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

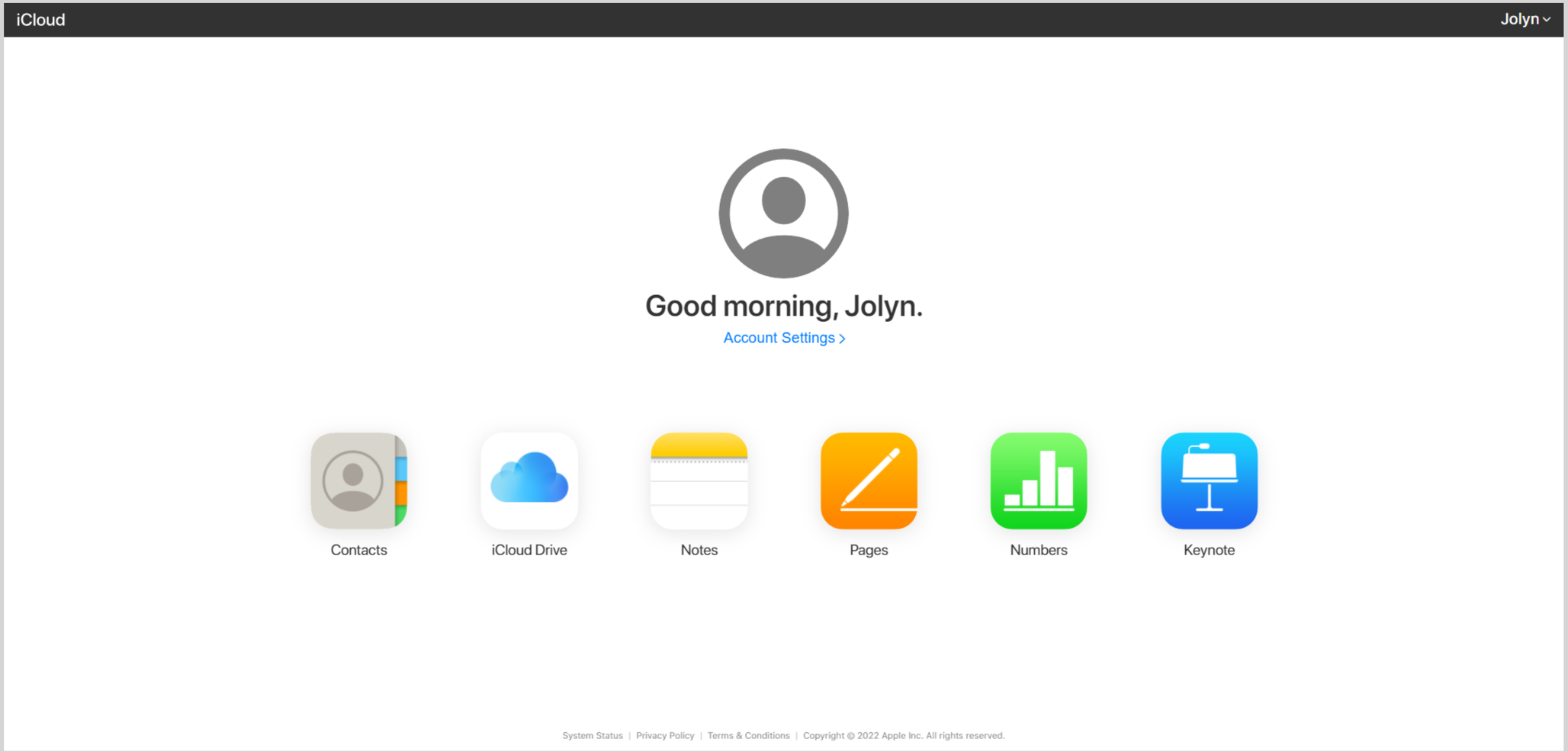
Again, be sure to have your User ID, your Password & have your phone with you if you use 2 Factor Authentication for security.

