



# Cloud Productivity

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

*Jolyn Bowler ~ Monday, March 28th, 2022*



# Google Drive 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 OneDrive.**



# Cloud Productivity



**I began thinking about how often I use a word processor or spreadsheet online when I am away from home. That led 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



<i>iCloud</i>	<i>Google Drive</i>	<i>OneDrive</i>
<i>Pages</i> <i>Numbers</i> <i>Keynote</i>	<i>Docs</i> <i>Sheets</i> <i>Slides</i>	<i>Word</i> <i>Excel</i> <i>PowerPoint</i>



# 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.**



# Google Drive ~ Docs/Sheets/Slides



**Google's Internet cloud storage space and more...**

**If you have a Gmail account, Google Drive is YOUR cloud storage. Plus one way to access your Google Docs (word processing) Google Sheets (spreadsheet) and Google Slides (presentations).**

**Be sure to set up your Two-Factor Authentication with your Google Account. But remember if you do, you'll need to have your phone with you for the process to work when you are away from your home base.**

**It is also helpful that you have a secondary account set up, preferably on a different email service, for added security**



# Google Drive ~ Docs/Sheets/Slides



**You will need your Gmail & Password and have your phone with you if you use 2 Factor Authentication for security.**

**Open your browser of choice (Chrome, Edge, Safari, Firefox, Brave, etc.) and type in the address bar: [drive.google.com](https://drive.google.com)**

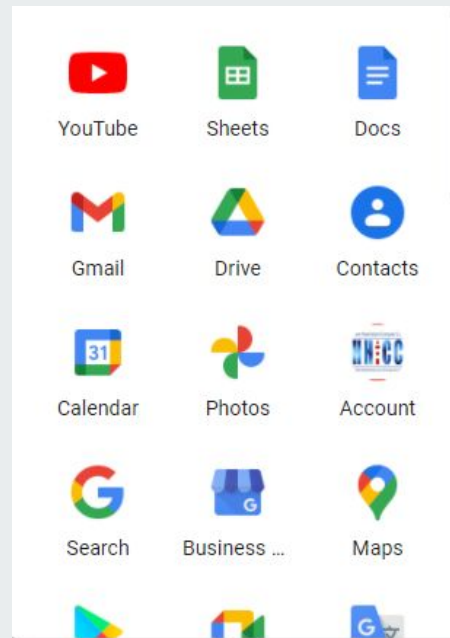
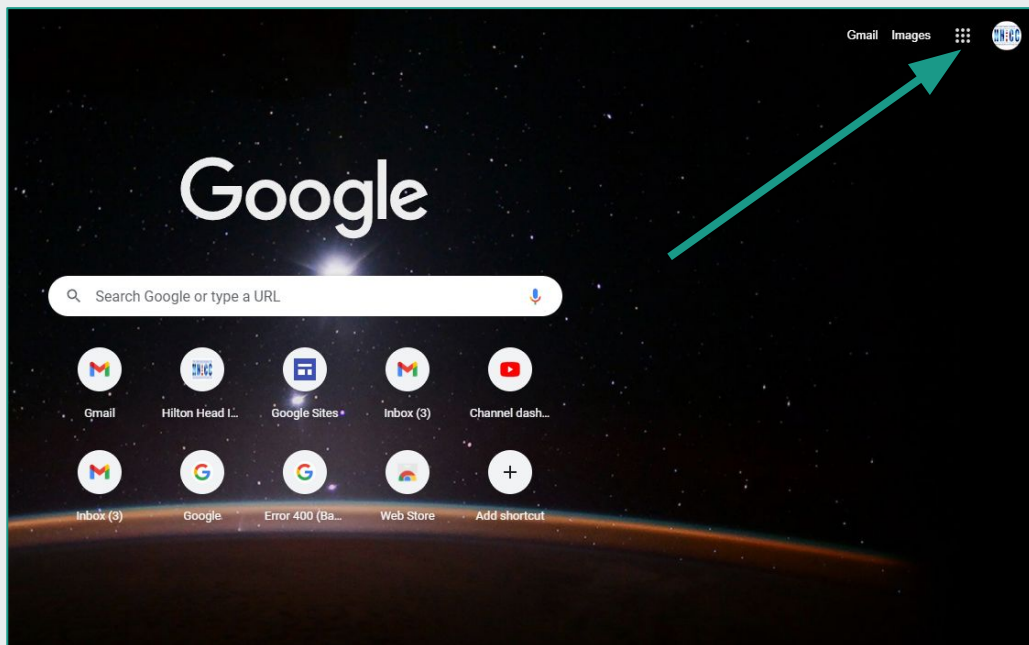
**Or from Gmail, Single Left Click on the 9-Box App icon in the upper right corner next to your Account Avatar.**

