

Attachment 5

Productivity Application

Tutorials



Google Drive: Access and organize your files

Use Google Drive to store and access your files, folders, and Google Docs, Sheets, and Slides anywhere. Change a file on the web, your computer, tablet, or your mobile device, and it updates on every device where you've installed Google Drive. You'll always have the latest version of your files and Google Docs at your fingertips. Read, edit, share, and collaborate wherever you are!

Set up Google Drive

1. In your browser, go to **drive.google.com**.

When you first access Google Drive on the web, you'll see a Welcome page. If you've previously used Google Docs, Google Drive on the web will look something like this:

The screenshot shows the Google Drive web interface. At the top, there's a search bar and user information for '+Cassy'. Below the search bar, the word 'Drive' is displayed. On the left side, there's a sidebar with a 'CREATE' button and a list of folders: My Drive, Finance, IT, Marketing, Project Everest, Sales, and Vacations. Below these are 'Shared with Me', 'Starred', 'Recent', 'Trash', and 'More'. A button for 'Install Drive for your computer' is also visible. The main area shows a table of files in 'My Drive'.

<input type="checkbox"/>	TITLE	OWNER	LAST MODIFIED
<input type="checkbox"/>	Finance	me	Feb 28 me
<input type="checkbox"/>	IT	me	10:31 am me
<input type="checkbox"/>	Marketing Shared	me	10:27 am me
<input type="checkbox"/>	Project Everest Shared	me	10:31 am me
<input type="checkbox"/>	Sales	me	10:31 am me
<input type="checkbox"/>	Vacations Shared	me	Feb 4 me
<input type="checkbox"/>	April Solar Panel Newsletter.pdf	me	May 6 me
<input type="checkbox"/>	Everest project—Pitch deck Shared	Dave Delegate	Mar 26 Dave Delegate
<input type="checkbox"/>	Marketing Presentation Shared	me	5/22/13 me
<input type="checkbox"/>	Philly trip video.mov	me	2/4/11 me
<input type="checkbox"/>	ProjectEverestMeetingnotes	me	Apr 18 me
<input type="checkbox"/>	ProjectEverestMeetingnotes.docx	me	May 3 me
<input type="checkbox"/>	ProjectPlan.docx	me	May 6 me
<input type="checkbox"/>	Solarmora Logo Murthy Edit.png	me	May 6 me
<input type="checkbox"/>	Support Plan Shared	me	6/19/13 me
<input type="checkbox"/>	Training Satisfaction Survey	me	6/27/13 me

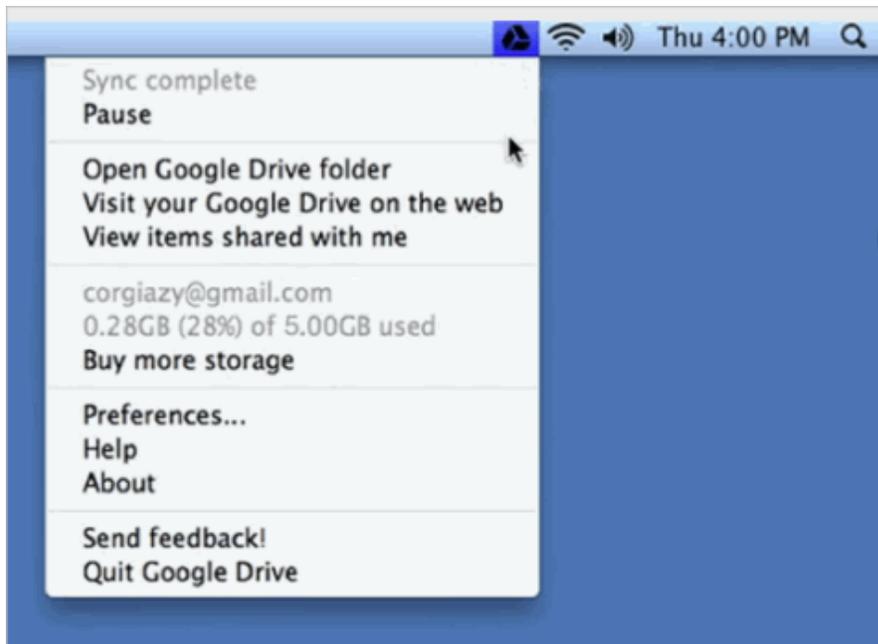
2. Download and [install Google Drive for your Mac/PC](#). (Or your administrator might do this for you.) This lets you sync files from your computer to Google Drive on the web, giving you access to your files on any device, at any time. Syncing is built-in—you don't have to do anything to set it up. Just connect to the Internet and you're ready to go.

Note: The link to download and install Google Drive for your Mac/PC might be disabled in your organization. If it's not available or if you choose not to install it, Google Drive on the web still provides access to all your Google Docs, Sheets, Slides, and any files that you manually upload.

Once installed, you can find Google Drive for your Mac/PC in your Windows system tray or Mac menu bar. Here's how it looks on the Windows system tray:



Click the icon to see sync status, access your Google Drive folder on your computer or on the web, pause the sync, set preferences, and more. Here's how it looks on a Mac:



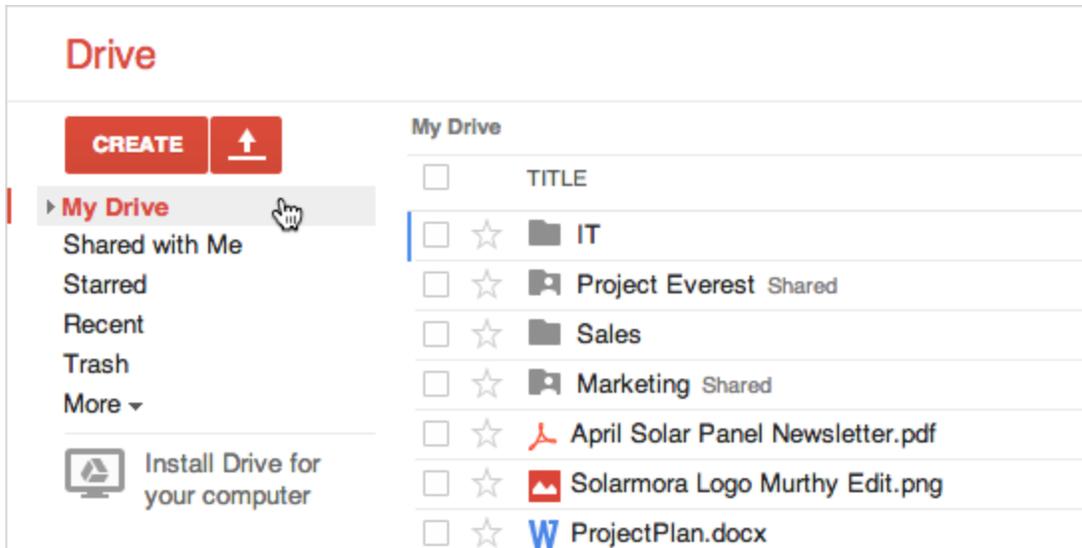
You can also access Google Drive files on your Android or iOS device. See [Google Drive on a mobile device](#) to learn how.

Get to know your Drive

There are lots of ways to view your files, folders, and Google documents in Google Drive on the web. Let's take a quick look around.

My Drive

When you first get Google Drive on the web, all the files and folders you've uploaded and Google Docs that you own are in the section called **My Drive**:



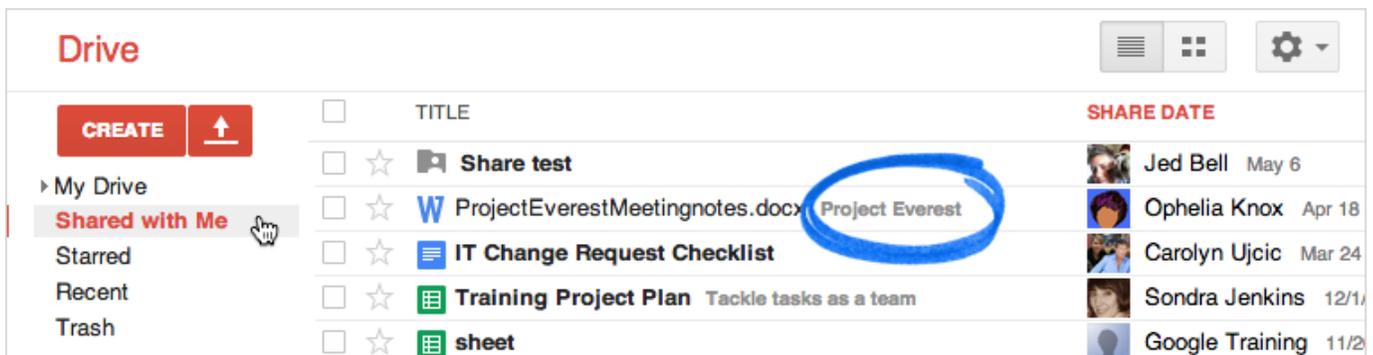
Click the  **Upload** button (next to **Create**) if you want to upload more files and folders to **My Drive**

If you or your administrator installed Google Drive for your Mac/PC, the contents of **My Drive** will sync with the contents of a folder called **Google Drive** on your computer. Only the contents of **My Drive** are synced.

You can move files that have been shared with you to **My Drive** if you want them to sync to your computer and mobile devices. You can also add new files to **My Drive** by moving or saving files to the **Google Drive** folder on your computer. In a nutshell: everything you put in **Google Drive** on your computer can also be found in **My Drive** on the web and mobile devices, and vice-versa. We'll demonstrate how that works in just a bit.

Shared with me

Shared with me is where you'll find the files, folders, and Google documents that have been shared with you:



Shared with me only shows items that were shared with you explicitly. You won't find items here that were shared with the "Public" or "Anyone with the link." (You can find those items by searching in the **All items** view.) If you'll be referencing a shared document often, you can drag it into **My Drive** (or a specific folder in your Drive) so that it appears there as well.



