



Exploring Google Apps

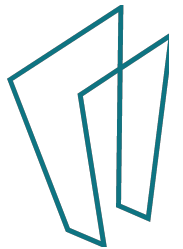
By Ben Egger
Digital Literacy Specialist

Upcoming Classes

- Exploring Google Apps 3/31/18
 - 1:00 PM - 2:00 PM
 - Book Discussion Room

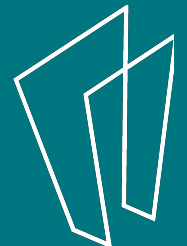
- Get Organized with Apps 4/5/17
 - 7:00 PM - 8:30 PM
 - Book Discussion Room





Sign-Up

- Create a Google Account
- Your Gmail address is your Google Account
- Your @gmail.com address grants you access to a number of apps





My Account



Search



Maps



YouTube



Play



News



Gmail



Drive



Calendar



Google+

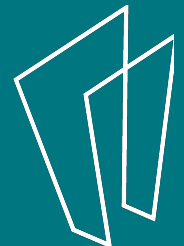


Translate

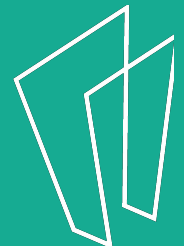


Photos

More



Phone Accessible



Google Maps

- GPS on the go
- Download routes for offline use
- Calculate routes for car, bus, bike, walking
- Save locations for easier navigation (home, work, etc.)
- View locations from the street itself
- Search for nearby restaurants, hotels, gas stations, etc.



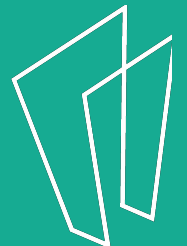
YouTube

- Browse through millions of uploaded videos
- Subscribe to channels you like to be notified of updates
- Like videos and create playlists
- Tutorials, news, entertainment
- Upload your own videos
- Rent movies
- Listen to music



Gmail

- Communicate with friends and family
- Email potential employers
- Sign up for accounts on other websites
- Send files
- Organize Emails with folders
- Add signature
- Set to vacation mode



Google Drive

- Upload 15 GB of files (i.e. pictures, videos, word documents)
- Create word, presentation, spreadsheet documents
- Share your files with other people over the cloud
- Everything saves automatically
- Access from any device
- Collaborate on files with other users



Google Calendar

- Create multiple calendars
 - View them independently or simultaneously
- Set up recurring events (i.e. monthly meeting)
- Share calendar with others
- Set up notification reminders



Google Hangouts

- Text chat with friends
- Make voice and video calls
- Have group video chats



Many More

- Google News - View and personalize your news feed
- Google Translate - Translate text from one language to another
- Google Photos - Upload photos and create albums to view and share on the cloud
- Google Keep - Takes notes and write lists on the go



Questions?



Thank You

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