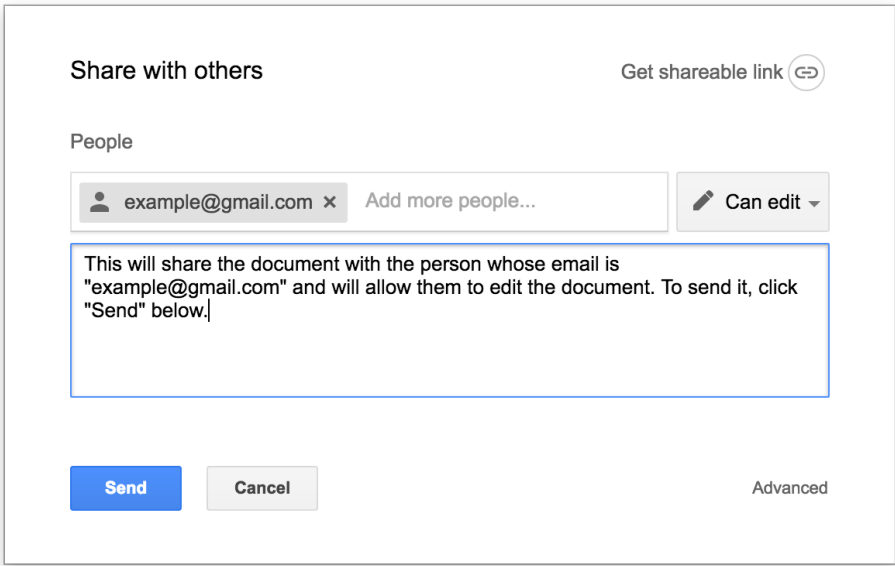
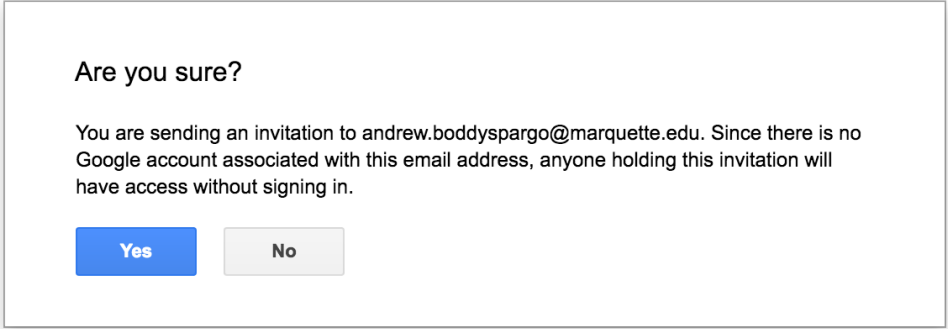
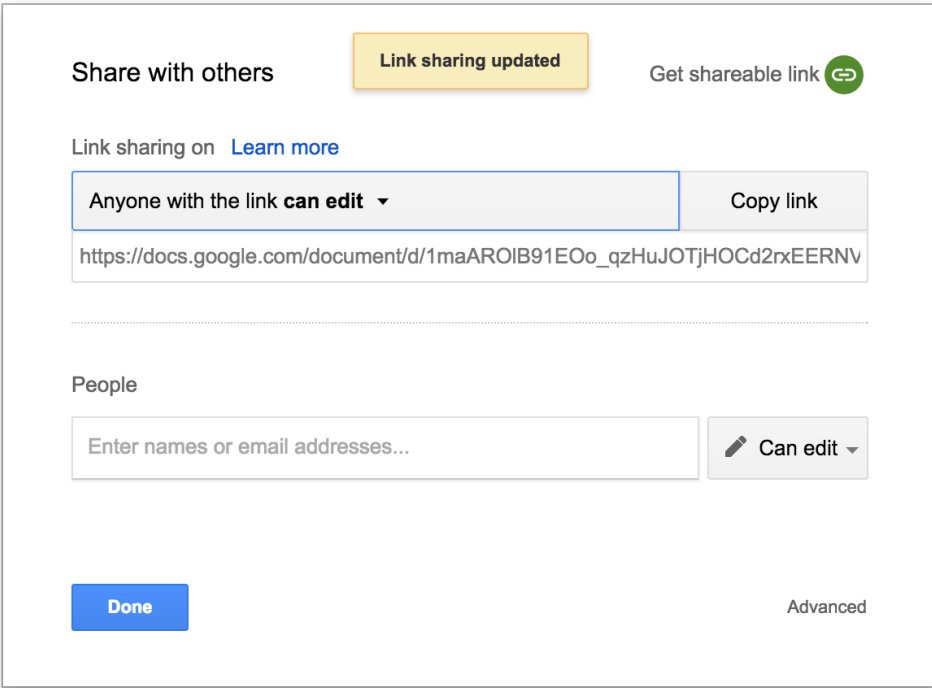
To insert a picture, click on the 'Insert' menu and select 'Image.' You can upload a picture from your computer or click on the heading that says 'Search' to use a Google Image. To insert a table, click on the 'Insert' menu, hover over the 'Table' option, and use your cursor to indicate the dimensions of your table.

Download a Google Doc

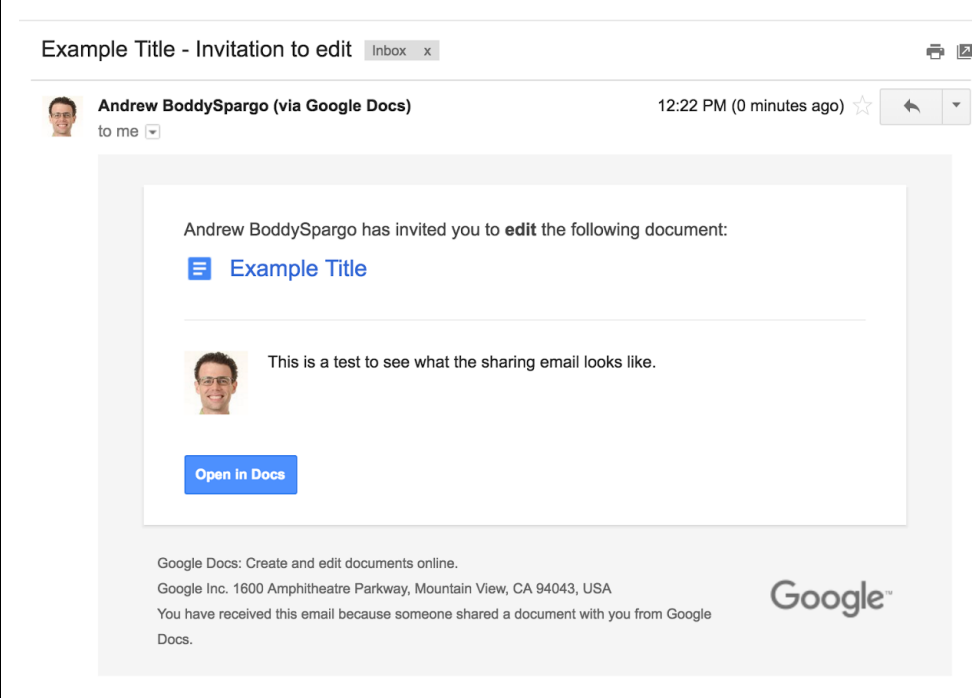
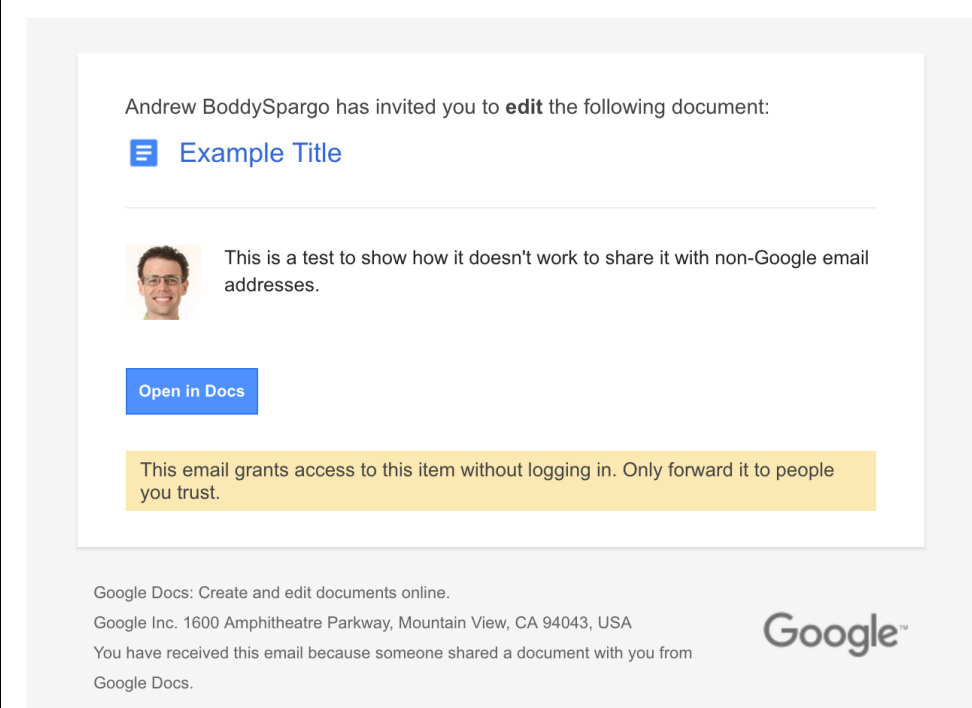


To download your document as a Microsoft Word document or as a PDF, click the 'File' menu and hover over the 'Download As' option. Once you click on the desired file type, your computer will either download it to your downloads folder or it will ask you where you want to save it (depending on your browser settings). Once you download it, you can open it in another program or attach it to an e-mail.

Share a Google Doc

	Method 1 - send invite To share a Google Doc, locate the blue 'Share' button in the upper-right corner of your browser window and click on it. You can then type the email address(es) of the person(s) you want to share the document with. You can also select what TYPE of access they get (change the "Can edit" option) and type a little message for them. Then you can click 'Send' and they will get an email with an invitation to access the document.
	IF you share a document this way with an email address that is not a Google account, then you will get this warning. The person you share it with will be able to view it, but unless they have a Google Account, they won't be able to edit it.
	Method 2 - use a link Instead of typing the e-mail addresses of specific people, you can click the "Get shareable link" option and it will generate a URL that you can copy and paste into an email to share with others. ANYONE who gets that link can access the Google Doc, so be careful with this option. You can change the type of access associated with the link by clicking the down arrow next to 'can edit' in the picture to the left and choosing a different type of access. Then click 'Copy link' and paste it into any email.

Access a Google Doc

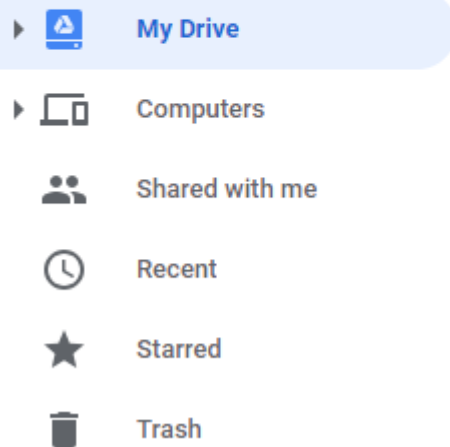
 The screenshot shows an email titled "Example Title - Invitation to edit" in the inbox. The sender is Andrew BoddySpargo (via Google Docs), sent at 12:22 PM (0 minutes ago). The email body states: "Andrew BoddySpargo has invited you to edit the following document: Example Title". Below this is a profile picture of Andrew and the text "This is a test to see what the sharing email looks like." with a blue "Open in Docs" button. At the bottom, it says "Google Docs: Create and edit documents online. Google Inc. 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA. You have received this email because someone shared a document with you from Google Docs."	If someone sends you a Google Doc invitation, this is what the email looks like. It grants only your specific Google Account access to it. Click on the name of the document or the blue button that says “Open in Docs” to access the document. In this example, Andrew has given me editing access to the document, so I can make changes.
 The screenshot shows an email titled "Example Title" with the same sender and time. The body states: "Andrew BoddySpargo has invited you to edit the following document: Example Title". Below this is a profile picture of Andrew and the text "This is a test to show how it doesn't work to share it with non-Google email addresses." with a blue "Open in Docs" button. A yellow box contains the text: "This email grants access to this item without logging in. Only forward it to people you trust." At the bottom, it says "Google Docs: Create and edit documents online. Google Inc. 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA. You have received this email because someone shared a document with you from Google Docs."	If someone sends an invitation to access a Google Doc to a non-Google email address, this is what it looks like. Because the email address doesn't have a Google account, it grants them access to view it. If they happen to be logged into a Google account, then they will be able to edit the document with that Google account, even though it was shared with the non-Google address. This type of sharing is slightly less secure because if the invitation is forwarded on to someone else, then they could get access, too. It's still slightly more secure than just generating a link, though.
If someone emails you a link to their Google Doc, then generally they will send the whole URL in the body of an email, or they will type an email and create a hyperlink using some of the email text to link to the Google Doc that they're sharing with you.	

For more information, search “Google Docs Tutorials” on YouTube or search for what you want to do with Google Docs using a search engine

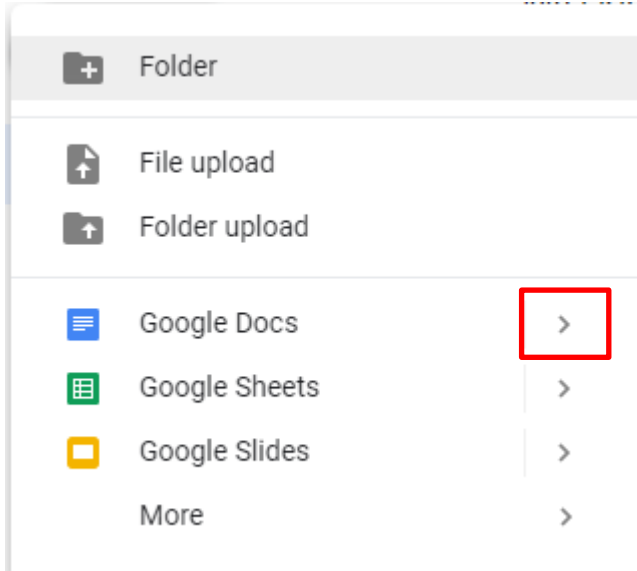
Google Docs

Opening a New Doc

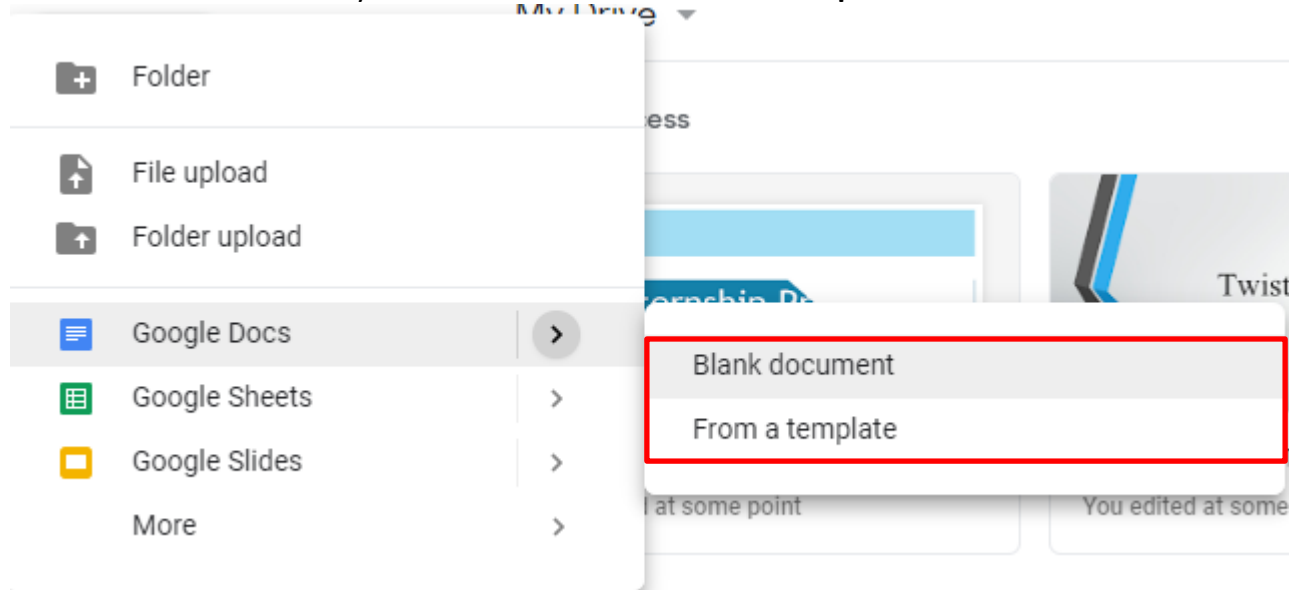
To **open** a new Google Doc, navigate to your Google Drive and **click on New**.



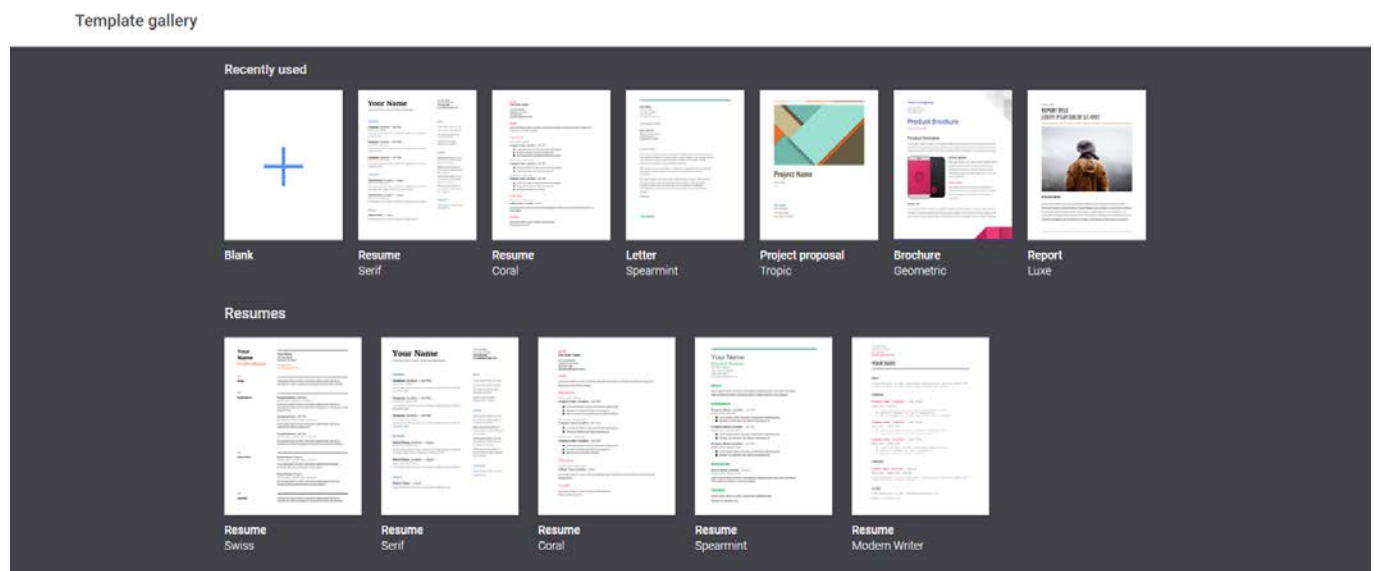
Click on the **arrow** next to **Google Docs**



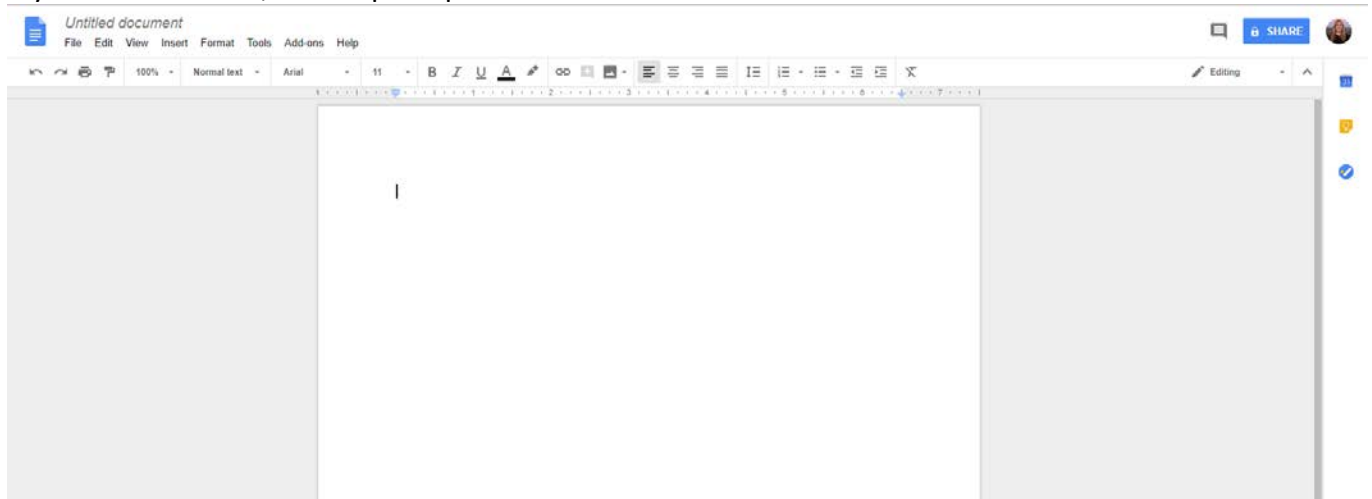
Choose between whether you want a **blank** document or a **template**



If you choose **Template**, it will bring up a list of templates that are designed for specific types of documents. **Click** on the one you wish to use.



If you choose **Blank**, it will open up a document that looks like this.

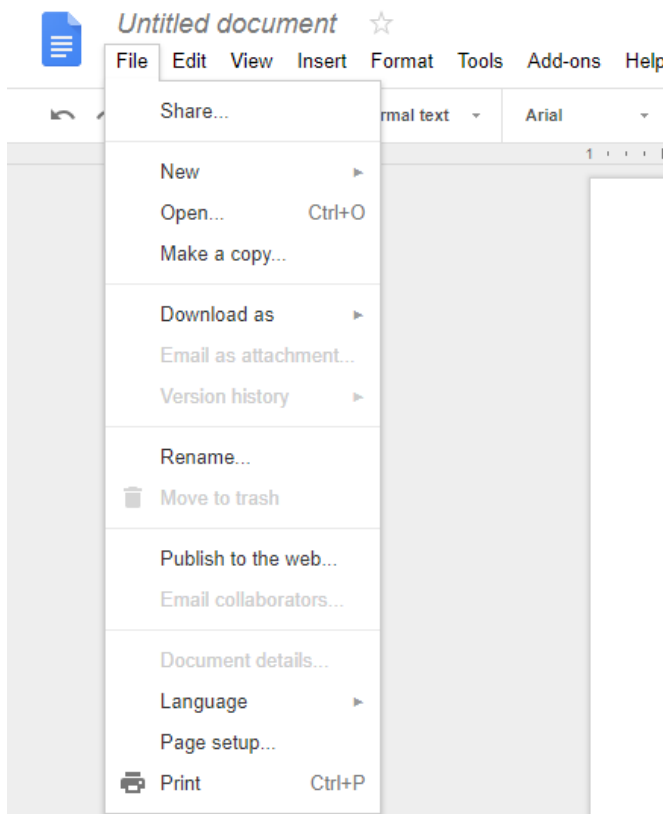


Customising your Document

At the top of the document, there is a quick access toolbar with commonly-used tools such as size, bolding, alignment, font etc.



There are also more tools and features that can be accessed from the menus located above the toolbar.

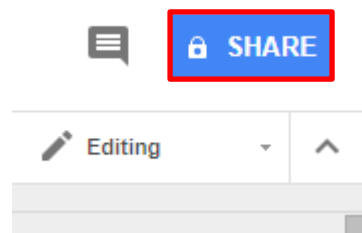


Sharing and Accessing

Sharing

As Google Docs are stored in your Google Drive, you can share them with others so that they can access them.

Click on the **Share** button



From there, you can either enter the email addresses of those that you want to share the document with.

Share with others

Get shareable link 

People

Done

Advanced

Or you **click** on **Get Shareable Link** and copy a shareable link to send to them. You can also choose whether the people with the link can **view**, **comment**, or **edit** using the dropdown menu.

Share with others

Get shareable link 

Link sharing on [Learn more](#)

Anyone with the link can view ▼	Copy link
https://docs.google.com/document/d/1AGZM0Pk8jPq8gnRTENQ6Ya2x8PE6AG6F0	

People

Done

Advanced

If you **click** on advanced, this menu will appear, where you can change the privacy of the document and adjust the owner settings.

Sharing settings

Link to share (only accessible by collaborators)

<https://docs.google.com/document/d/1AGZM0Pk8jPq8gnRTENQ6Ya2x8PE6AG6F0G>

Share link via:    

Who has access



Private - Only you can access

[Change...](#)

 (you)
@gmail.com

Is owner

Invite people:

Enter names or email addresses...



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

Accessing

You can change the access of the document by **clicking** on the drop down menu.