Are you looking for a folder that was shared with you? Click **Title** in the **Shared with me** view to put all the folders that were shared with you first.

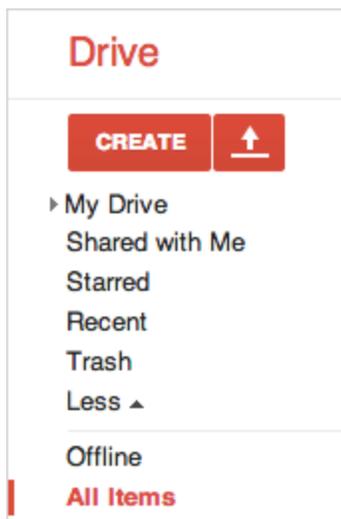
Starred and Recent views

Click **Starred** to see all the items you've marked with a star. Just click the star to the left of an item to mark it. Stars are like "bookmarks" or "favorites" in a browser to mark web sites you want to access frequently.

Use the **Recent** view to see all the private and shared files that you've opened, in reverse chronological order. This is a great way to quickly find your most current stuff.

All items

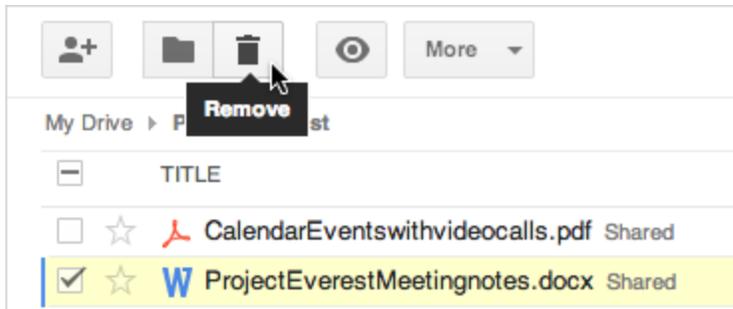
Click **More** in the left column to see a few additional views:



All items shows everything in Google Drive, except items that are in your Trash. It includes things that have been shared with everyone in your organization (not just you explicitly), so you'll probably find things here that you didn't know about yet. You can't remove items from here (except by deleting them), so this is the best place to search if you're having trouble finding something.

Trash view

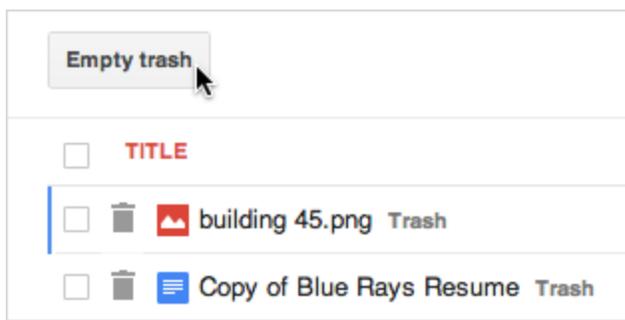
Trash contains everything you've deleted. To delete an item, check the item and click the trash icon that appears:



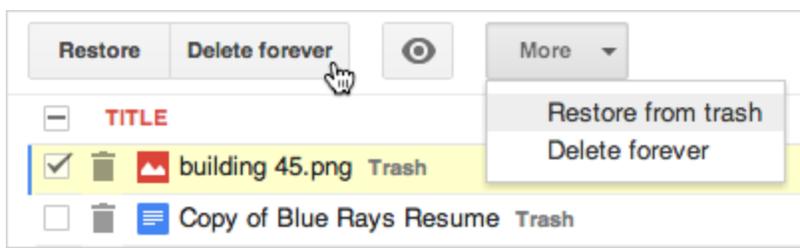
Note: You can only trash items that you own. For items you don't own, click **More > Remove** to take them out of your Google Drive, but not remove them for everyone else.

Your trash is never automatically emptied, so you'll probably want to clean it out once in a while. Items in your Trash still count toward your storage quota, so this helps free up some space. To clean it out:

- In the **Trash** view, click **Empty trash** to permanently delete everything:



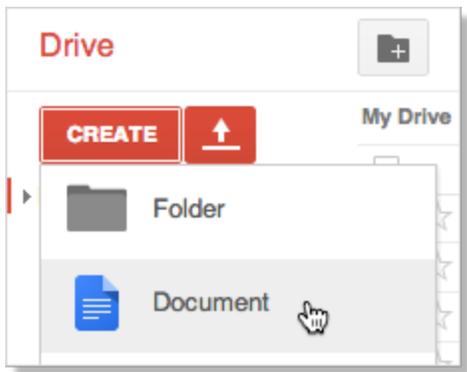
- Or, check individual items and click **Delete forever**:



Tip: Notice that after you select items in the trash, you can also choose to restore them from the **More** menu.

Add files and folders to Drive

When you're ready to create new documents, spreadsheets, presentations, and more, just click the red **Create** button and select an app from the list to get started.



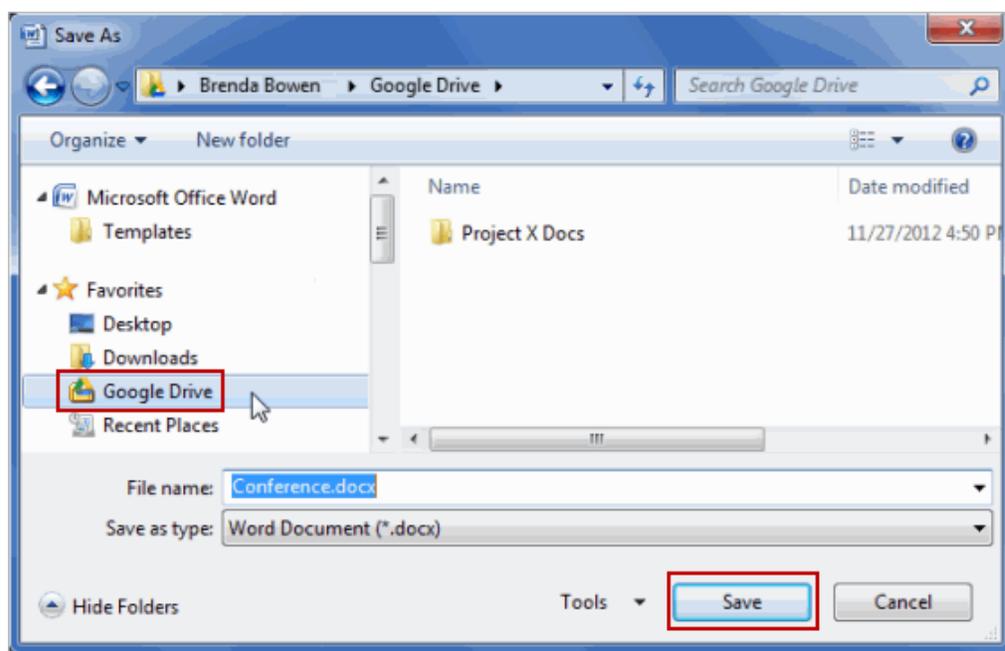
See [Using Google Docs, Sheets, and Slides](#) to learn more about using these Google productivity apps.

Do you have existing files and folders you want to add to Google Drive? You can easily sync or upload those files to add them to Google Drive on the web and your mobile devices. Here's how it works:

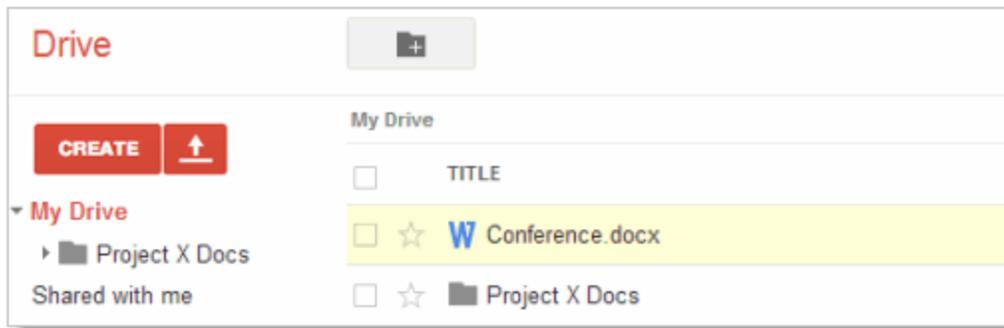
Add files to Google Drive using sync

If you or your administrator has installed Google Drive for Mac/PC, anything you add to the **Google Drive** folder on your computer will automatically sync to **My Drive** on the web and your mobile devices. So all you need to do is move or save files to the **Google Drive** folder. For example:

1. In Microsoft Word, save your document to the **Google Drive** folder:



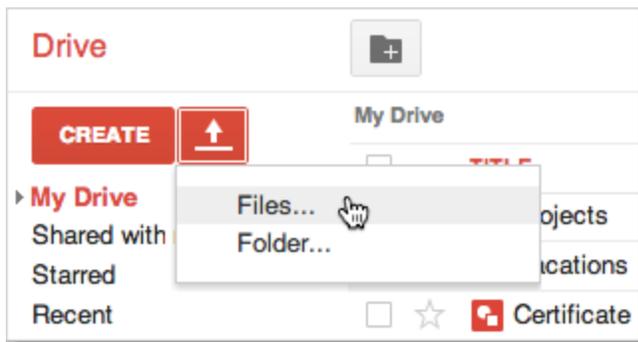
That's it! Now you can access your Word document in Google Drive on the web and your mobile devices:



