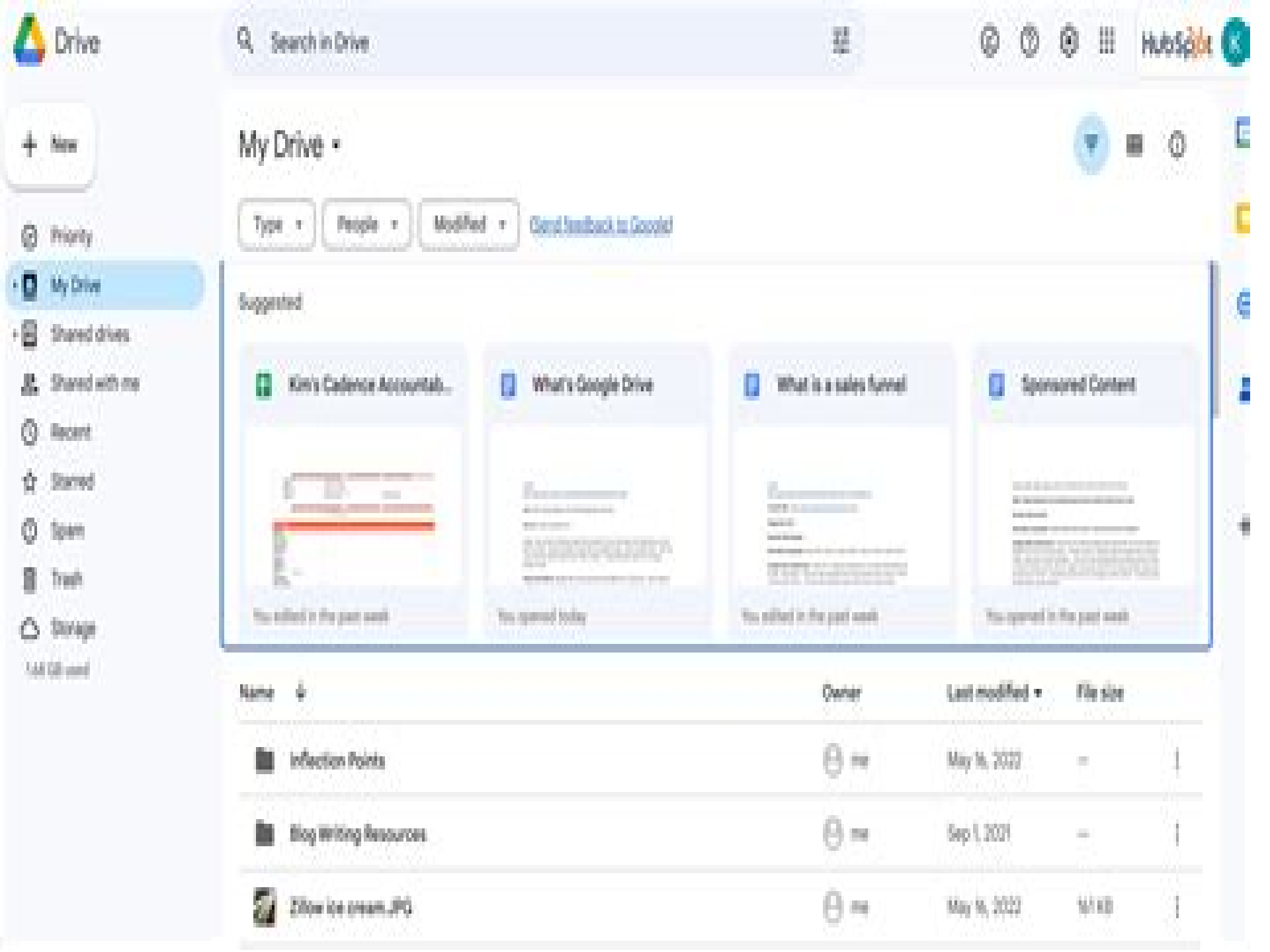




Google Drive Top

RJ Shavelson

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the name bar.

Google Drive Top:

Google Drive Reference and Cheat Sheet i30 Media Staff, 2015-06-15 This handy reference and cheat sheet contains top tips and easy to read annotated screenshots of Google Drive on the Web as well as the mobile app The four panel reference is printed on high quality card stock perfect for desks walls and binders Topics include The new Google Drive interface including icons file and folder uploads and shared files How to create new documents in Google Docs spreadsheets in Google Sheets and presentations in Google Slides How to drag and drop files to Google Drive using a PC or Mac Three options for converting Microsoft Office files Word doc and docx Excel xls and xlsx and PowerPoint ppt and pptx How to use search in Google Drive How to permanently delete files How to restore files and folders Google Drive app Android iOS basic features Keyboard shortcuts The cheat sheet was created by the author of the top selling guide *Google Drive Docs In 30 Minutes*

Google Drive and Docs in 30 Minutes (2nd Edition) Ian Lamont, 2015-01-26 Updated in 2018 The top selling guide to Google's free online office suite is now available in a revised and expanded second edition Thirty minutes is all you'll need to get up to speed with Google Drive Google Docs Google Sheets and Google Slides the free online productivity suite and alternative to Microsoft Office Millions of people use the software every day You can use Drive Docs Sheets and Slides to perform the following tasks Write letters and reports Crunch numbers and create online data entry forms Give presentations Collaborate online with classmates and colleagues Convert Microsoft Office documents to Google formats and vice versa Print documents drawings and spreadsheets Export PDFs Make pie charts bar charts and simple tables Publish documents and spreadsheets online using the new Google Sites After covering registration file creation and other basics *Google Drive and Docs In 30 Minutes 2nd Edition* zeroes in on the most important time saving tips and productivity tools Highlights include Converting files between Microsoft Office and Google formats Best practices for organizing files in Google Drive What to expect with collaboration and sharing The pros and cons of Google's mobile apps for Drive Docs Sheets and Slides Accessing older versions of files How to publish your documents to the Web for colleagues or members of the public to view Functions sorting and filtering in Google Sheets with examples Using Google Forms to gather data Google Slides Is it a suitable alternative to Microsoft PowerPoint Working with offline files Downloading third party apps The tone of *Google Drive and Docs In 30 Minutes* is friendly and easy to understand with lots of step by step instructions screenshots and examples The guide can be used by anyone with a PC Mac or Chromebook It also includes instructions for using Drive Docs Sheets and Slides on Android and iOS phones and tablets *Google Drive and Docs In 30 Minutes 2nd Edition* is authored by Ian Lamont an award winning technology and business journalist He has written several books in the *In 30 Minutes* series including *Dropbox In 30 Minutes* *Twitter In 30 Minutes* and *Excel Basics In 30 Minutes* Here's what readers are saying about *Google Drive Docs In 30 Minutes* I am so glad this was made I've been using Google Docs for a while now and have been encouraging my teacher colleagues to do so as well to facilitate collaboration It has become my go to text book to help new

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