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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*

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Learning Management Systems and Instructional Design: Best Practices in Online Education Kats, Yefim, 2013-04-30 The technical resources budgets curriculum and profile of the student body are all factors that play in implementing course design Learning management systems administrate these aspects for the development of new methods

for course delivery and corresponding instructional design Learning Management Systems and Instructional Design Best Practices in Online Education provides an overview on the connection between learning management systems and the variety of instructional design models and methods of course delivery This book is a useful source for administrators faculty instructional designers course developers and businesses interested in the technological solutions and methods of online education

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