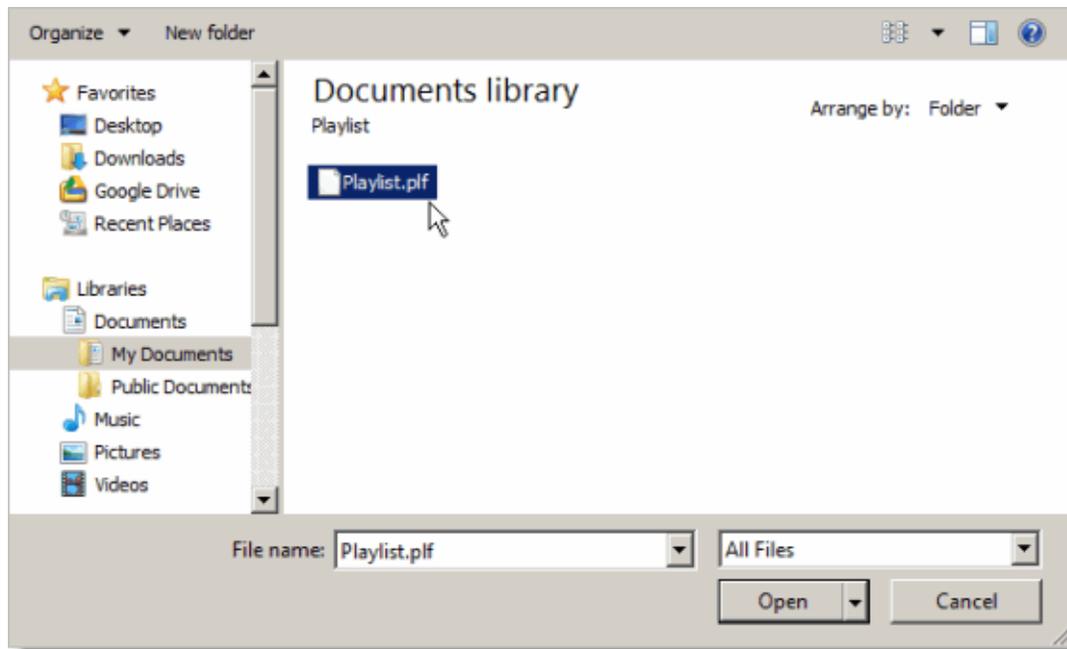
Upload files and folders to Google Drive

It's also easy to upload existing files and folders to Google Drive on the web. Here's how to upload a file (folders work the same way):

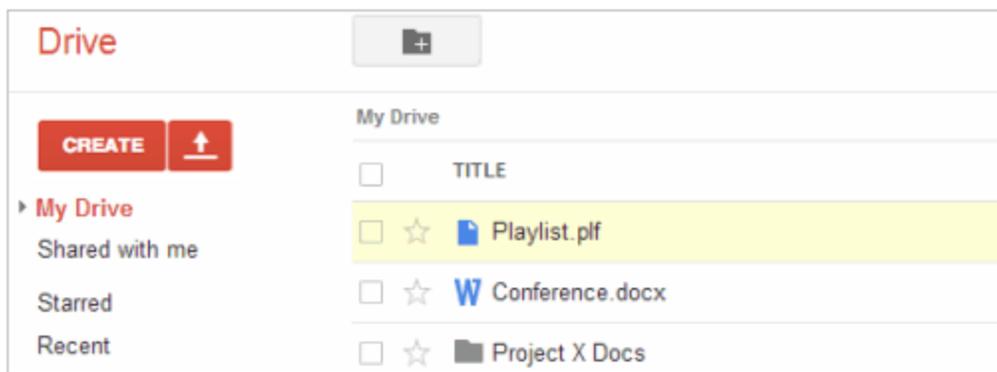
1. In Google Drive on the web, click the red **Upload** button and then select **Files**:



2. Select the file (or files) you want to upload and click **Open**. Here's how it might look on Windows:

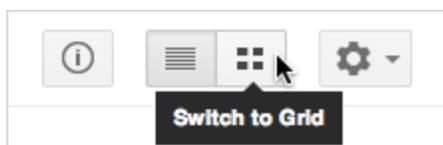


That's all you need to do. As soon as the upload completes, you'll see the file in **My Drive**:

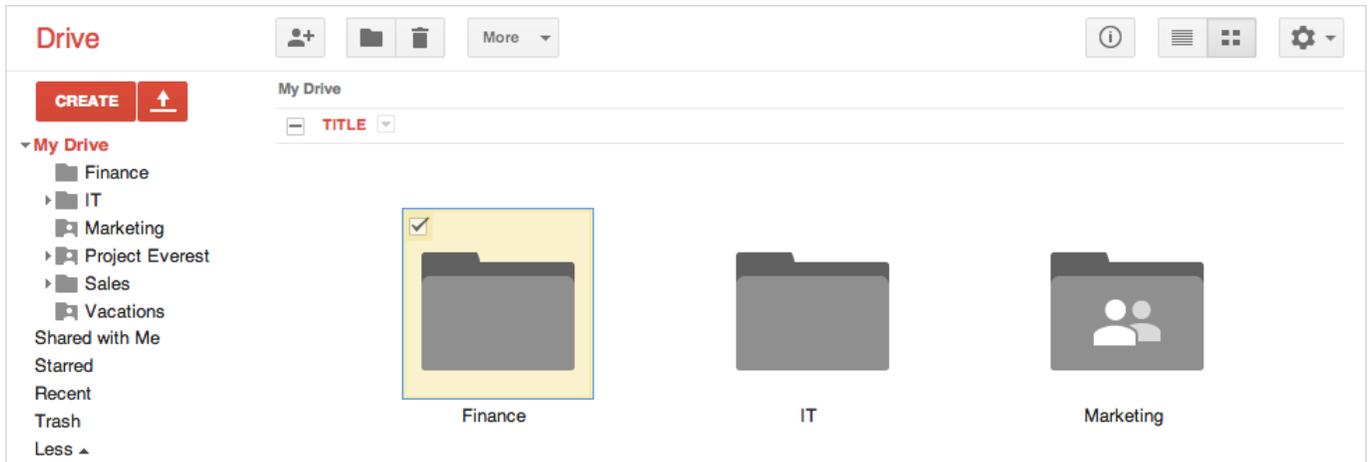


Preview or learn about a file

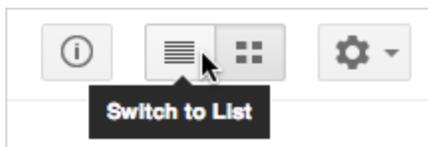
So far we've seen how files look in Google Drive using the default List mode. This is the most compact way to view your files. If you'd prefer to see a preview of each file in Google Drive, click the **Switch to Grid** icon in the upper-right of Google Drive on the web:



Now your files are displayed in a grid of thumbnail previews. This can help you locate a file without having to open each one. You can also select files and folders to make changes.

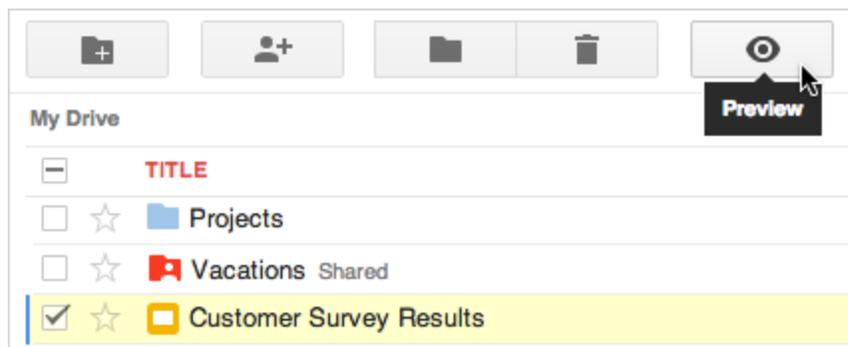


To return to the List mode, click the **Switch to List** icon:



However, if you like to work in List mode and want to see a visual preview of a file, you can do that too!

1. In List mode, select a single file, folder, or Google document.
2. Click the **Preview** icon that appears when only one item is selected:



Your file or document is displayed as an overlay:



3. In Preview mode, you can:
 - a. Scroll through your displayed document
 - b. Preview the previous ◀ or next ▶ document in your Drive
 - c. Select another document from your Drive to preview by clicking **View all**
 - d. Share your document with others
 - e. Print your document
 - f. Open your document to edit it
 - g. Exit the preview by click the **X**

Sort your files

If you have a lot of files, it can get harder to keep track of them. One way to make your files easier to find is to sort them. Click the down arrow next to **Owner** to see your options:

My Drive			OWNER	LAST MODIFIED
<input type="checkbox"/>	TITLE			
<input type="checkbox"/>	☆ Finance			Feb 28 me
<input type="checkbox"/>	☆ IT			10:31 am me
<input type="checkbox"/>	☆ Marketing Shared			10:27 am me
<input type="checkbox"/>	☆ Project Everest Shared			10:31 am me
<input type="checkbox"/>	☆ Sales			10:31 am me
<input type="checkbox"/>	☆ Vacations Shared			Feb 4 me
<input type="checkbox"/>	☆ April Solar Panel Newsletter.pdf	me		May 6 me

✓ Owner

Last modified

Last edited by me

Last opened by me

Quota used

The sort options above are available in most Google Drive views. In the **Recent** view you can sort items by when you last opened or edited them.

Here are a few sorting tips:

- Click **Title** if you know the name of something and want to scan an alphabetical list to find it. This puts all folders first in **My Drive** and **Shared with me**, so it's also a good way to find folders.
- Sort by **Last modified** to see items that were recently modified by anyone (not just you). This might help you keep track of things that your collaborators have recently changed.
- Sort by **last edited by me** to see the files or folders that you've changed.
- Use **Last opened by me** to find things you've recently opened, regardless of whether you've edited them. This is a great way to get back to items you were recently looking at if you accidentally closed a tab in your browser or you didn't bookmark something.
- Sort by **Quota used** to see which files are taking up the most space. To free up storage space, you can delete files by moving them to the **Trash**, but don't forget to permanently delete them from the Trash view if you need more storage space.