**This feature shows all the apps available as a Google account holder.**

# Google Drive ~ Docs/Sheets/Slides



A brief review of the Google services and apps available







# Google Drive ~ Docs/Sheets/Slides



A brief review of the Google services and apps available

**Calendar, YouTube, Maps, Photos, Contacts Search, Drive, Account, Gmail, Docs, Sheets, Slides, Earth, Images, Translate, Chat, Spaces, Meet, News, Duo, Voice, Blogger, Sites and many more.**

**If you'd like to learn more about Google Services and Apps,  
Click here:**

**<https://about.google/products/>**



# Google Drive ~ Docs/Sheets/Slides



You can get to Docs, Sheets or Slides by going to your  
Google Drive  
[drive.google.com](https://drive.google.com)

You can also type into your Address Bar in your Browser:  
[docs.google.com](https://docs.google.com)  
[sheets.google.com](https://sheets.google.com)  
or  
[slides.google.com](https://slides.google.com)

You may need to sign into your Google account. Use your Gmail address

# Google Drive ~ Docs/Sheets/Slides



**One of the advantages of these online productivity services is collaboration. The ability to share documents or spreadsheets or the design of a presentation with others is such an advantage.**

**And regardless of the platform, in many cases you can open an iCloud, Google or OneDrive file in any of the other online apps. Alternately, you can EXPORT or Save As in a different format. It doesn't quite work universally, but it can be helpful if someone is working in a different "realm". A document may need a little tweaking, but it can save a lot of time,**



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**Productivity**  
three discussion on using Services Productivity  
oogle Drive - OneDrive

**JAMMERS-SENIOR SINGALONG**  
Edited in the past month by Dennis Baer

from Sandra Karmazin  
You opened yesterday

- | Name ↑                             |                           |                                    |
|------------------------------------|---------------------------|------------------------------------|
| 0-Islandeers/Jammers               | 0-My Music                |                                    |
| 0-SC Dems Club SoBs                | 00-transfer to surface    | 0000-Zoom                          |
| 90 Ocean Breeze                    | 1999-Bowler Illustrations | 2015-02-20 - 9 BCR Birds out ba... |
| 2015-04-20 - Intro to Computer ... | 2016 New Years            | 2017 ~ Recordings                  |

**My Drive** [Close icon]

Details **Activity**

Today

7:02 AM  
You edited an item  
Google Drive Productivity

6:56 AM  
You edited an item  
Google Drive Productivity

6:47 AM  
You edited an item  
Google Drive Productivity



# Google Docs ~ word processing



Google Docs is a full-featured word processor. We are offered 15 GB free in Google Drive. But there are a variety of ways worth paying for a subscription. <https://one.google.com/about/plans>

The main page shows all files stored in your Google Drive.

