

# GOOGLE DOCS FOR BRENTWOOD GOOGLERS

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# Preliminaries

- ▣ Be sure you have a working Google account
- ▣ Introductions
- ▣ Your expectations/needs
- ▣ Agenda

# Agenda

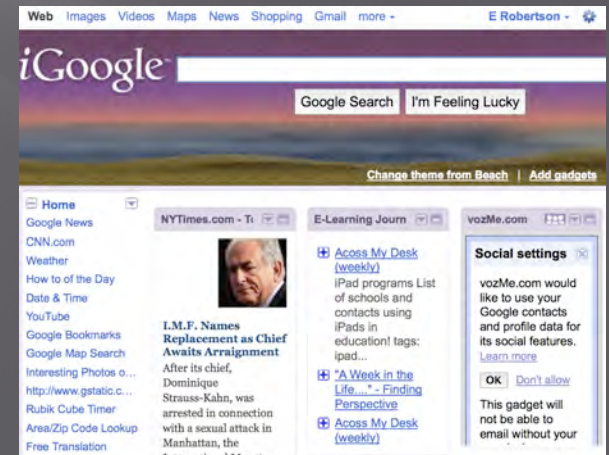
- ▣ Google Docs for your personal and professional life
  - iGoogle
  - Google Calendar
  - Google Docs (collaboration tools): creating and sharing text documents, spreadsheets, forms, templates, (and maybe presentations and sites)
  - Google Document Management
  - Google Document Sharing

# Google Flavors



# iGoogle

- ▣ Your personal Google “home page”
- ▣ Personalize it with “gadgets” you select from many different categories
- ▣ Gadgets can “pull” information from various resources and dynamically update them.
- ▣ Use it as a starting point for your daily cyber-life.





# Google Docs

- ▣ Collaborative tools
  - Filing cabinet for storing/ sharing documents
  - Word processor
  - Spreadsheets
  - Forms
  - Presentations
  - Drawing
  - And sometimes...Sites



# Google Apps

- ▣ Google Docs and....
- ▣ Messaging Apps of Gmail, Google Talk, Google Calendar
- ▣ MANY other apps: Google Reader, Blogger, Picasa, Web Albums, AdWords
- ▣ Specific groups of applications structured for individuals, businesses or schools



# Google “Products”

- ▣ Constantly changing mini-apps and other exciting services that will make you jump for joy!





# Google Apps for Schools

- ▣ The answer to circumventing roadblocks of online collaboration tools



# Google Apps for Schools

- ▣ Fully customizable: shared calendars and integrated video chat; Google Docs and Google Sites; integrated applications from the Google Apps Marketplace Education category
- ▣ Free as of this January
- ▣ Ad-free
- ▣ Safe, hosted email for students

# Why Google Docs?

- ▣ convenience of having your documents with you wherever you go
- ▣ ability to publish and share your documents with whomever you want whenever you want
- ▣ Your filing cabinet in the clouds
- ▣ Great for collaborating with other people on a common project with everyone adding their input into a shared document instead of creating multiple documents with multiple versions

# Why Google Docs?

- ▣ Present information across the Internet to audiences of people in various locations.
- ▣ Easily create surveys, questionnaires, and forms to collect all sorts of information from small or large groups of people. The data is automatically returned to a spreadsheet in your Google account!
- ▣ Create multiple calendars to share with colleagues and students
- ▣ Create paperless or “less paper” classrooms



# Disclaimer

- ▣ “We are all Bozos on this bus”
- ▣ Google is an enormous compilation of MANY tools and it is impossible for everyone to know all there is...so...please share your expertise at any time!



# Brentwood Googlers Wiki

<http://brentwoodgooglers.wikispaces.com/>