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

https://www.icloud.com/

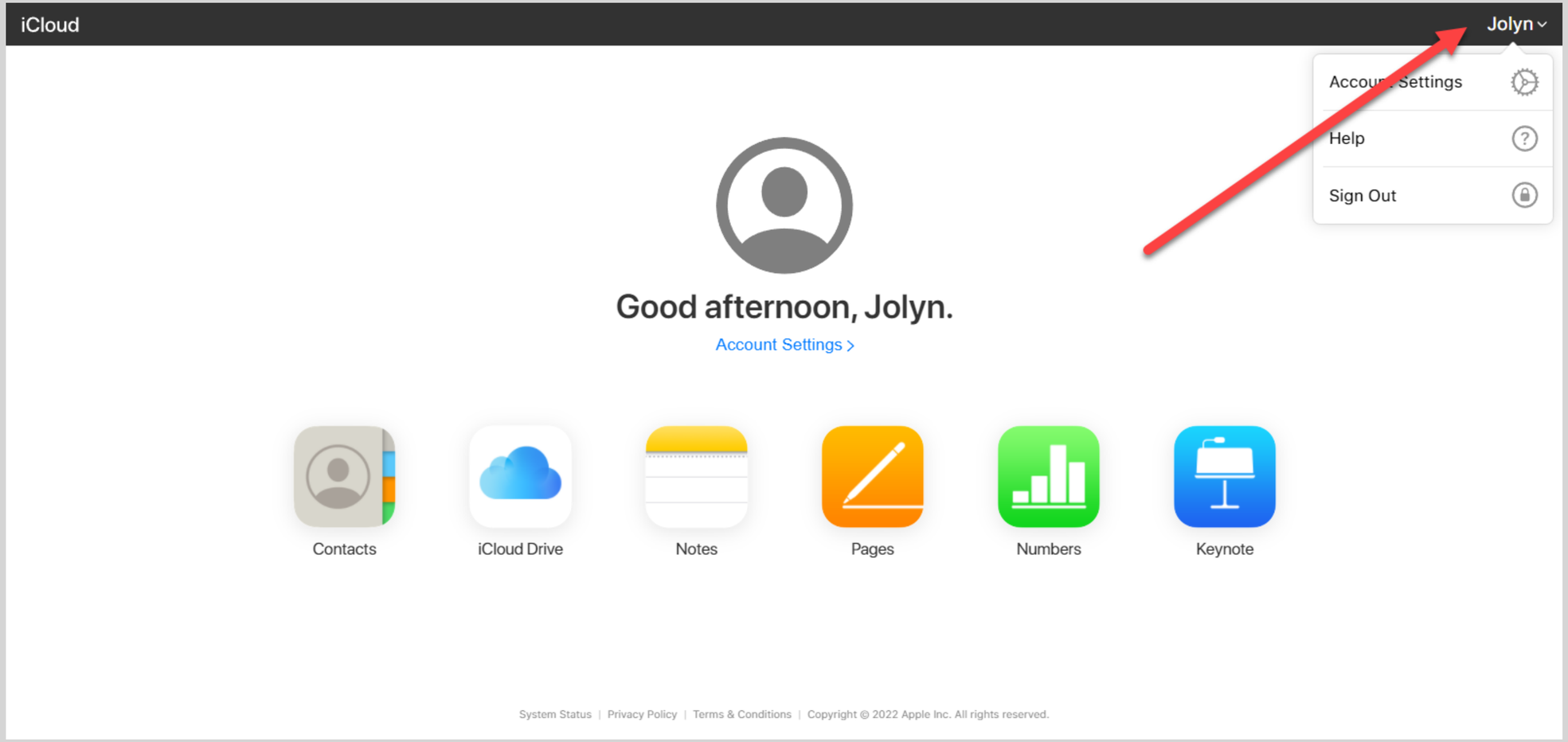
iCloud Presentation

Once you have logged into your iCloud account you should see



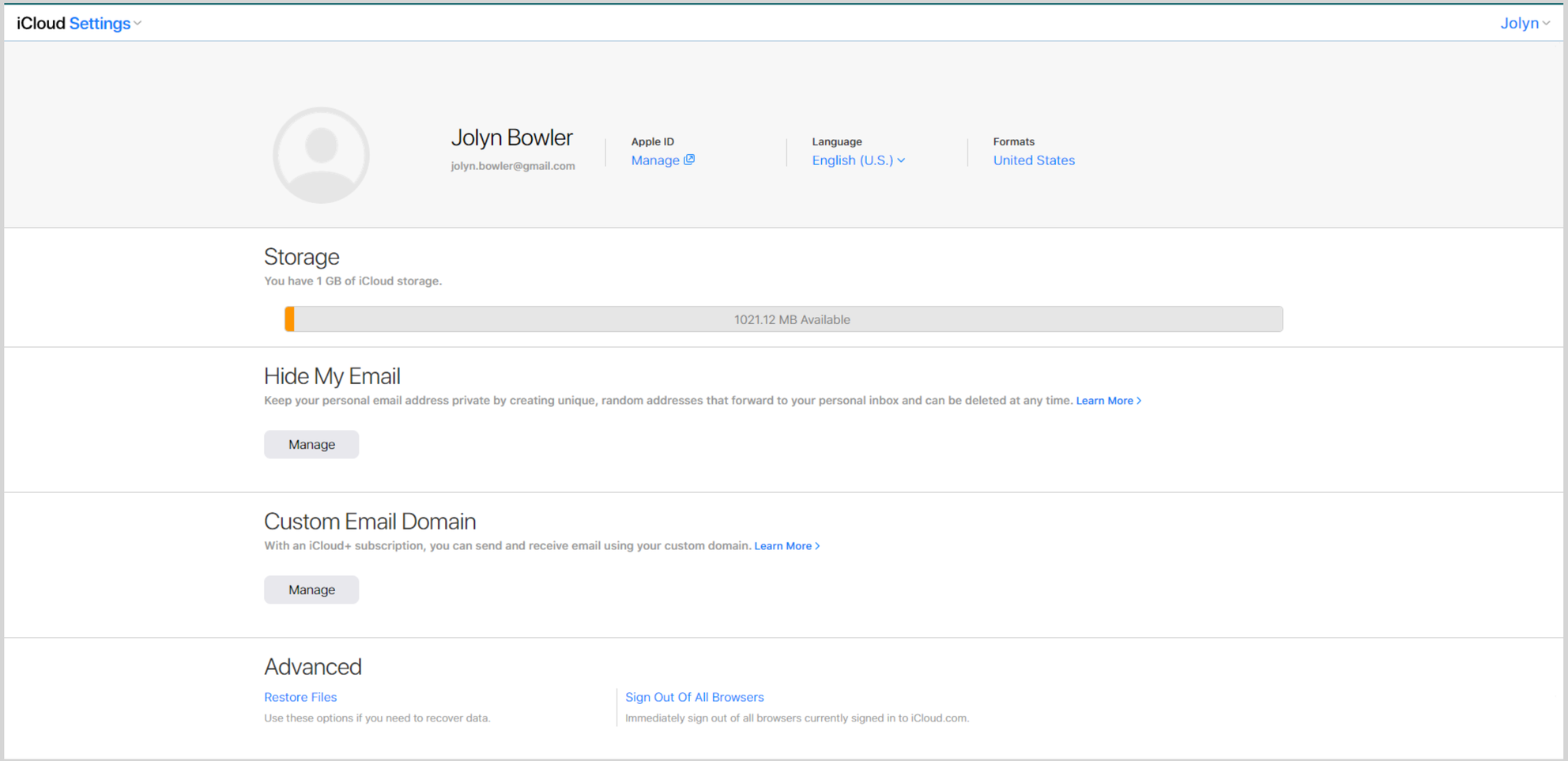
iCloud Productivity

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



