



Cloud Productivity

A series of three discussion on using
Internet Services Productivity
iCloud ~ Google Drive ~ One Drive

Jolyn Bowler ~ Monday, February 21st, 2022

iCloud Productivity Zoom Protocols

- **Please keep muted during the beginning session and slide presentation.**
- **Please be sure to let us know who you are if your name isn't listed. We like to check everyone in.**
- **Please type any questions you have in the Chat window by clicking on the Chat icon at the bottom of your screen or on a tablet or phone, tap the screen first to get the menu to pop-up.**
- **Stay tuned for Cloud Productivity with Google Drive and OneDrive.**

Cloud Productivity

I began thinking about how often I use a word processor or spreadsheet online when I am away from home. That lead to my exploring Cloud Productivity or working in an online instead of a program on my computer.

I will be discussing iCloud, Google Drive and Microsoft's OneDrive over the next month or so.

You may find the need sometime to be able to write a letter or access your documents when away from home. So here goes.

Cloud Productivity

iCloud

Google Drive

OneDrive

Pages

Docs

Word

Numbers

Sheets

Excel

Keynote

Slides

PowerPoint

Cloud Productivity Platforms

Regardless of your device, you can access the cloud service of your choice.

iMac

Mac book

Windows Desktop

Laptop

Chromebook

You can access any cloud service from any device.

**I worked on my Windows 10 HP Laptop, my Asus Chromebook,
and the Windows 11 AIO at our Resource Center.**

iCloud

Apple's Internet cloud storage space and more...

Make sure you have your login information. Because you may not be working from your personal device (computer or tablet) you may need to make sure you have all the necessary security information at hand either in a secure document, a notebook, or a password manager.

If you have set up Two-Step or Two-Factor Authentication, you will need to have access to your cell phone or the alternate email address you've set up for this purpose.

Once you have that information...

iCloud Productivity

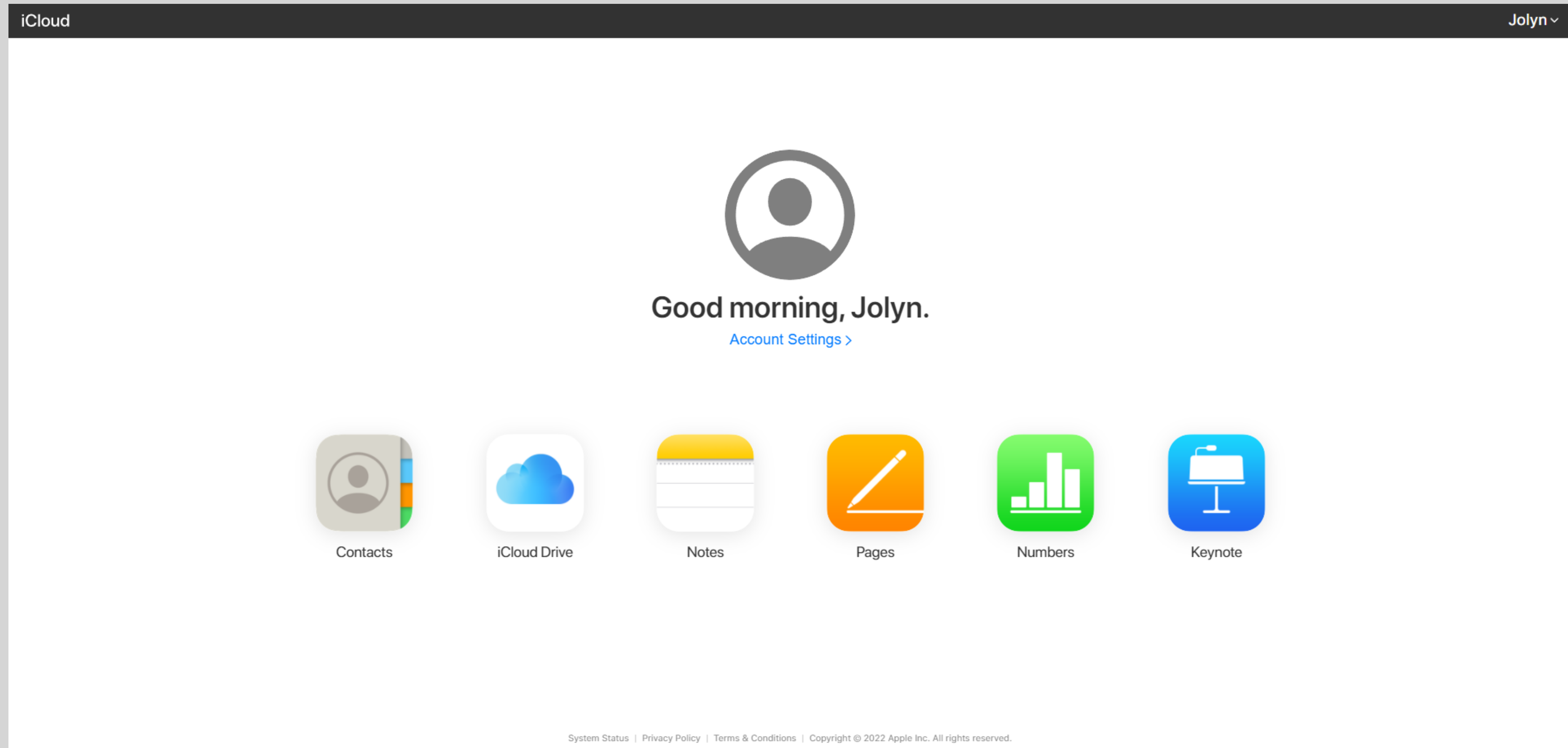
Again, be sure to have your User ID, your Password & have your phone with you if you use 2 Factor Authentication for security.