 **SHARE**



Editing



Editing

Edit document directly



Suggesting

Edits become suggestions



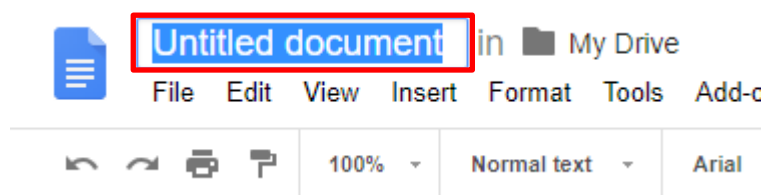
Viewing

Read or print final document

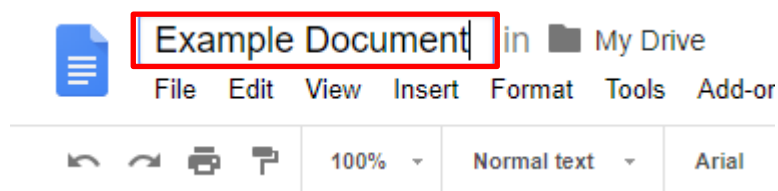
Naming and Moving your Doc

Naming

Click on the current name of the document



Type in the name you wish to change it to



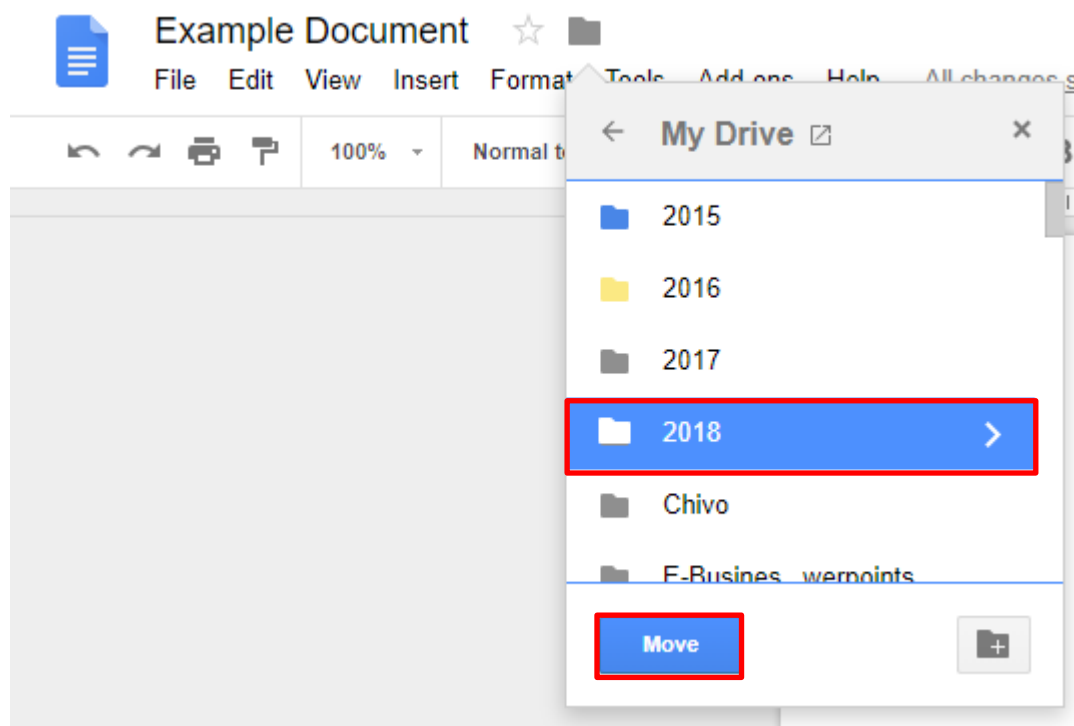
Click out of the box to complete the change.

Moving

Click the file icon next to the doc name.

This will bring up a list of your folders in your Google Drive.

Click on the one you wish to move it to and click on **move**.





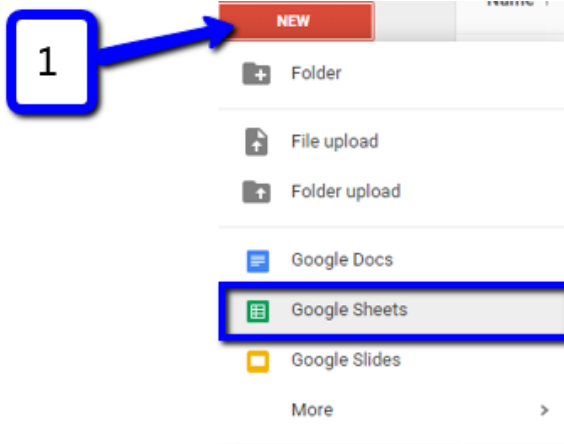
Google Sheets - Step by Step Guide

Objectives:

- Learn how to CREATE, EDIT, PRINT and ACCESS a Google Document

Timeline to Complete: Approximately 15 - 20 minutes

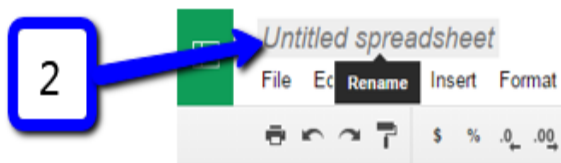
Create a New Document:



1. To create a new Google Sheet make sure you are logged into your Google Drive. Then in the upper left hand corner click on New and select Google Sheets.

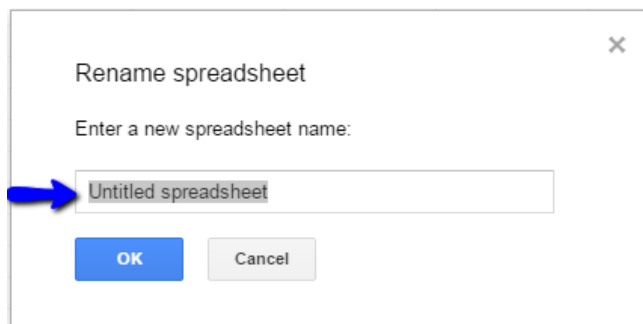
A new Google Sheet appears in your browser and now you're ready to edit.

Rename your New Document:



2. After creating a new sheet it is important to give the spreadsheet a name. In the upper right hand corner click on *Untitled Spreadsheet*.

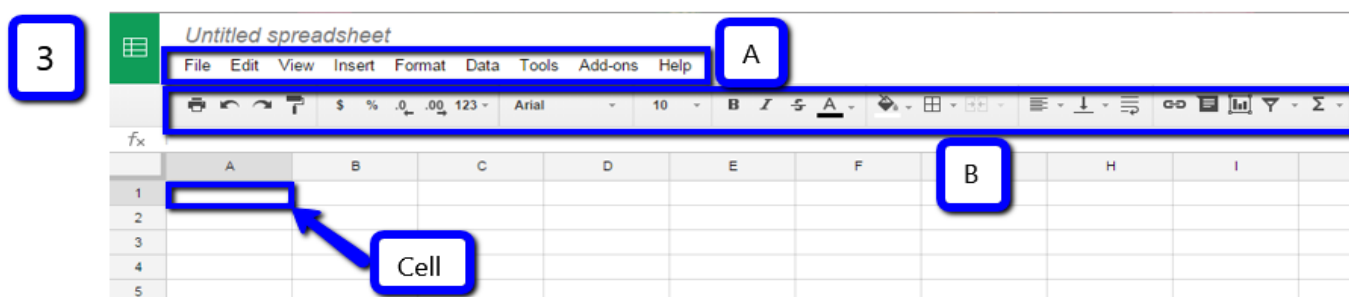
You can rename your spreadsheet at any time by clicking the on title.



Enter the name of your spreadsheet in the text box provided and click OK.

Edit and Format a Document:

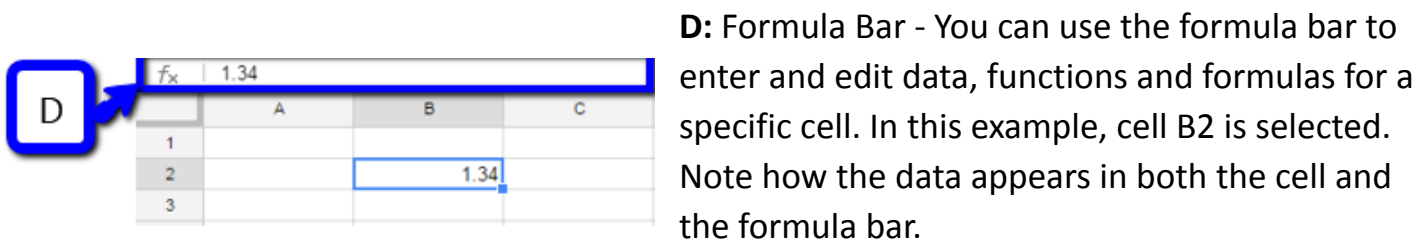
3. Now it's time to type and design your Google Sheet. There are many different tools and ways to edit your spreadsheet with the edit toolbar.



A: You can use the toolbar menu options to edit and modify your spreadsheet in various ways. Click a menu and then select the desired action from the drop-down list.

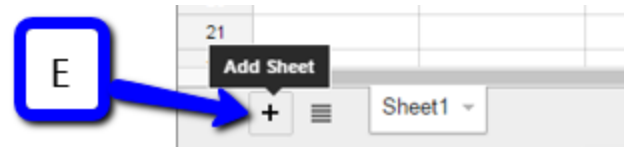
B: This toolbar provides convenient shortcut buttons for formatting the data in your spreadsheet, like font size, text alignment, text color, and more.

C: Cell - Each rectangle in a spreadsheet is called a cell. A cell is the intersection of a row and a column. A cell is where you will enter in text and format as desired.



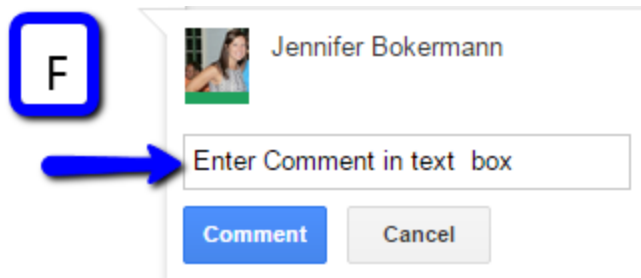
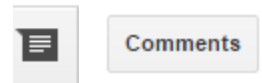
D: Formula Bar - You can use the formula bar to enter and edit data, functions and formulas for a specific cell. In this example, cell B2 is selected. Note how the data appears in both the cell and the formula bar.

E: Sheets Toolbar- Every spreadsheet can have multiple sheets. Select the sheet tabs to navigate between sheets or click the Add Sheet + command to add a new sheet.



You can rename a Sheet by double clicking on the Sheet # tab.

F: COMMENT FEATURE - In a Google Spreadsheet you can only comment on a single cell at one time. To make a comment click on the cell and then either click on the comment icon on the toolbar or the comment button on the right hand corner.



If a cell has a comment then the corner of the cell turns orange.

	A	B
1		
2		
3		

Many of the editing and formatting features in Microsoft Excel can be found in a Google Spreadsheet.

Accessing Google Sheets:

Whether you are finished editing your spreadsheet or you want to finish it later, there is **NO NEED TO SAVE** because Google Sheets automatically saves any changes for you.

[Help](#) All changes saved in Drive

So to exit you can simply close the window when finished or PRINT if necessary.

To PRINT your spreadsheet, click **File > Print**, or click the printer icon. A PDF version of your document will appear with these print options:

Print settings

Options

☒ Current sheet
☐ All sheets
☐ Selection

☒ Repeat row headers on each page
☐ No gridlines
☐ Include document title
☐ Include sheet names
☐ Include page numbers

Paper size

Letter (8.5" x 11")

Layout

☒ Fit to width
☐ Actual size
☐ Portrait
☐ Landscape

Print **Cancel**

There are 3 very important print options:

1. Current Sheet - This option will **ONLY** print the sheet that is currently being viewed
2. All Sheets - Will print all pages
3. Selection - If you choose to print a selection, the printed selection is the range of cells you selected before opening the 'Print settings' dialog.

After choosing all your printing options simply hit print!

Your Google Spreadsheet can be accessed from your Google Drive. It is located in your **my Drive** OR in a folder where it was created.

Print settings

Options

☒ Current sheet
☐ All sheets
☐ Selection

Explore with Google Sheets

The Explore function of sheets will be particularly helpful for individuals who don't consider themselves to be "spreadsheet people." If you aren't comfortable running formulas and functions, use the Explore feature. Click on Explore in the lower right corner and type in a question and Google's machine learning engine will attempt to answer it for you.

Extra Resources:

- List of all Google Sheet Formulas/Functions:
<https://support.google.com/docs/table/25273?hl=en>
- Google Sheets: Getting Started- <http://www.gcflearnfree.org/googlespreadsheets/8>

Google Apps | Getting Started

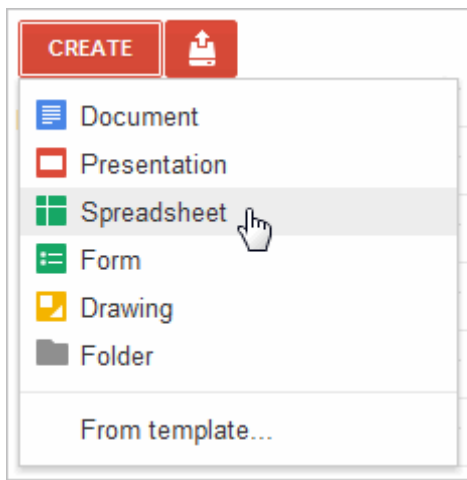


Google Docs: Spreadsheet basics

Once you know the basics on how to [access, create, and edit Google Docs](#), read here to learn the basics that apply specifically to Google Docs spreadsheets.

Create a spreadsheet

From Google Drive (or your Docs list if Drive is not yet enabled), click the **Create** button and select **Spreadsheet**.

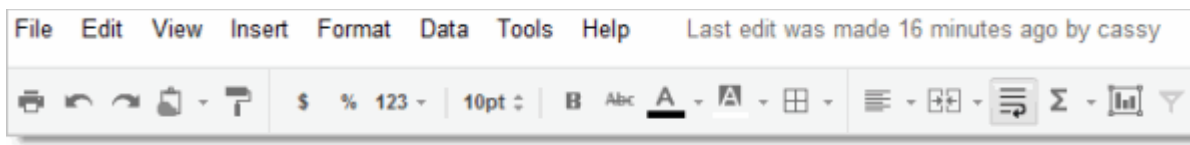


Tip: Don't forget to rename your new spreadsheet. To do so, just click the name (which should be "Untitled spreadsheet" at this point).

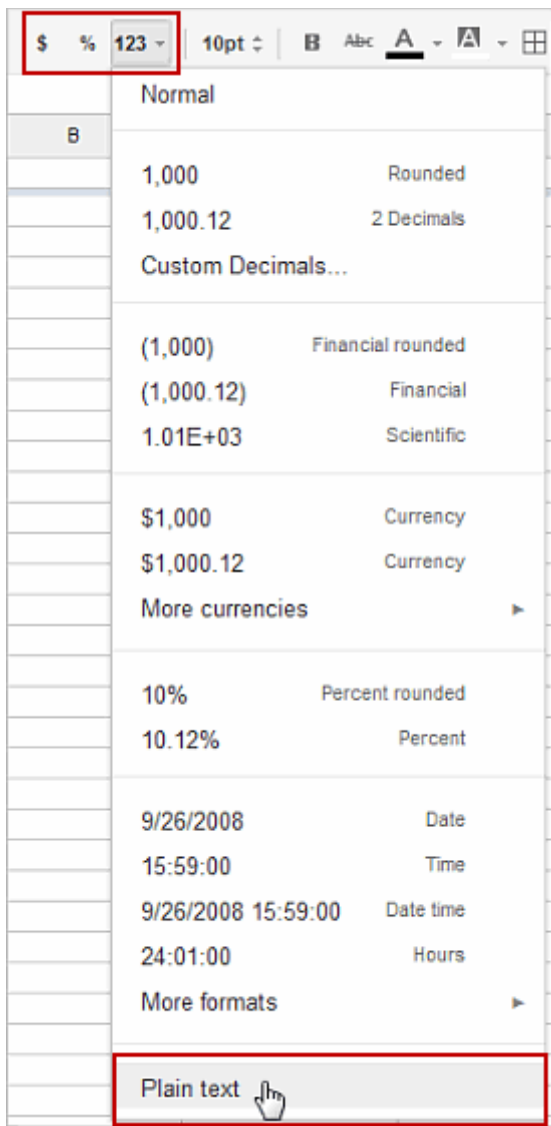
Format data in your spreadsheet

To enter text or data in your spreadsheet, just click a cell and start typing. By default, data is entered in "Normal" format, which means no special formats are used - what you type is what you get.

Use the menus and toolbar to format the selected cells in your spreadsheet.



You can format your data as currency, percent, dates, times, plain text (where numbers are treated as text instead of numerical values to be interpreted), or other formatting options:

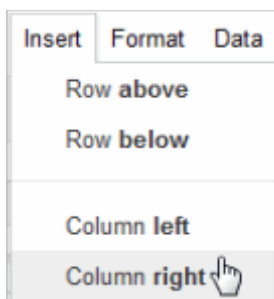


Work with rows, columns, and sheets

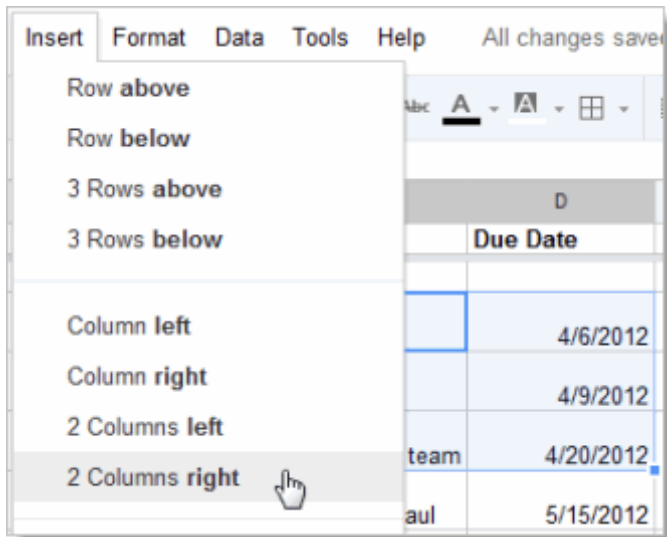
The building blocks of a spreadsheet are rows and columns of cells filled with data. Each grid of rows and columns is an individual sheet.

Add a row or column

1. Select any cell that should be next to the new row or column.
2. On the menu bar, click **Insert** and then choose where to add your row or column.

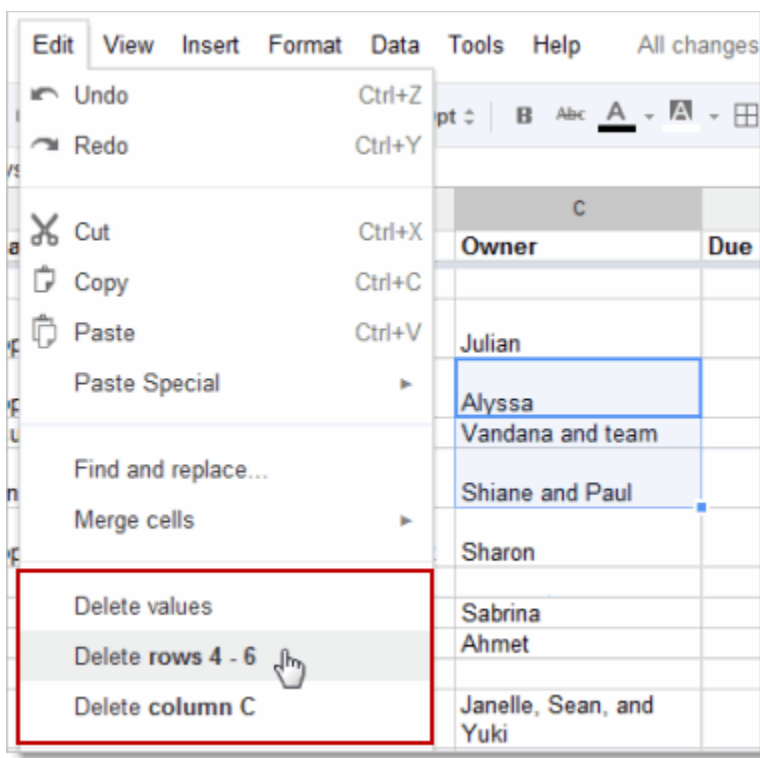


Tip: To add multiple rows or columns at one time, first select the number of rows or columns you want to add. The Insert menu will then give you the option to add that many rows or columns. For example, if you select a block of 2 columns by 3 rows, the Insert menu shows these options:



Delete a row or column

1. Select one or more cells in the row or column you want to delete. If you select multiple cells, you can delete multiple rows or columns at a time.
2. On the menu bar, click **Edit** and then choose which rows or columns to delete. For example, if you selected rows 4, 5, and 6 in column C, you'll see these options:

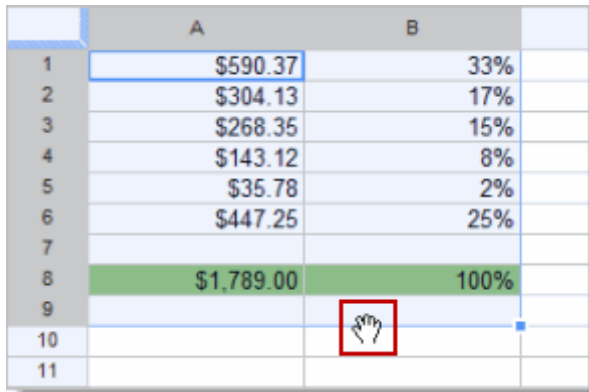


Tip: If you only want to delete the data in the cells (but still keep all the existing rows and columns), select **Delete values**.

Move a row or column

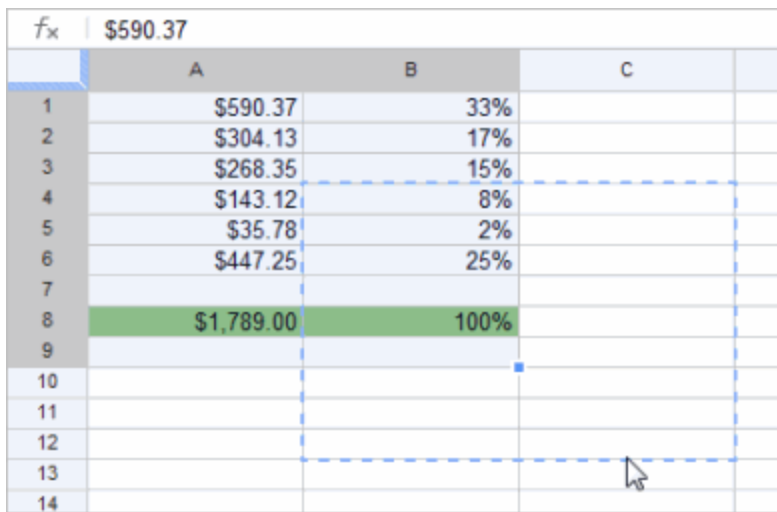
You can use **Copy** and **Paste** (on the **Edit** or right-click) menu to move cells, but here's a quicker way:

1. Select the cell or block of cells that you want to move.
2. Move your cursor to the edge of the selected cells, until you see the cursor change into a hand:



	A	B
1	\$590.37	33%
2	\$304.13	17%
3	\$268.35	15%
4	\$143.12	8%
5	\$35.78	2%
6	\$447.25	25%
7		
8	\$1,789.00	100%
9		
10		
11		

3. Hold down the mouse button and drag the cells to their new location.



	A	B	C
1	\$590.37	33%	
2	\$304.13	17%	
3	\$268.35	15%	
4	\$143.12	8%	
5	\$35.78	2%	
6	\$447.25	25%	
7			
8	\$1,789.00	100%	
9			
10			
11			
12			
13			
14			

4. Release the mouse button to drop the cells in their new location.

Keep header rows and columns in place

Your first rows or columns might be headers that you want to always keep at the top or left as you scroll through your spreadsheet. In that case, you'll want to freeze the first rows and columns so they stay put. You can freeze up to 10 rows and 5 columns.

Just click **View > Freeze rows** (or **View > Freeze columns**), and then select the number of rows to freeze.

In the example below, the top 2 rows are frozen. You can tell by the thicker line beneath Row 2:

	A	B	C	D	E	F
1	Area	Milestone	Owner	Due Date	Status	Notes
2						
3	Support policy	Send tiering proposal to management	Julian	4/6/2012	Complete	Approved
4	Support	Assign specialists for each area	Alyssa	4/9/2012	Complete	
5	Documentation	Help content final review	Vandana	4/20/2012	In progress	
6	Training	Finalize curriculum	Shiane and Paul	5/15/2012	Not started	Need to identify additional trainer
7	Support	Estimate support impact	Sharon	4/13/2012	Complete	
8						

Tip: You can also drag and drop the blue line sections to quickly change the number of frozen rows or columns.

Once frozen, your headers will stay in place as you move about your spreadsheet, and they won't be sorted if you sort a column.

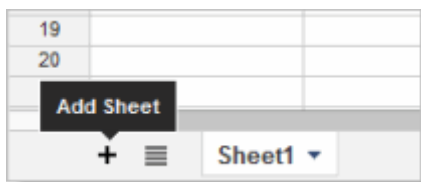
Add a new sheet

You might have multiple spreadsheets for a given project. For example, a travel company planning a tour might create separate spreadsheets for tour dates, customers, transportation, hotels, excursions, and so on.