Note that only synced or uploaded files take up storage space. Files shared with you and Google documents (such as Docs, Sheets, and Slides) don't take up any of your storage space. Items that don't count toward your storage will show as "----" in Google Drive:

My Drive			
<input type="checkbox"/>	TITLE	OWNER	QUOTA USED
<input type="checkbox"/> ☆	Philly trip video.mov	me	3 MB
<input type="checkbox"/> ☆	April Solar Panel Newsletter.pdf	me	380 KB
<input type="checkbox"/> ☆	Solarmora Logo Murthy Edit.png	me	12 KB
<input type="checkbox"/> ☆	ProjectEverestMeetingnotes.docx	me	7 KB
<input type="checkbox"/> ☆	ProjectPlan.docx	me	6 KB
<input type="checkbox"/> ☆	IT	me	--
<input type="checkbox"/> ☆	Project Everest Shared	me	--



Do you need extra storage? You can [purchase additional storage](#), but check with your system administrator first. Your organization might do that for you!

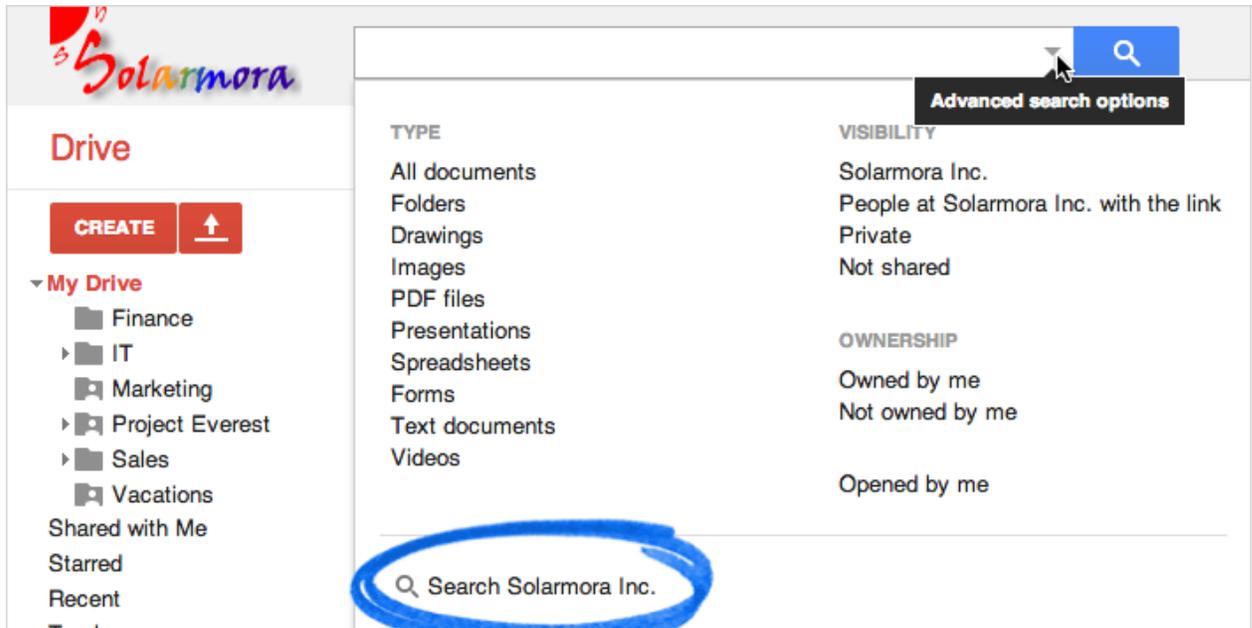
Find a file

Type a word or phrase in Drive's search box to find a specific file, folder, or Google document. As you're typing, Drive will try to predict what you are looking for and give you a list to choose from.

The screenshot shows the Google Drive search bar with the text 'Support' entered. A dropdown menu is open, displaying search results: 'Support Plan' (with a grid icon and a hand cursor), and '- support@solarmora.com' (with a person icon). Below the search bar, the top of a file list is visible, showing 'Philly trip video.mov' owned by 'me' with a quota of '3 MB'. The interface includes standard Drive controls like '+Cassy', a grid icon, a bell icon, a 'Share' button, and a user profile picture.

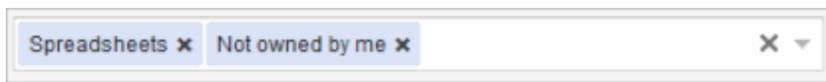
Narrow your search results

1. In the search box, click the down arrow to see advanced search options:



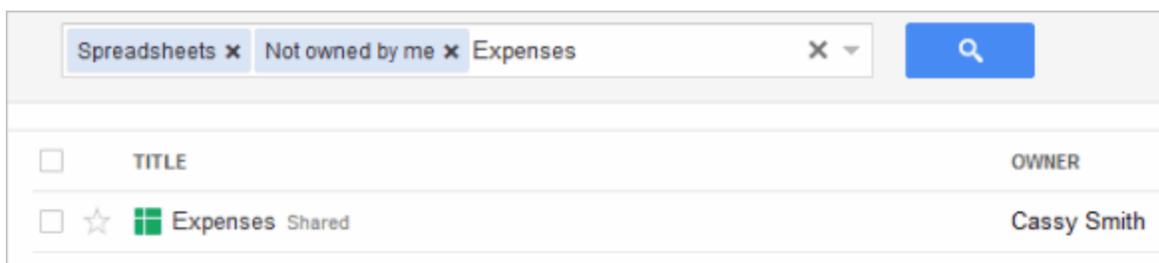
2. Click any search option to narrow your search.

You can repeat steps 1 and 2 multiple times to further filter your results. For example, maybe you know the file you want is a spreadsheet that you don't own. Click those options and your search box will look like this:



Click the **x** on an option to remove that filter, or click the big **X** on the right to clear the entire search.

3. At this point you might already see what you're looking for. If not, type a search query and click the blue search button.



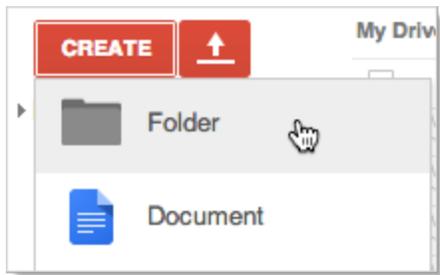
If you want to search articles that are shared with your domain, click **Search <your domain>** instead of the blue **Search** button. This is a good way to find a document that is public to your organization, but hasn't been shared with you directly.

Organize your files

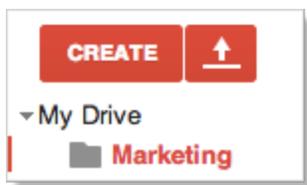
You probably have a lot of files in **My Drive**, or will soon. Use folders to organize the contents, just like you do on your computer.

Create a folder in Google Drive on the web

1. Click the red **Create** button and then select **Folder**:

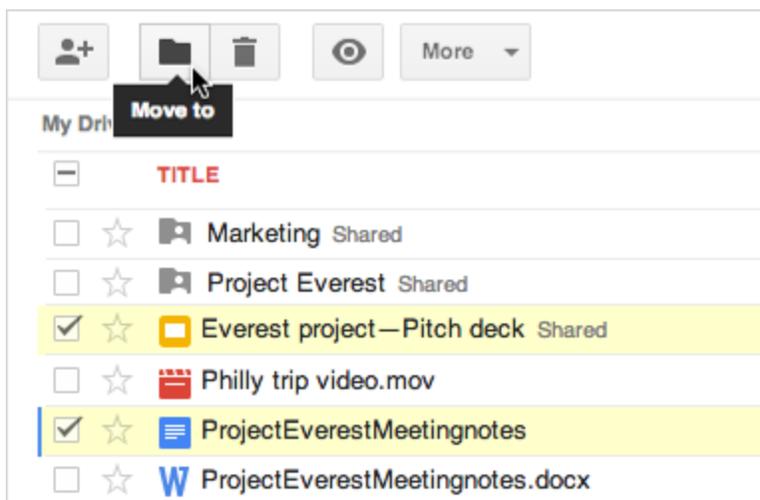


2. Enter a name for the folder and click **OK**. Your new folder is created in **My Drive**:



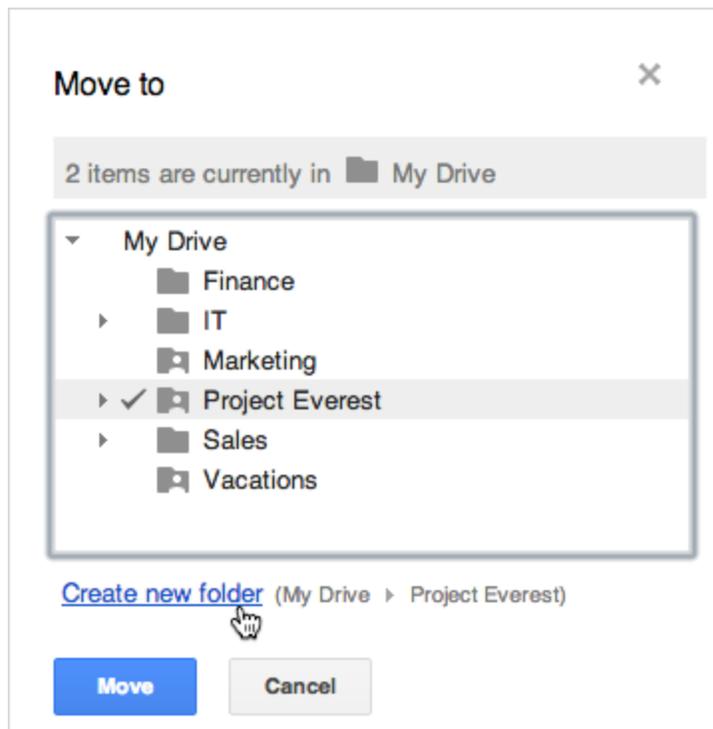
Move files to a folder

1. Check the box by the item (or items) you want to move.
2. Click the icon that looks like a folder:



3. In the **Move to** dialog, select the folder where you'd like to move your items, or create a new folder for

them.



Do you want to store your file (or files) in multiple folders? Use the **Ctrl** or **Command** key to check all the places where you want to find your items.