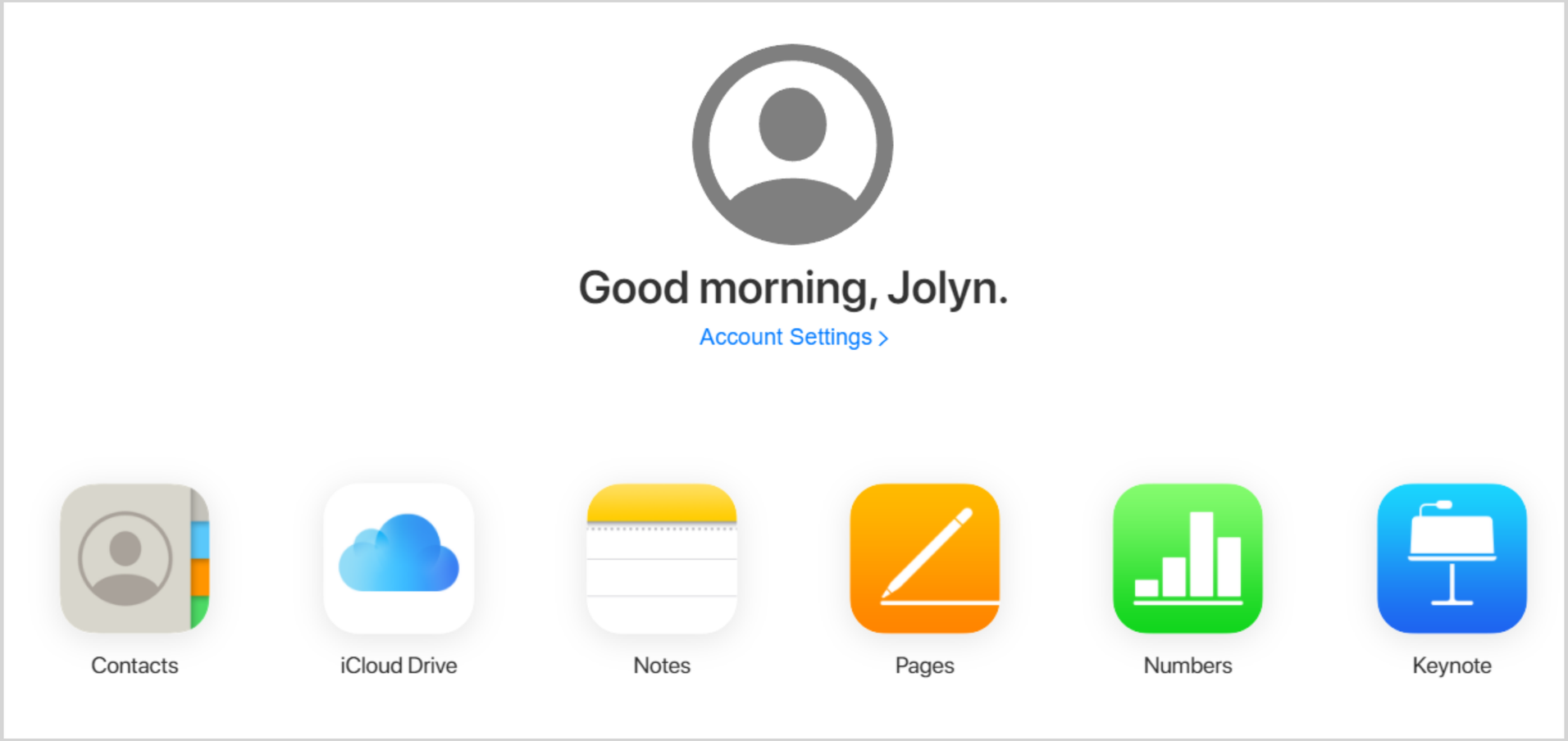
iCloud Productivity

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

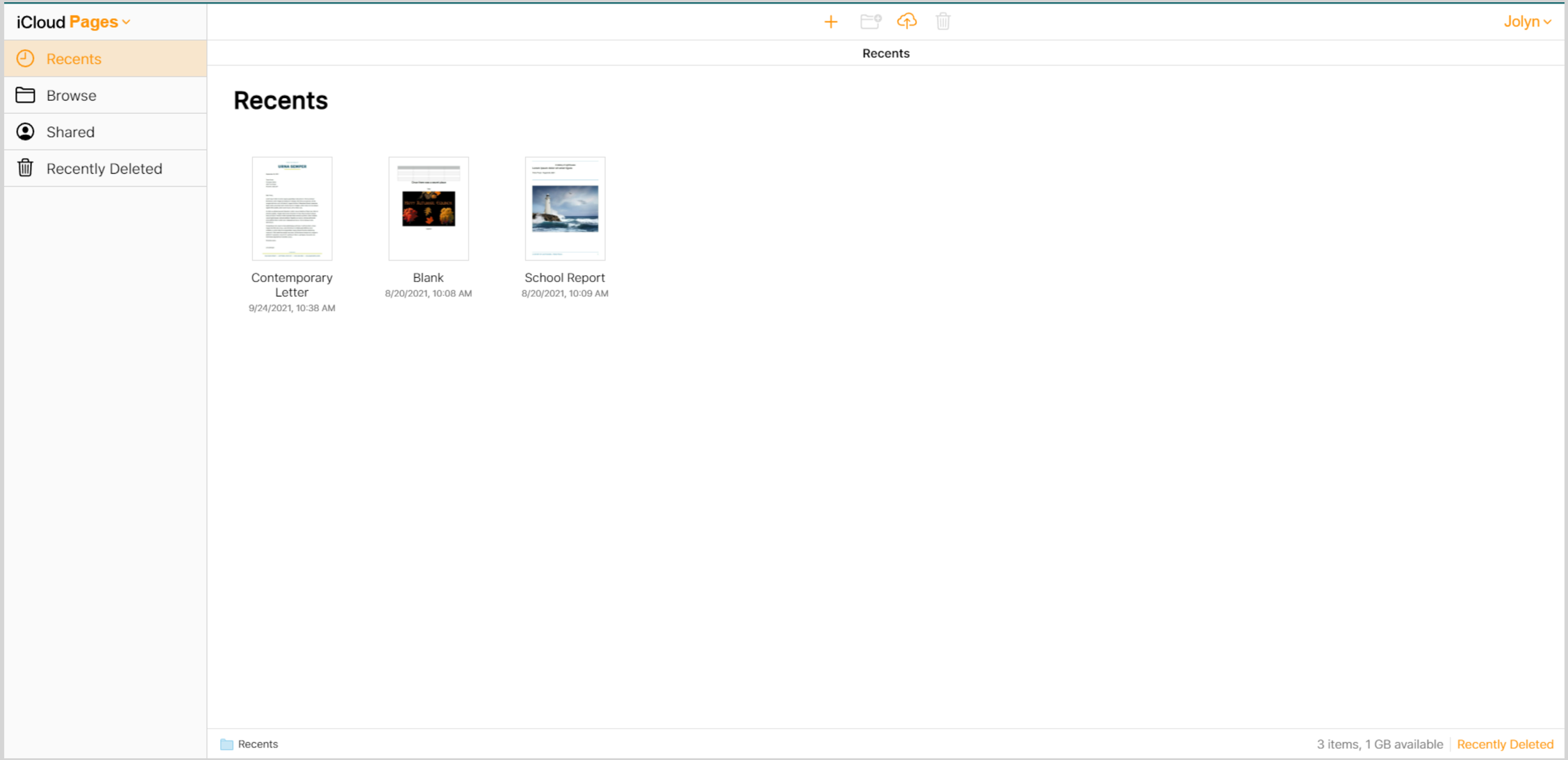


iCloud Productivity

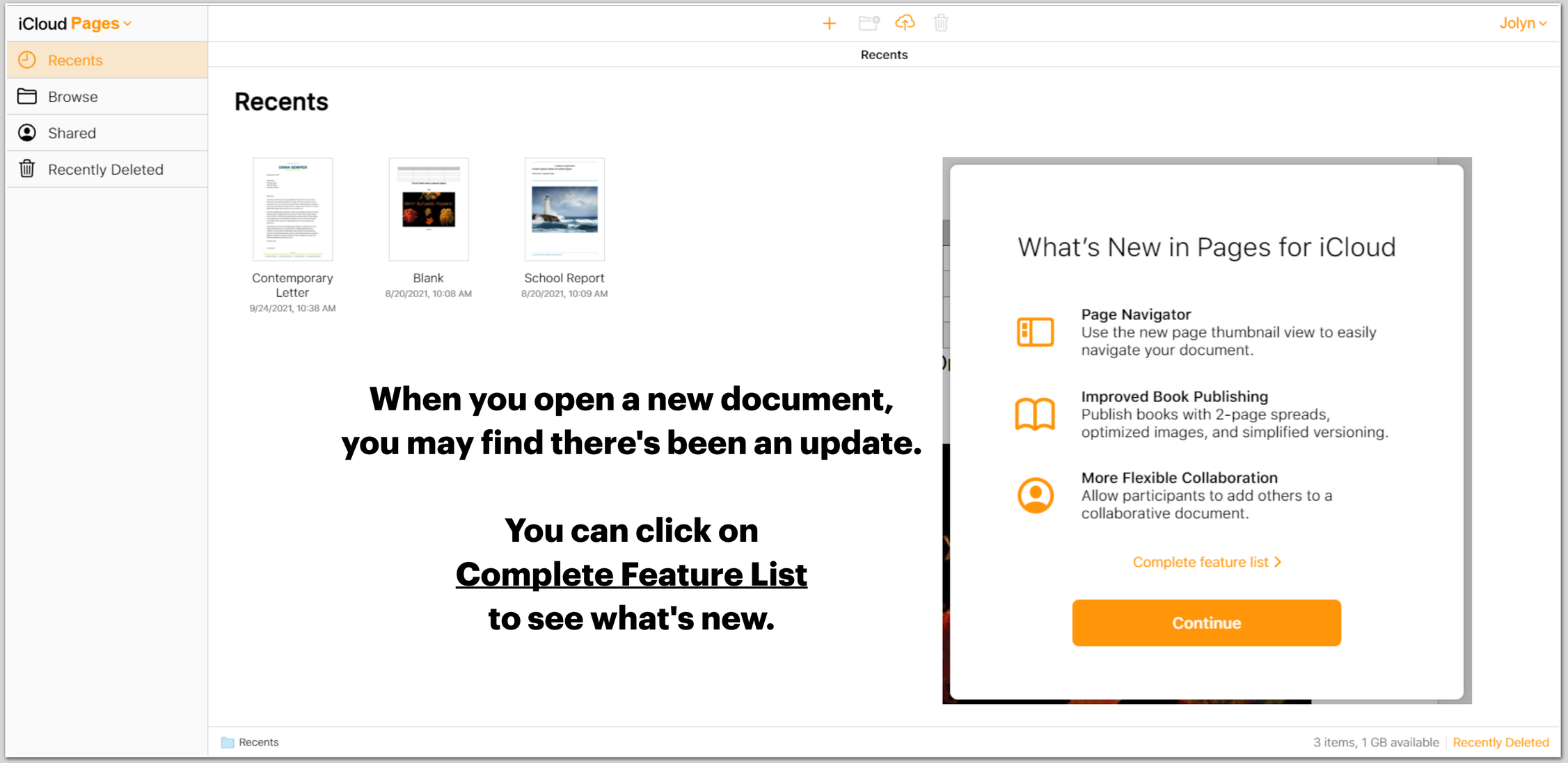
I will focus on Pages (word processing), Numbers (spreadsheet), and Keynote (presentations)



