

Google Apps: A quick guide

1. Account
 - a. Account is where you can access your account information and settings.
 - b. Key features: Security, Privacy, Preferences
2. Mail
 - a. This is your inbox for Gmail. You can send and receive email through here.
 - b. Key features: Email
3. Drive
 - a. Drive is where you can store files. You can store files from your computer and Google files.
 - b. Key features: File/folder upload, Accessing Docs, Sheets, Slides, Shared files
4. Docs
 - a. Docs is Google's alternative to Microsoft Word. Your documents can be created and edited on your account and is accessible through Drive.
5. Sheets
 - a. Sheets is Google's alternative to Microsoft Excel. You can create powerful spreadsheets and budgets just like in Excel. It is accessible through Drive.
6. Slides
 - a. Slides is Google's alternative to Microsoft Powerpoint. You can create presentations complete with graphics and photos. It is accessible through Drive.
7. Calendar
 - a. This calendar syncs up to all of your devices and makes it simple to create events and invite others.
8. Sites
 - a. You can create your own websites with Google's drag and drop template. They make it easy to build your own homepage.
9. Contacts
 - a. Save all of your contacts from your email, phone, and address book.
10. Groups
 - a. You can create your own email lists and allow people to respond. It's a kind of a miniature forum built around email.
11. Maps
 - a. A live map of the world that shows current traffic patterns, sights such as hotels, restaurants, etc., and that gives you the ability to set personal places.
12. News
 - a. Google will tailor news articles to your preferences and bring them all together in one easy to navigate spot.
13. Photos
 - a. Google makes it easy to back up your photos to your account. You can even

download this as an app and have it backup photos you take with your phone.

14. Hangouts

- a. Hangouts is Google's video chat service. You can chat one-on-one with people or start up a group chat with many more.

15. Forms

- a. Ever need to create a quick poll? Or get feedback from a group of people? Or administer a quiz? You can do all of these things with Google forms.

16. Keep

- a. Google Keep is a notepad that enables you to make quick notes or lists and set a reminder to come back to them. If you have the Keep application, then it will sync with your account and you can view them anywhere.