4. Click **Move**.

Share a folder

You can share a folder, just as easily as you share your Google documents.

1. Check the box next to the file or folder you'd like to share.
2. Click **Share**  and add the people or Groups you'd like to share the folder with.

Once the folder is shared with others, it will have a person icon  on it.

See [Sharing and Collaboration](#) to learn about your sharing options.



Google Docs, Sheets, and Slides: Share and collaborate

Once you've created your document, you can share it with others. Collaborators can then edit the same document at the same time—you'll always have the most up-to-date version at your fingertips.

Share a document

To get started, click the **Share** button at the top right of the page to open this dialog:

Sharing settings

Link to share (only accessible by collaborators)

`https://docs.google.com/a/solarmora.com/document/d/1P97aaAigYgUAKr__hLg-DJT:`

Who has access

	Private - Only the people listed below can access	Change...
	Cassy Smith (you) <code>cassy@solarmora.com</code>	Is owner
	Benito Cacciatore <code>benjamin@solarmora.com</code>	Can edit ▾ ×

Invite people:

[Can edit ▾](#)

Notify people via email - [Add message](#)

Send a copy to myself

Paste the item itself into the email

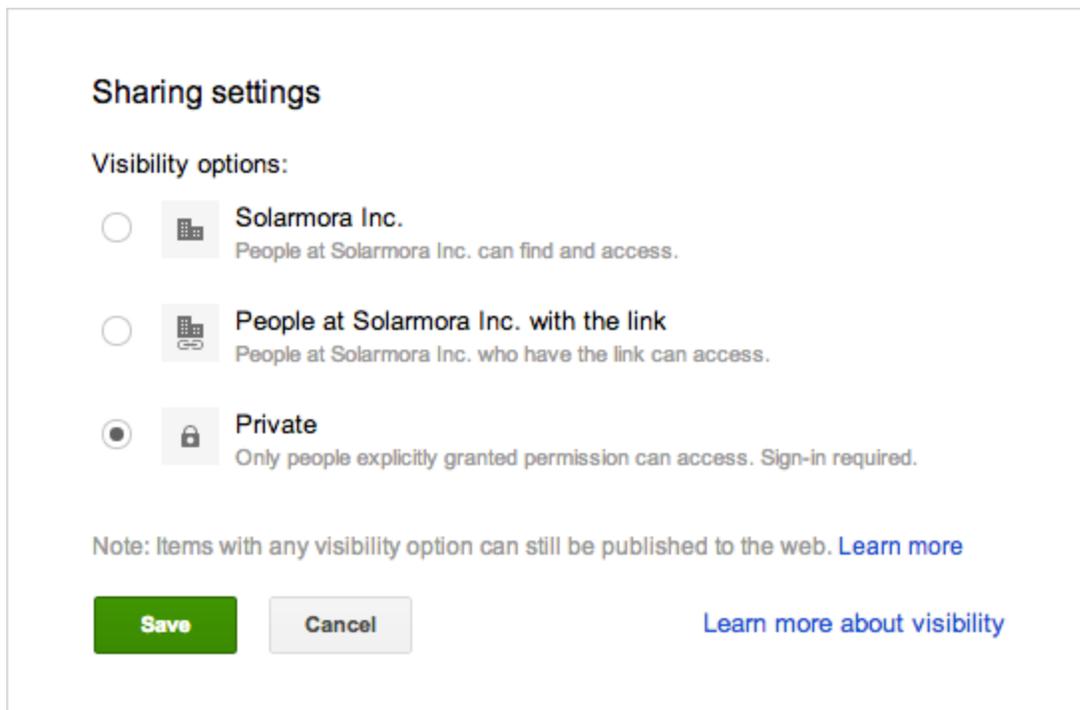
[Share & save](#) [Cancel](#)

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

You then have the following options:

Set the visibility

One way to share your document is to choose who can find and view it. Click the **Change** link and then choose your visibility settings:



The screenshot shows a dialog box titled "Sharing settings". Under the heading "Visibility options:", there are three radio button options:

- Solarmora Inc.**
People at Solarmora Inc. can find and access.
- People at Solarmora Inc. with the link**
People at Solarmora Inc. who have the link can access.
- Private**
Only people explicitly granted permission can access. Sign-in required.

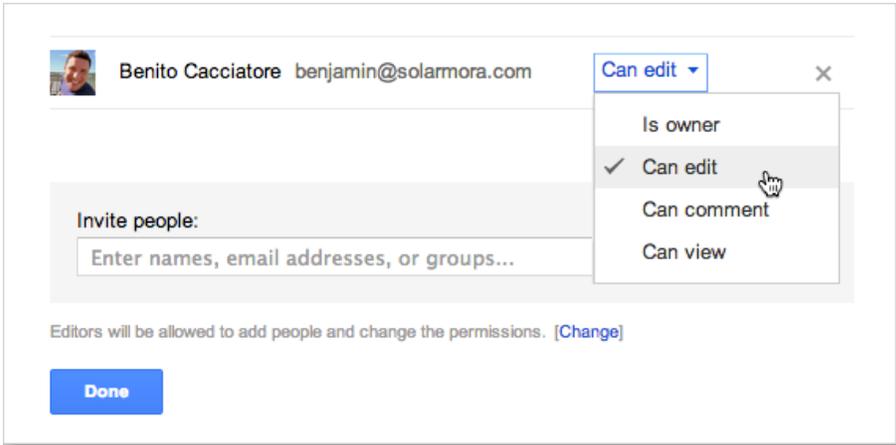
Below the options is a note: "Note: Items with any visibility option can still be published to the web. [Learn more](#)". At the bottom, there are three buttons: a green "Save" button, a grey "Cancel" button, and a blue "Learn more about visibility" link.

Note: Your administrator can disable the settings to share outside your organization, so you might not see those options.

Invite individuals to view or edit

You can also share your document with specific people and determine their level of access.

1. At the bottom of the Sharing Settings dialog, add people you want to share with and choose their permission level:



Can edit: Collaborators can add and edit content in your document, or add comments.

Can comment: Collaborators can add comments, but they can't edit the content.

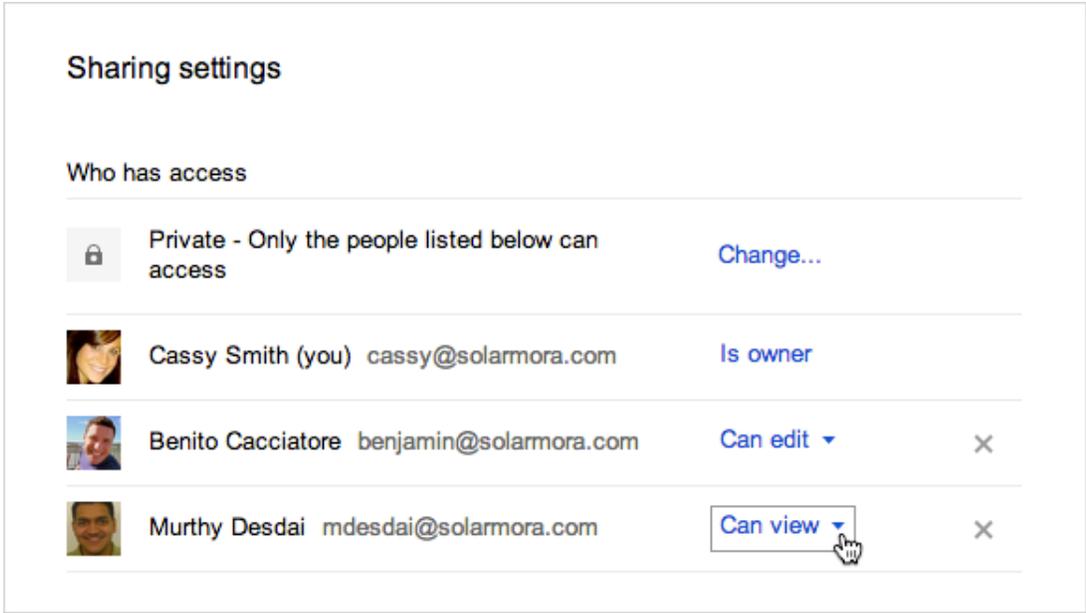
Can view: People can view your document, but they can't edit it or add comments.

- 2. Do you want to send people you added an email containing a link to the document? If so, check **Notify people via email** to send a standard notification. Click **Add message** if you want to add your own note.

- 3. Click **Share & save**.

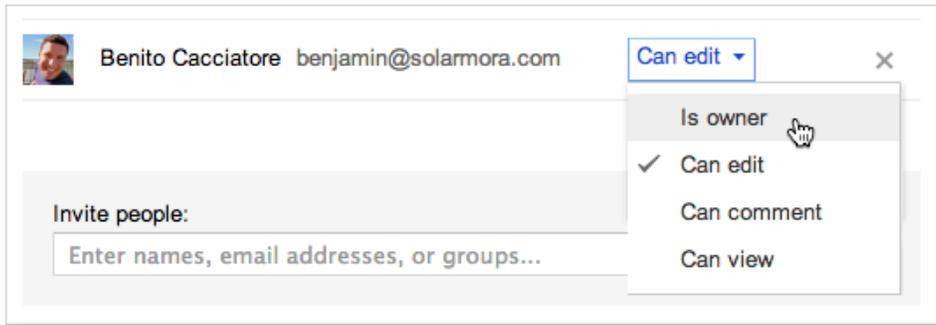
See who has access

To see who has access to your document, including their permission levels, click the **Share** button. Notice that you can also change permission levels here.



Change the document owner

You can change the owner of the document to any individual in your organization who has access. You might want to do this when someone leaves the company or changes projects. Just click the drop-down arrow by their permission level and select **Is owner**:



You'll still have edit access to the document, but keep in the mind that the new owner can revoke that.

Collaborate on a document

With Docs, Sheets, and Slides, it's easy to collaborate on a document.

After you share a document, you can work on it with people all over the world, in real time, just as you would if you were sitting together. Depending on the permissions you grant, other people can update the document, use comments beside the document to discuss it, or discuss changes with chat.