As with all Google Search, the search within Google Docs is powerful and will help you find documents by title,

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File Name	Owner	Last Modified
insurance?	me	Feb 4, 2022
Cloud productivity	me	Feb 4, 2022
Gmail Presentation	me	Jan 26, 2022
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Previous 30 days	Let's Talk...	me	Mar 9, 2022	[3-Dot Menu]
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	from Sandra Karmazin	me		[3-Dot Menu]
	Board Agenda 2-9-2022.docx	me		[3-Dot Menu]
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	insurance? ↻	me	Feb 4, 2022	[3-Dot Menu]
	Cloud productivity	me	Feb 4, 2022	[3-Dot Menu]
	Gmail Presentation	me	Jan 26, 2022	[3-Dot Menu]
	Copy of Camtasia_Challenge_Sample_Script	me	Jan 23, 2022	[3-Dot Menu]

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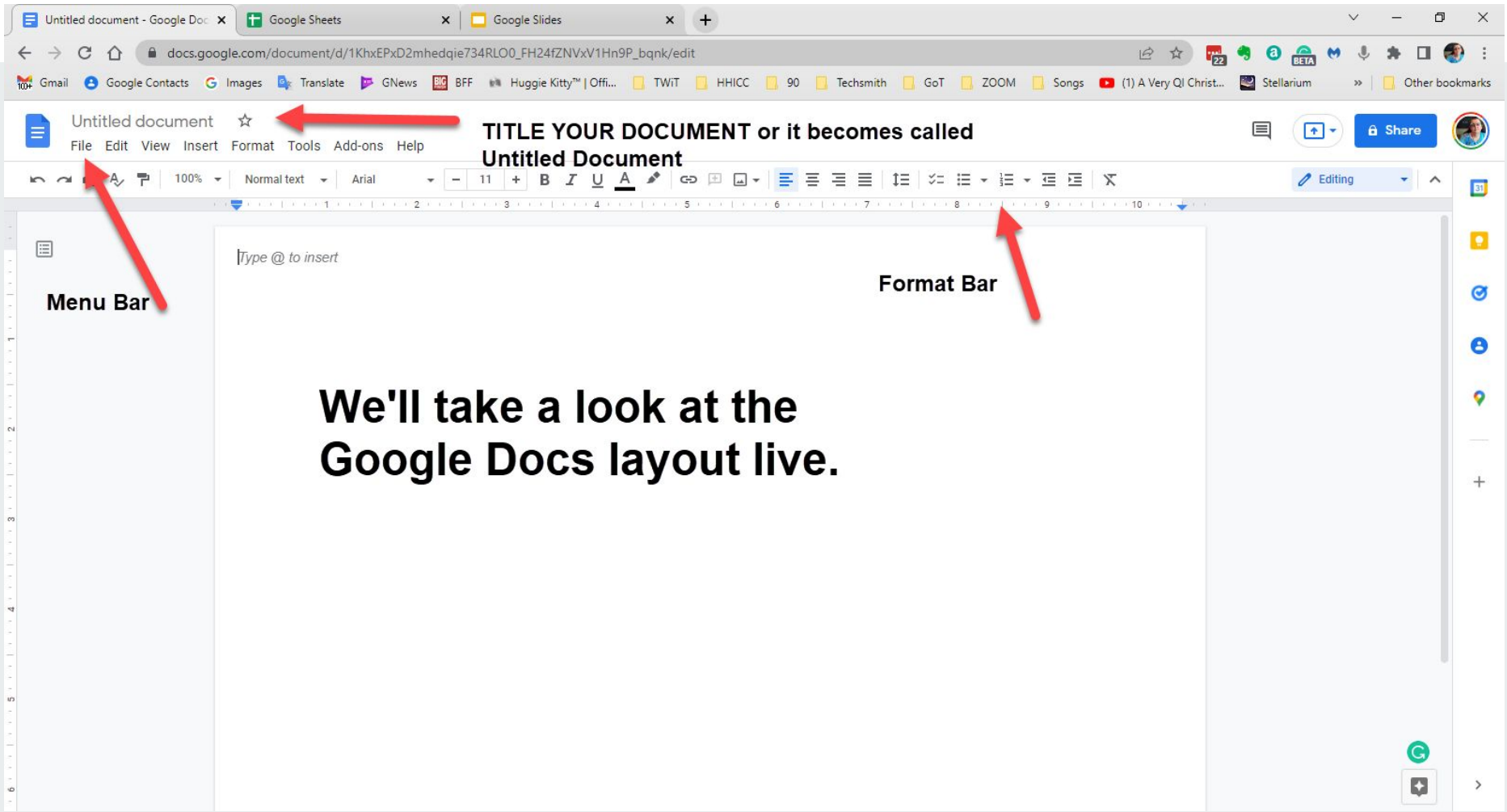
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TITLE YOUR DOCUMENT or it becomes called  
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We'll take a look at the  
Google Docs layout live.