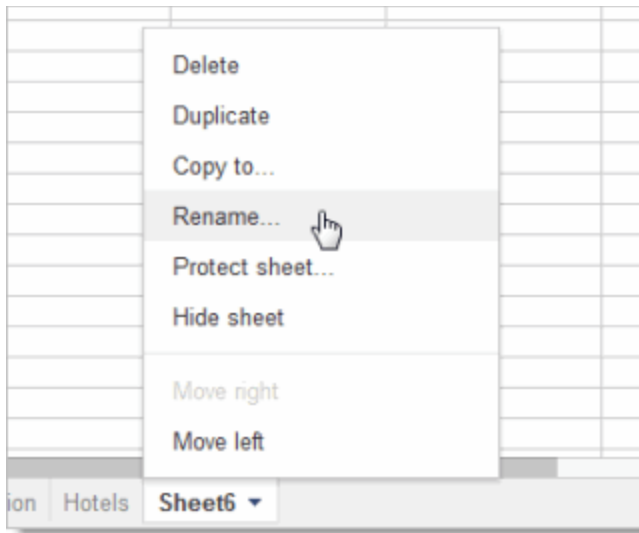
A convenient way to handle multiple related spreadsheets is to use Google Docs "sheets." Sheets let you open one Google Spreadsheet and quickly jump back and forth between the related sheets, similar to how you might use tabs in a browser to jump between different web sites.

To add a new sheet:

1. Click the plus sign at the bottom left of your spreadsheet:



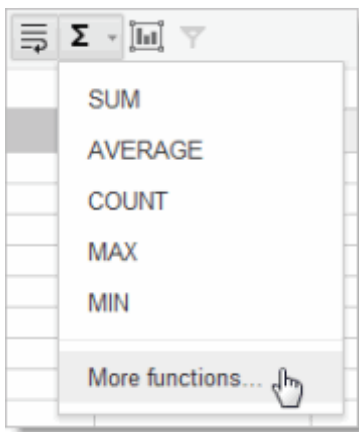
2. By default, sheets are named Sheet1, Sheet2, Sheet3 and so on, so you'll probably want to rename the new sheet. Select the tab for the new sheet, click the drop-down arrow, and select **Rename**:



Tip: The quickest way to re-order sheets is to drag and drop the tabs.

Get started with functions

Functions make calculations easy and automatic. Access functions from the summation sign on the Edit toolbar (alternatively, click **Insert > Functions** from the menu toolbar). You'll have immediate access to some of the most common formulas like Sum and Average. To learn about these functions, plus all the additional formulas that you can use, click **More functions**.



To use the data from other cells in your functions, refer to the cells by column number followed by row number (A6, C2, and so on). For example, here's how to use the SUM function to add the cells directly above it:

1. Select the cell to contain the sum.
2. Click the function button (the summation sign) and select **SUM**.

3. The SUM function is inserted in the cell:

	23
	87
	132
	54
	=SUM()

4. Select the range of cells you want to add. The cell range (D2 to D5 in this example) is added to your SUM function:

D	
	23
	87
	132
	54
	=SUM(D2:D5)

5. Press **Enter** or **Tab** to see your result:

D	
	23
	87
	132
	54
	296

Share and collaborate

Take advantage of the collaborative features of Google Spreadsheets by sharing your spreadsheet with others. Multiple people will be able to edit the same spreadsheet at the same time -- you'll always have the most up-to-date version at your fingertips.

To get started sharing a spreadsheet, click the **Share** button at the top right of the page. See [Google Docs Sharing and Collaboration](#) to learn more about sharing settings.

There are a couple differences about collaborating in spreadsheets compared to text documents: only one person can edit a cell at any given time, and comments are stored with individual cells. These differences are described below.

Collaborate with joint edits

A cell that you've selected is outlined in blue, but when someone else is editing your spreadsheet, a cell they've selected has a different color border. If you want to see who has selected a cell, just move your mouse there:

C	D	E	F
Owner	Due Date	Status	Notes
Julian	4/6/2012	Complete	Approved
Alyssa	4/9/2012	Complete	
Vandana and team	4/20/2012	In progress	
Shiane and Paul	5/15/2012	Not started	Need to identify additional trainer
Sharon	4/13/2012	Complete	

With Google Spreadsheets, you don't have to worry about overriding edits made by someone else. A cell will be greyed out while it's being modified by someone else:

Help content final review	Vandana and team
Finalize curriculum	Shiane and Paul
Estimate support impact	Sharon

If you try to edit a greyed out cell, your changes won't stick.

Collaborate with comments

If you can edit a spreadsheet you can add comments to individual cells:

1. Select the cell you want to comment on.
2. Click **Insert > Comment** (or use the right-click menu).
3. Type your comment. It will automatically be "signed" with your name and date:

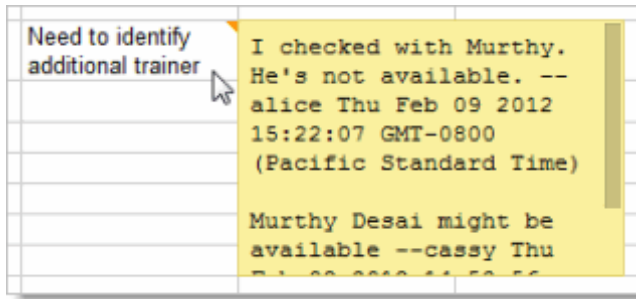
Need to identify additional trainer	Murthy Desai might be available --cassy Thu Feb 09 2012 14:58:56 GMT-0800 (Pacific Standard Time)
-------------------------------------	---

4. Click into another cell. You'll see that the cell you commented on now has an orange triangle in the upper-right corner to indicate comments:

Need to identify additional trainer	
-------------------------------------	--

5. If you want to add another comment, follow the steps above. New comments for a cell are added above the older comments.

6. To see comments, just hover over the cell:



7. When you're done with comments for a cell and want to remove them, right-click over the cell and select **Clear comments**.

LESSON 8

Google Slides Tutorial

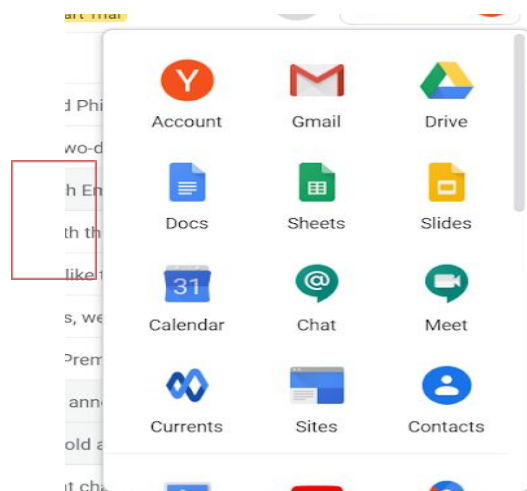
Google Slides is a powerful tool for presentations. It helps you prepare convincing and attractive presentations for your audience and adds emphasis to what you're trying to convey. To learn more about Google Slides, check out this link:

<https://www.google.com/slides/about/>

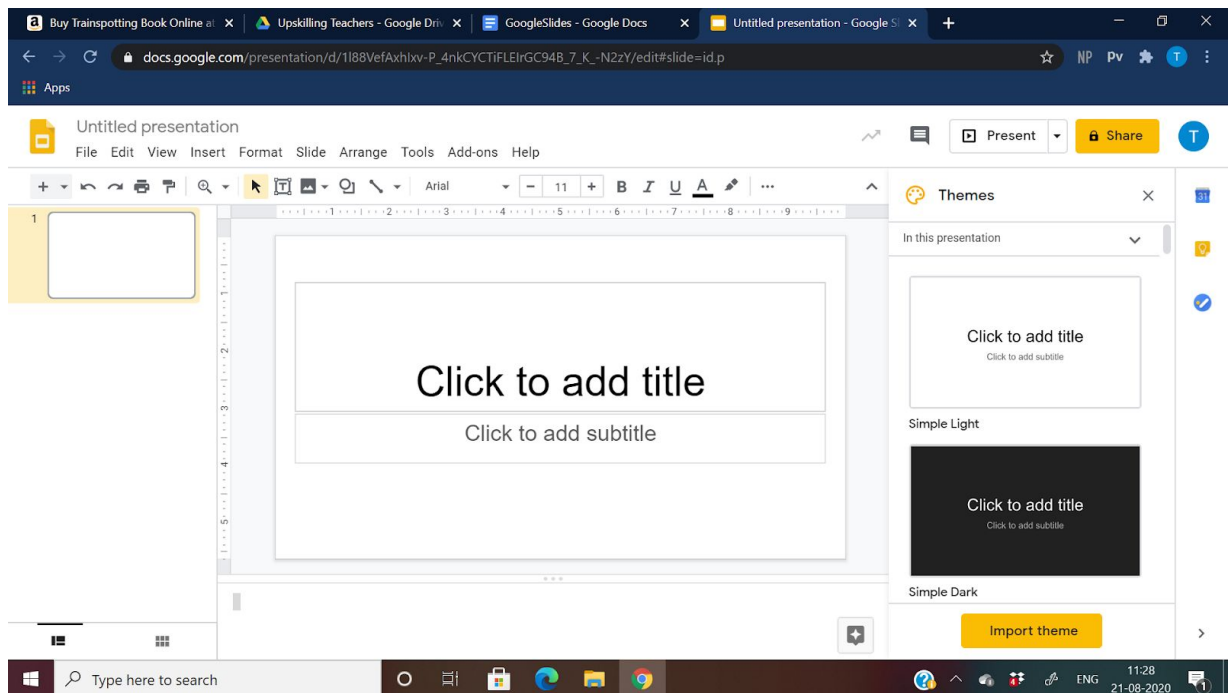
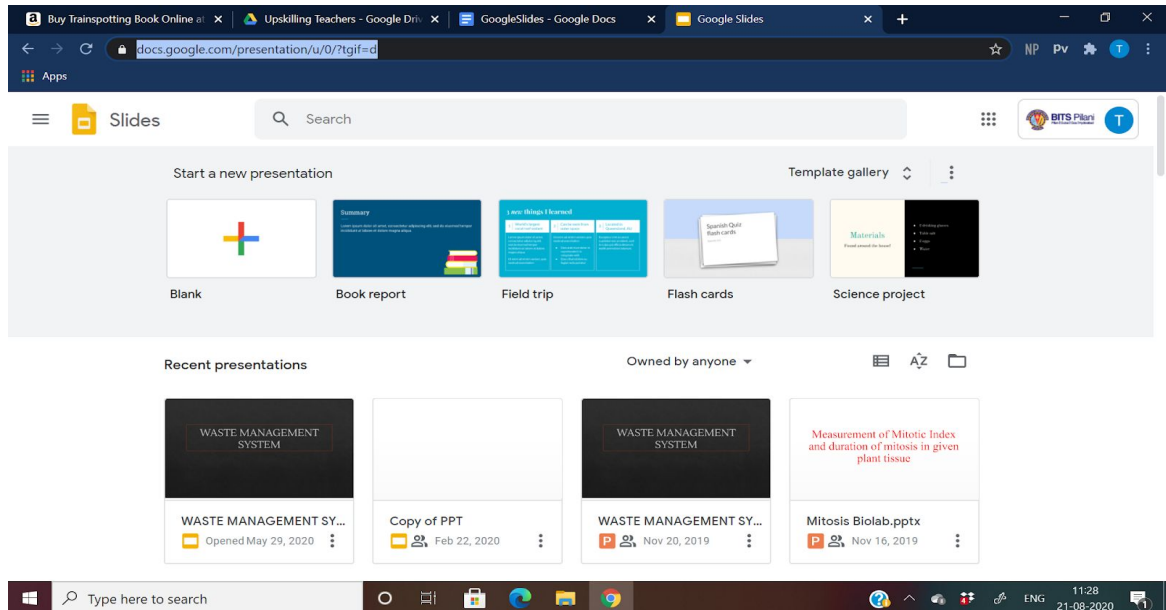
With that brief introduction out of the way, let's get started!

- Opening slides:

1. Select the "Google Apps" button and then "Slides"

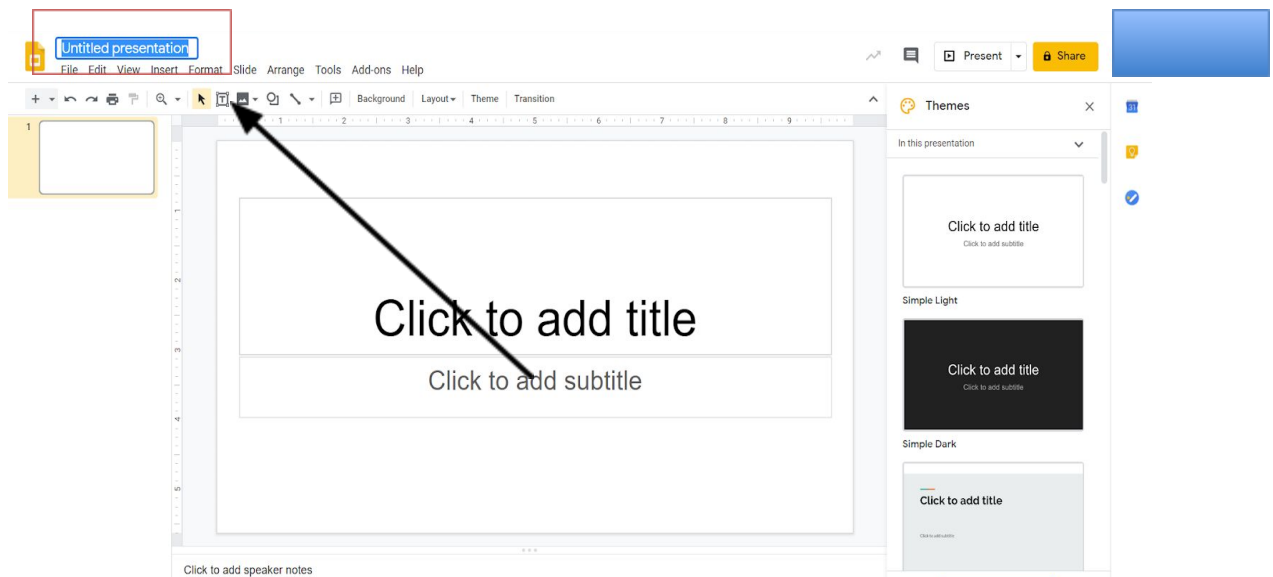


2. Since we're just starting out, let's work with a "Blank" template.

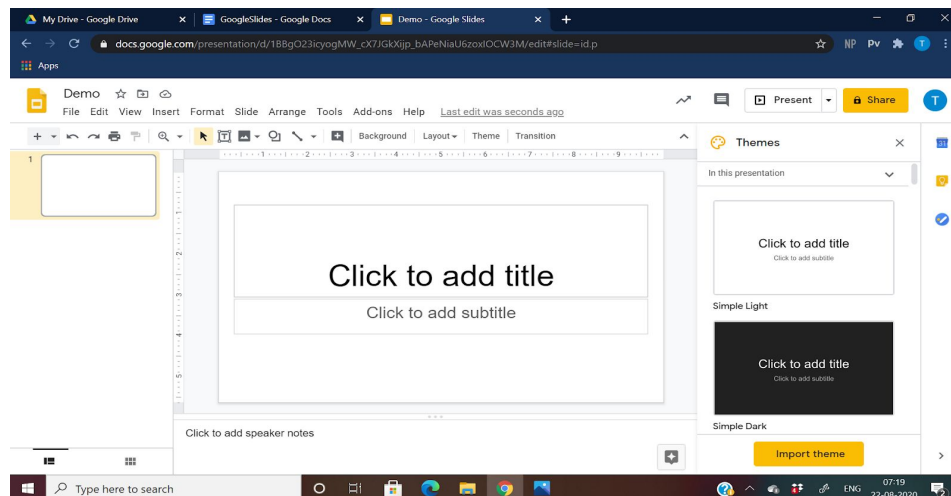


- Naming slides:

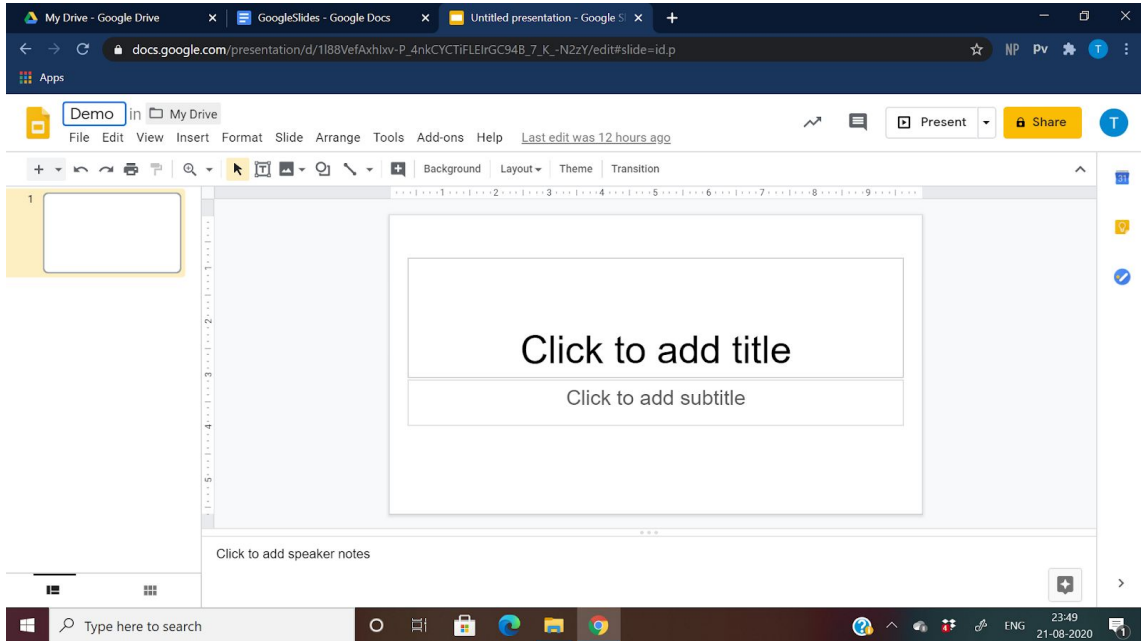
1. Place your cursor in the textbox as indicated.



2. Type in the name you wish to give the presentation and press ENTER.



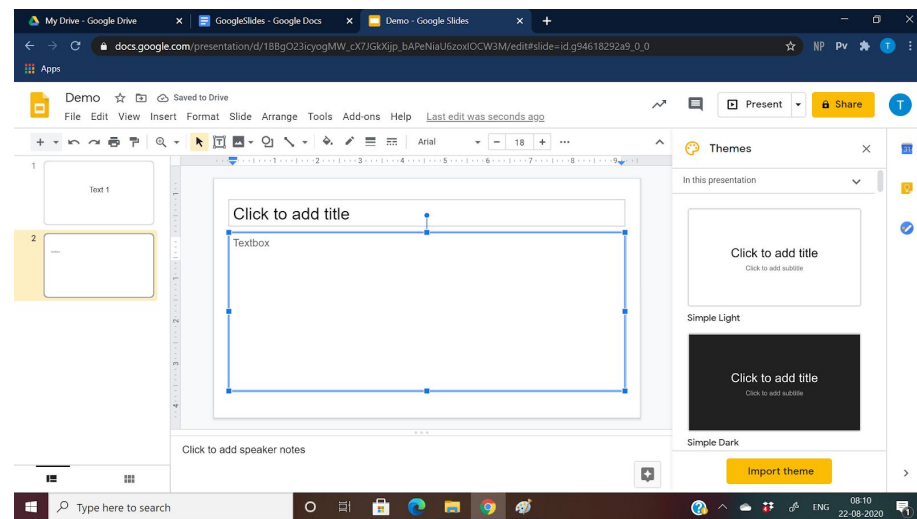
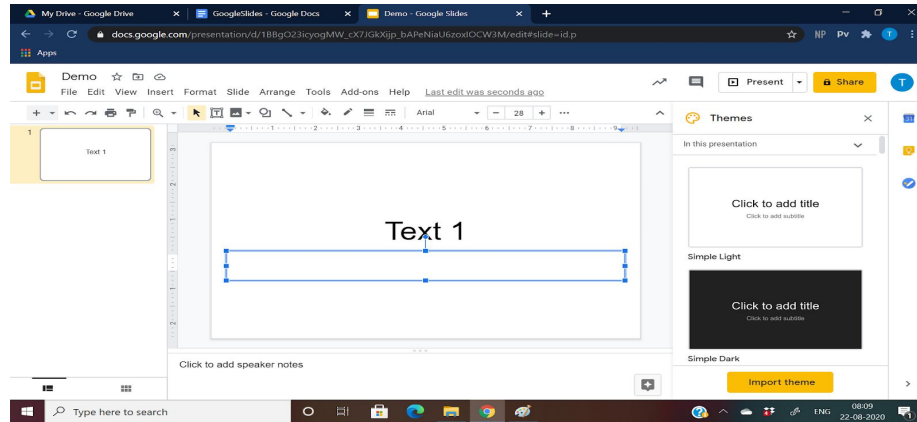
3. You can choose from several themes. In the picture below, the “Simple Light” theme has been chosen.



- Adding content to slides:

Adding text is very easy. All you have to do is click on the textbox and start typing.

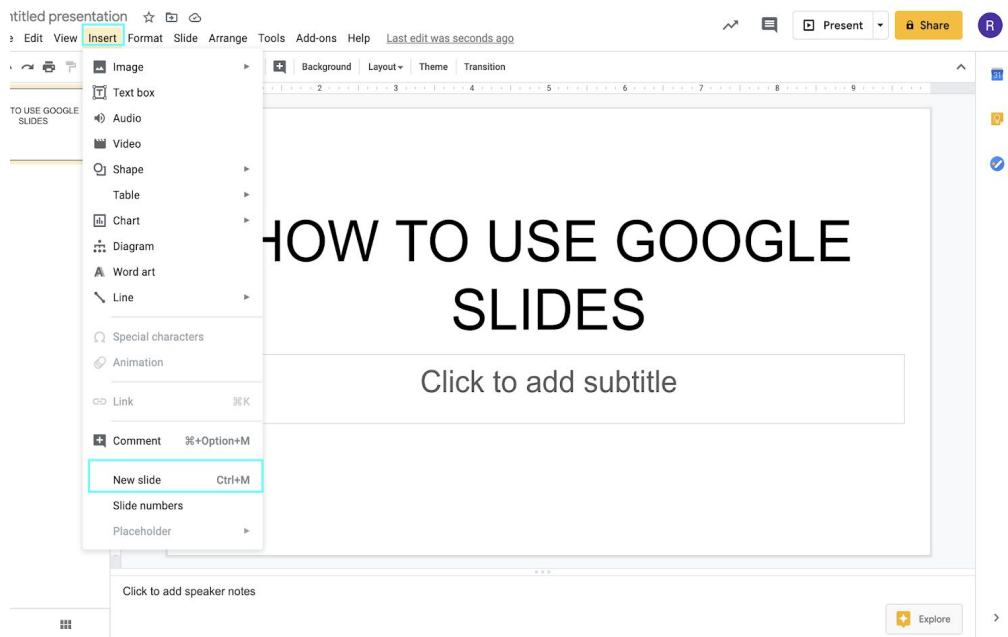
Once you're done, place your cursor in the next text box or click anywhere on the screen.



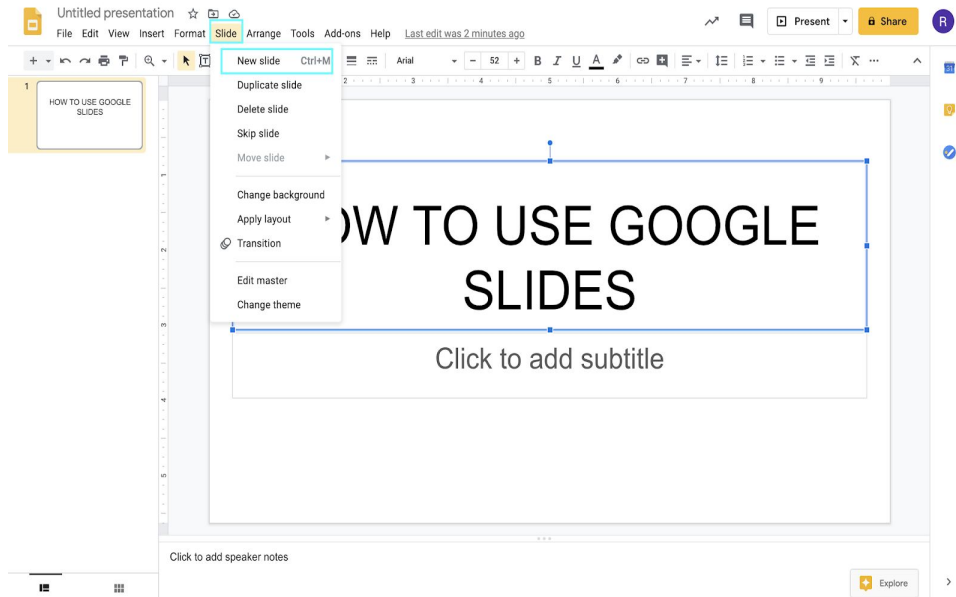
● New Slides:

There are two ways to add a new slide to your presentation:

1. Select the 'Insert' button, and click on 'New Slide'



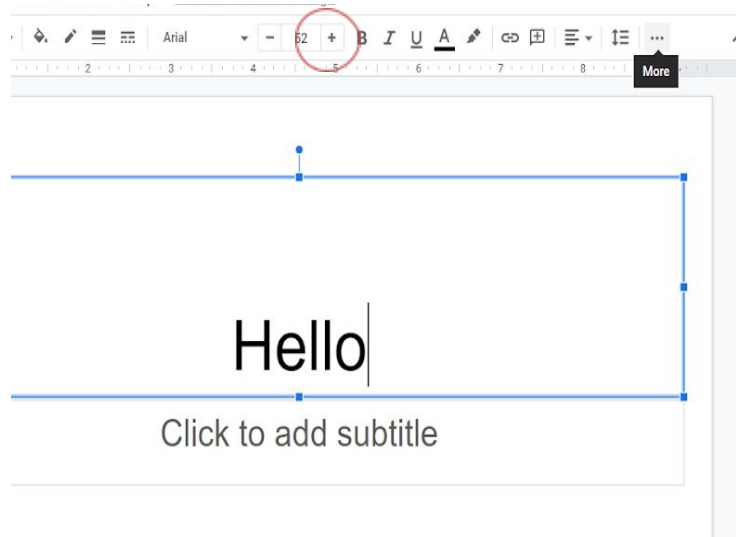
2. Select the 'Slide' button, and click on 'New Slide'



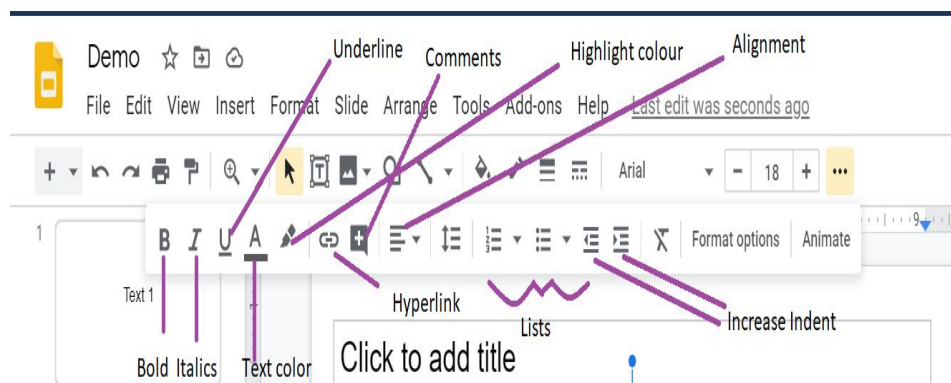
- Formatting:

Now that we've typed out our text, let's try and make it look better!