Collaborate with simultaneous edits

Anyone with edit permission can make direct changes to a document.

If other people make changes at the same time as you, you can see the changes happen as they're made. Each person's changes are marked by a cursor with a different color. In the example below, someone else is updating the name of a project member:

Project Member	Role
Ted Wallace	Team Lead
Ashl	Project Coordinator
Sam Sterling	Sout

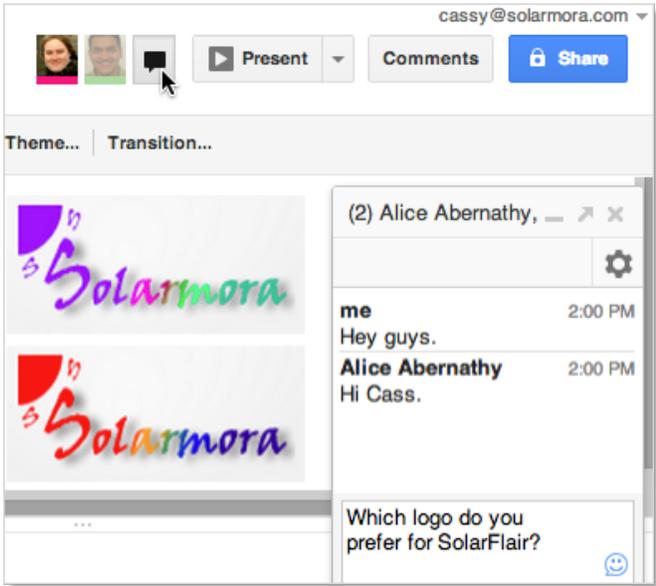
If you want to know who is making this change, just hover over the cursor:

Project Member	Role
Ted Wallace	Team Lead
Ashl Casey Smith	Project Coordinator
Sam Sterling	Sout

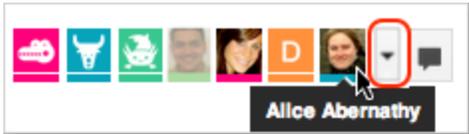
Note: When multiple people edit a spreadsheet, only one person can edit a cell at a time.

Collaborate with chat

Now you can get feedback from your collaborators without ever leaving the document. Just click the  icon to open a group chat with everyone in the document. (You can't chat with just one collaborator.)



You can identify who is viewing your document by mousing over their picture. (Collaborators whose pictures are slightly grayed out have the document open, but aren't actively looking at it). If your document is public or shared outside of your domain, you may see anonymous animals or letters. If your document has more collaborators than can fit in the header, you can view a list by clicking the down arrow next to the chat icon.

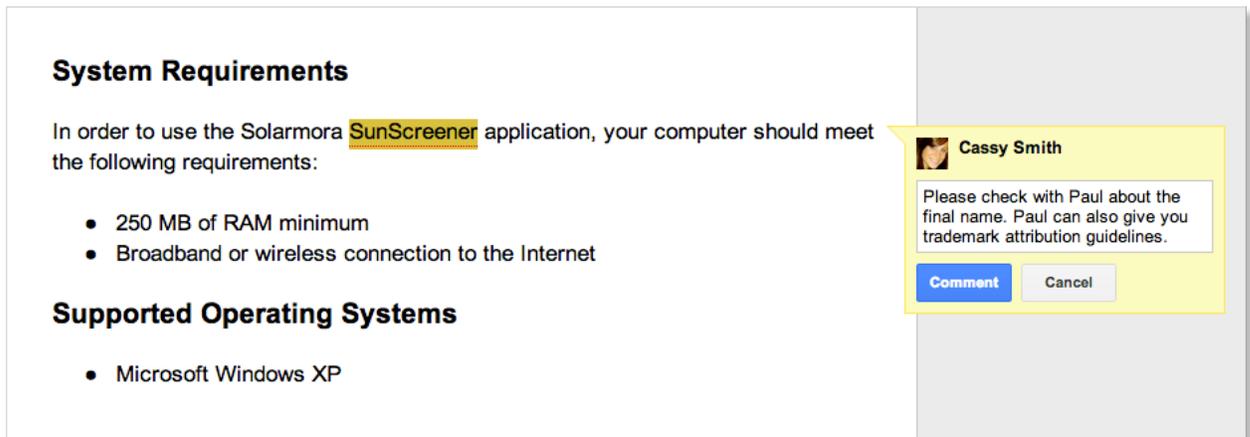


Collaborate using comments

If you can't collaborate together in real time, you can leave comments for your team members to look at when they open the document.

To comment on the document:

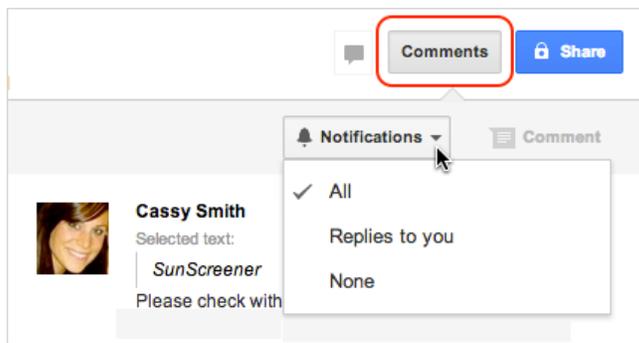
1. Select a section of text that you want to comment on.
2. Click **Insert > Comment** (or use the right-click menu).
3. Add your notes and click the **Comment** button.



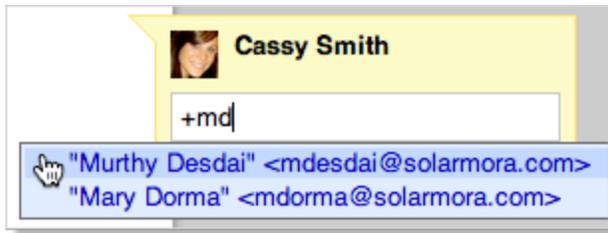
4. Comments appear in the area to the right of your document. You can click a comment to verify which section of text it refers to, or to contribute to the discussion. You can also edit or delete your own comments.



To choose when you're notified (via email) about comments to a document, click **Comments > Notifications** in the upper-right corner of the page:

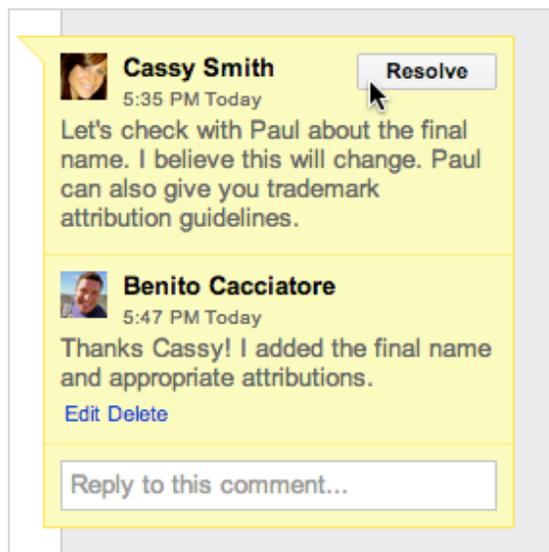


If a comment is important for a specific collaborator, add their email to the comment. Just type + and then their email address and they will receive a notification in their Inbox. (Remember to share the document with them as well. Otherwise they'll receive a notification, but won't be able to view, comment, or edit the document, depending on their permission settings.)



To resolve a comment and hide it:

1. When you're done with a discussion, select the comment and click **Resolve**:



The comment is marked as resolved and removed from the right column.

Note: The comment doesn't go away completely unless the person who started the discussion deletes it. You can see resolved comments by clicking **Comments**. You can then re-open a comment if you think it needs more discussion.

Email a copy of your document

The easiest way to share a Google Doc is just by clicking the **Share** button. But, if you need to share your Google document in another format, such as Microsoft Word or PDF, you can email it as an attachment, right from your Docs editor.

Note: This sends a copy of the document instead of sharing the original.

To email your document, click **File > Email as attachment**, choose a document format, and compose your message:

Email as attachment

Attach as

HTML ▾

To (required)

"Sondar Jenkins" <sondra@solarmora.com>

Subject

Project specs

Message

Hi Sondra,

Here are the project specs you requested. This is the latest version and has been approved by Sappho Knox. We're still working on a new section about the risks and back-up plans, and I'll send you an update as soon as that's finalized.

-Cassy

Send a copy to myself

Send Cancel

Publish as a web page

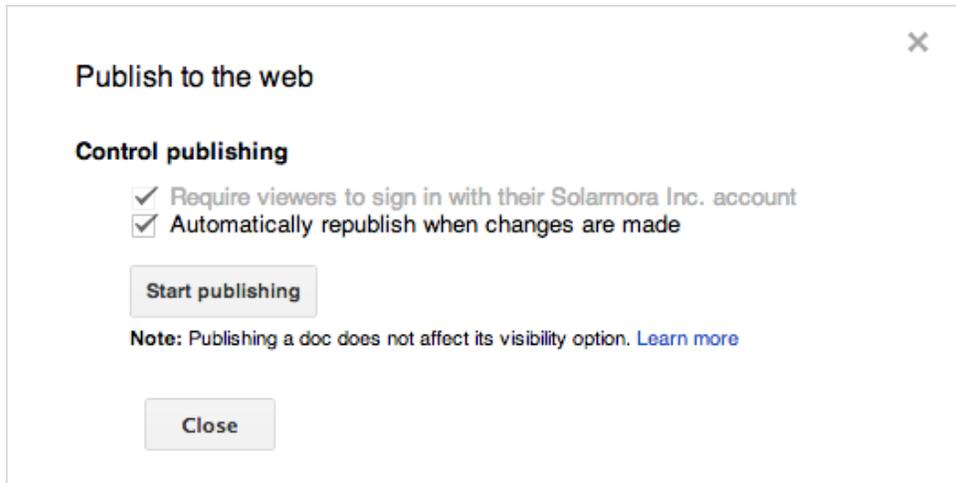
In addition to sharing a document, you can publish it as a web page. The published version is given a unique address (URL) and is a separate web page, so it isn't affected by the visibility option you choose when you share the original document. Only users to whom you've shared the document can view or edit the original version, but anyone with the link to the published version can view that content.

