



A COMPLETE GUIDE TO GOOGLE DRIVE

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Google Drive Guide

Ivan McGhee



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and in 2006 they acquired the company. The software was abandoned and turned into what everyone knows today as Google Docs. It disrupted the industry, namely Microsoft's industry. Today Google has a whole suite of productivity apps from documents to spreadsheets; you can do just about anything from the cloud. Microsoft and Apple have each made big attempts to create cloud-based environments of their own for office productivity, but Google pioneered the idea, and its collaborative online environment makes it hard to beat. It's become so feature-rich that many businesses are finding it to be the preferred way to conduct business. If you are thinking about making the switch to Google or have already made the switch but want to make sure you are using it correctly, then this guide will walk you through it. It will show you all the basic features to make sure you can get up and running as quickly as possible. It covers Google Drive, Google Docs, Google Slides, Google Sheets, and Google Forms. Let's get started.

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 12 Quick Access 13 Changing the colours of your folders 14 Uploading files and folders 15 Converting Microsoft documents 16 Downloading your files and folders 17 Previewing your files 18 Finding your file.

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