Pages


iCloud Pages
Recents
Browse
Shared
Recently Deleted
Jolyn
Recents
Recents
Contemporary Letter
9/24/2021, 10:38 AM
Blank
8/20/2021, 10:08 AM
School Report
8/20/2021, 10:09 AM
Recents
3 items, 1 GB available
Recently Deleted

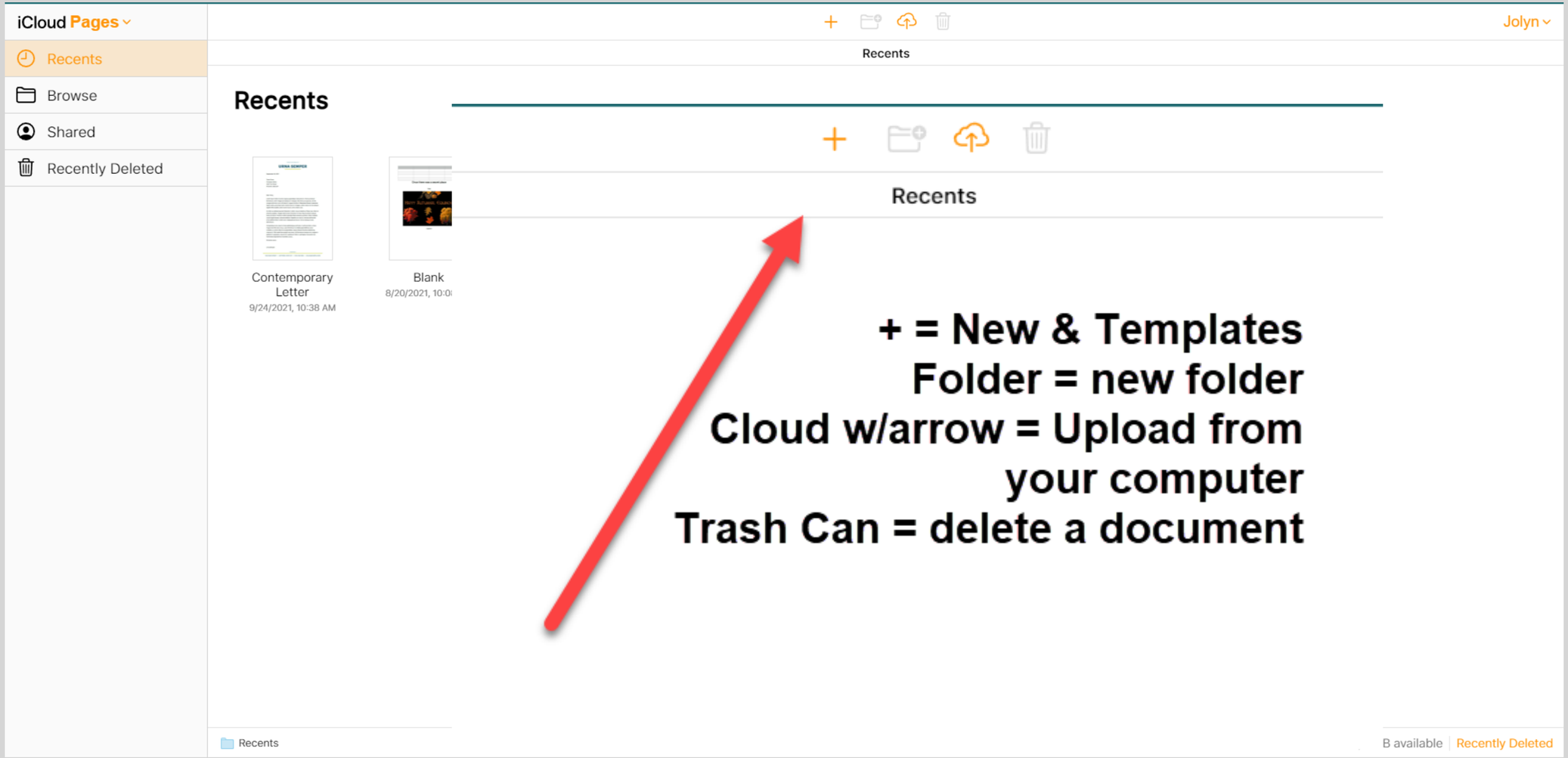
Pages



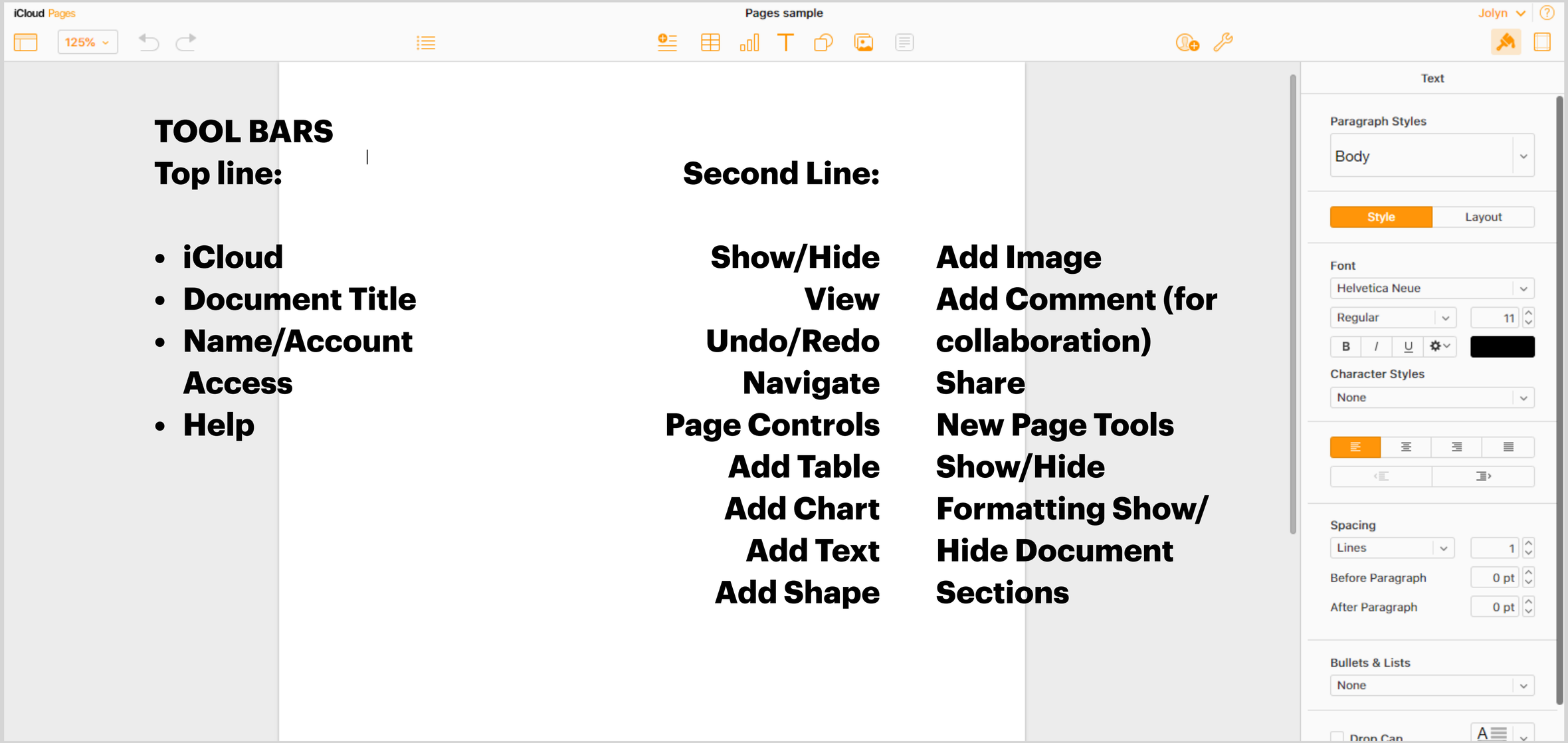
When you open a new document, you may find there's been an update.