1. To do that, select the "More" button next to font size.



2. You now have several options to choose from:



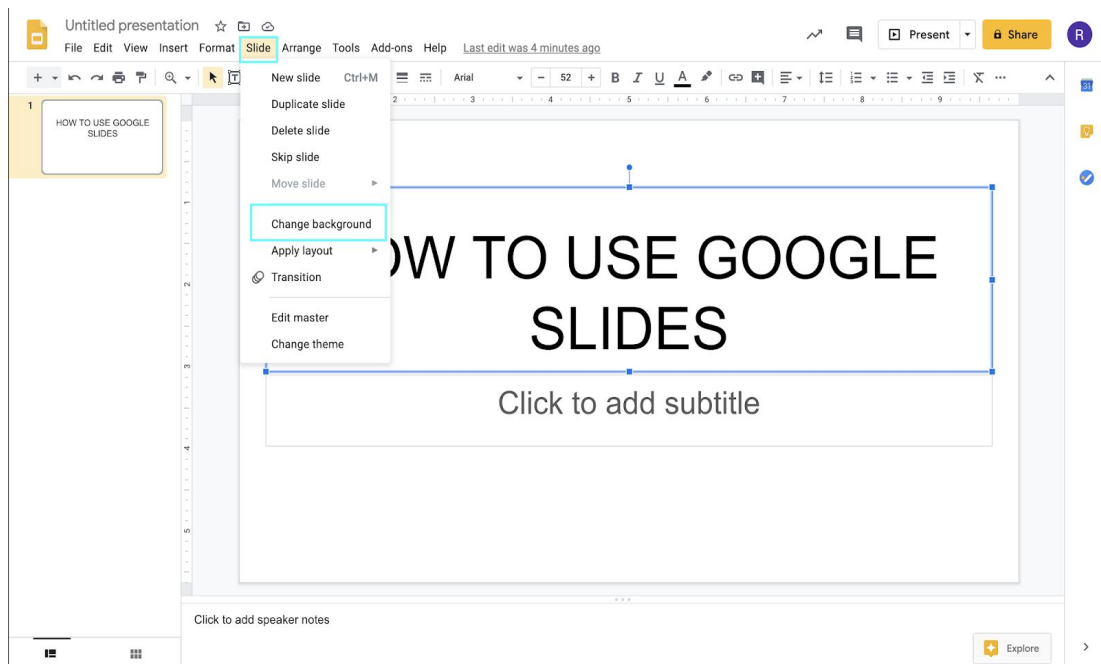
- a. “Bold”, “Italics” and “Underline” are used to darken, italicize and underline the selected text.
- b. “Text Colour” and “Highlight colour” allows us to change the colour and highlight the selected text.
- c. “Insert Link” allows you to insert a hyperlink(the address you had typed in the search bar earlier) into the document:
 - i. Select the necessary text you want to attach a link to.
 - ii. Select “Insert Link”.
 - iii. Copy and paste the web address you wish to link the text to in the “Link” tab.
 - iv. Alternatively, you could directly select “Insert Link” and type in the text in the Text Box given and then link the same text in the “Link” tab.
- d. “Add Comment” allows you to add comments to the selected text:
 - i. Select the necessary text you want to add a comment to.
 - ii. Select “Add Comment”
 - iii. Note: The comments will only be visible to the people you have shared the presentation with and have “edit” or “Comment” access. (To be covered in a bit).
- e. “Line Spacing” allows you to adjust between two lines or paragraphs.
 - i. Select the desired sentences or paragraphs
 - ii. Select “Line Spacing”
 - iii. Choose the distance between the lines
- f. Lists allow you to organize your information into concise points:
 - i. “Numbered list” organizes your information in the form of numbered points.
 - ii. “Bulleted list” organizes your information in the form of bulleted points.

- iii. To create a list, just select either of the options and begin typing, press “ENTER” to move to the next point.
- iv. Alternatively, you could type out your information first and then select the group of sentences and click on either of the list buttons.
- g. “Increase Indent” allows you to adjust the indentation of the slide.

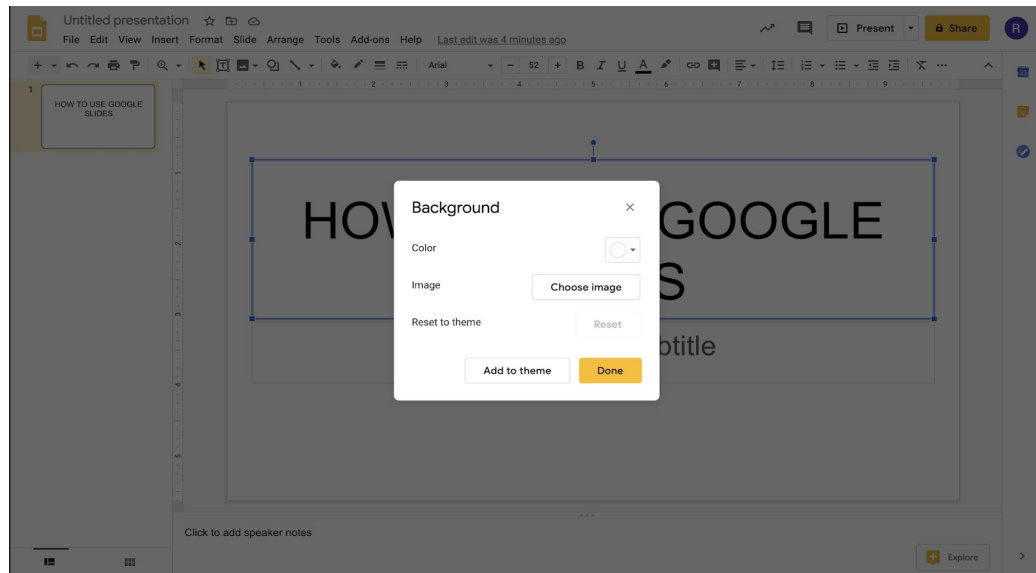
● Changing the background:

Changing the default background of your presentation to make it visually appealing is very important. To do so,

1. Select the ‘Slide’ button, and then click on ‘Change Background’



2. Now, you can select your desired colour, or you can upload an image to use as the background.

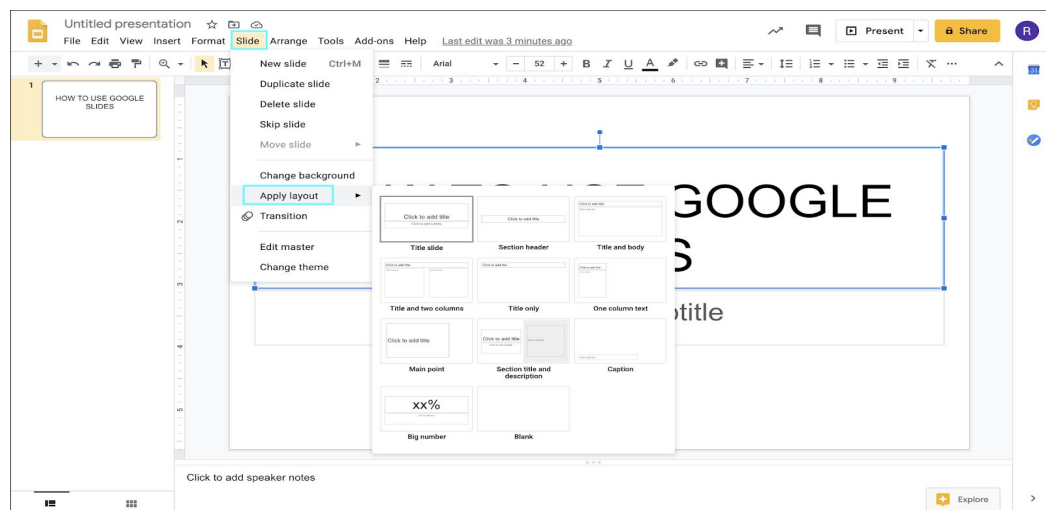


3. Once you have made your selection, click on 'Done'. The changes will be reflected in the presentation.

● Applying a layout:

To change the layout of your presentation, the following steps are to be followed:

1. Select the 'Slide' button, and then click on 'Apply a layout'

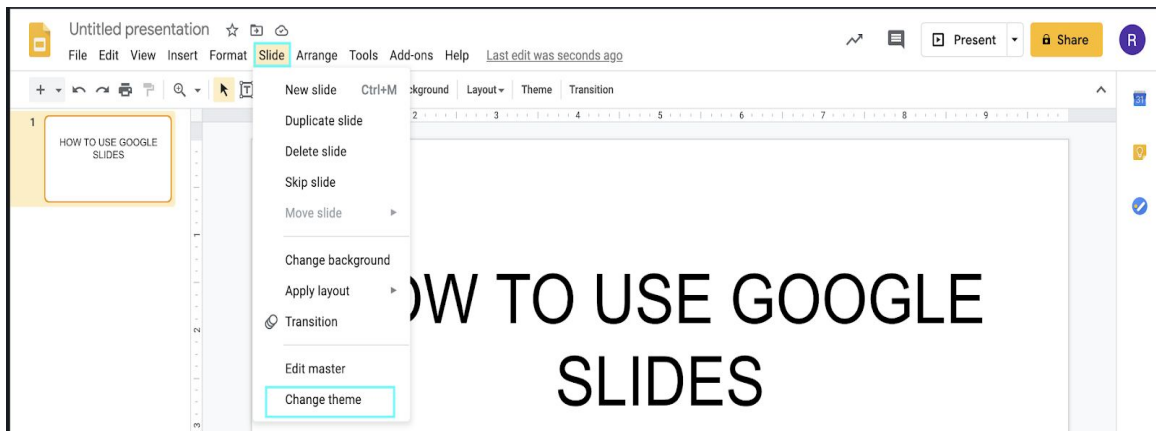


2. As you can see, there are several layout selections that can be made.
3. Click on the layout you want to use, and the presentation will be updated accordingly.

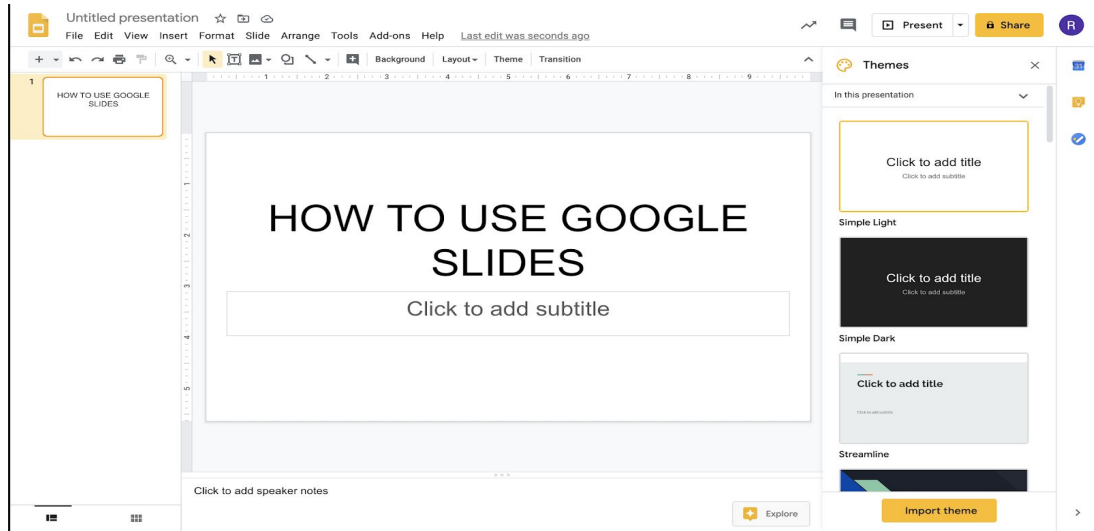
● Changing the theme:

The default theme may be a little bland for some people. To change that,

1. Select the 'Slide' button, and then click on 'Change Theme'



2. A 'Themes' tab pops up on the right with several options to choose from



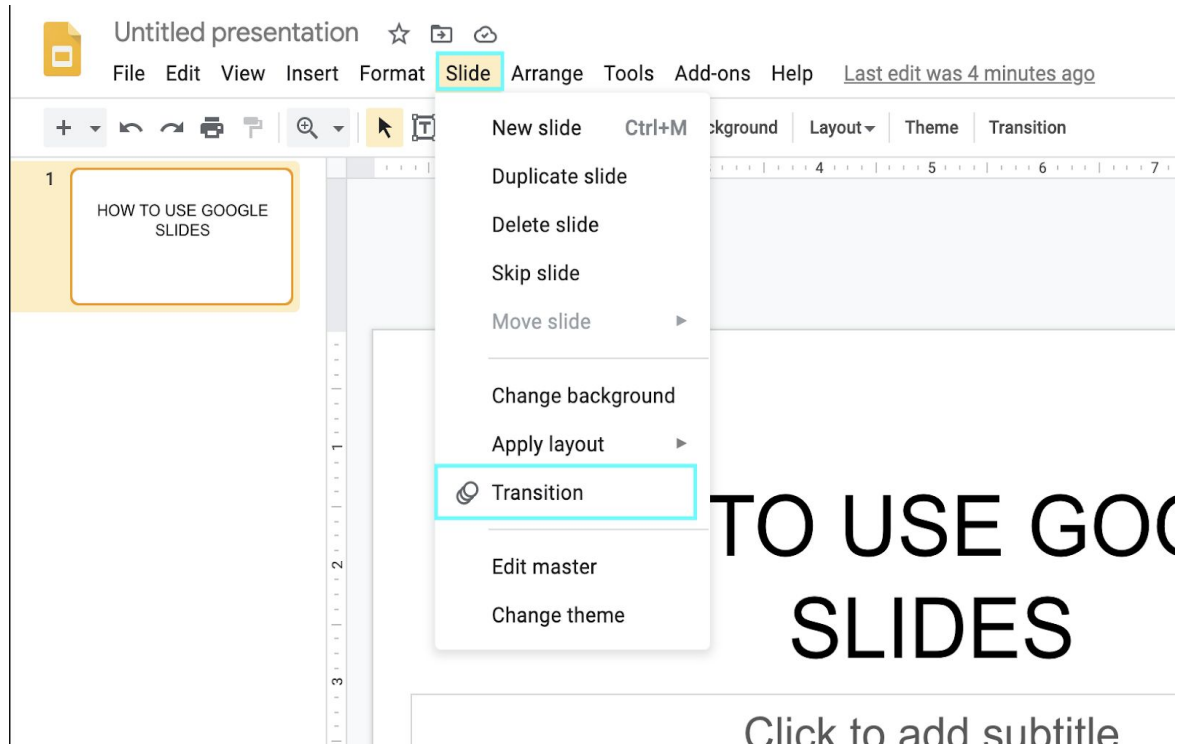
3. Select the theme you like, and the presentation will update automatically.

● Applying transitions:

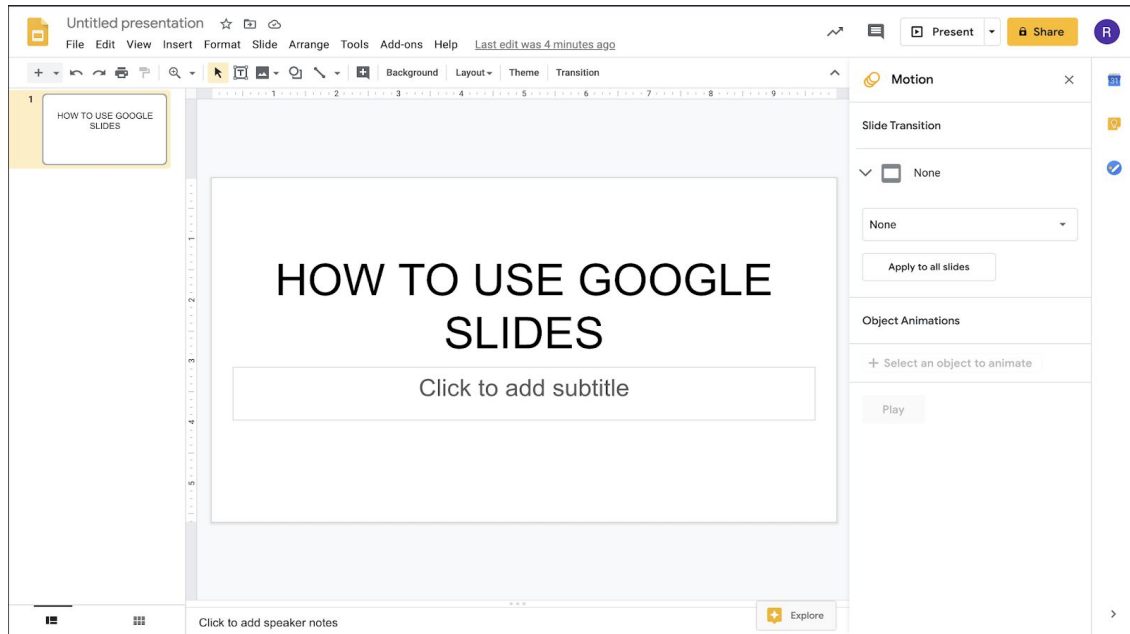
Transitions are an important part of a presentation. They make it more fun and interactive.

To apply transitions to slides, or objects in your presentation,

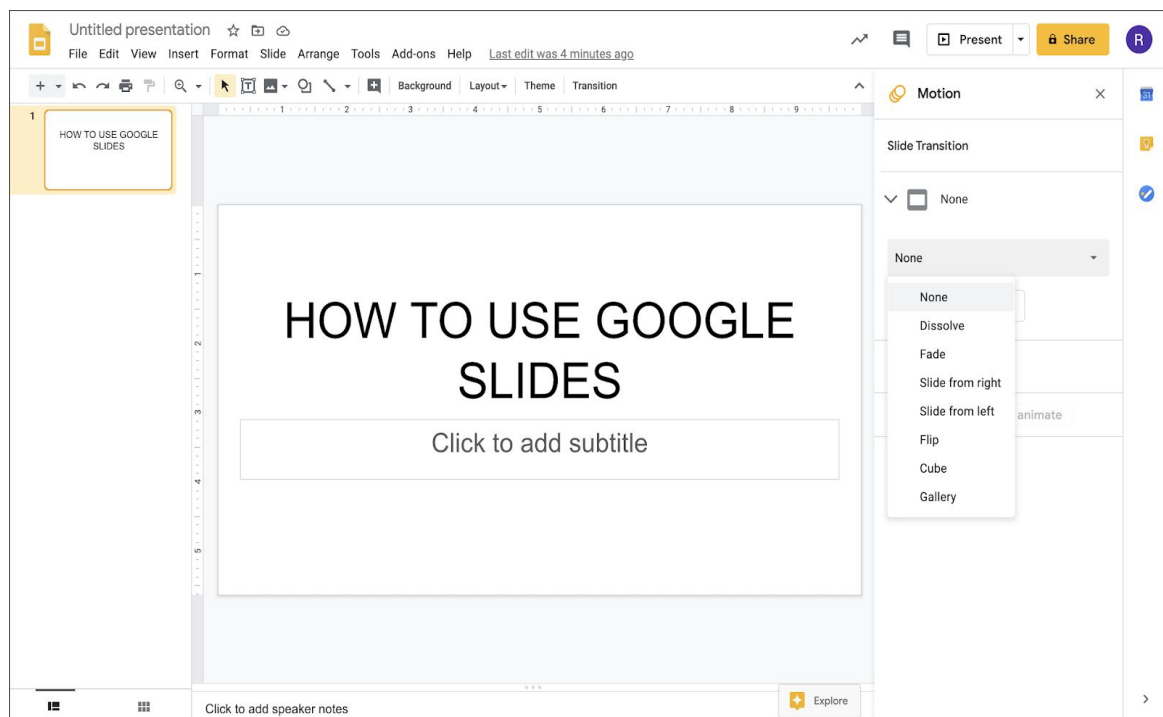
1. Select the 'Slide' button, and then click on 'Transitions'



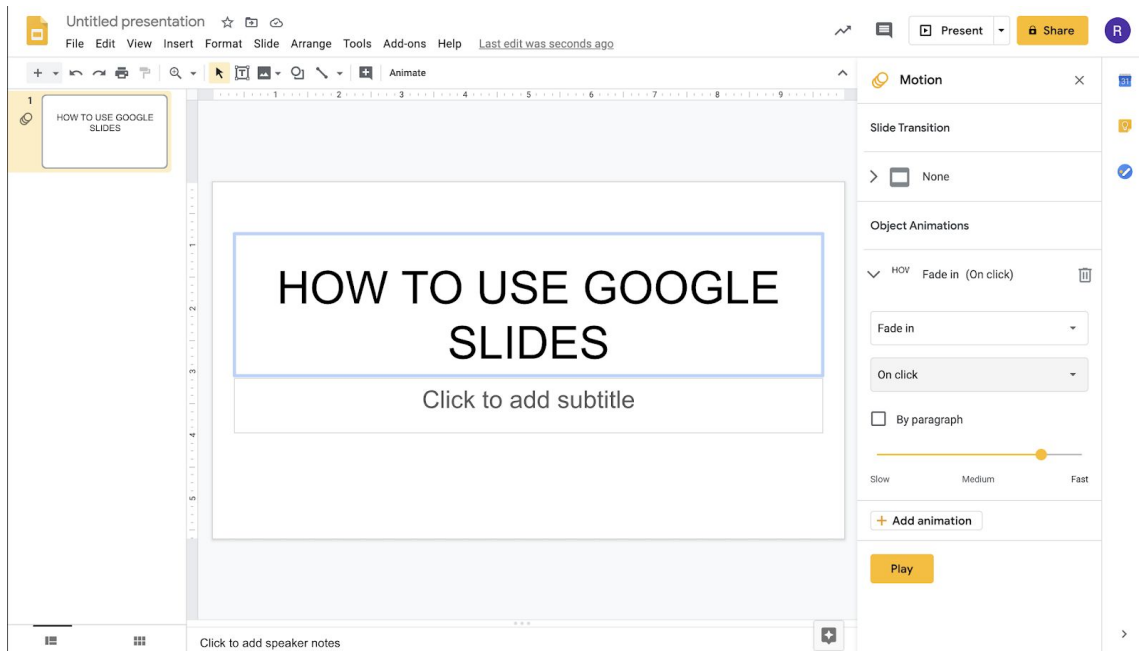
2. A 'Motions' tab pops up on the right.



3. To add/edit the transition between slides, under the 'Slide Transition' heading, select the transition you desire. You can also choose to apply that transition to all the slides in the presentation.



4. To add/edit the transitions of objects, like text or images in the slide, select the image or text in question, and choose the transition that you desire under 'Object Animation' of the 'Motion' tab. There are several options to choose from, including the type of transition, and when you want it to start.

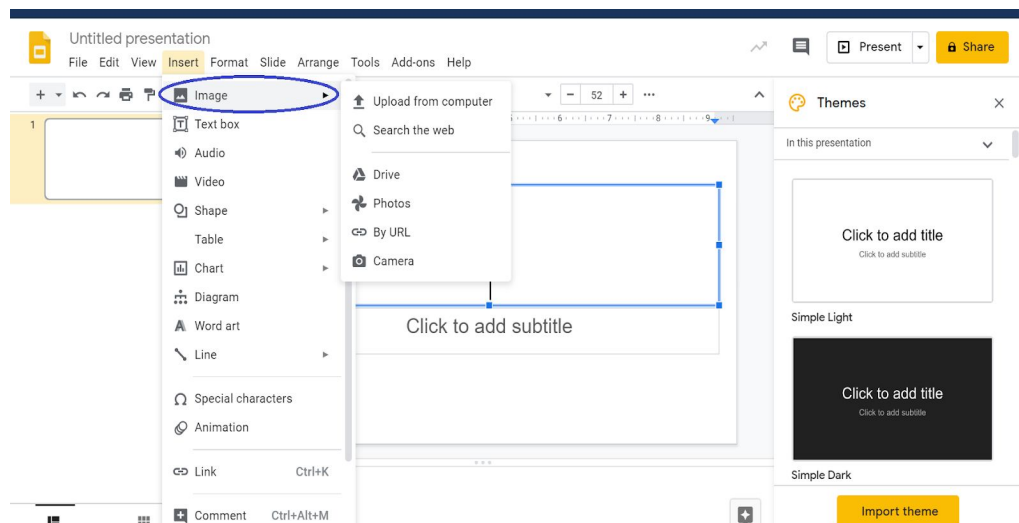


5. Once you have made the selections, the changes will be updated automatically. You can also review the transitions by clicking on 'Play'.