Open your browser of choice (Safari, Edge, Chrome, Firefox, Brave, etc.) and type in the address bar:

<https://www.icloud.com/>

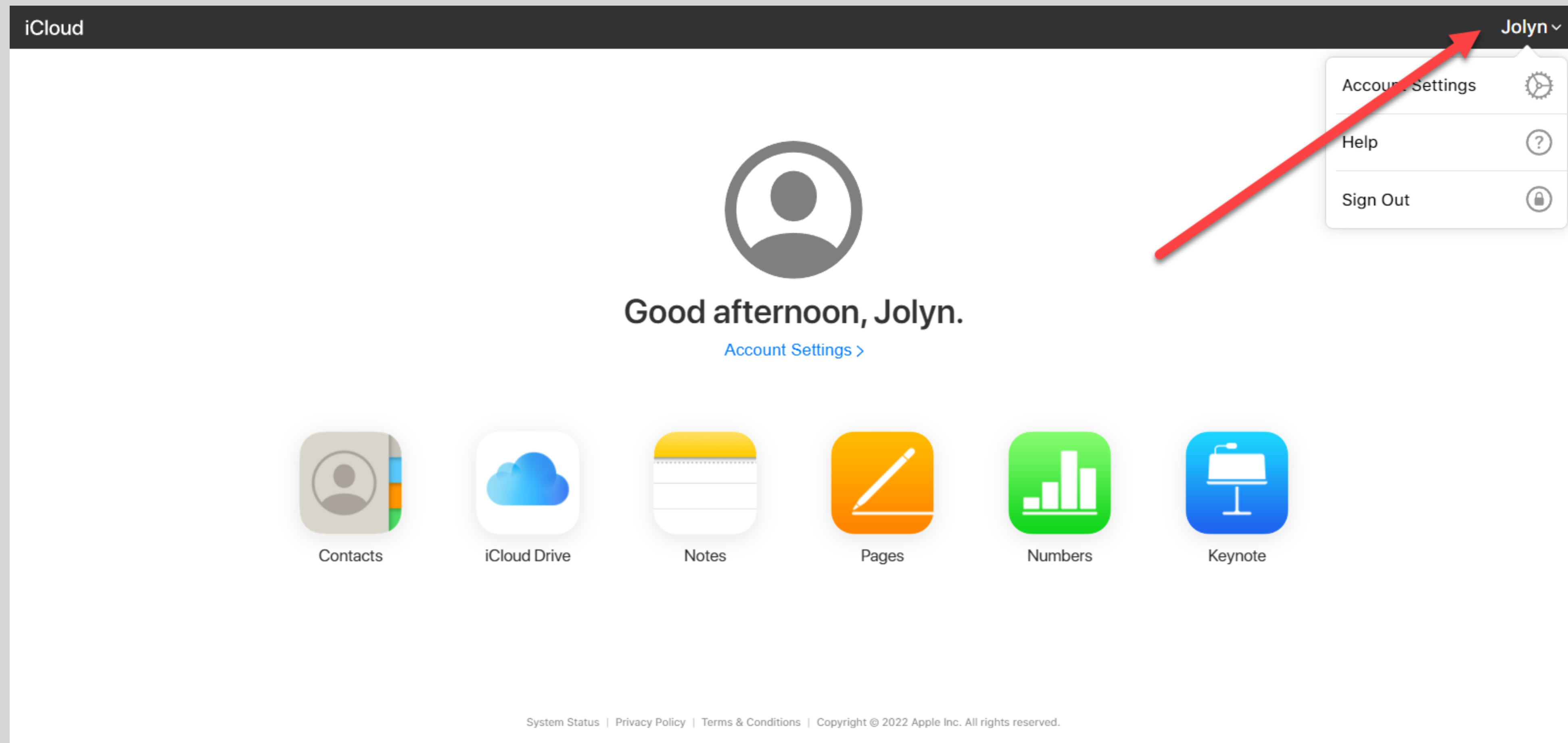
iCloud Presentation

Once you have logged into your iCloud account you should see



iCloud Productivity

Before proceeding in exploring your cloud-space, you may want to visit your settings.



iCloud Productivity

Take the time to look through your Account Settings to familiarize yourself.

The screenshot shows the iCloud Settings interface. At the top left, it says "iCloud Settings" with a dropdown arrow. At the top right, the name "Jolyn" is displayed with a dropdown arrow. Below this is a profile section for "Jolyn Bowler" with the email address "jolyn.bowler@gmail.com". To the right of the name are three settings: "Apple ID" with a "Manage" link, "Language" set to "English (U.S.)" with a dropdown arrow, and "Formats" set to "United States".

The next section is "Storage", which states "You have 1 GB of iCloud storage." Below this is a progress bar showing "1021.12 MB Available".

The "Hide My Email" section includes the text "Keep your personal email address private by creating unique, random addresses that forward to your personal inbox and can be deleted at any time." followed by a "Learn More" link and a "Manage" button.

The "Custom Email Domain" section includes the text "With an iCloud+ subscription, you can send and receive email using your custom domain." followed by a "Learn More" link and a "Manage" button.

The "Advanced" section contains two links: "Restore Files" with the subtext "Use these options if you need to recover data." and "Sign Out Of All Browsers" with the subtext "Immediately sign out of all browsers currently signed in to iCloud.com."