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

Pages


iCloud Pages
Recents
Browse
Shared
Recently Deleted
Jolyn
Recents
Recents
Contemporary Letter
9/24/2021, 10:38 AM
Blank
Recents
+ = New & Templates
Folder = new folder
Cloud w/arrow = Upload from your computer
Trash Can = delete a document
Recents
B available
Recently Deleted

Pages



TOOL BARS

Top line:

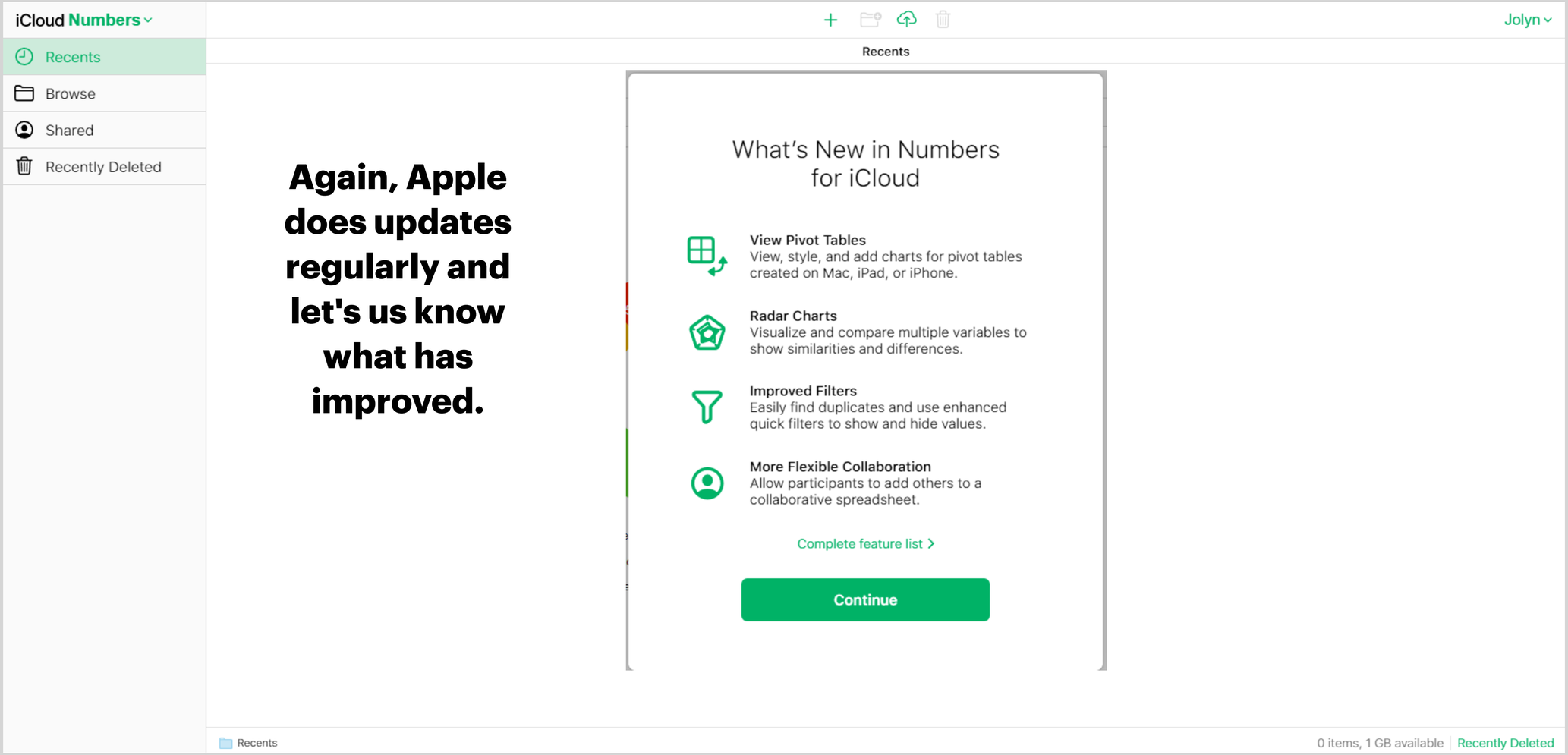
- **iCloud**
- **Document Title**
- **Name/Account Access**
- **Help**

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

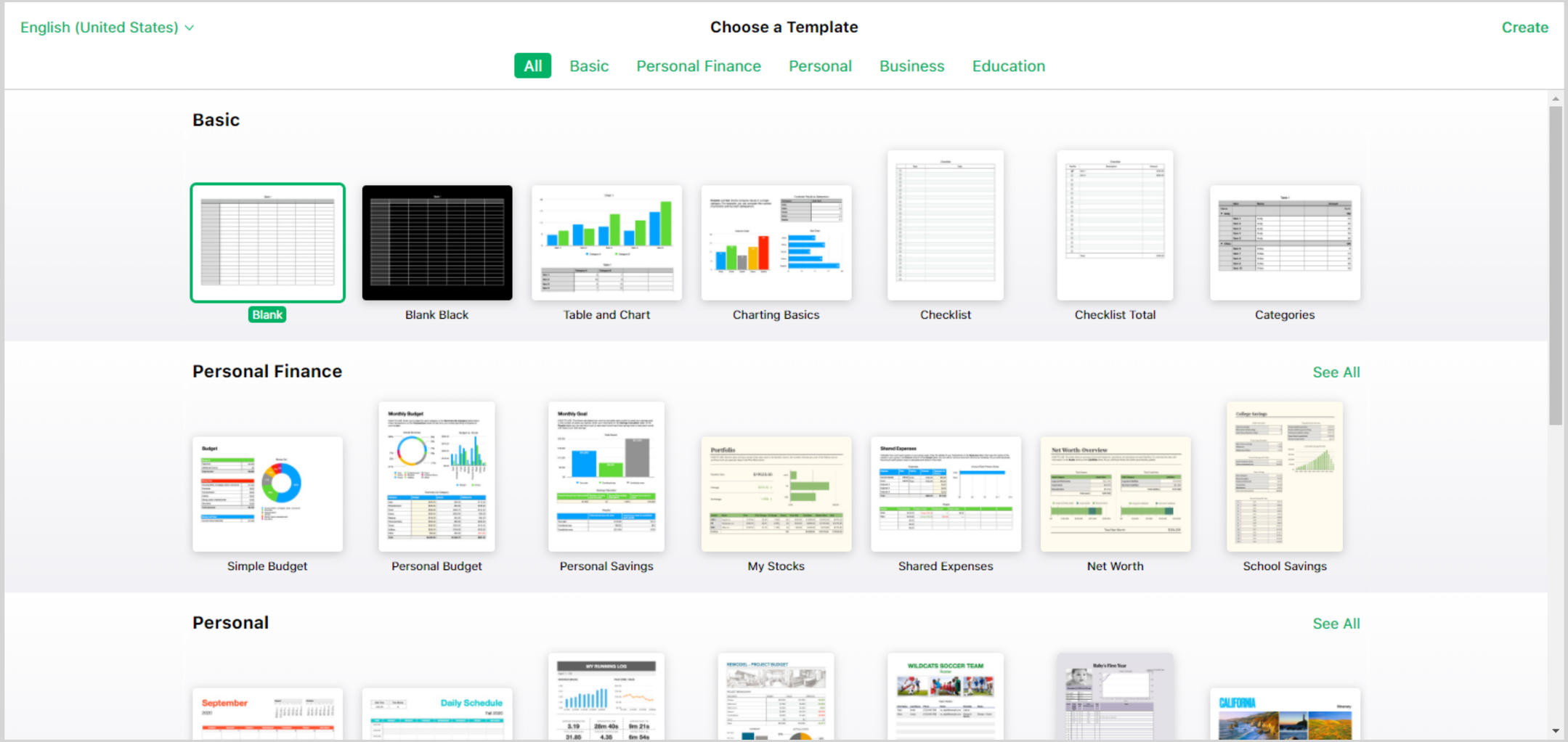
Numbers has the same layout as Pages.