So, why publish a document instead of just sharing it? Publishing lets you:

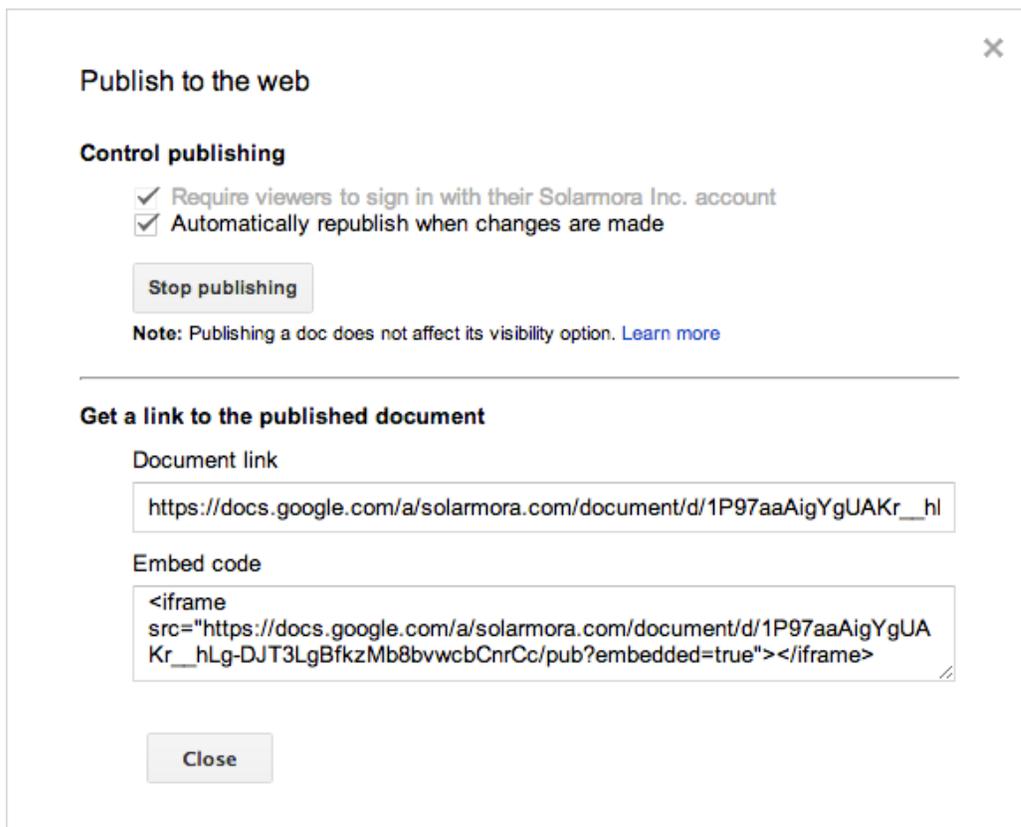
- Create an HTML version of a document that you can embed in blogs, Google Sites, and more.
- Show your document to large web audiences.
- Publish a one-time snapshot of a living document.
- Publish individual sheets or cell selections in a Google Sheet.

To publish a document:

1. Click **File > Publish to the Web**. You'll see this:



2. If you want to create a one-time snapshot of your document, deselect **Automatically republish when changes are made**. Keep this option selected if you want your published content to always match the latest version.
3. Click **Start publishing**. You'll see the links to access it:





Once you've published your document, you can stop publishing it or get its links at any time. Just click **File > Publish to the Web** again.



Google Docs: Access, create, edit, and print

There are several kinds of Google documents: Docs, Sheets, Slides, Drawings, and Forms. We'll use a basic Google Doc to show you how to get started with various types of Google documents. Most of these steps also work for other document types, so learn these tasks and you're on your way to creating presentations, spreadsheets, forms, and drawings, too.

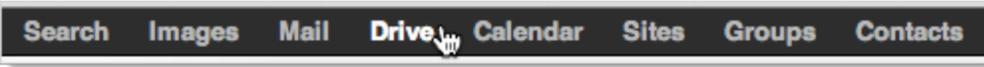
Access your documents

You can access your Google documents from any computer, anywhere in the world.

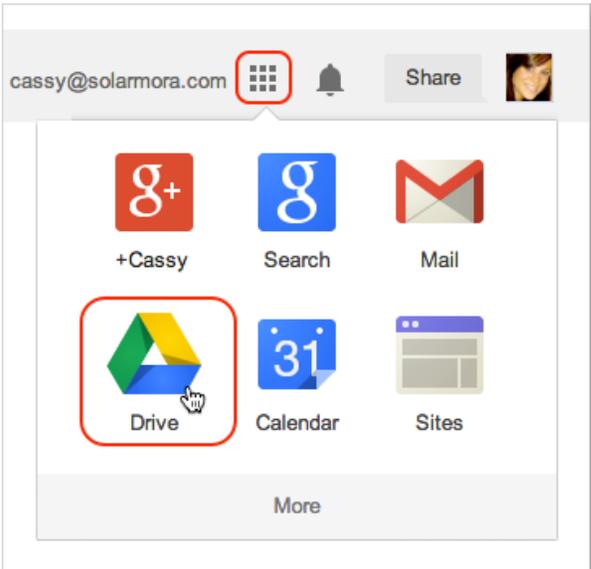
To view a list of documents you own or have access to, or to create a document:

- Visit Google Drive at <https://drive.google.com>.
- Or visit from another Google Apps product

When you're using a Google Apps product like Gmail or Calendar, you'll see other Apps products listed across the top of the page. Click **Drive** to get started!



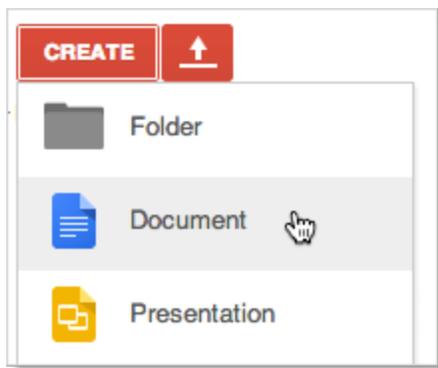
Or, if you have the new Google One Bar, click the  at the top of the page and select **Drive**.



In Google Drive you'll see all of the Google documents you have access to, including Docs, Sheets, Slides, Forms, Drawings, and other Google document apps. You might also see other types of files.

Create a document

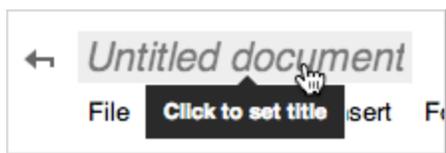
From Google Drive, click **Create** and then select **Document**.



A new Google Doc appears in your browser—now you're ready to edit.

Rename your document

Click **Untitled document** to name your doc. (You can rename your doc at any time by clicking the title.)



Edit and format your document

There are many ways to edit your document with the edit toolbar.

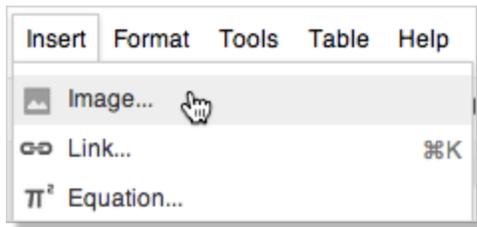


You could stick to entering plain text, but why? Take advantage of the full range of features in Google Docs to make your documents stand out from the rest.

Here are some ideas to get you started:

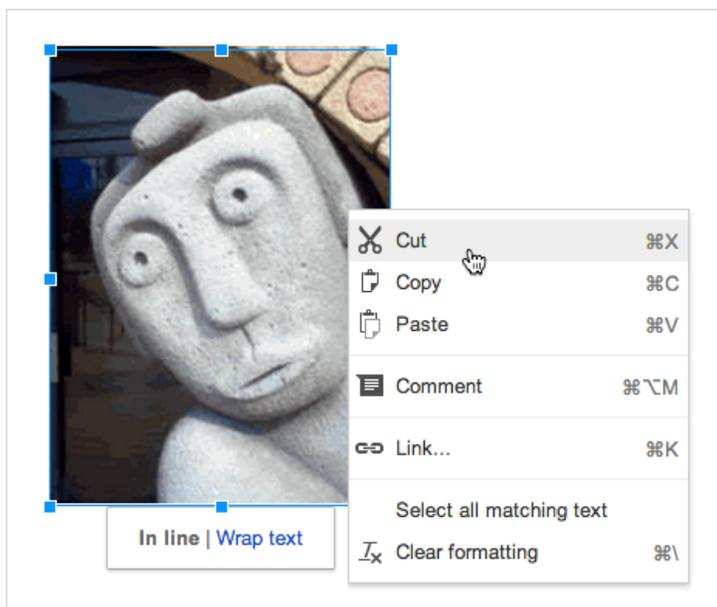
Insert images

1. Click **Insert > Image**.



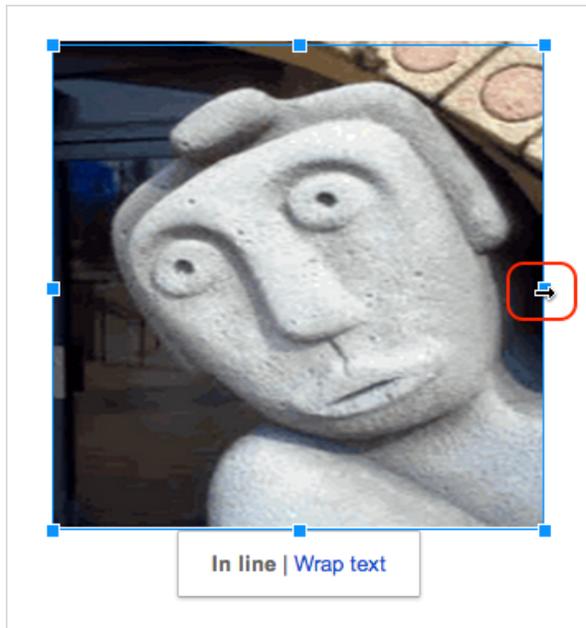
2. Choose an image and click **Select**. You can upload an image from your computer, choose one from Drive or your photos, find one on the web, or even take a new snapshot. Once your image is added, you can remove or resize it at any time.