# Google Sheets ~ spreadsheet



With Google Sheets, you can create and edit spreadsheets directly in your web browser—no special software is required. Multiple people can work simultaneously.

Collaboration is one of the strong points of Google Docs/Sheets/Slides. Easy for two or more folks to work on the same project together.

The offer a nice variety of preset themes and transitions.

There are terrific how-to's for formulas etc.

# Sheets

Search



## Today

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	GAME SCORE BOARD	SHY GUY Livestream Sol...	7:20 PM	
	Game Show Set-up Check List	SHY GUY Livestream Sol...	7:20 PM	
	WHEEL OF FUN PRODUCTION BOARDS	SHY GUY Livestream Sol...	6:47 PM	
	JAMMERS-SENIOR SINGALONG	me	10:29 AM	
	Daily 2022	me	10:29 AM	

## Previous 7 days

	HHICC listed videos	me	Mar 23, 2022	
	Untitled spreadsheet	me	Mar 23, 2022	
	JOLYN-Video Organization TWT	me	Mar 23, 2022	

## Previous 30 days

	2022-03-18 Let_s Talk Windows 11 HHI Computer Club (1)-1.xlsx	me	Mar 19, 2022	
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## Earlier



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GAME SCORE BOARD SHY GUY Livestream Sol 7:20 PM

Game Show Set-up Check List SHY GUY Livestream Sol 7:20 PM

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JAMMERS-SENIOR SINGALONG me 10:29 AM

Daily 2022 me 10:29 AM

Previous 7 days

HHICC listed videos me Mar 23, 2022

Untitled spreadsheet me Mar 23, 2022

JOLYN-Video Organization TWT me Mar 23, 2022

Previous 30 days

2022-03-18 Let\_s Talk Windows 11 HHI Computer Club (1)-1.xlsx me Mar 19, 2022

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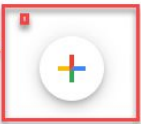
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We'll take a look at the Google Sheets layout live.







# Google Slides ~ presentation



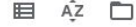
**Google Slides is thoughtfully connected to other Google apps you love, saving you time.**

**Embed charts from Google Sheets or reply to comments directly from Gmail.**

**For anyone who has used PowerPoint, this is also a good alternative... online vs on your local computer.**

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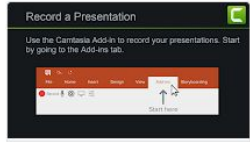
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**HILTON HEAD ISLAND COMPUTER CLUB**

Jack Wilton, 402-422-4933, jwilton@gmail.com

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# Google Cloud Productivity



**This has been a quick overview of the three-part cloud productivity suite that Google offers among many of its services, apps and products.**

**There is amazing support from the Google Support Forums.**  
**<https://support.google.com/>**

**You are welcome to join me on a Monday for more help with setting up and working with your Google Productivity Suite.**



# Q & A



**Hilton Head Island Computer Club**  
**70 Shelter Cove Lane, Suite L**  
**Hilton Head Island, SC 29928**  
**843-842-4475**  
**<https://hhicc.org>**



