

**My Laptop**

Folders from your computer

**Google Drive**

Folders from Drive

**Google Drive**

Browse and open Google Drive from your computer.

[Open in File Explorer](#)**My Drive syncing options****Stream files**

- ✓ Store all My Drive files in the cloud only
- ✓ Access files from a [virtual drive or folder](#) on your computer
- ✓ Choose specific files and folders to make available offline.  
[How?](#)

**Mirror files**

- ✓ Store all My Drive files in the cloud and on your computer
- ✓ Access files from a folder on your computer
- ✓ All files are automatically available offline



Streaming uses less hard drive space. Only use hard drive space when you open files or make files available offline.

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The logo for TeachUcomp, featuring a stylized red and white circular graphic with a white 'U' shape inside.

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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 users understand quickly If you re new to Google Drive or Google Documents this will help you If you re experienced and want something to help those who come to you with questions this is a nice tool to help them remember what you show them I highly recommend it I just got a new position that requires record keeping Having used Google Docs in the past I decided to update my knowledge I googled Docs for dummies and this was one of the results I liked the concept that the title implies a concise guide that will distill what I need and allow me to complete a task quickly A clear and concise explanation of how to navigate your way through google docs Excellent introduction to Google drive Well researched easy to read nicely organized

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*Google Drive and Docs in 30 Minutes (3rd Edition)* Ian Lamont, 2016-03-31 The top selling guide to Google's free online  
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Liability Accounts 6 Setting the Original Cost of Fixed Assets 7 Tracking Depreciation 8 The Fixed Asset Item List Equity Accounts 1 Equity Accounts 2 Recording an Owner's Draw 3 Recording a Capital Investment Writing Letters With QuickBooks 1 Using the Letters and Envelopes Wizard 2 Editing Letter Templates Company Management 1 Viewing Your Company Information 2 Setting Up Budgets 3 Using the To Do List 4 Using Reminders and Setting Preferences 5 Making General Journal Entries 6 Using Payment Reminders 7 Receipt Management Using QuickBooks Tools 1 Company File Cleanup 2 Exporting and Importing List Data Using IIF Files 3 Advanced Importing of Excel Data 4 Updating QuickBooks 5 Using the Calculator 6 Using the Portable Company Files 7 Using the Calendar 8 The Income Tracker 9 The Bill Tracker 10 The Lead Center 11 Moving QuickBooks Desktop Using the Migrator Tool Using the Accountant's Review 1 Creating an Accountant's Copy 2 Transferring an Accountant's Copy 3 Importing Accountant's 4 Removing Restrictions Using the Help Menu 1 Using Help

**Beginner's Guide to Google Drive** Barrie Roberts, 2020-06-18 Explaining what Google Drive is and how it works Taking you from knowing nothing to using it with confidence This book takes you step by step through the different areas of Google Drive Revision June 2021 Contents 1 Google Apps What are they 2 Google Drive How does it work 3 How to set up a Google account 4 How to access Google Drive 5 The menus 6 How to manage files and folders 7 Moving files around 8 Moving multiple files and folders 9 Sharing files and folders with specific people 10 Sharing files and folders with anyone with a link 11 Starring files and folders Quick Access 12 Changing the colours of your folders 13 Uploading files and folders 14 Converting Microsoft documents 15 Downloading your files and folders 16 Previewing your files 17 Finding your file

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Mike Meyers, 2016-04-29 Essential Skills for a Successful IT Career Written by the leading authority on CompTIA A certification and training this four color guide will help you become a certified IT professional with proven expertise in hardware and software and help you pass CompTIA A exams 220 901 and 220 902 Mike Meyers CompTIA A Guide to Managing and Troubleshooting PCs Fifth Edition offers complete coverage of the latest exam objectives You ll get on the job tips end of chapter review questions and hundreds of color photographs and illustrations Learn how to Work with CPUs RAM microprocessors BIOS motherboards power supplies and other PC components Install configure and troubleshoot hard drives Manage peripheral devices and removable media Install upgrade and maintain operating systems including Windows Mac OS X and Linux Troubleshoot common computer problems Establish users and groups Set up video and multimedia cards Administer smartphones tablets and other mobile devices Install and configure wired and wireless networks Connect to the Internet Secure your PC and your network Install configure and manage printers and multifunction devices Work with the latest virtualization technologies Understand safety and environmental issues Electronic content includes Practice exams for 901 902 One hour of free video training from Mike Meyers TotalSim simulations of performance based questions Mike s favorite free PC tools and utilities A complete PDF copy of the book Instructor resources available Instructor s Manual Power Point slides for each chapter with photographs and illustrations from the book Test Bank cartridges with hundreds of questions for use as quizzes and exams Answers to the end of chapter sections are not included in the book and are only available to adopting instructors **Mike Meyers' CompTIA Network+ Guide to Managing and Troubleshooting**

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