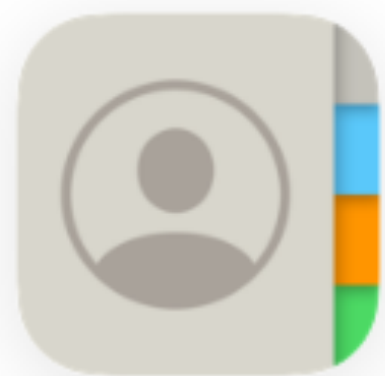
iCloud Productivity

**I will focus on Pages (word processing),
Numbers (spreadsheet), and Keynote (presentations)**



Good morning, Jolyn.

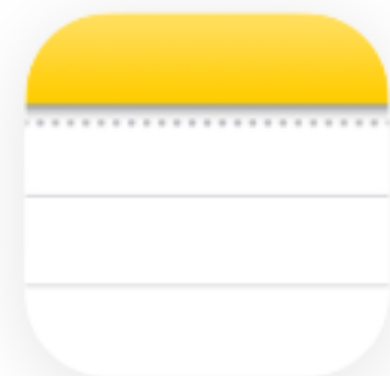
[Account Settings >](#)



Contacts



iCloud Drive



Notes



Pages



Numbers



Keynote

Pages

iCloud Pages ▾

Receints

Browse

Shared


Recently Deleted

+ [Folder] [Share] [Trash]


Jolyn ▾

Receints


Receints



Contemporary Letter
9/24/2021, 10:38 AM



Blank
8/20/2021, 10:08 AM



School Report
8/20/2021, 10:09 AM

Receints

3 items, 1 GB available | Recently Deleted

Pages

The screenshot shows the iCloud Pages application interface. On the left is a sidebar with navigation options: 'iCloud Pages', 'Recents', 'Browse', 'Shared', and 'Recently Deleted'. The main area displays a 'Recents' view with three document thumbnails: 'Contemporary Letter' (dated 9/24/2021, 10:38 AM), 'Blank' (dated 8/20/2021, 10:08 AM), and 'School Report' (dated 8/20/2021, 10:09 AM). A top toolbar contains icons for adding, sharing, and deleting documents. The user's name 'Jolyn' is visible in the top right corner.

**When you open a new document,
you may find there's been an update.**

**You can click on
Complete Feature List
to see what's new.**

What's New in Pages for iCloud

- Page Navigator**
Use the new page thumbnail view to easily navigate your document.
- Improved Book Publishing**
Publish books with 2-page spreads, optimized images, and simplified versioning.
- More Flexible Collaboration**
Allow participants to add others to a collaborative document.