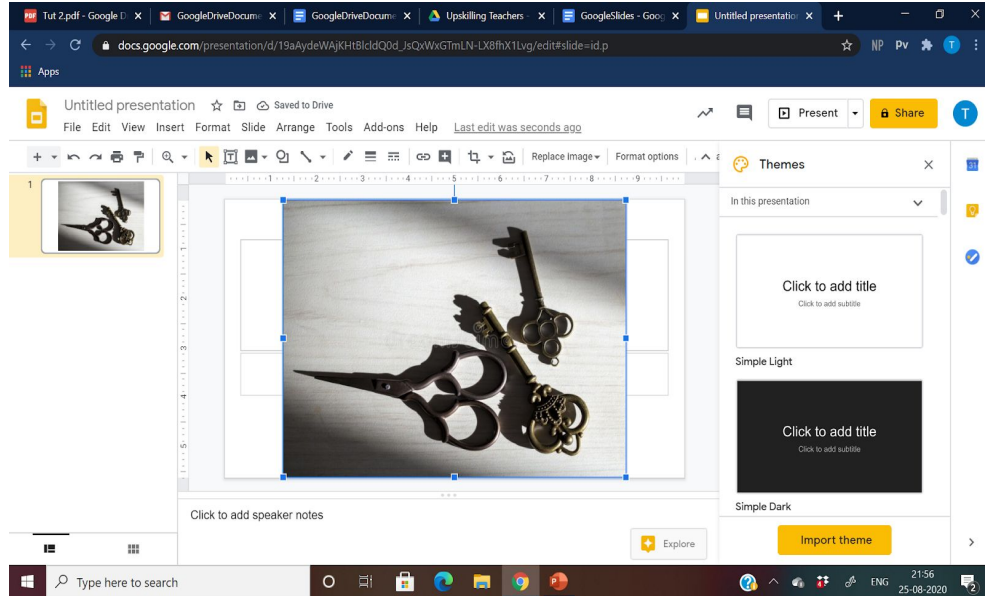
- Adding Images:

Visual aid is an important part of every presentation. To add images to your presentation,

1. Select the 'Insert' button, and then click on 'Images'



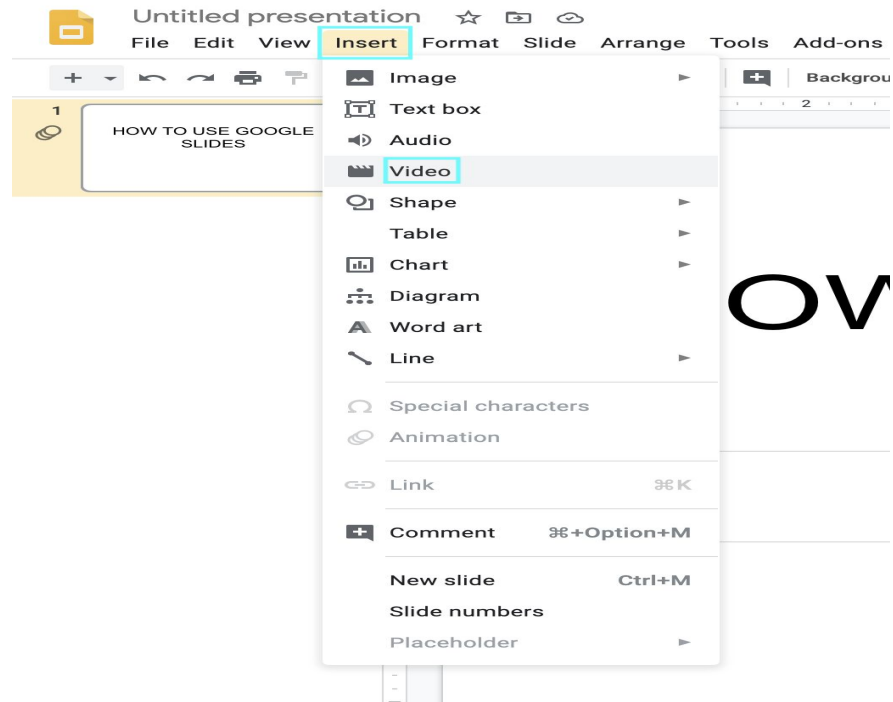
2. There is a choice of either uploading the image from the computer or from the web.
3. Once you have selected the image, the image will be placed on the slide. Its position can be changed by selecting the image with the cursor and moving it to the desired location.



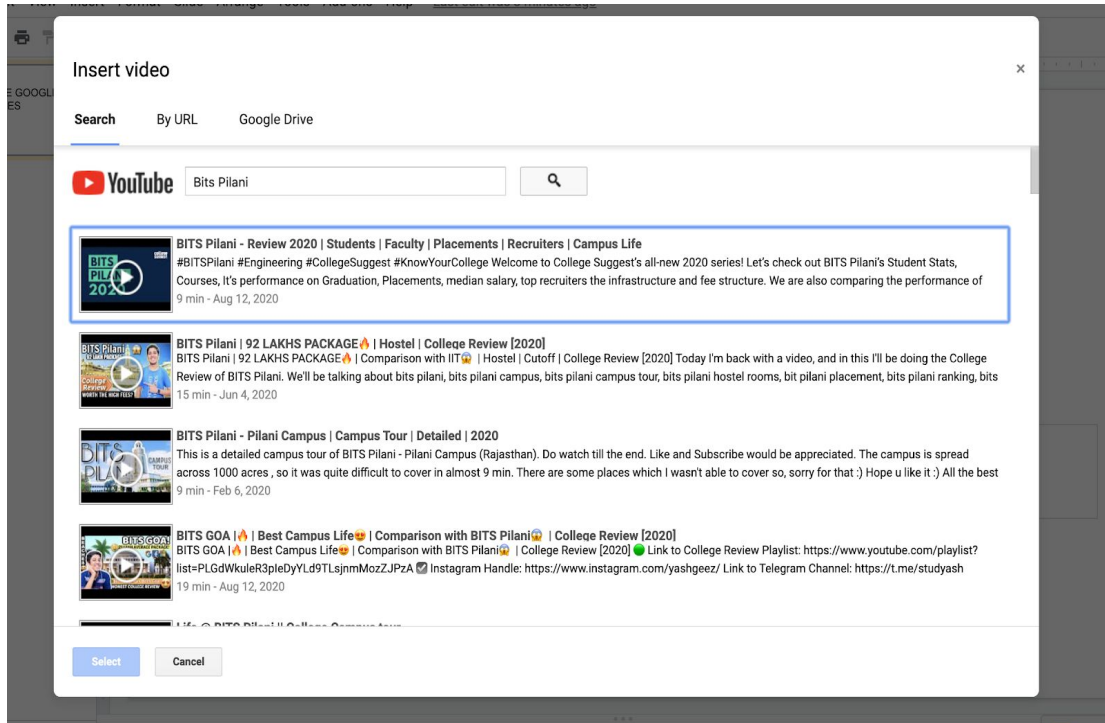
● Adding Videos:

To add videos to the presentation,

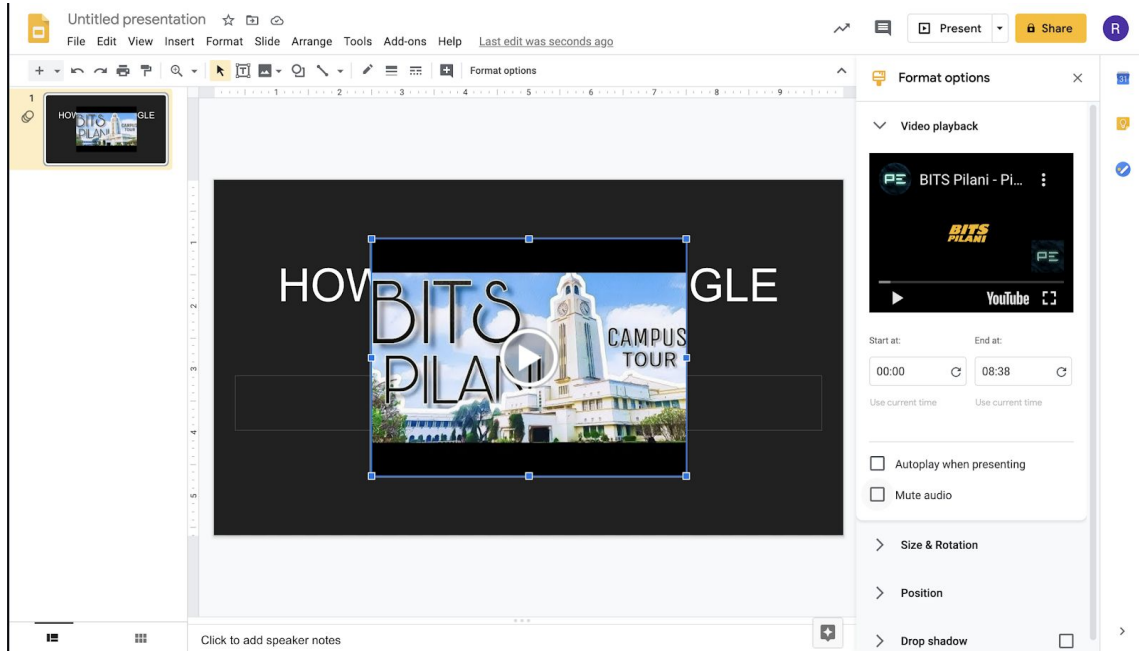
1. Select the 'Insert' button, and then click on 'Video'



2. Now, the video can be selected by searching in the search bar provided, or by pasting the URL of the YouTube video you wish to add to the presentation



3. Here, I have searched for “Bits Pilani”, and the following options were displayed.
4. Select the video you wish to add, and click ‘Select’. The video will now be placed in the presentation.
5. There are several options available for formatting - You can
 - a. Change the Video playback time, or mute audio
 - b. Change the size and position of the video
 - c. Add shadows

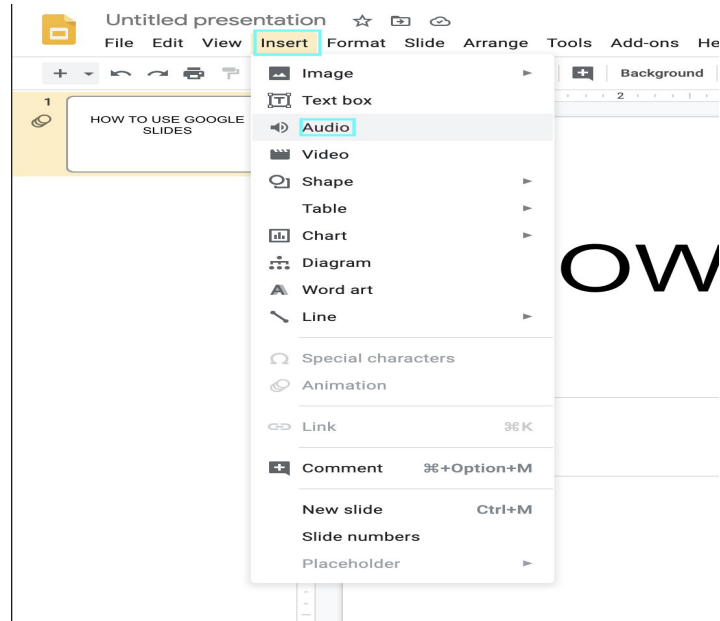


6. Once you have made the required changes, it will be updated in the presentation.

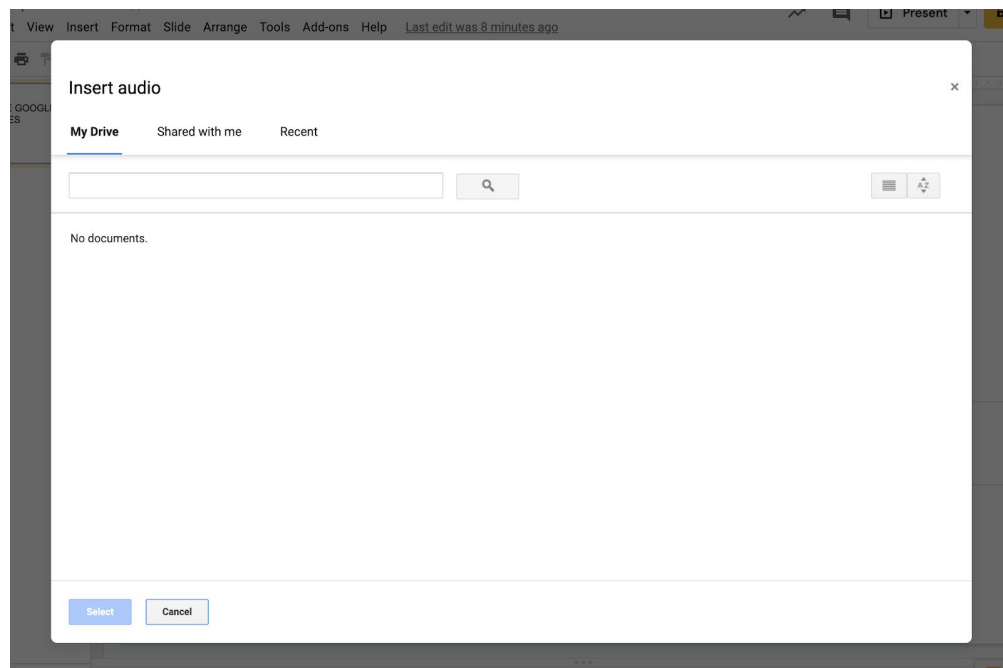
- Adding audio:

To add audio to the presentation, first the audio file must be in your Google Drive

1. Select the 'Insert' button, and then click on 'Audio'



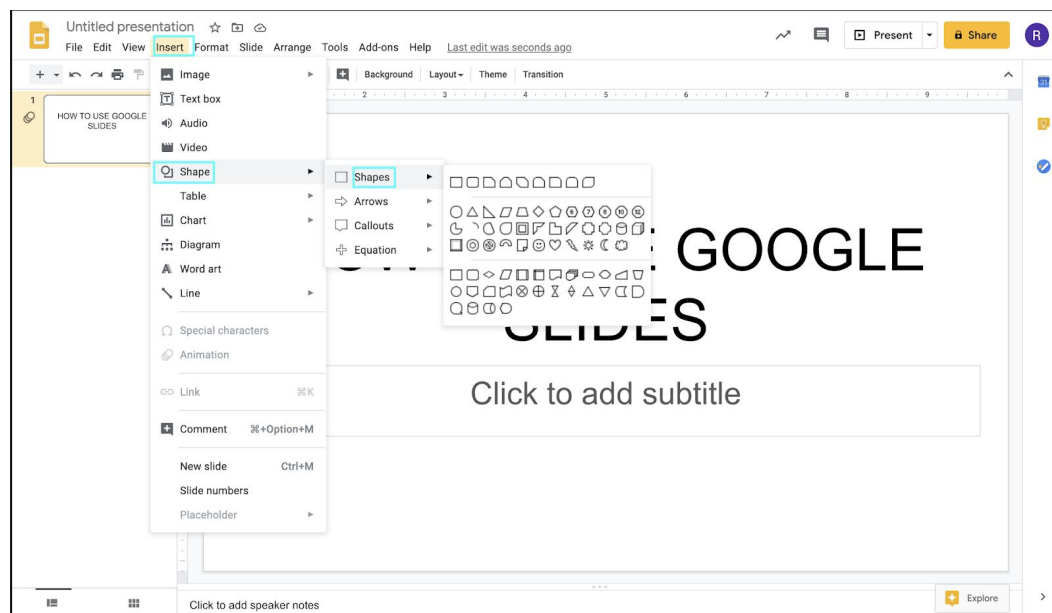
2. Choose the audio file from your Google Drive



● Adding Shapes

To make the presentation more interesting, shapes can be added.

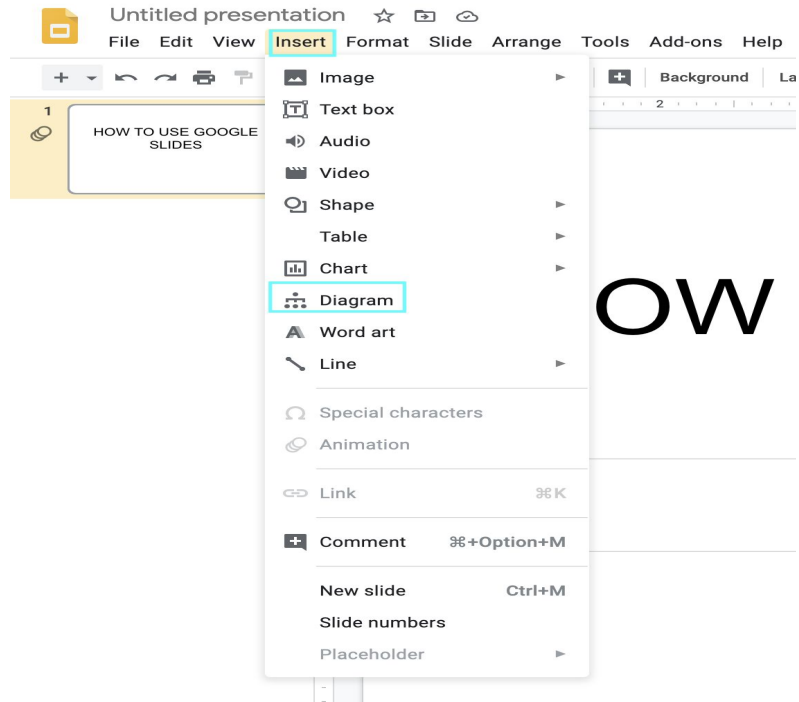
1. Select the 'Insert' button, and then click on 'Shape'
2. There are several options to choose from. Select the shape you want, and it will be pasted in the presentation, where its shape and position can be changed.



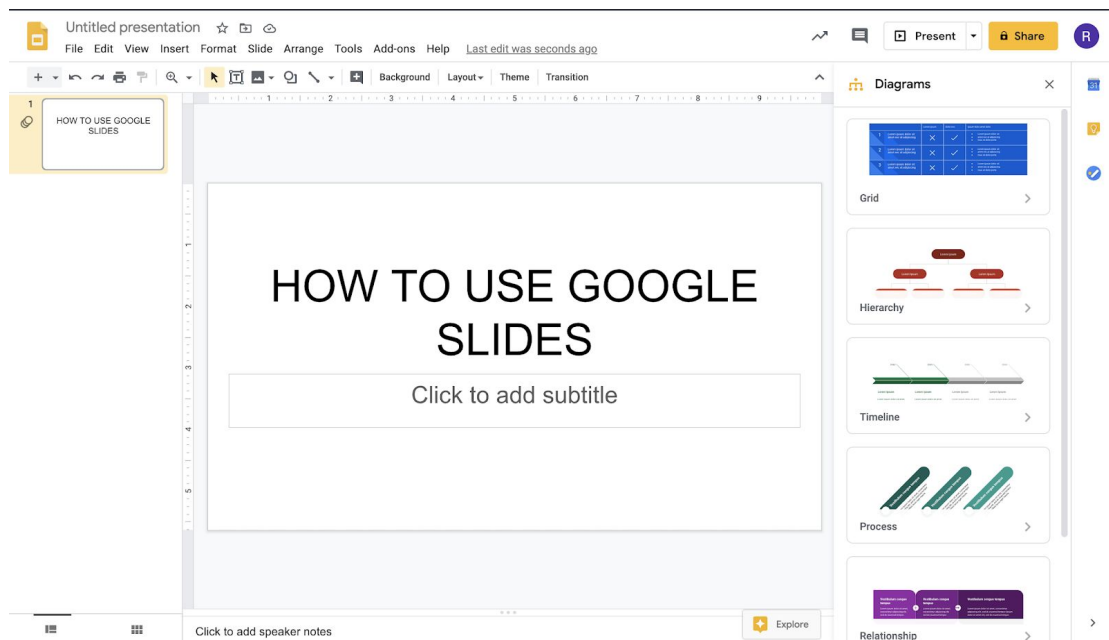
● Adding Diagrams:

Several technical presentations require the use of Diagrams. To add them,

1. Select the 'Insert' button, and then click on 'Diagram'



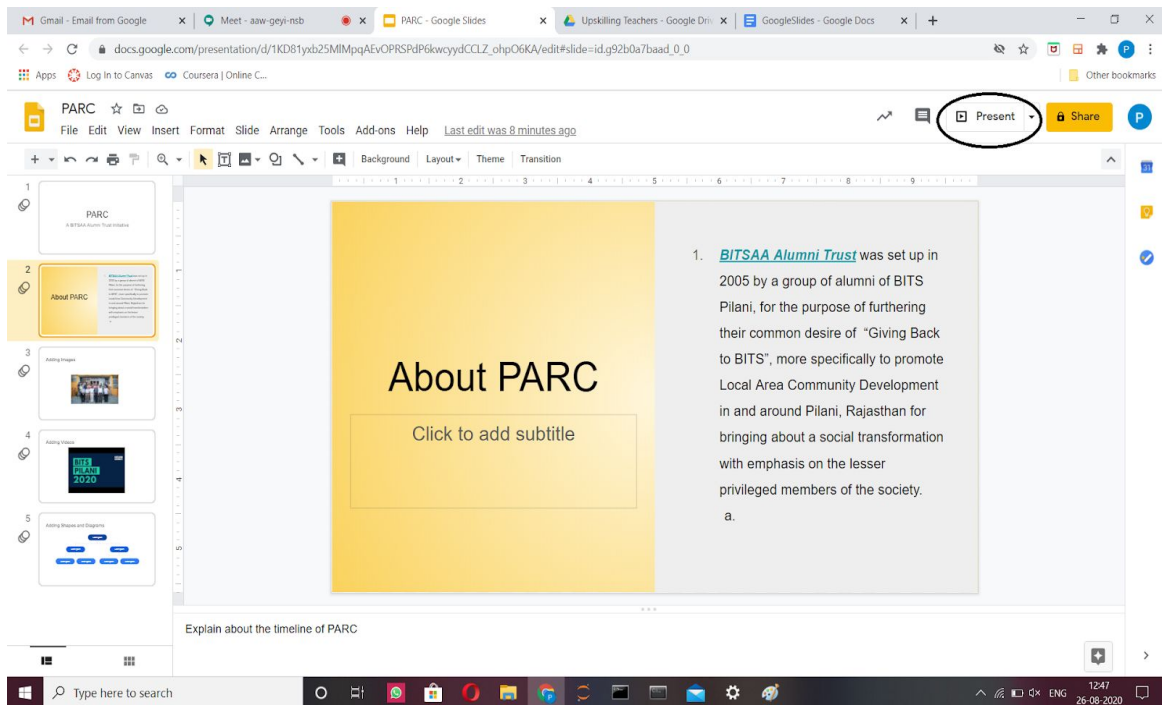
2. A 'Diagram' tab pops up on the right, with several diagram options. Select the diagram you desire, and it will be pasted in the presentation.



Our Presentation is now ready, let's focus on the few presenting applications of Google Slides.

- Presenting the presentation:

1. On the top right hand corner, click Present. For best results, present with Google Chrome.

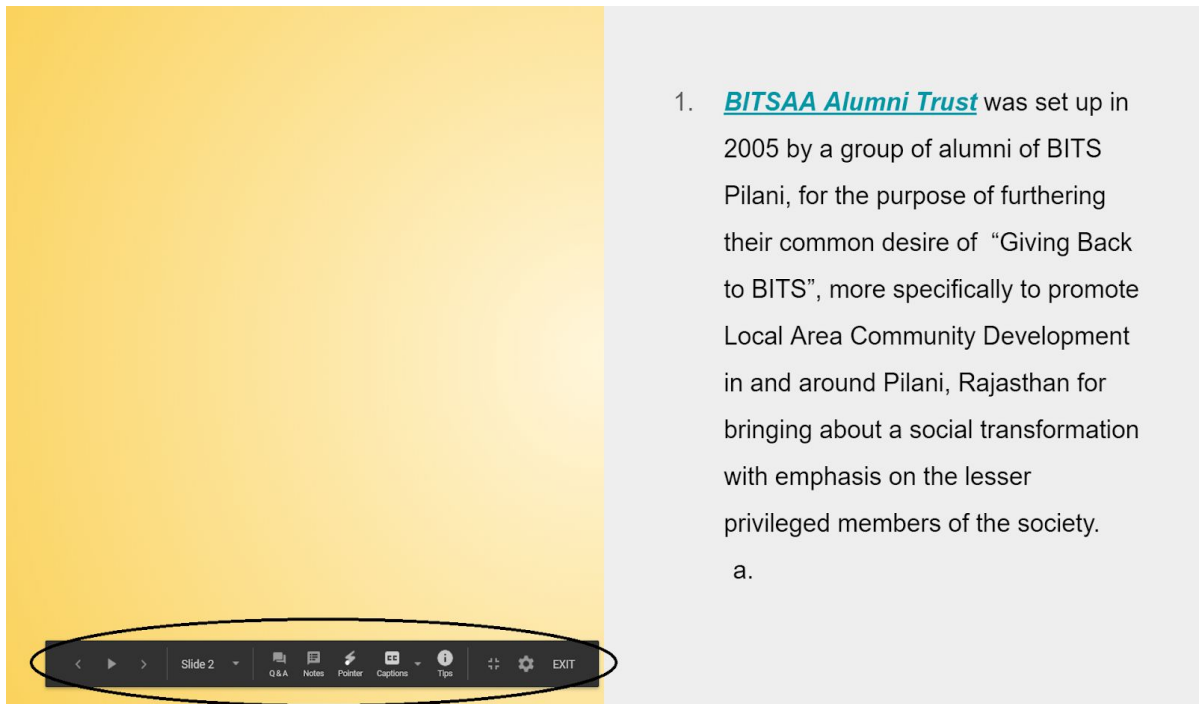


2. From the current slide, the presentation will now become a full screen.

3. The tools available while presenting are:

- o Live Q&A: Presenters can start a live Q&A session with an audience during a presentation with Google Slides. You can present questions at any time, and people can ask questions from any device.