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

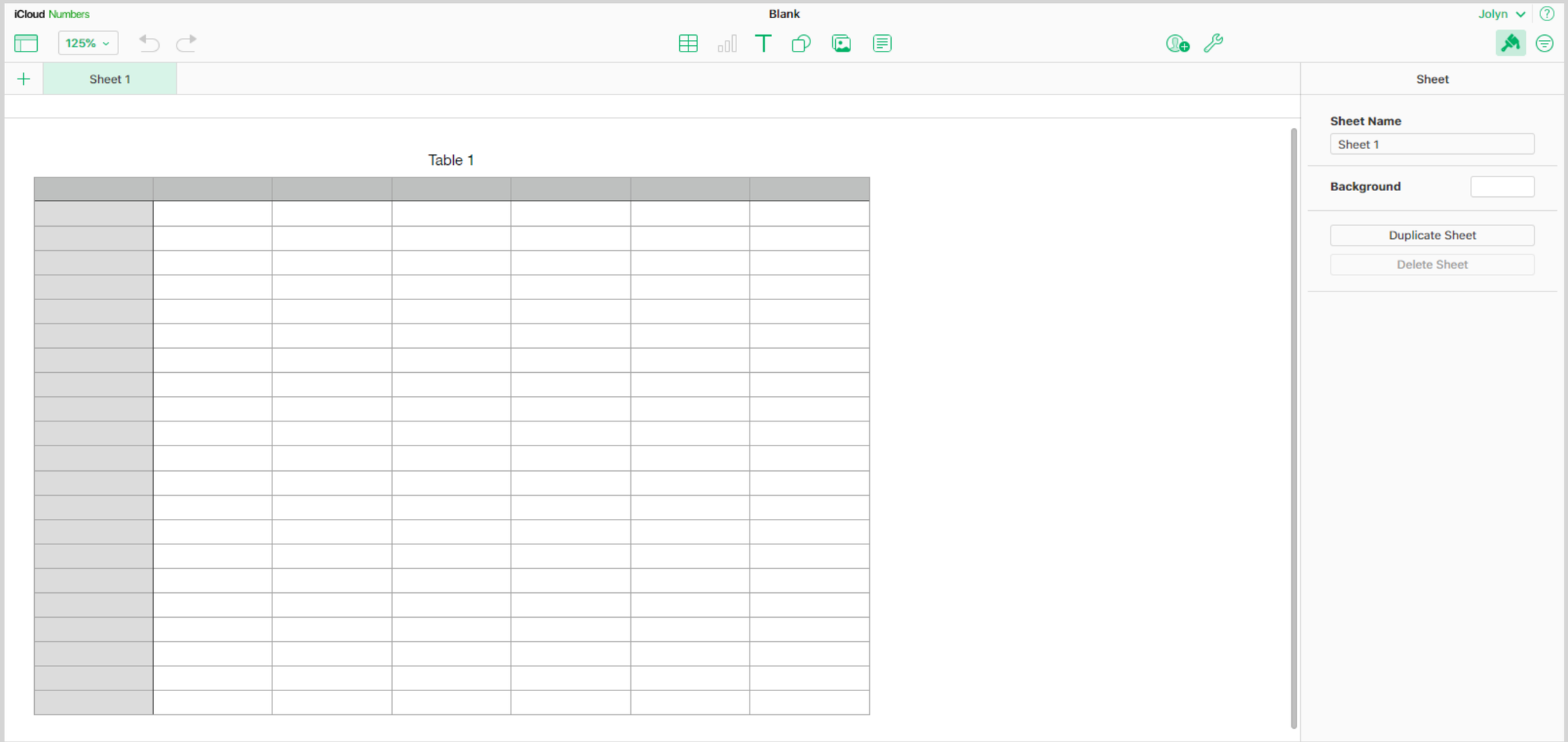
Numbers

Find Templates by clicking on the +



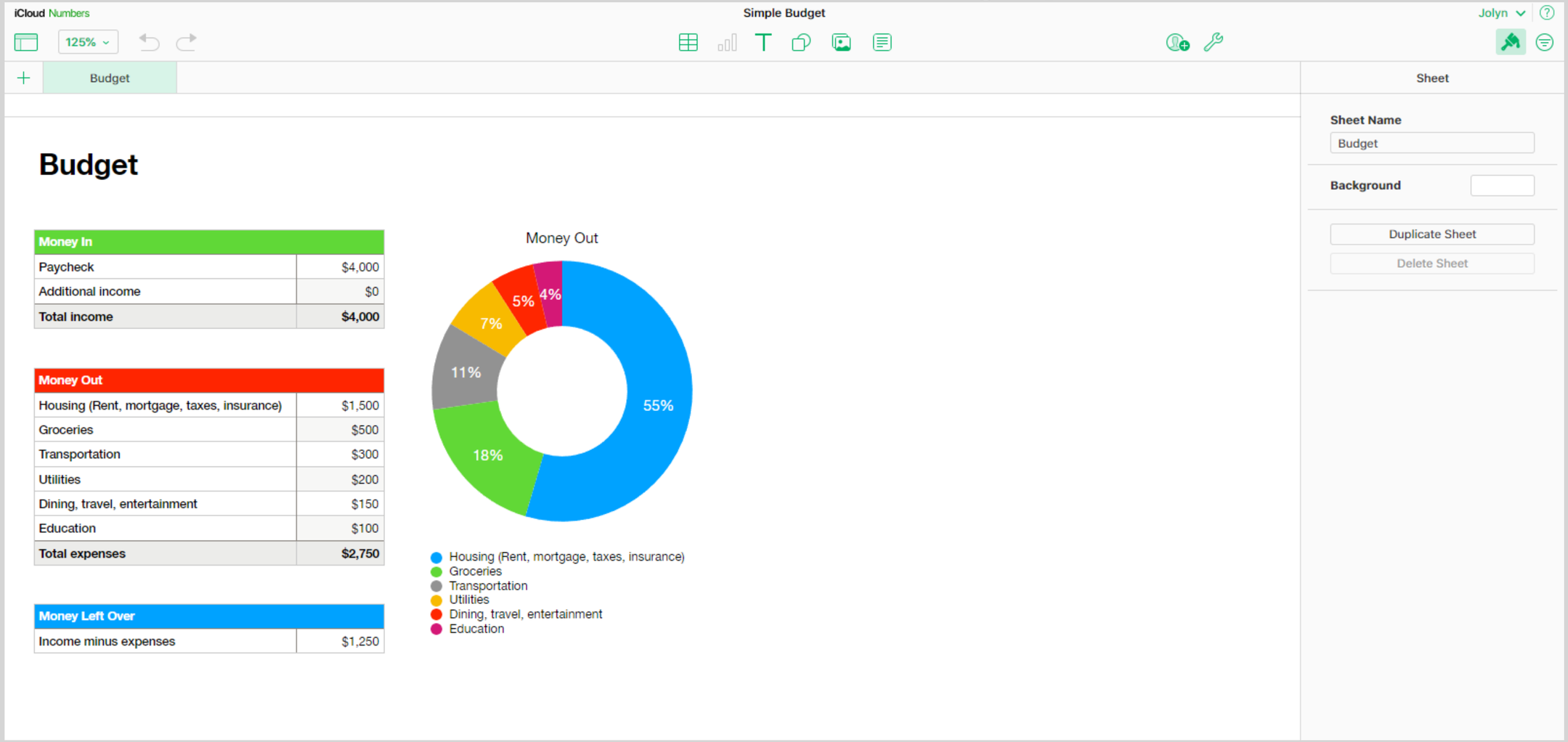
Numbers

Choose a simple spreadsheet layout or...