[Complete feature list >](#)

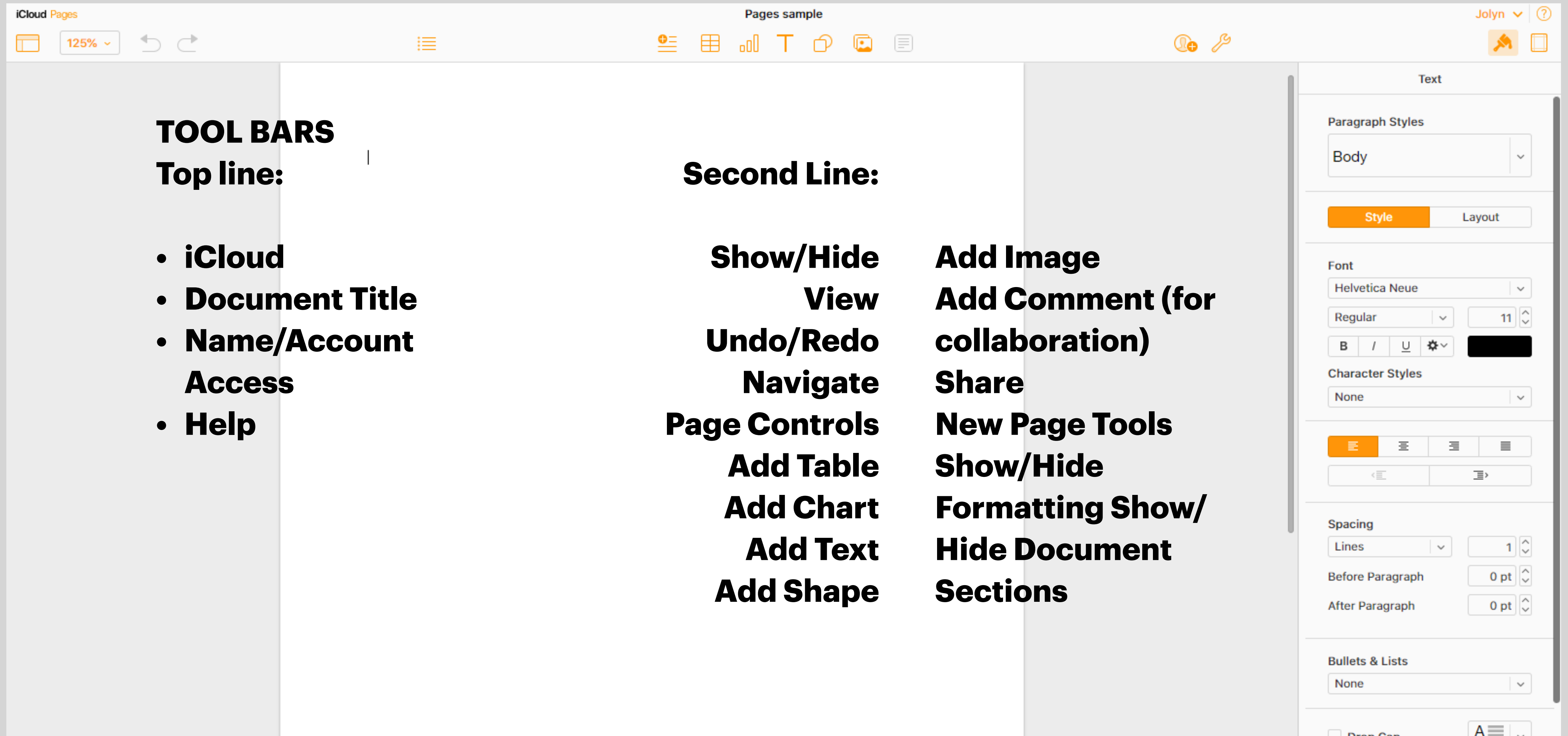
Continue

3 items, 1 GB available | [Recently Deleted](#)

Pages

The screenshot shows the iCloud Pages app interface. On the left is a sidebar with navigation options: **iCloud Pages** (with a dropdown arrow), **Recents** (highlighted in orange), **Browse**, **Shared**, and **Recently Deleted**. The main area displays the **Recents** folder, which contains two document thumbnails: **Contemporary Letter** (dated 9/24/2021, 10:38 AM) and **Blank** (dated 8/20/2021, 10:01). Above the document list is a toolbar with four icons: a plus sign (+), a folder icon with a plus sign, a cloud icon with an upward arrow, and a trash can icon. A red arrow points from the legend below to this toolbar. The legend text is: **+ = New & Templates**, **Folder = new folder**, **Cloud w/arrow = Upload from your computer**, and **Trash Can = delete a document**. At the bottom right of the app interface, there is a status bar with the text "B available" and "Recently Deleted".