- o Notes: To view the Speaker Notes (Addition of speaker notes is covered next)
- o Pointer: If you prefer presenting from a computer, Google has a new laser pointer feature that overlays a red dot with a trailing line, just like a real laser pointer following your cursor
- o Captions: The closed captions feature is available when presenting in Google Slides. It uses your computer's microphone to detect your spoken presentation, then transcribes—in real time—what you say as captions on the slides you're presenting.

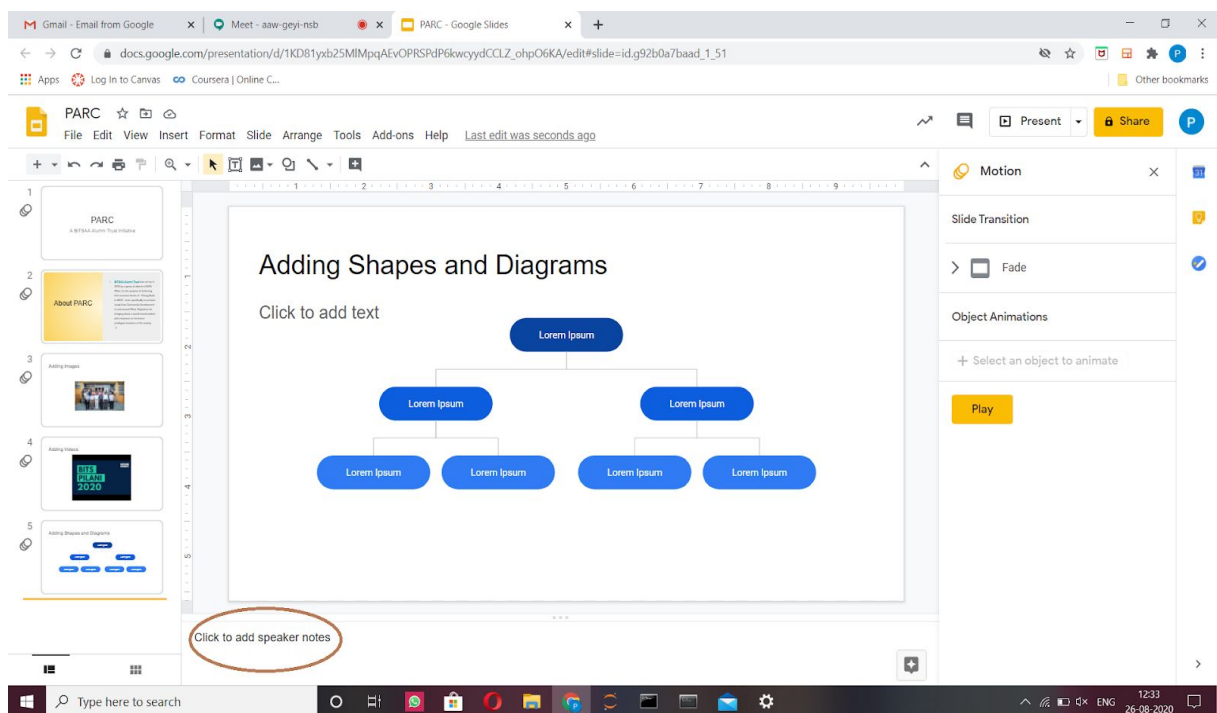


5. To exit full-screen, press the Esc key.

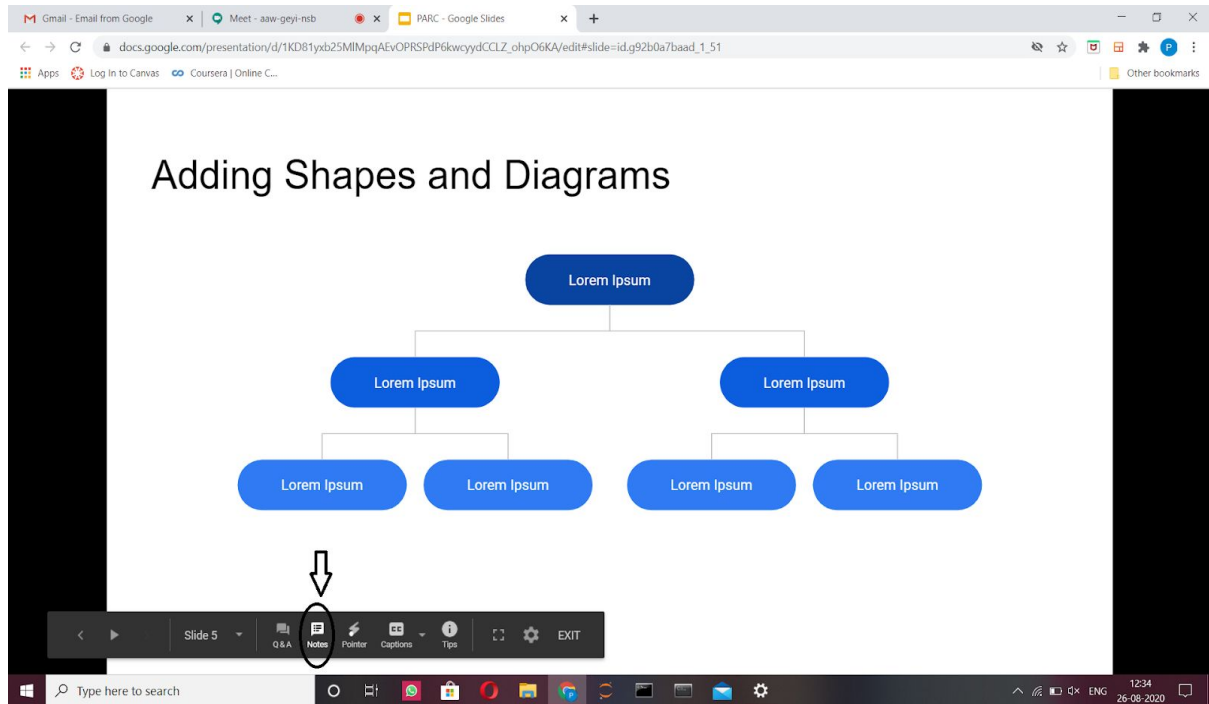
- Speaker Notes:

Speaker notes are short summary points to the slides which the presenter can refer to while delivering the presentation.

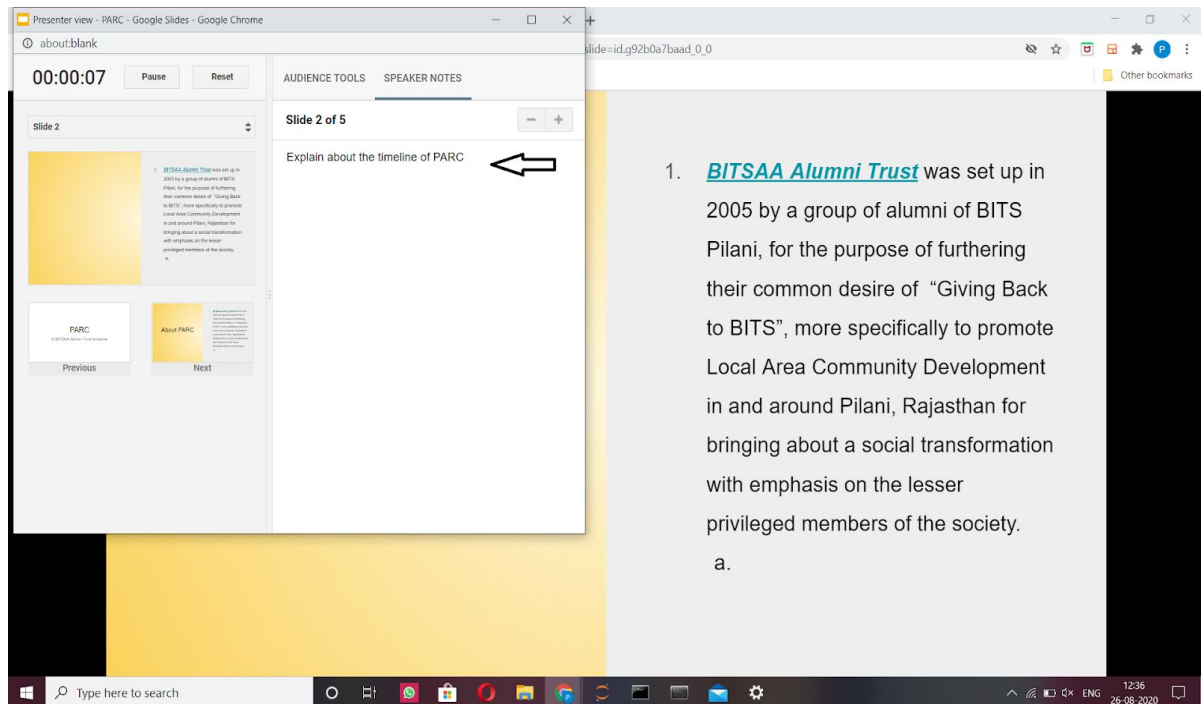
1. We simply enter the text in the textbox named “Click to add Speaker Notes” below our slide.



2. In the top right corner, next to "Present," click the Down arrow.
3. Click Presenter view.

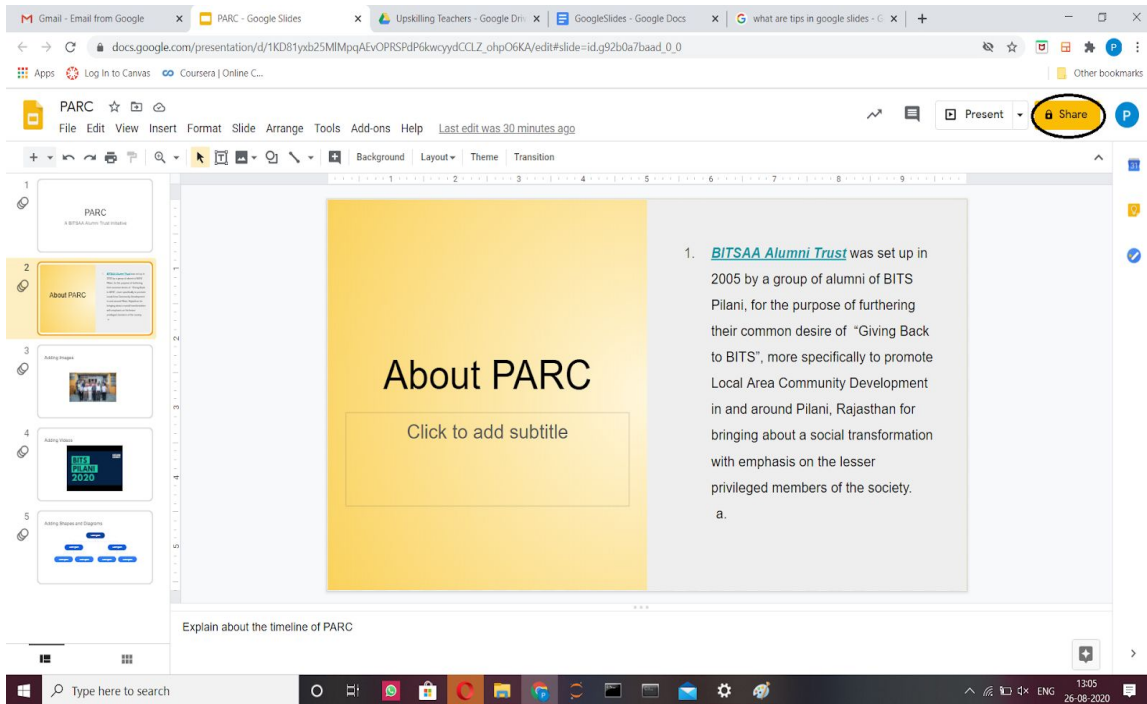


4. Click Speaker notes.



- Sharing The presentations:

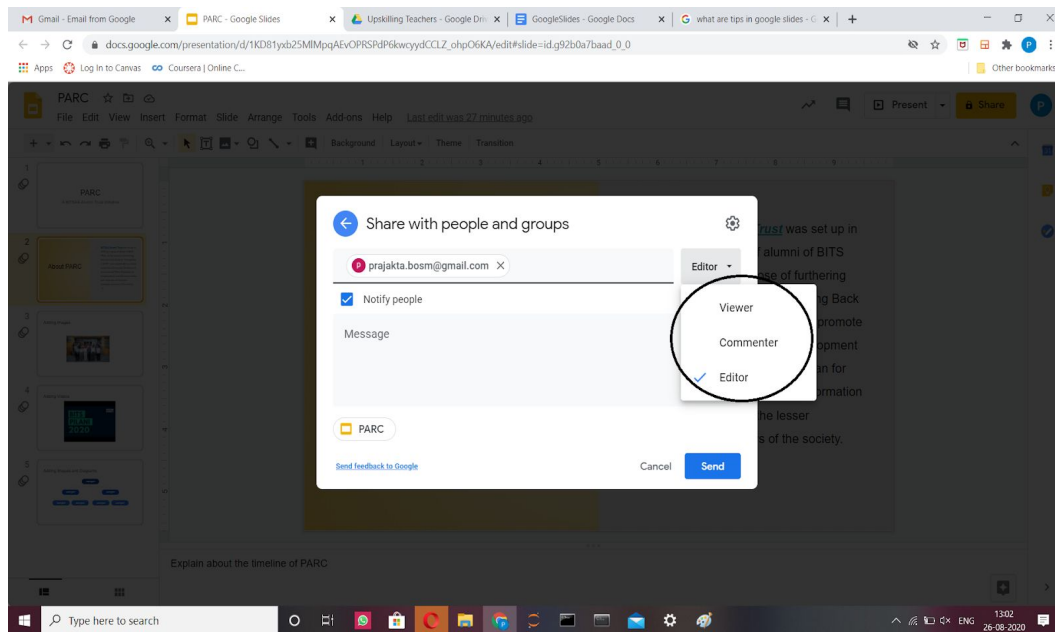
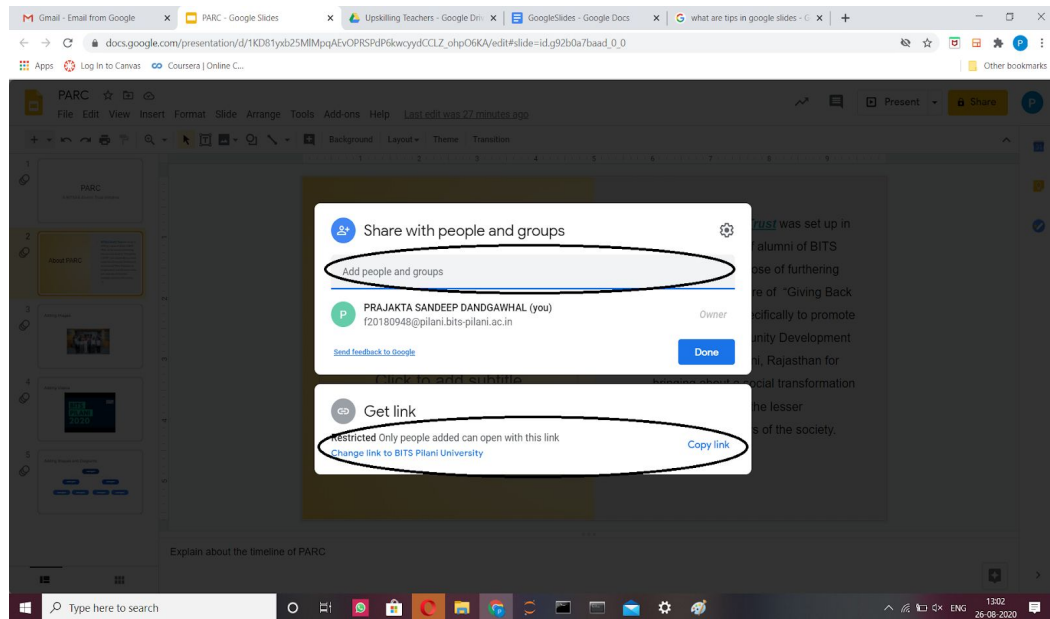
1. Select the “Share” button.



2. Type in the email IDs of people you want to share it to.

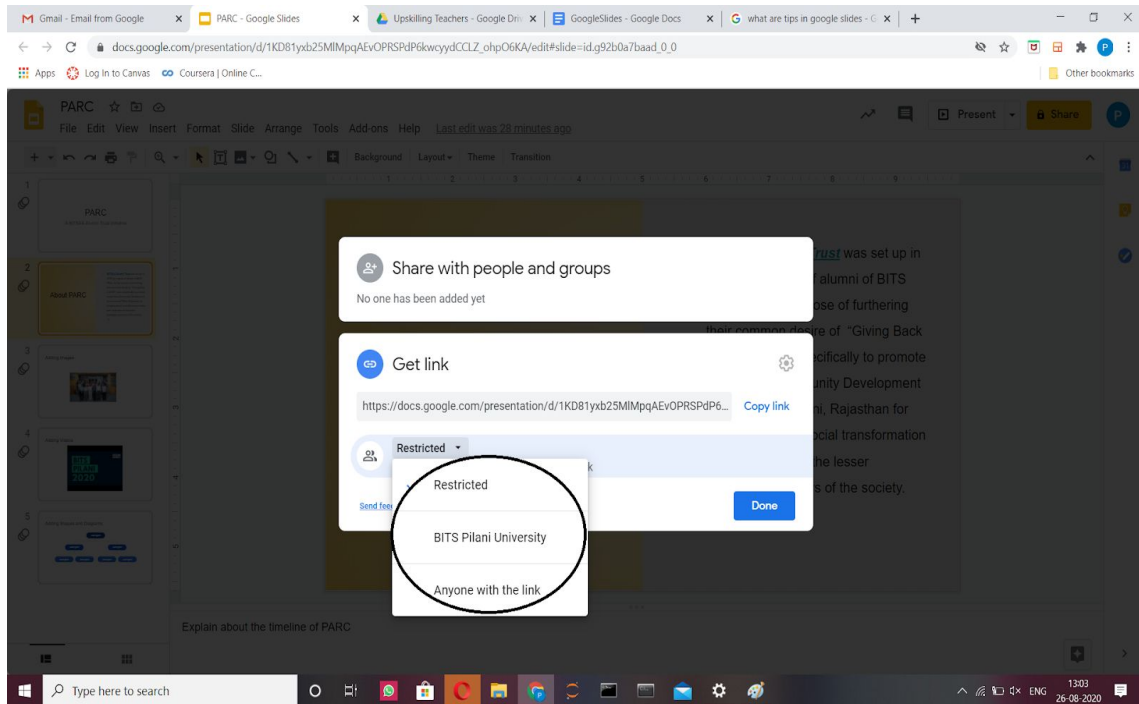
3. Next, it's time to decide the level of access to grant:

- a. Viewer: Only allowed to view the document and not make changes or add comments.
- b. Commenter: Allowed to add comments to the document but not make changes.
- c. Editor: Allowed to make changes and add comments.



4. Apart from adding the names of people manually, you can also create a link to the presentation by clicking on “**Copy Link**”. Here as well, you get an option of the mode of sharing - Editor, Commentor and viewer. Apart from that, you also have an option to keep the access restricted to the people you

have named above, people in your organisation or open for all with the link. This link can then be shared in the relevant groups.

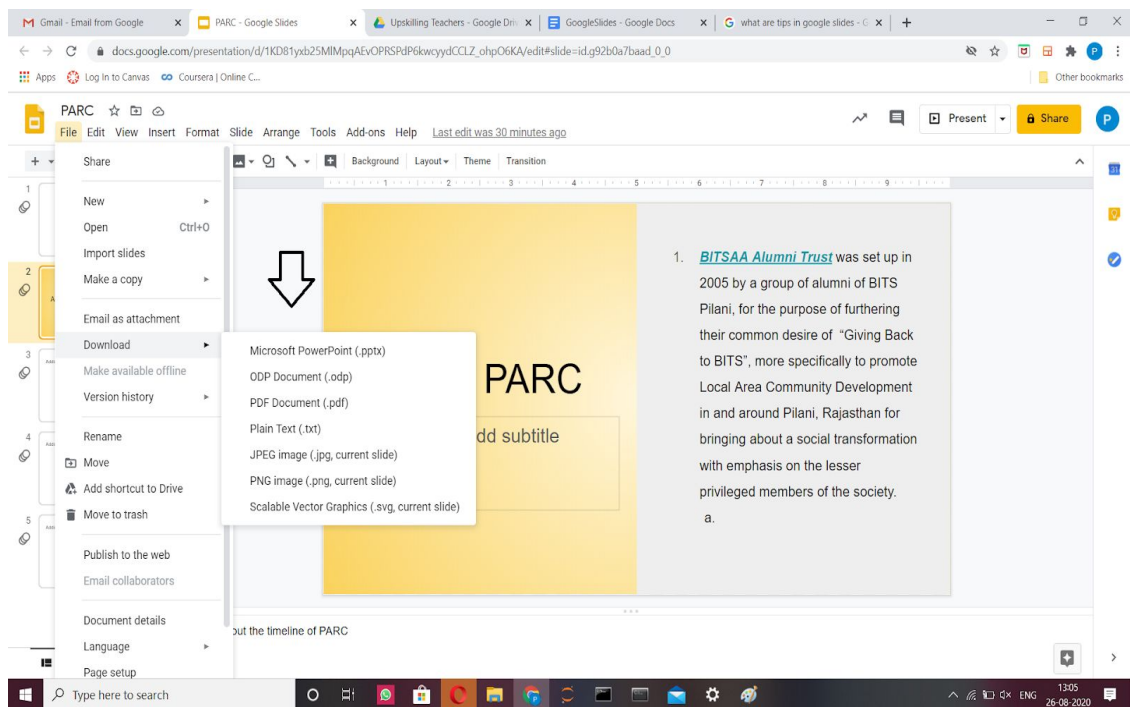


5. Once you're done, hit "Send".
6. Bonus: If you want to send a message along with the document, type it in the message box.

- **Downloading the presentation:**

1. On the top left hand side corner of the document, select "File" and select "Download as".
2. Choose a file type. The file will download onto your computer.

- a. **.ppt:** is a filename extension for downloading the sheet in Microsoft Powerpoint format.
- b. **.pdf:** PDF stands for "portable document format". Essentially, the format is used when you need to save files that cannot be modified but still need to be easily shared and printed.

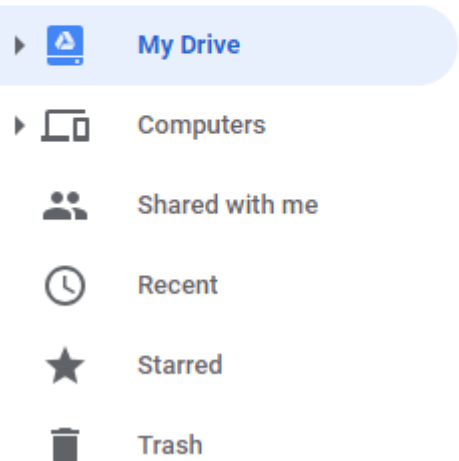


Great! Let's head to the next one!

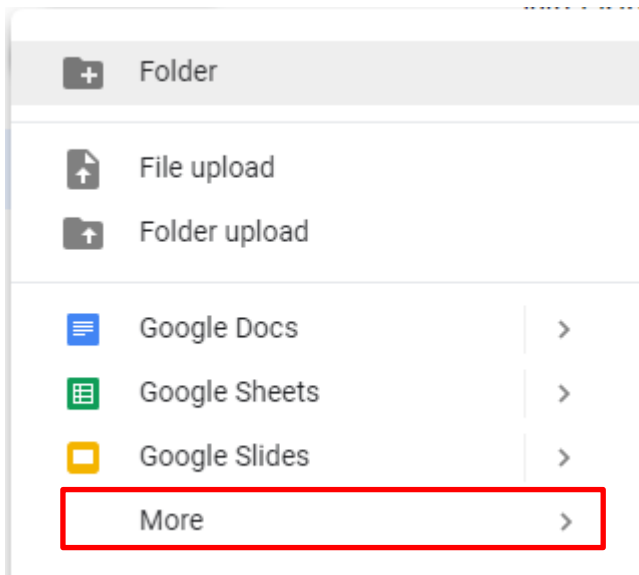
Google Forms

Opening a New Form

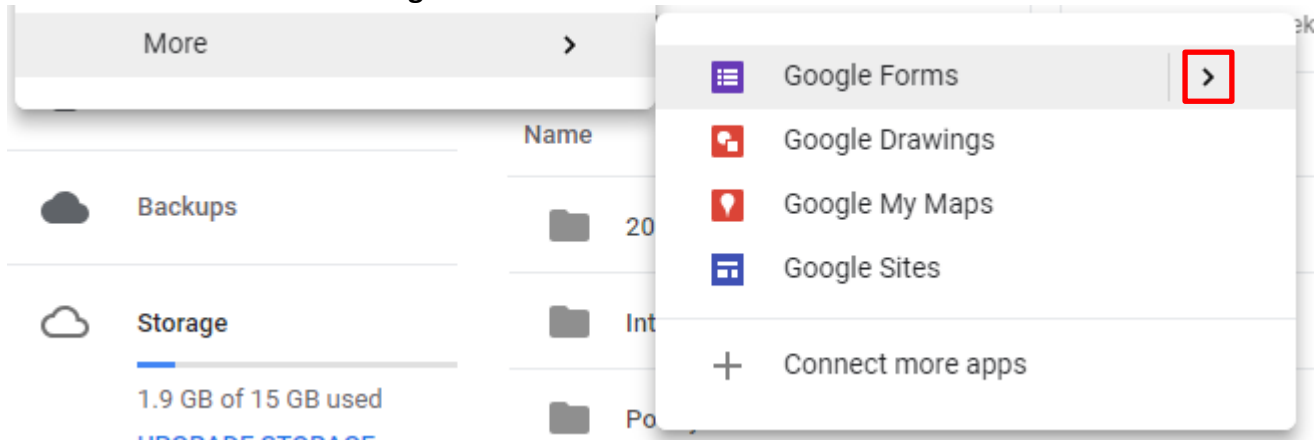
To **open** a new **Google Form**, navigate to your Google Drive and **click** on **New**.