iCloud Productivity

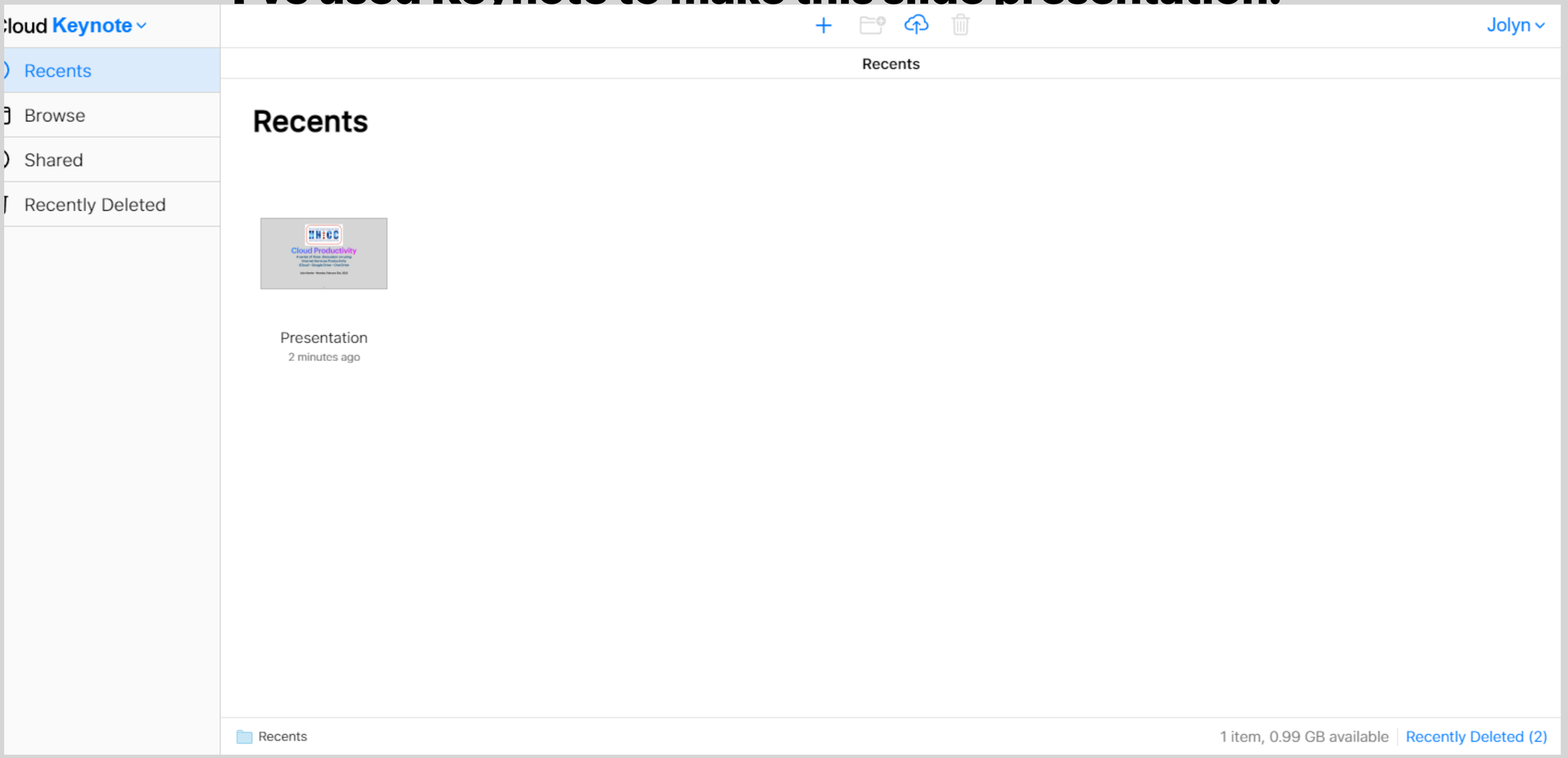
A more creative chart or graph.



Keynote

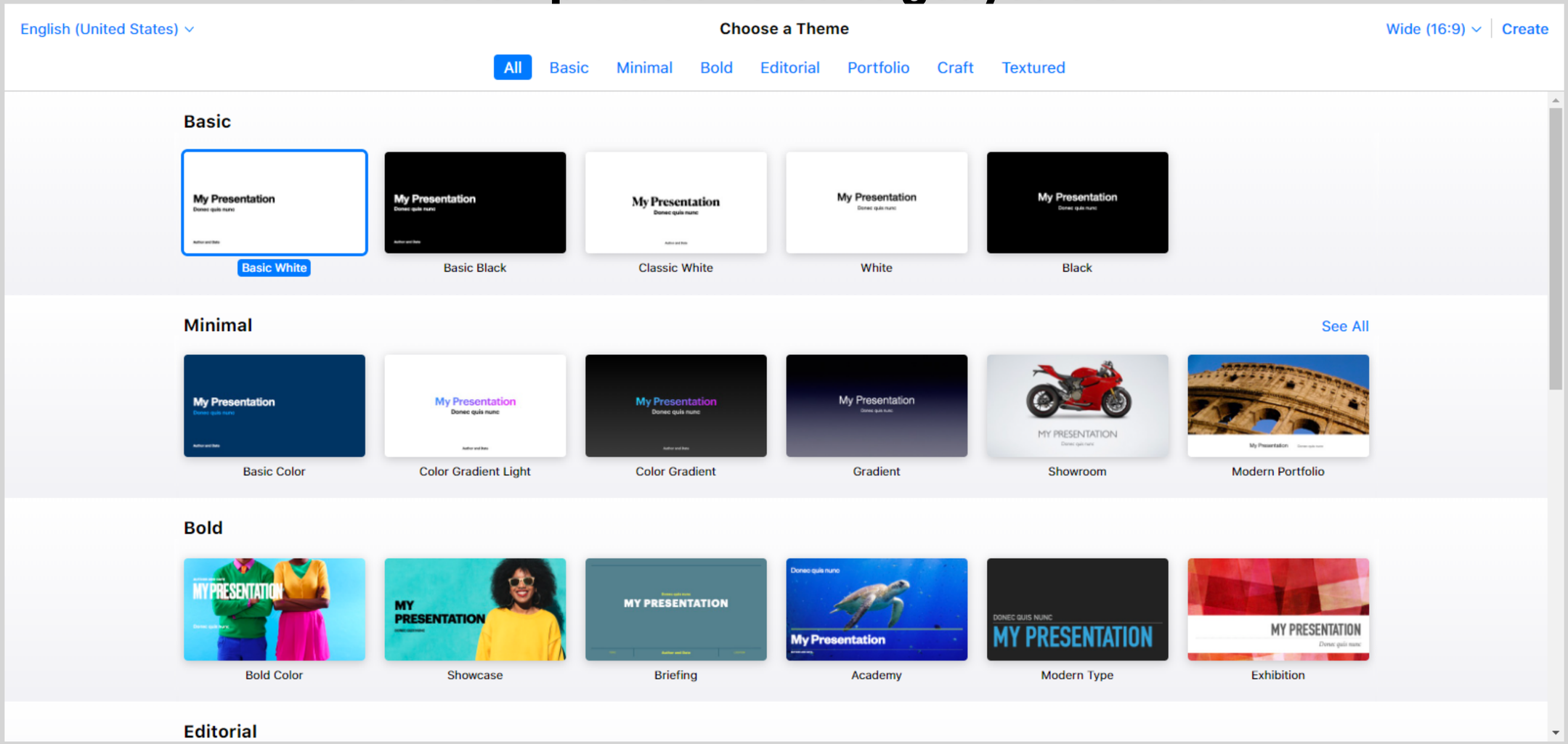
Keynote is creating presentations for you to share your knowledge with others.