Pages



TOOL BARS

Top line:

- **iCloud**
- **Document Title**
- **Name/Account Access**
- **Help**

Second Line:

- Show/Hide View**
- Undo/Redo**
- Navigate**
- Page Controls**
- Add Table**
- Add Chart**
- Add Text**
- Add Shape**

- Add Image**
- Add Comment (for collaboration)**
- Share**
- New Page Tools**
- Show/Hide Formatting**
- Show/Hide Document Sections**

Numbers

Numbers has the same layout as Pages.

The screenshot displays the Numbers app interface. On the left is a sidebar with the following items: 'iCloud Numbers' (with a dropdown arrow), 'Recents' (highlighted in green), 'Browse', 'Shared', and 'Recently Deleted'. The top toolbar contains icons for '+', 'Folders', 'Refresh', and 'Trash', along with the user name 'Jolyn' and a dropdown arrow. The main content area features a large notification box titled 'What's New in Numbers for iCloud'. This box lists four new features: 'View Pivot Tables' (with a grid icon), 'Radar Charts' (with a radar chart icon), 'Improved Filters' (with a funnel icon), and 'More Flexible Collaboration' (with a person icon). Below the list is a link for 'Complete feature list >' and a prominent green 'Continue' button. At the bottom of the interface, the status bar shows 'Recents' on the left and '0 items, 1 GB available | Recently Deleted' on the right.

Again, Apple does updates regularly and let's us know what has improved.

What's New in Numbers for iCloud

- View Pivot Tables**
View, style, and add charts for pivot tables created on Mac, iPad, or iPhone.
- Radar Charts**
Visualize and compare multiple variables to show similarities and differences.
- Improved Filters**
Easily find duplicates and use enhanced quick filters to show and hide values.
- More Flexible Collaboration**
Allow participants to add others to a collaborative spreadsheet.

[Complete feature list >](#)

Continue

Recents

0 items, 1 GB available | [Recently Deleted](#)

Numbers

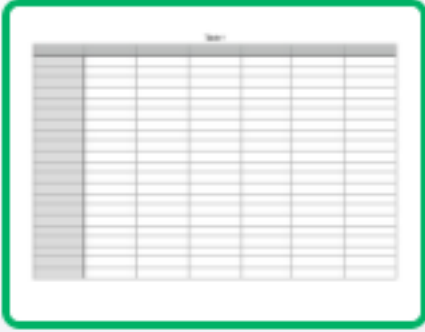
Find Templates by clicking on the +

English (United States) ▾ Create

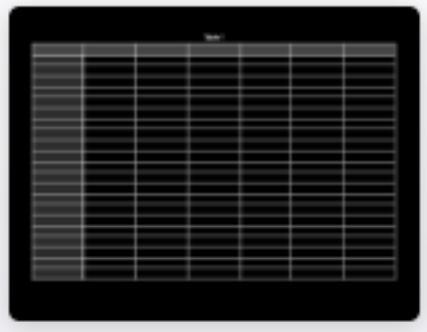
Choose a Template

All Basic Personal Finance Personal Business Education

Basic



Blank



Blank Black







Table and Chart




Charting Basics



Checklist




Checklist Total




Categories

Personal Finance


[See All](#)




Simple Budget




Personal Budget




Personal Savings




My Stocks



Shared Expenses




Net Worth




School Savings

Personal


[See All](#)




September 2020




Daily Schedule



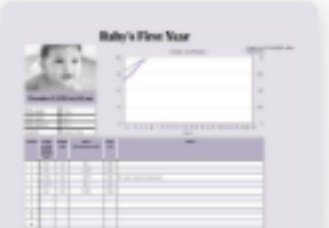
MY RUNNING LOG



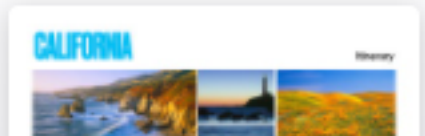
RENOVATE - PROJECT BUDGET



WILDCATS SOCCER TEAM



Baby's First Year



CALIFORNIA

Numbers

Choose a simple spreadsheet layout or...

