

# Using Google Drive To Create Docs, Sheets or Slides

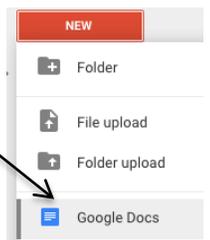
**Google Drive:** You can use Google to create Docs (word processing documents), Sheets (spreadsheets), and Slides (slide presentations).

You already know how to do these things using Microsoft Word, Excel and Powerpoint; however, the advantage to doing these things in Google is students can access the Google software for free anywhere they have Internet access; furthermore, students can “share” these documents, so two or more students may work on them at one time even if they are in different locations. Students may also share the document with you, so you may edit the document and students will see the changes.

The primary disadvantages are the Microsoft programs have much greater capabilities than Google.

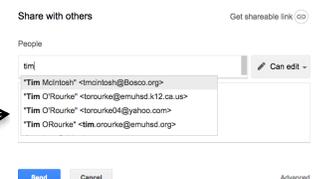
**Docs:** Here is how to create a word processing document and share it in Google.

1. You will first login to your Gmail Account. Click your mouse once on the Apps Launcher. Move down and select **Drive**. Your **Drive** window will open.
2. To make a new DOCS word processing document, click your mouse on the red **New** button in the top left corner of your window. Move down and select **Google Docs**.
3. A new word processing window will appear. To give your Docs document a name, simply click once on the words, **Untitled document**, near the top of the screen. Type in the name of the Docs. (You do not have to click a save button—the Docs document is now saved in your Drive folder.).
4. You may now begin to type. You never have to press a save button. Docs saves automatically.



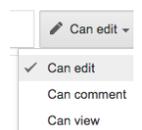
*Note: To learn more about how to use the formatting commands in Docs and to learn how to set up a paper following MLA format using DOCS, open the “Set\_up\_MLA\_Google\_Docs.docx”. It is the next lesson in the list on Schoolloop. It is also located under **Student Resources** on our Schoolloop front page.*

5. You may “**Share**” your document with anyone who has a Google account. To **Share** a document. Click on the blue **Share** button on the right.
6. Begin to type the first name of the person with whom you want to Share the document. You will begin to see a list of all the people in the District and anyone else you have added to your Contacts. Move down and select a person’s name and email.



*(You may also add other people to share the same document by selecting their names and emails.)*

You may also decide whether or not you want the people with whom you have shared the document to be able to **edit it, only comment on it, or only view it**. To determine what level of access these people are going to have with your shared document, click once on the **Can edit** button and select the appropriate access.



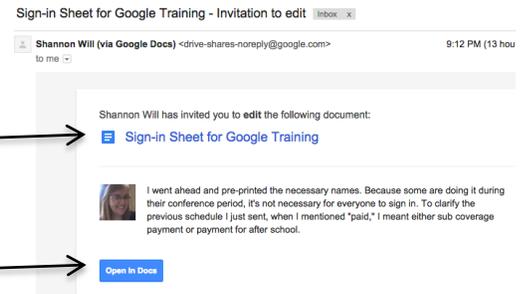
Once you have selected the email address(es) of all the people and determined their level of access, click the blue **Save** button.

Each person with whom you have shared the document will receive a notice in their Gmail that they have had document shared with them.

7. If someone has shared a document with you, you will receive a notice in your email.

You may click on that link in your email, and it will take you to the shared document.

Or you may click on the blue **Open in Docs** button, and it will take you to the shared document.



You may also go to your **Drive** account and click once on the **Shared With Me** icon on the left side of the window. This will show you all of the folders and documents that you are sharing with some other person or group.

8. When you open a shared document and begin to make changes, all of the other people sharing that document will see the changes in real time—that means if you are sharing a document with someone and you both have the document open on your own computer, you will see the changes the other person makes as they are making them, and vice-versa.

Once again, you do not have to press save, Docs saves the changes automatically.

9. To open a new **Sheets** document (spreadsheet) or a new **Slides** document (slide presentation), click your mouse on the red **New** button in the top left corner of your window. Move down and select **Google Sheets** or **Google Slides**.