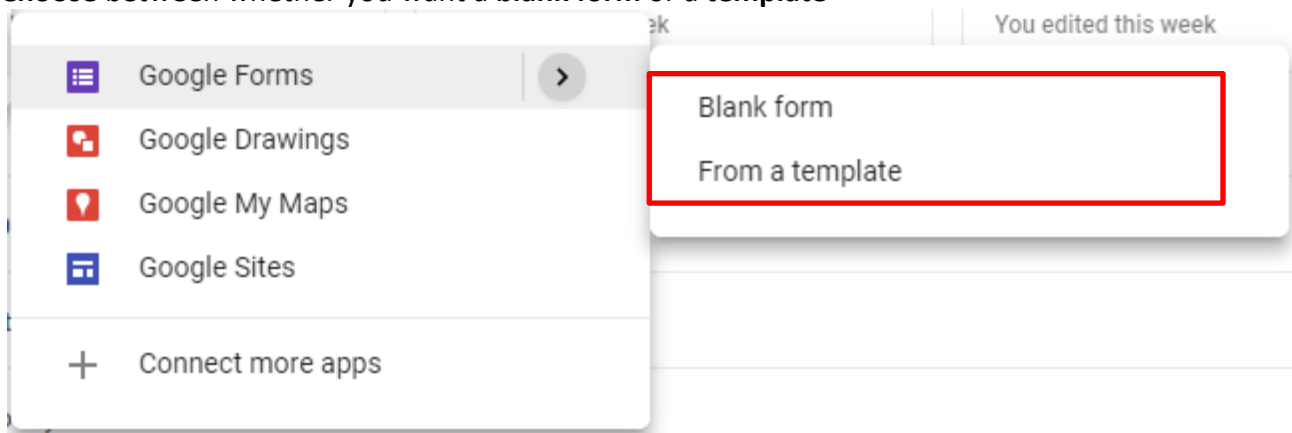
Click on **More**



Click on the **arrow** next to **Google Forms**

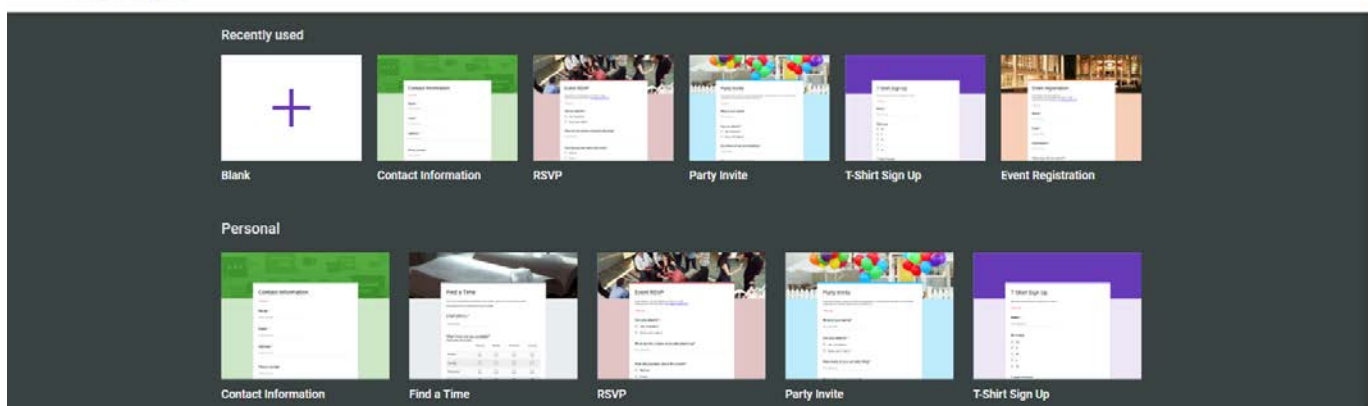


Choose between whether you want a **blank form** or a **template**

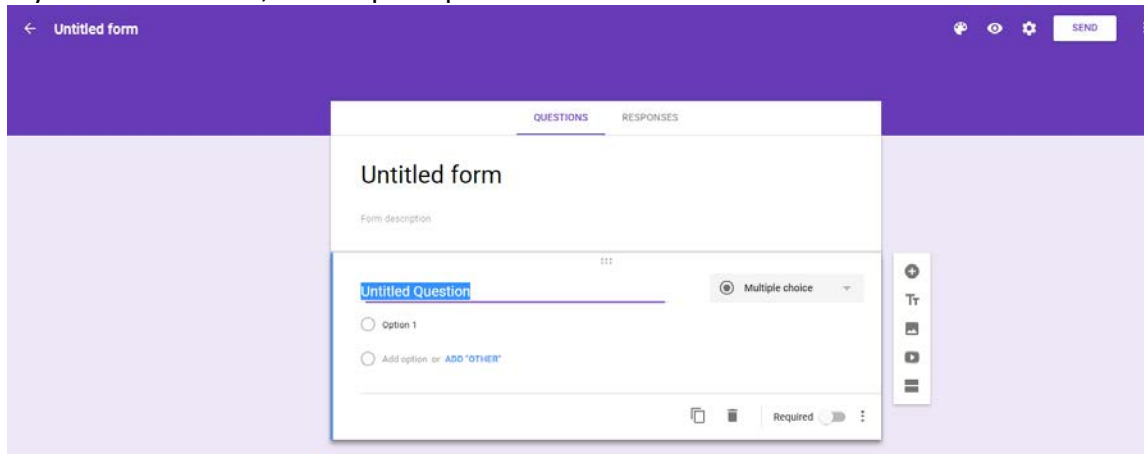


If you choose **Template**, it will bring up a list of templates that are designed for specific types of forms.
Click on the one you wish to use.

Template gallery



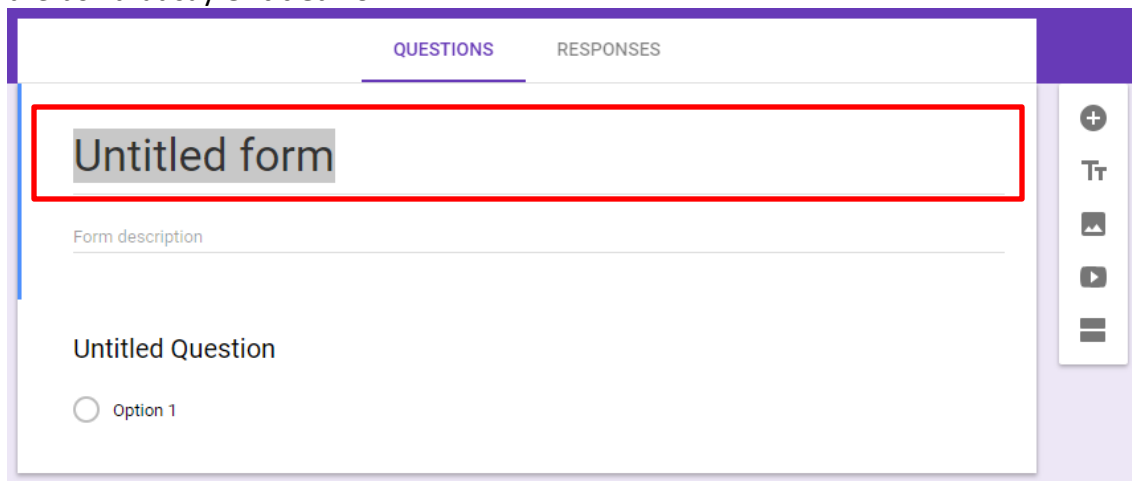
If you choose **Blank**, it will open up a document that looks like this.

A screenshot of a Google Forms interface. At the top, there's a purple header bar with a back arrow, the text 'Untitled form', and icons for settings, preview, and a 'SEND' button. Below the header, there are two tabs: 'QUESTIONS' (active) and 'RESPONSES'. The main content area shows a form titled 'Untitled form' with a 'Form description' field below it. Under the description, there is a question titled 'Untitled Question' with a 'Multiple choice' dropdown menu. Below the question, there are two radio button options: 'Option 1' and 'Add option or ADD "OTHER"'. At the bottom of the question, there are icons for adding, deleting, and required status, along with a 'Required' toggle switch. On the right side, there is a vertical toolbar with icons for adding questions, text, images, videos, and sections.

Creating a Form

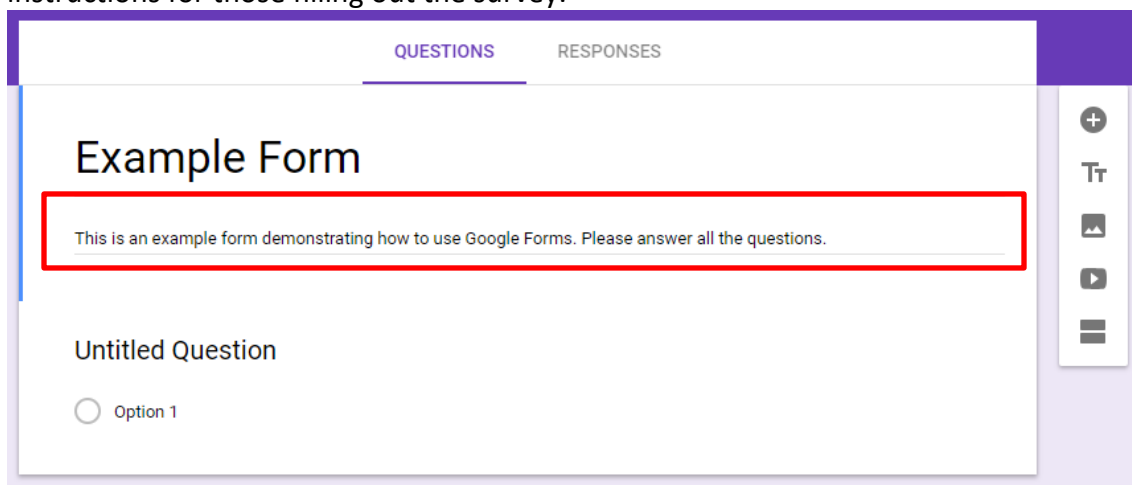
Name and Description

To begin creating the content of the form, you should first give the form a name and description. **Click** in the box that say **Untitled Form**.

A screenshot of a Google Forms interface. The 'QUESTIONS' tab is active. The form title 'Untitled form' is highlighted with a red rectangular box. Below the title is the 'Form description' field. Under the description, there is a question titled 'Untitled Question' with a radio button option 'Option 1'. The right sidebar contains icons for adding questions, text, images, videos, and sections.

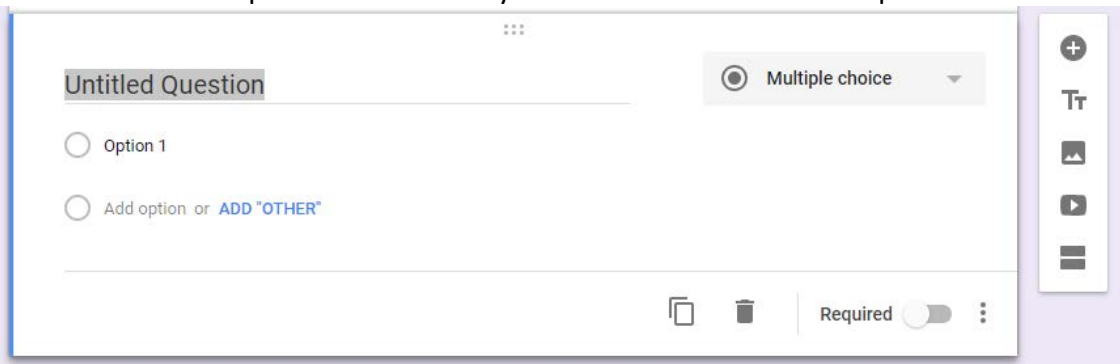
Enter the new name.

Then, **click** in the box that says **Form Description** and enter a relevant description and any relevant instructions for those filling out the survey.

A screenshot of a Google Forms interface. The 'QUESTIONS' tab is active. The form title is 'Example Form'. Below the title, the 'Form description' field is highlighted with a red rectangular box and contains the text: 'This is an example form demonstrating how to use Google Forms. Please answer all the questions.' Below the description, there is a question titled 'Untitled Question' with a radio button option 'Option 1'. The right sidebar contains icons for adding questions, text, images, videos, and sections.

Questions

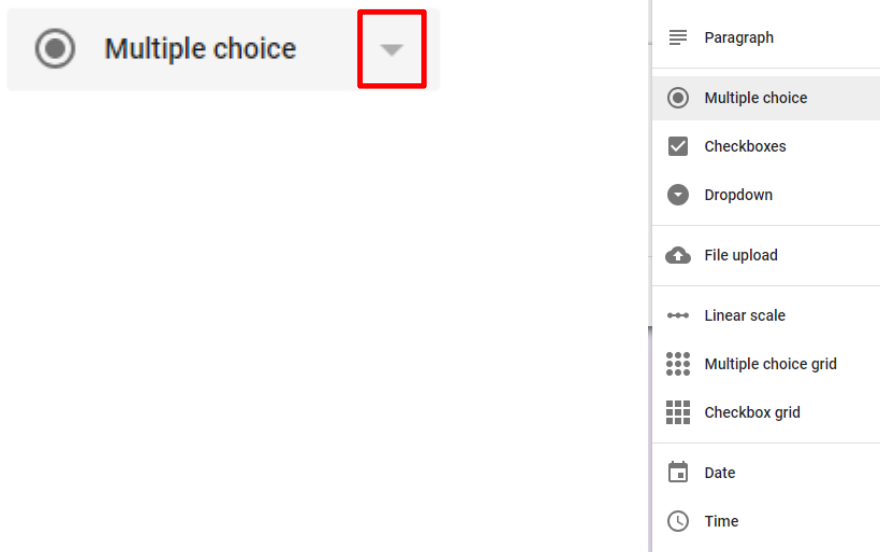
There should be a question box directly below the Name and Description.



First, type the question in the **Untitled Question** box

What is your current age range?

Then, using the dropdown menu to the right of the question, select the format of the question e.g. Multiple choice, short answer, file upload etc.



If you were to choose an option like **Multiple Choice** or **Checkboxes**, you then need to go through and create the options. Click on **Add Option** to type one or on **Add Other** to automatically add an Other option.



Once you have created the question, you can then use the menu at the bottom to either copy it, delete it, make it a compulsory question in the form.



If you click the  icon in the bottom right-hand corner, you are then given the options to add a **Description**, **redirect** the user based on their answer, or to **randomly shuffle** the option order.

Show



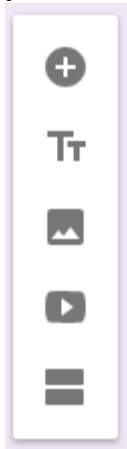
Description

Go to section based on answer

Shuffle option order

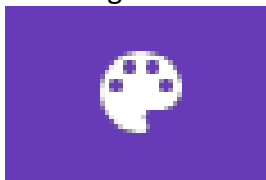
Adding Questions and Media

Use the toolbar at the side of the form to add another question. From this toolbar, you can also add **pictures** and **videos**. Or you can add **sections** to divide the form into separate sections,



Customising your Form

To change the look of the form, **click** on the paint palette icon at the top of the page.



You can then change the font and colours, as well as add a header image.

THEME OPTIONS ×

HEADER

Choose image...

THEME COLOR

✓

+

BACKGROUND COLOR

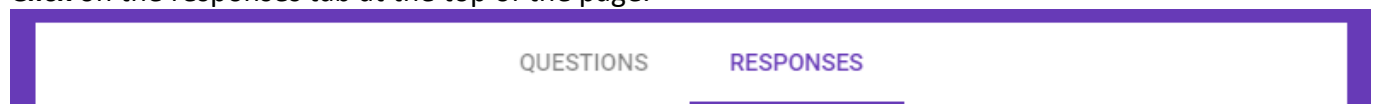
✓

FONT STYLE

Basic

Collecting Responses

Click on the responses tab at the top of the page.



Make sure that the switch is set to **Accepting Responses**



if you click the  icon, you can decide where the responses go. You can have them **emailed** to you, **downloaded**, or sent to a response destination.

Get email notifications for new responses

Select response destination

Unlink form

 Download responses (.csv)

 Print all responses

Delete all responses

For the **response destination**, you can choose between a **Create a New Spreadsheet** or **Select Existing Spreadsheet**. The responses will then be compiled within that.

Select response destination



☒ Create a new spreadsheet

Untitled form (Responses)

[Learn More](#)

☐ Select existing spreadsheet

CANCEL

CREATE

Customising Form Settings

If you click the **Settings**  icon in the top right-hand corner, you can then determine factors relating to your form, such as whether people can submit the form multiple times,

Settings

GENERAL PRESENTATION QUIZZES

☐ Collect email addresses

☐ Response receipts 

Requires sign in:

☐ Limit to 1 response

Respondents can:

☐ Edit after submit

☐ See summary charts and text responses

CANCEL **SAVE**

How the form presents itself,

The screenshot shows the 'Settings' form with the 'PRESENTATION' tab selected. The 'GENERAL' and 'QUIZZES' tabs are also visible. The 'PRESENTATION' section contains three checkboxes: 'Show progress bar' (unchecked), 'Shuffle question order' (unchecked), and 'Show link to submit another response' (checked). Below these is a 'Confirmation message' field with the text 'Your response has been recorded.' At the bottom right, there are 'CANCEL' and 'SAVE' buttons, with the 'SAVE' button highlighted by a red box.

or whether it is a quiz that needs to be graded

The screenshot shows the 'Settings' form with the 'QUIZZES' tab selected. The 'GENERAL' and 'PRESENTATION' tabs are also visible. The 'QUIZZES' section contains a toggle switch for 'Make this a quiz' (turned off) with the subtext 'Assign point values to questions and allow auto-grading.' Below this is the 'Quiz options' section, which includes 'Release grade:' with two radio button options: 'Immediately after each submission' (selected) and 'Later, after manual review' (unselected, with the subtext 'Turns on email collection'). Below that is the 'Respondent can see:' section with three checked checkboxes: 'Missed questions', 'Correct answers', and 'Point values'. At the bottom right, there are 'CANCEL' and 'SAVE' buttons, with the 'SAVE' button highlighted by a red box.

Once you have selected your preferred settings, remember to **click on Save**.

Sending the Form

Once you have created the form, you can then send to people that you wish to participate in it. Press the **Send** button in the top right-hand corner, and then enter their email addresses.

The screenshot shows the top right corner of the form, which is a purple bar. It contains four icons: a speech bubble, an eye, a gear, and a 'SEND' button. The 'SEND' button is highlighted by a red box. To the right of the 'SEND' button is a vertical ellipsis (three dots) icon.



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Instructional, Communication
& Information Technology



Google Forms: Creating, Editing, and Distributing

ICIT Technology Training and Advancement
Updated on 6/16/2020



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About

Google forms is a free Google application that allows you to quickly create and distribute a form to gather information. Form responses are saved in a Google spreadsheet in Google drive.

Opening Google Forms

Step 1. Open Google Chrome.

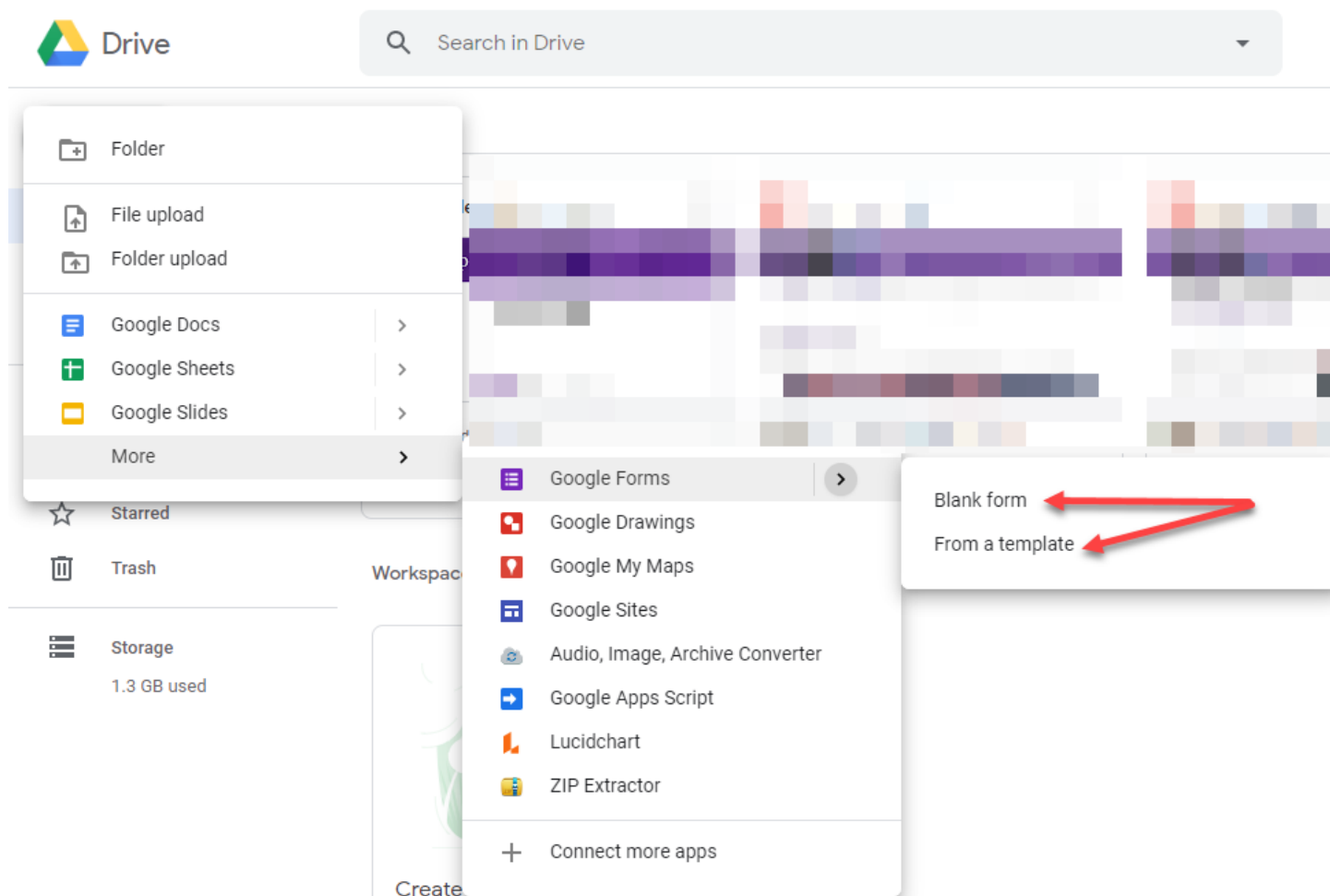
Step 2. Go to <http://drive.google.com>

Step 3. Enter your full UWW email address, then click **next**.

Step 4. Enter your UWW password, then click **Sign in**.

You will now be signed into Google Drive.

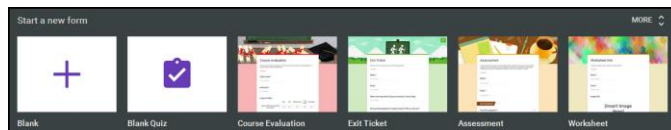
Step 5. Select **New > More > Google Forms** from the available menu. Choose either a Blank form or From a template.



Editing Google Forms

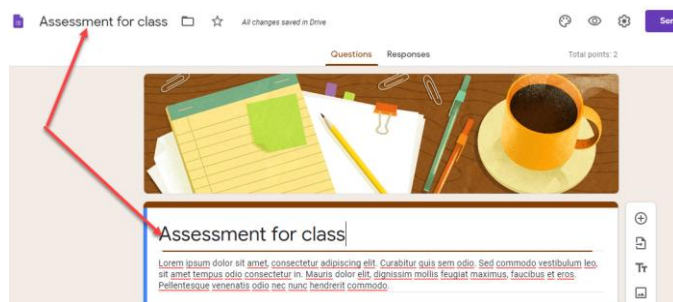
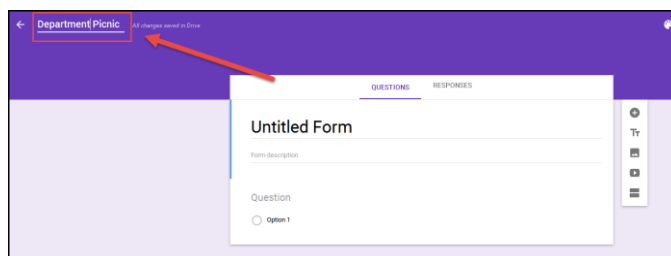
Creating a New Form from Template or by using a Blank form

Step 1. The Template gallery General tab offers a number of form templates. Or, simply click on Blank form to start from scratch.