The screenshot displays the Apple Numbers application interface. At the top, the title bar shows "iCloud Numbers" on the left, "Blank" in the center, and the user name "Jolyn" on the right. Below the title bar is a toolbar with icons for grid, chart, text, link, insert, and list, along with a zoom level of "125%". A sheet tab labeled "Sheet 1" is visible below the toolbar. The main workspace contains a table titled "Table 1" with 7 columns and 20 rows. The first column is shaded grey. On the right side, a "Sheet" settings sidebar is open, featuring a "Sheet Name" field with "Sheet 1", a "Background" color picker, and buttons for "Duplicate Sheet" and "Delete Sheet".

iCloud Productivity

A more creative chart or graph.

iCloud Numbers | Simple Budget | Jolyn

125% | [Grid] [Bar] [Text] [Link] [Share] [Print] [More]

+ Budget

Budget

Money In	
Paycheck	\$4,000
Additional income	\$0
Total income	\$4,000

Money Out	
Housing (Rent, mortgage, taxes, insurance)	\$1,500
Groceries	\$500
Transportation	\$300
Utilities	\$200
Dining, travel, entertainment	\$150
Education	\$100
Total expenses	\$2,750

Money Left Over	
Income minus expenses	\$1,250

Money Out

- Housing (Rent, mortgage, taxes, insurance)
- Groceries
- Transportation
- Utilities
- Dining, travel, entertainment
- Education

Sheet

Sheet Name: Budget

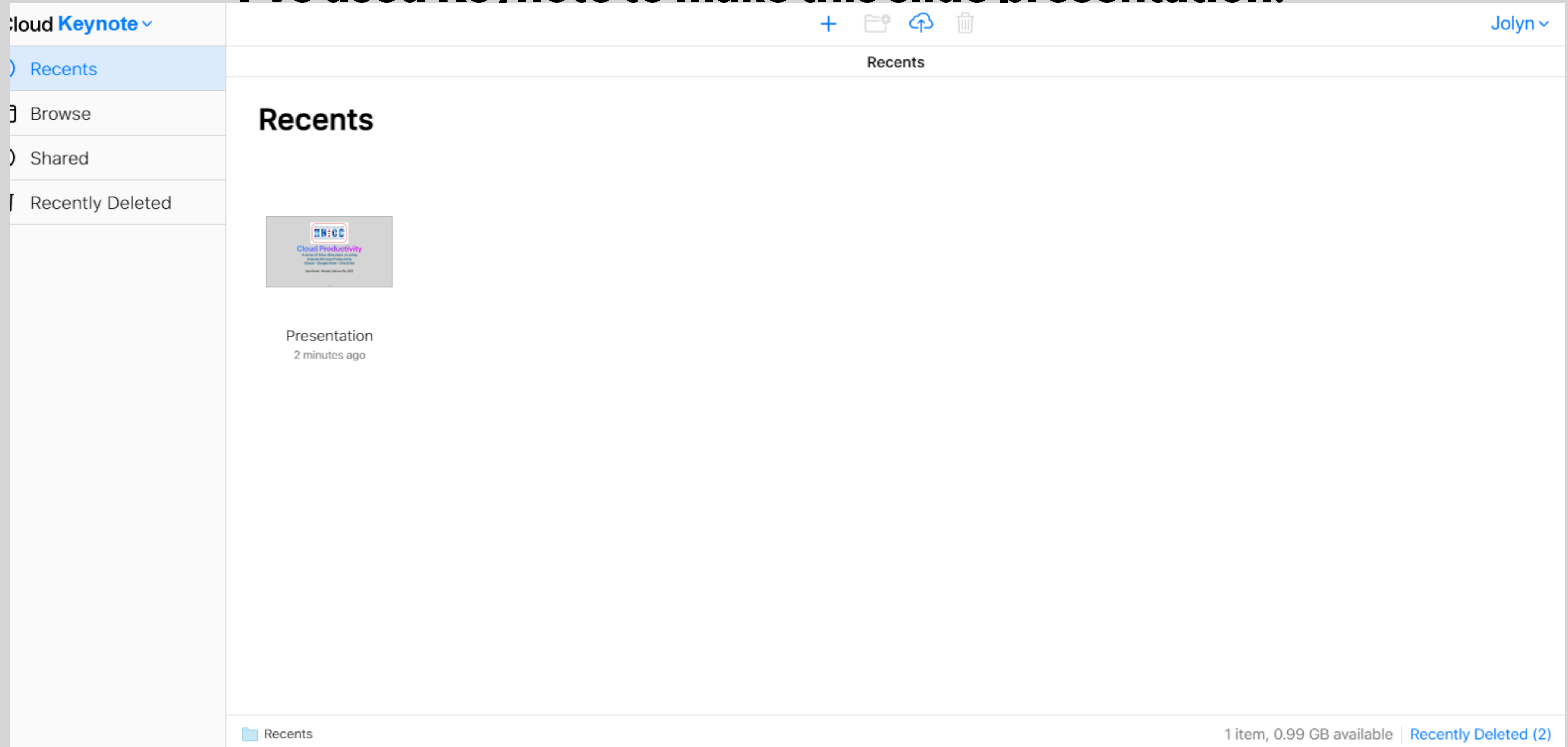
Background: [Color Picker]

