



A COMPLETE GUIDE TO GOOGLE DRIVE

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Google Drive Guide

Steven Dota

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Google Drive Guide:

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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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Google Drive Noah Robinson, 2016-07-11. Google Drive, which was formerly called Google Docs, is an efficient file storage and management service extended by Google.

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