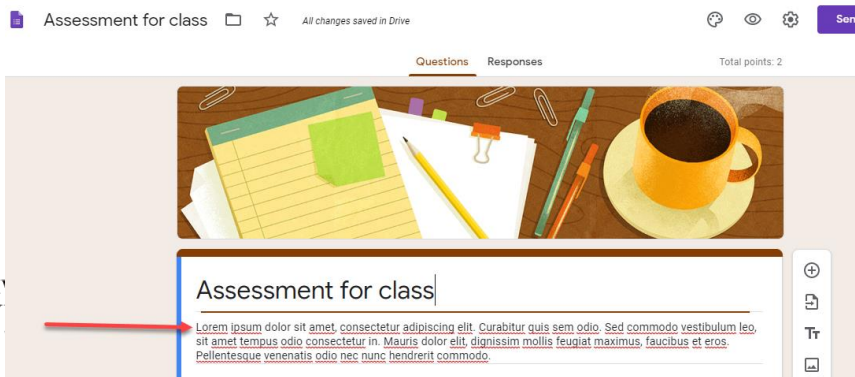
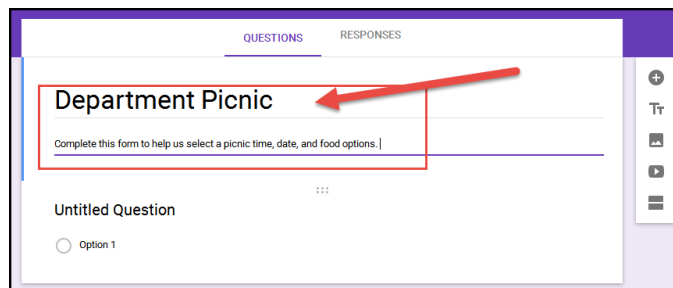


Editing your form

Step 1. Name the Form. Click the “Untitled Form” name in the top left corner of the screen, then enter the form’s name. Hit the “Enter” key to submit your changes. If using a template, click on the template title to change to a unique name of your choosing.



Step 2. Form description: Enter the description by clicking on that field. When using a template, you may find stock text in this field. Highlight and delete to replace with your description.



Edit Questions

Step 1. Select “Untitled question” to enter your first question text.

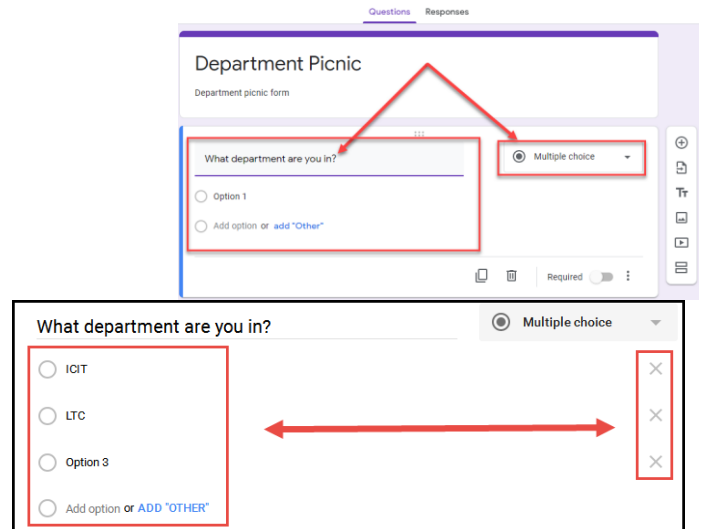
Step 2. Use the dropdown to the right of the question to select the question type.

Step 3. Select each option to enter option text.

Step 4. Hit the “Enter” key to create a new option.

Note: Click the X to the right of each option to delete that option.

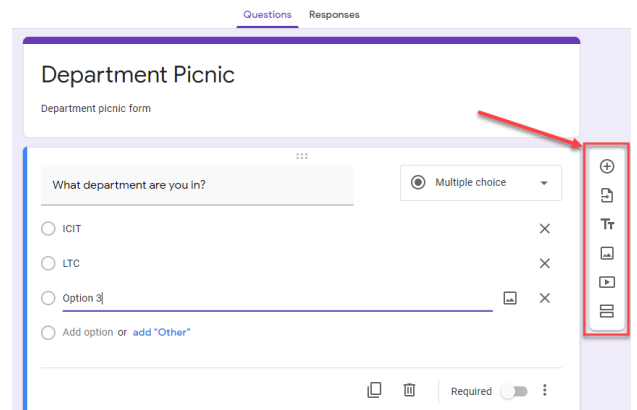
Note: Click the **Add Other** link to add an “Other” option to your list.



Add Questions

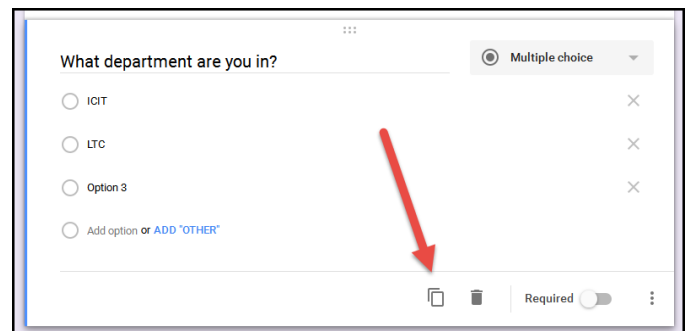
Step 1. Use the question toolbar to the right to add a new question, insert a new title and description, inset a picture, insert a video, or add a new section.

Step 2. Follow the steps above to edit the new question.



Copy/Duplicate Question

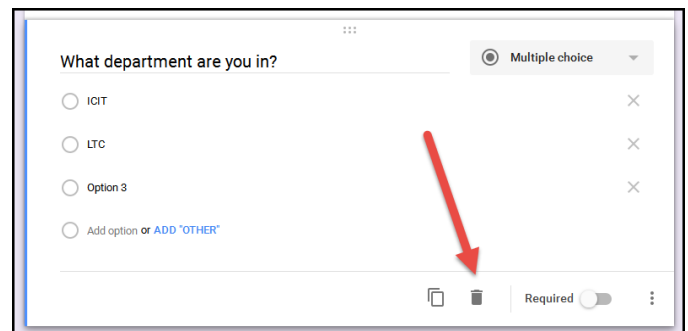
Copying a question allows you to quickly add a new question with the same format as your current question.



The screenshot shows a question editor for the question "What department are you in?". The question type is set to "Multiple choice". There are three options listed: "ICIT", "LTC", and "Option 3". At the bottom, there is a link to "Add option or ADD 'OTHER'". A red arrow points to the "Copy" icon (two overlapping documents) in the bottom right corner of the editor.

Delete Questions

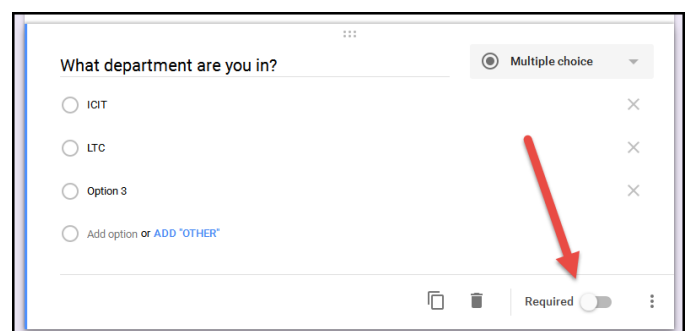
The delete button allows you to delete the selected question and options from the list.



The screenshot shows the same question editor as above. A red arrow points to the "Delete" icon (a trash can) in the bottom right corner of the editor.

Required Questions

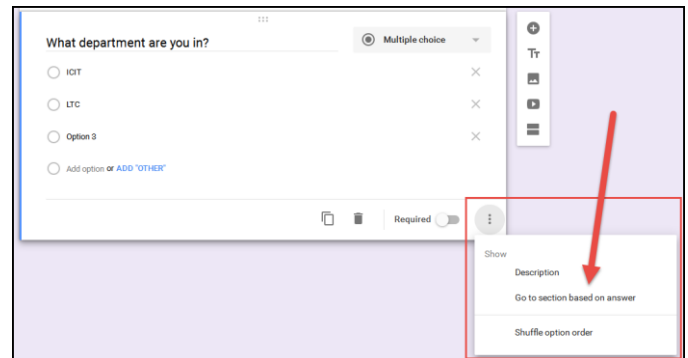
Select the "Required" button to make a question required.



The screenshot shows the same question editor as above. A red arrow points to the "Required" toggle switch in the bottom right corner of the editor.

More Button

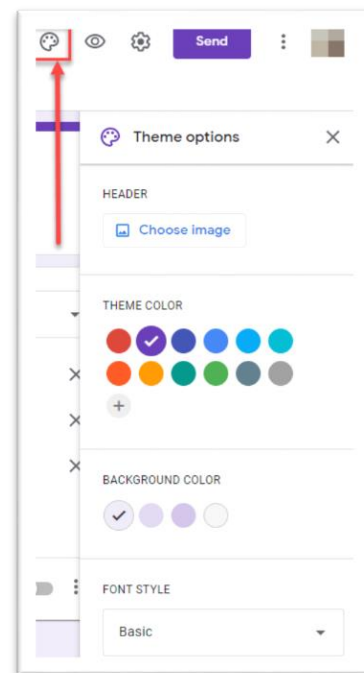
The  (More) button allows you to shuffle the order of questions and go to a new section based on a question answer.



Form Colors/Themes

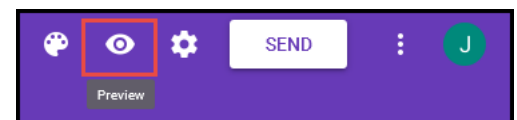
You can change the form color or theme by clicking the  (Color Palate) button in the top right corner of the page.

Click the  button to select a header image on a theme or upload your own.



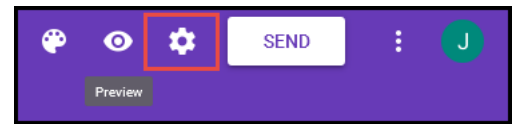
Preview Form

Click the "Preview" button to open a new browser tab with a final view of your form. Close out of that tab to return to the "Edit Form" view to make changes.

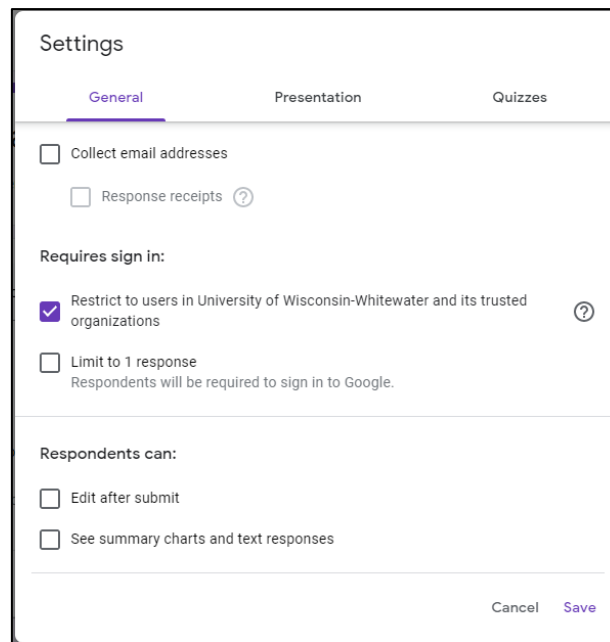


Advanced Form Settings

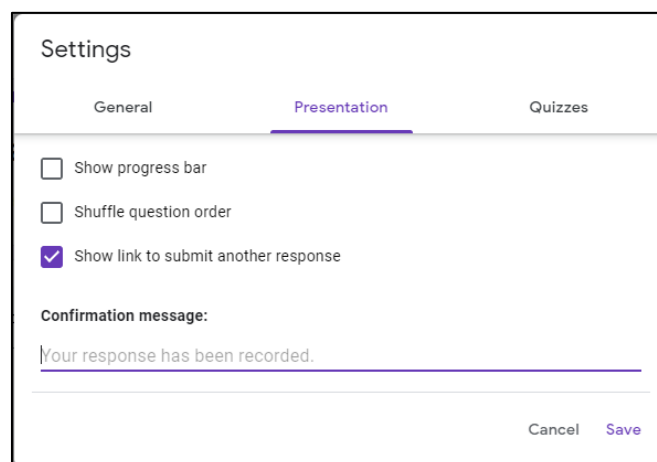
Click the  (Settings) button to customize your form.



General Tab: Allows you to restrict users from your form, collect email addresses of users filling out your form, limit 1 response, etc.

A screenshot of the 'Settings' dialog box with the 'General' tab selected. The dialog has three tabs: 'General', 'Presentation', and 'Quizzes'. Under 'General', there are three checkboxes: 'Collect email addresses' (unchecked), 'Response receipts' (unchecked with a help icon), and 'Requires sign in:' (checked). Under 'Requires sign in:', there are two options: 'Restrict to users in University of Wisconsin-Whitewater and its trusted organizations' (checked with a help icon) and 'Limit to 1 response' (unchecked, with a subtext 'Respondents will be required to sign in to Google.'). Under 'Respondents can:', there are two checkboxes: 'Edit after submit' (unchecked) and 'See summary charts and text responses' (unchecked). At the bottom right are 'Cancel' and 'Save' buttons.

Presentation Tab: Allows you to display a progress bar, shuffle question order, and submit another form response. You can also modify your confirmation message once a user submits a form.

A screenshot of the 'Settings' dialog box with the 'Presentation' tab selected. The dialog has three tabs: 'General', 'Presentation', and 'Quizzes'. Under 'Presentation', there are three checkboxes: 'Show progress bar' (unchecked), 'Shuffle question order' (unchecked), and 'Show link to submit another response' (checked). Under 'Confirmation message:', there is a text input field containing 'Your response has been recorded.' At the bottom right are 'Cancel' and 'Save' buttons.

Quizzes: Allows you to set this form as a quiz, set grade options, etc.

Settings

General

Presentation

Quizzes

Make this a quiz

Assign point values to questions and allow auto-grading.

Quiz options

Locked mode on Chromebooks



Respondents aren't allowed to open tabs or other applications while taking this quiz. Respondents must take this quiz using a managed Chromebook. [Learn more](#)

☐

Turn on locked mode

Release grade:

☒

Immediately after each submission

☐

Later, after manual review

Turns on email collection

Respondent can see:

☒

Missed questions

?

☒

Correct answers

?

☒

Point values

?

Cancel

Save

The logo of the University of Wisconsin-Whitewater, featuring a stylized 'W' in a purple square.

UNIVERSITY OF WISCONSIN
WHITEWATER

ICIT

9

Send Form

Click the **Send** button to view different ways to distribute your form.



Send Via Email: You can send your form via email to recipients or send the form email to yourself, then use Outlook to forward the form link to others.

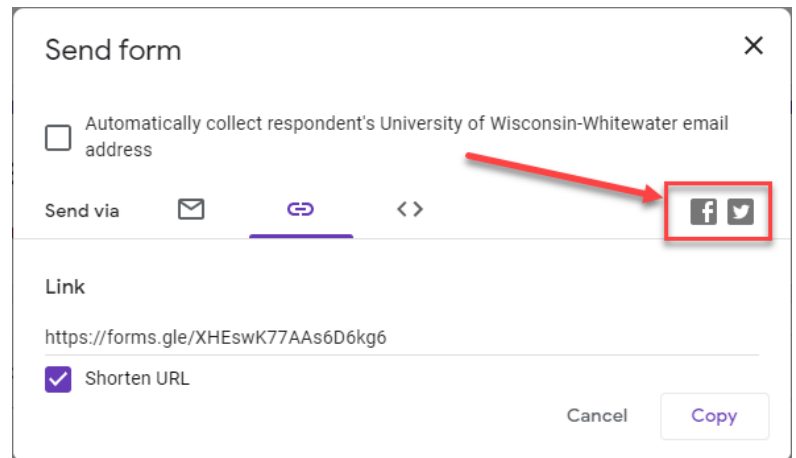
A 'Send form' dialog box with a close button (X) in the top right. It has a checkbox labeled 'Automatically collect respondent's University of Wisconsin-Whitewater email address'. Below this is a 'Send via' section with three icons: an envelope (selected), a link, and a code icon. To the right of these icons are Facebook and Twitter social media icons. The 'Email' section contains fields for 'To', 'Subject' (with the text 'Department Picnic'), and 'Message' (with the text 'I've invited you to fill out a form:'). There is a checkbox for 'Include form in email'. At the bottom left is a link '+ Add collaborators', and at the bottom right are 'Cancel' and 'Send' buttons.

Copy Form Link: Click the “link” icon to display the Form’s URL link. Select the **Shorten URL** option to display a short link option.

Click the **Copy** link in the bottom right to copy the link.

A 'Send form' dialog box with a close button (X) in the top right. It has a checkbox labeled 'Automatically collect respondent's University of Wisconsin-Whitewater email address'. Below this is a 'Send via' section with three icons: an envelope, a link (selected), and a code icon. To the right of these icons are Facebook and Twitter social media icons. The 'Link' section contains a text field with the URL 'https://forms.gle/XHEswK77AAs6D6kg6'. Below the text field is a checked checkbox for 'Shorten URL'. At the bottom right are 'Cancel' and 'Copy' buttons.

Social Media: Click any one of the social media icons to share the form link using a social media platform.



Send form

☐ Automatically collect respondent's University of Wisconsin-Whitewater email address

Send via   

Link

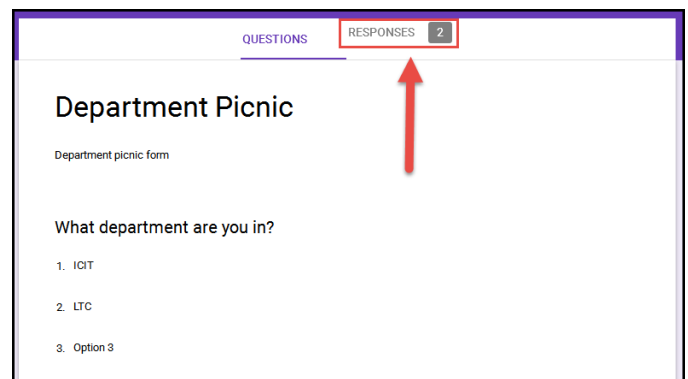
<https://forms.gle/XHEswK77AAs6D6kg6>

☒ Shorten URL

Cancel [Copy](#)

Viewing Responses

Click the **Responses** tab to view user responses to your form.



QUESTIONS **RESPONSES** 2

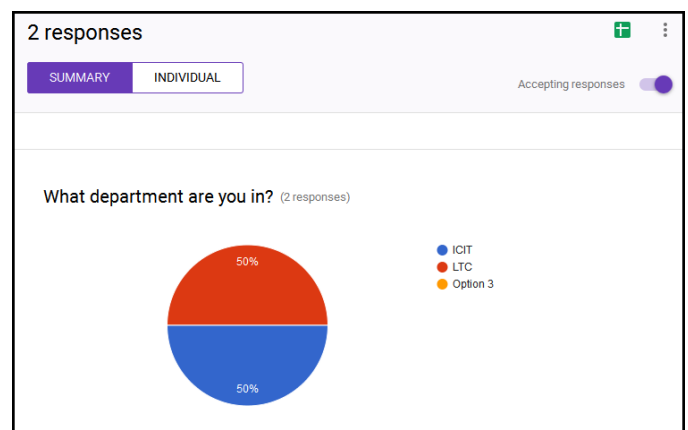
Department Picnic

Department picnic form

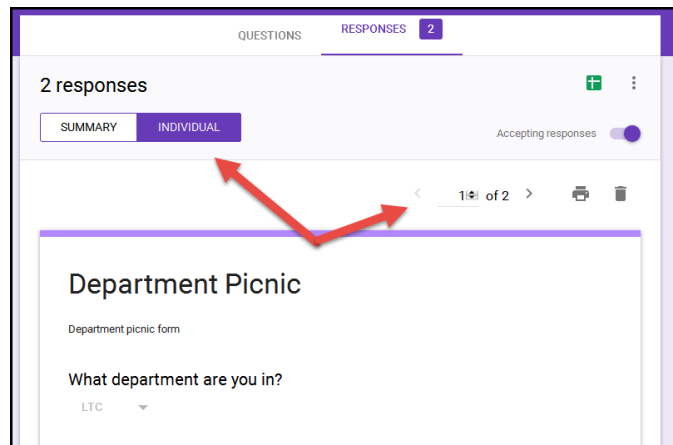
What department are you in?

1. ICIT
2. LTC
3. Option 3

Summary: Shows a pie chart percentage of responses for each question.



Individual: Displays each form response individually. Click the < or > button to move between each response.

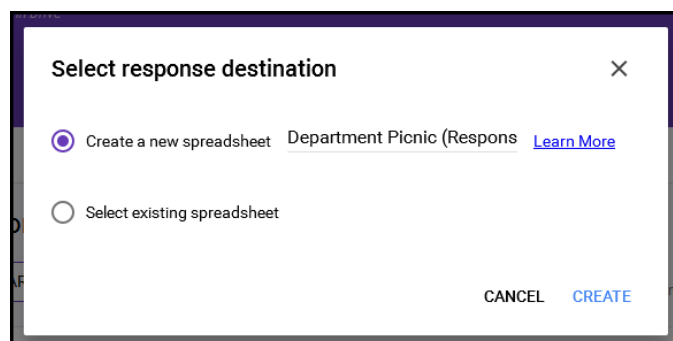
A screenshot of the Google Forms interface showing the 'Individual' view of responses. At the top, there are tabs for 'QUESTIONS' and 'RESPONSES' (with a '2' indicator). Below the tabs, it says '2 responses'. There are two buttons: 'SUMMARY' and 'INDIVIDUAL' (which is selected). To the right, there is a toggle for 'Accepting responses' which is turned on. Below this, there are navigation arrows and a '1 of 2' indicator. The main content area shows a form titled 'Department Picnic' with a question 'What department are you in?' and a dropdown menu showing 'LTC'. A red arrow points from the 'INDIVIDUAL' button to the navigation arrows.

Spreadsheet View: Click the  (Create Spreadsheet) icon to create and view form responses in Google Sheets. Select to create a new spreadsheet or add to an existing spreadsheet.

Once a spreadsheet is created, click the  again to open the spreadsheet.

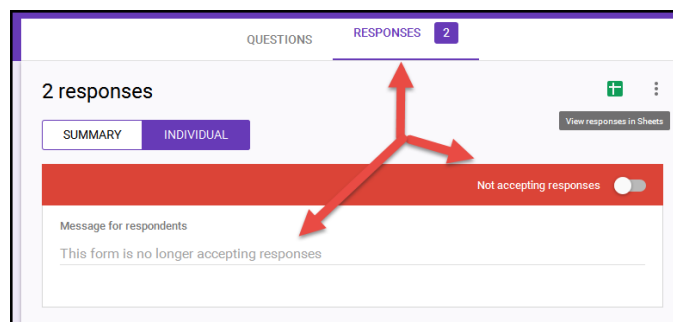
Note: If you wish to be notified of any new form submissions, select **Tools > Notification Rules** from the Google Sheet menu. Select your notification preference, then click **Save** to save your changes.

Note: Do not modify the sheetsheet data until after you have collected all responses. Modifying the form could result in incorrect data placement.

A screenshot of the 'Select response destination' dialog box. It has a title bar with a close button. There are two radio button options: 'Create a new spreadsheet' (which is selected) and 'Select existing spreadsheet'. The 'Create a new spreadsheet' option has a text field containing 'Department Picnic (Respons' and a 'Learn More' link. At the bottom right, there are 'CANCEL' and 'CREATE' buttons.

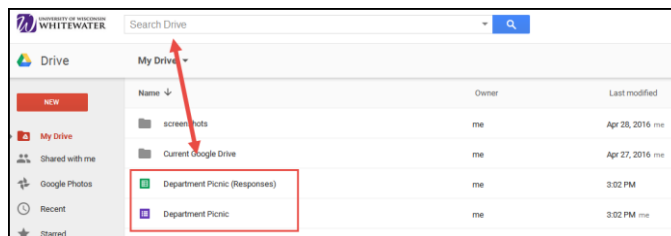
Close Form

You can close the form for submission by selecting the **Responses** tab, then clicking the **Accepting Responses** toggle. You can modify the message respondents will see if they try to access your form while it is closed. Click the toggle again to reopen your form.

A screenshot of the Google Forms interface showing the 'Responses' tab. At the top, there are tabs for 'QUESTIONS' and 'RESPONSES' (with a '2' indicator). Below the tabs, it says '2 responses'. There are two buttons: 'SUMMARY' and 'INDIVIDUAL' (which is selected). To the right, there is a toggle for 'Accepting responses' which is turned off. Below this, there is a 'View responses in Sheets' button. The main content area shows a message for respondents: 'This form is no longer accepting responses'. A red arrow points from the 'INDIVIDUAL' button to the 'Accepting responses' toggle.

View Form and Form Responses is Google Drive

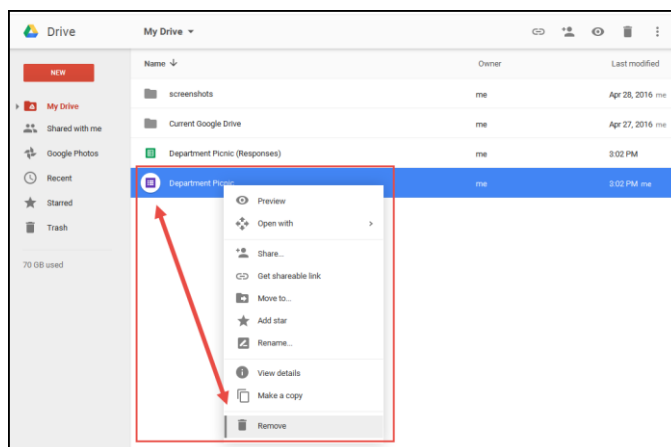
To edit your form or view your form response spreadsheet, go to Google Drive then select your form. Use the search box at the top of the page to find your form if the form was saved in a folder.



Delete Form

To delete your form completely, locate your form in Google drive, right click on the form name, then select **Delete**. You may also delete the form responses by following the same steps.

Note: Use the search box at the top of the page to locate your form if you cannot find it on your main Google drive page.



Troubleshooting

For additional help using Google forms, please email training@uwu.edu.