Duplicate Sheet

Delete Sheet

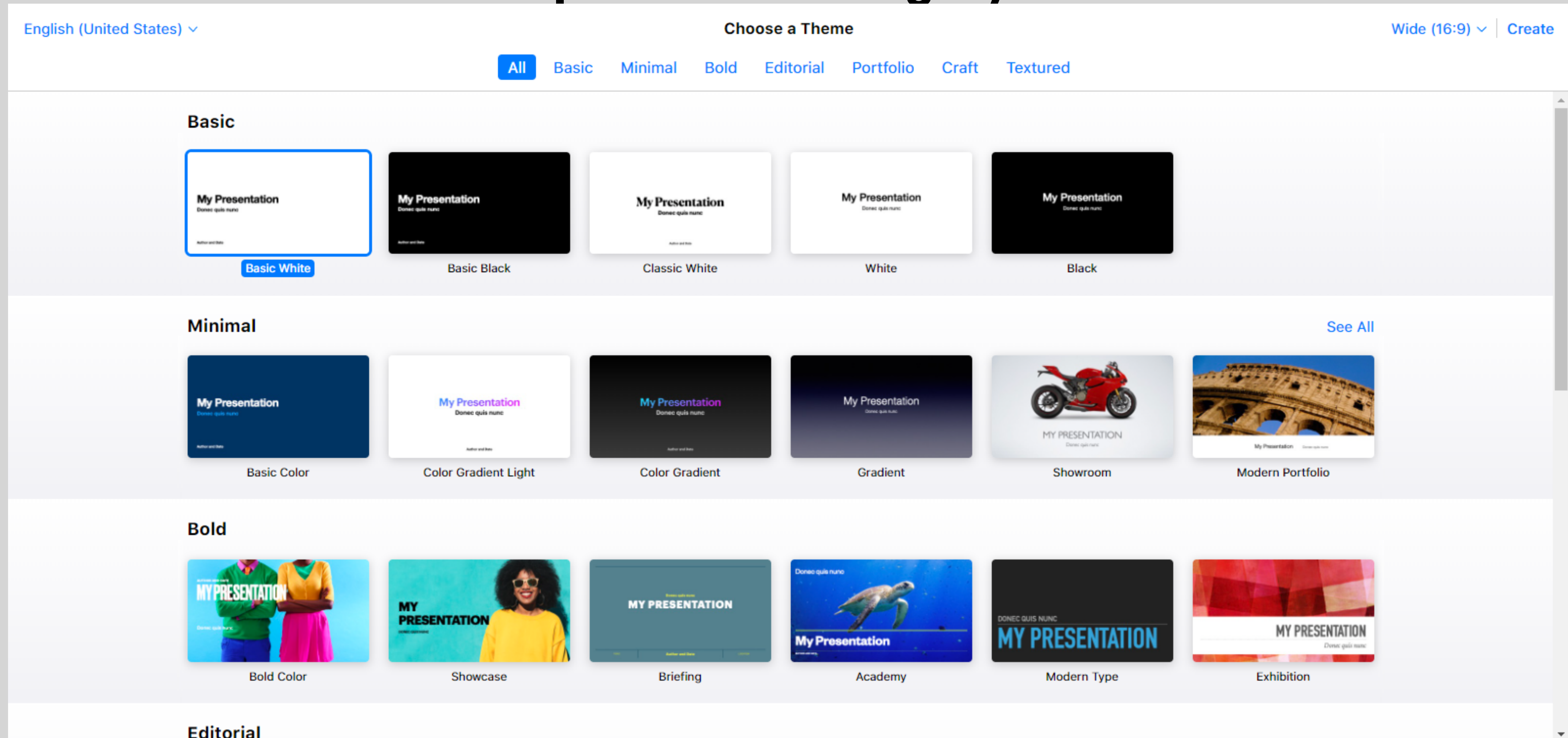
Keynote

**Keynote is creating presentations for you to share your knowledge with others.
I've used Keynote to make this slide presentation.**