I've used Keynote to make this slide presentation.

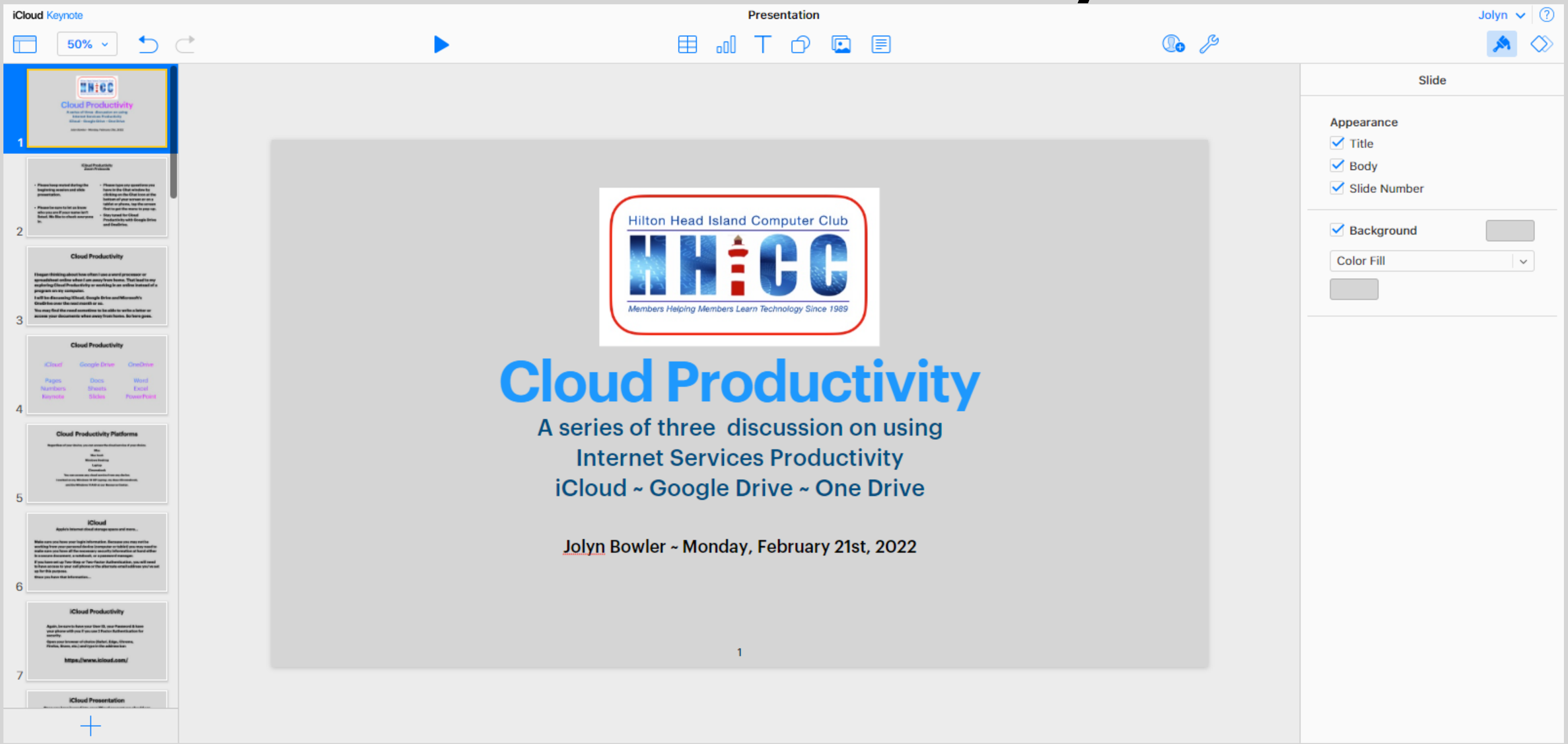


Keynote

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

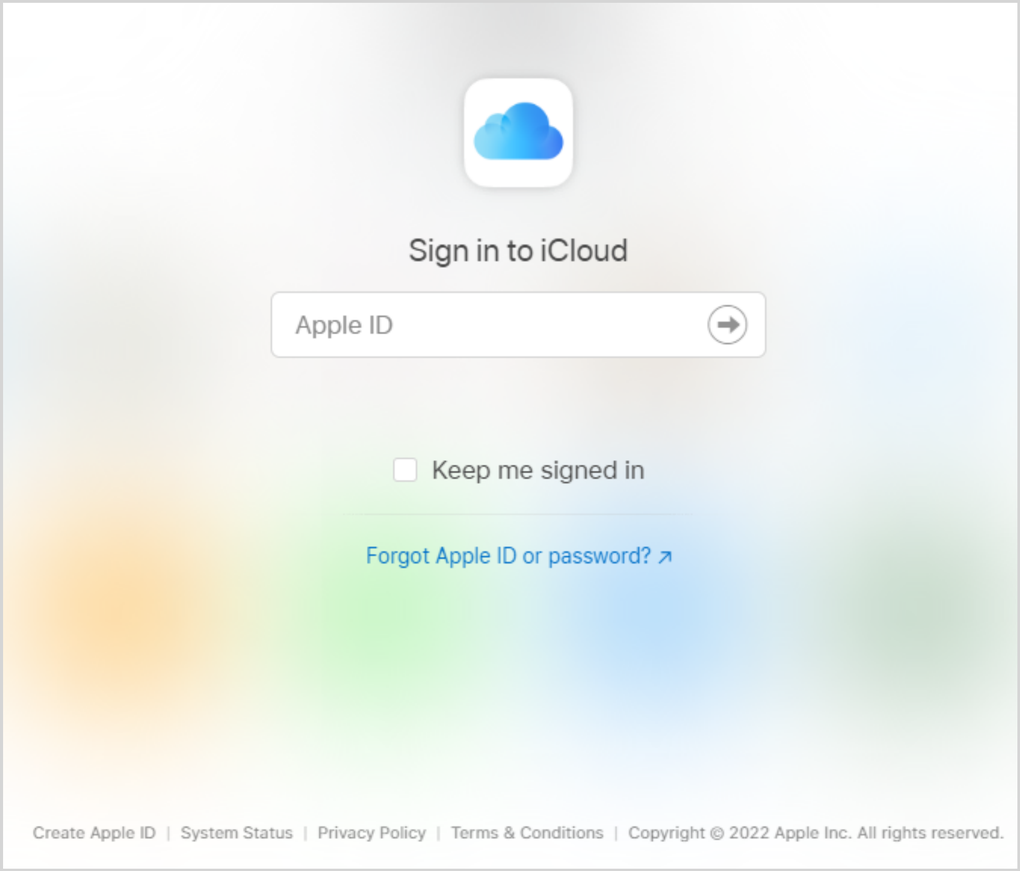


iCloud Productivity

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