

# A COMPLETE GUIDE TO GOOGLE DRIVE

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# Google Drive Guide

**Ian Lamont**

A red circular graphic with a gradient, appearing as a partial circle or a thick arrow pointing to the right, located on the right side of the light blue bar.

## Google Drive Guide:

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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 make 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

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### **Google Apps for Seniors**

Scott La Counte, 2019-08-29 Remember when you used to pay for things When computer software was almost as much as your new computer Times have certainly changed Today many companies are giving you all that stuff you used to pay hundreds of dollars for for free What s the catch There has to be a catch Sometimes there definitely is a catch it s free but you have to watch a 30 second commercial every five minutes Or it s free but you have to pay a subscription once you start to really like it In the case of Google Apps it truly is free No annoying ads No money grabs Nothing For the price of nothing you are getting online software that is on par with the Office suite you grew to love and pay hundreds of dollars for That means you get writing software spreadsheet software presentation software and more and you don t pay a dime Now you see why so many people are making the switch to Google Apps Who wouldn t want to pay nothing for good software If you are interested in learning more about it or you are ready to make the

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