Keynote

Again, you can start a blank slide show as I did to create this or take advantage of the templates offered to get you started.



iCloud Productivity

iCloud Keynote Presentation Jolyn

50%

Cloud Productivity

Hilton Head Island Computer Club

Cloud Productivity

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1

Slide

Appearance

- Title
- Body
- Slide Number

Background

Color Fill

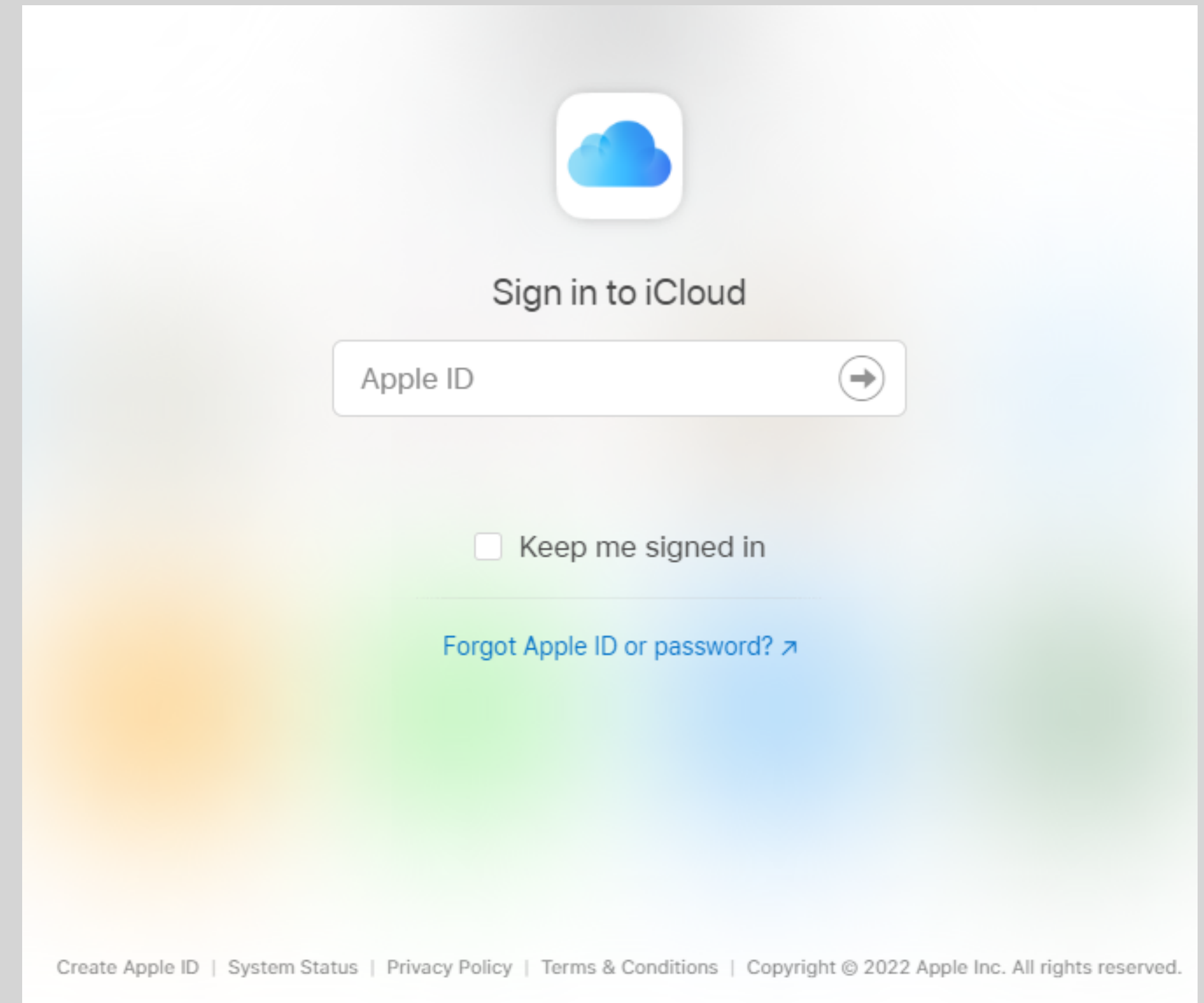
1

iCloud Productivity

So, my goal of this and the next two sessions is to have provided a quick overview of the tools available to us in one of the three top Cloud Services.

Let's go take a look...

<https://icloud.com>



iCloud Productivity

Q & A