To remove an image, select it, right-click (or click **Edit**), and choose **Cut**:



To resize an image, select it and then pull one selection handle. Use a corner handle to proportionally resize in all dimensions:

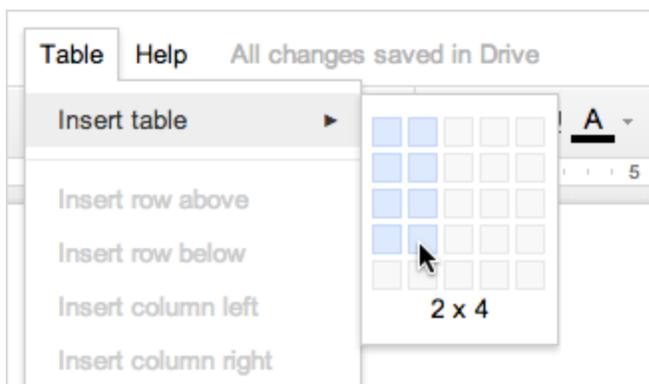
Use a top, bottom, or side handle to resize in only one dimension:



Add a table

Tables are a great way to organize information in your document.

1. Click **Table > Insert table** and point at the number of rows and columns you want:



2. Then format and fill out your table:

Project Member	Role
Ted Wallace	Team Lead
Ashley Smith	Project Coordinator
Sam Sterling	Sout

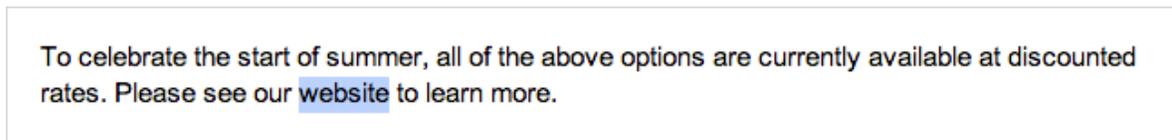


To add color to cells (like the top row above), select the text in one or more cells, click **Table** > **Table properties**, and then set the cell background color.

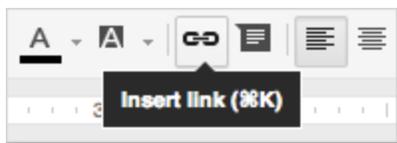
Add a link

It's super easy to add links in Google Docs.

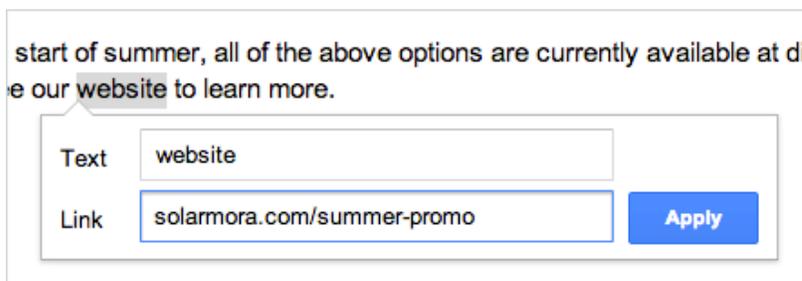
1. Select the text (or an image) where you want the link.



2. Click the link icon in the toolbar, or type **Control + k**.

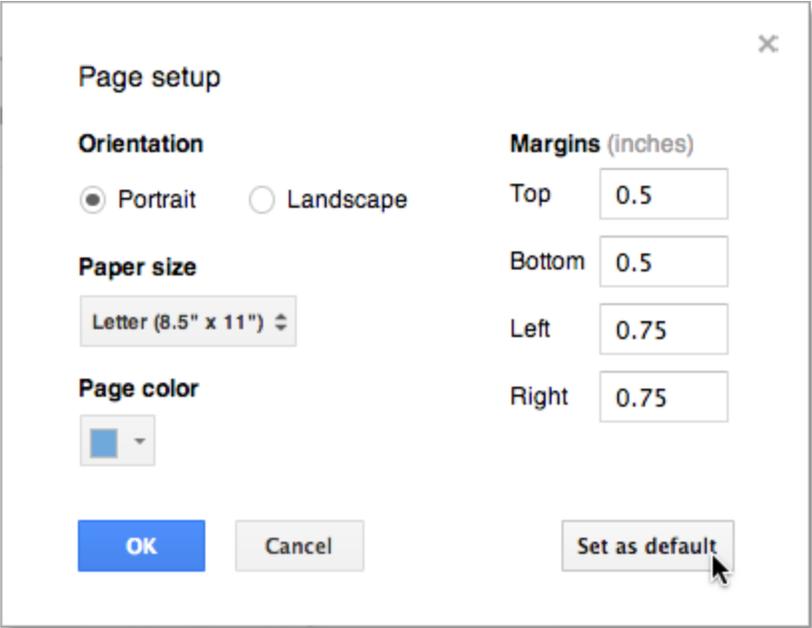


3. Type the URL and click **Apply**.



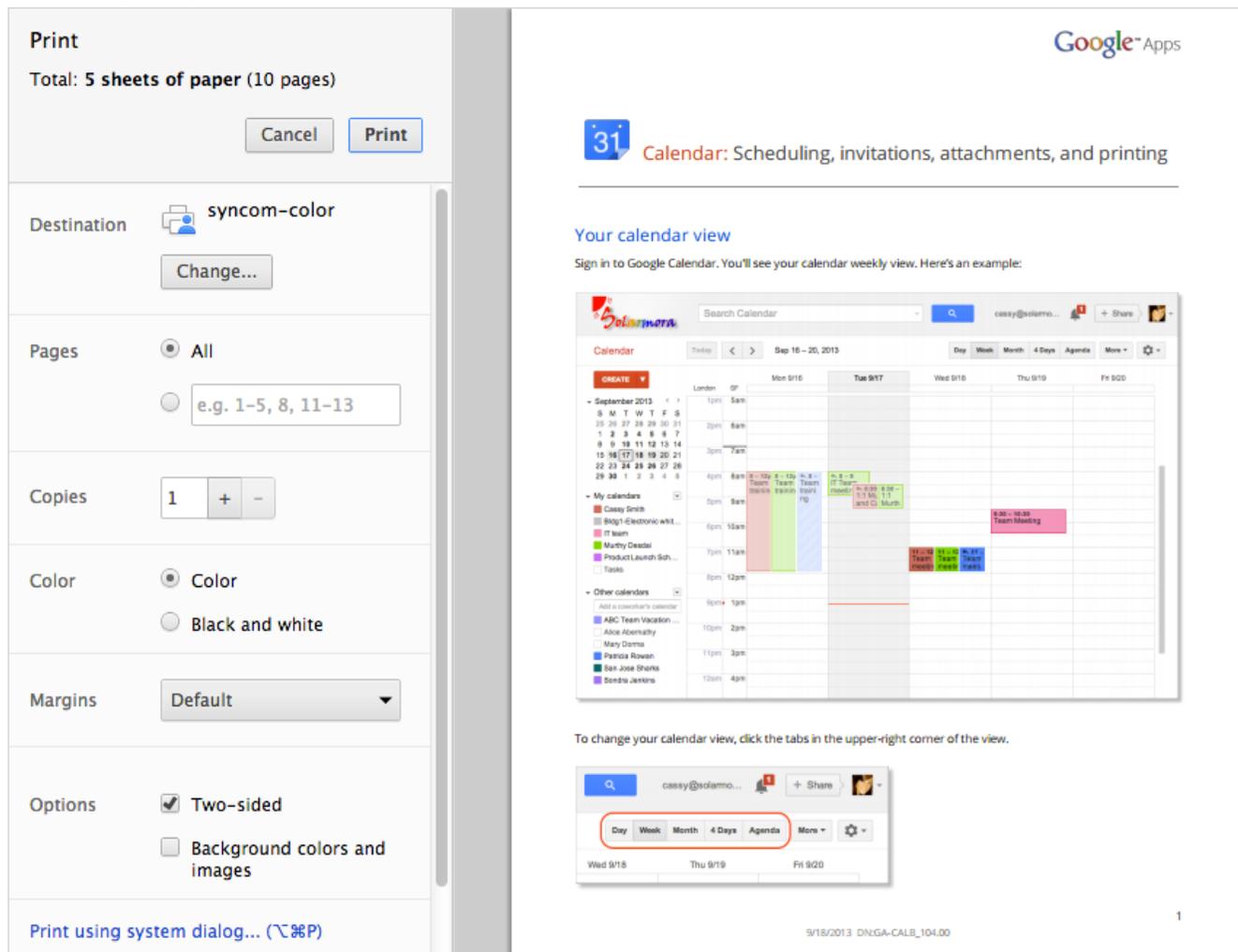
Set margins, page size, orientation, and background color

To set these options, click **File > Page setup**. Once you have the perfect settings, you can click **OK** to apply them just to the current document, or click **Save as default** to have these page settings for all future documents.



Print

To print your document, click **File > Print**, or click the printer icon: . A PDF version of your document will appear with these print options:



The image shows a print dialog on the left and a calendar document on the right.

Print Dialog:

- Print** (Total: 5 sheets of paper (10 pages))
- Buttons: Cancel, Print
- Destination:** syncom-color (Change...)
- Pages:** All (e.g. 1-5, 8, 11-13)
- Copies:** 1 (+, -)
- Color:** Color (Black and white)
- Margins:** Default
- Options:**
 - Two-sided
 - Background colors and images
- Link: [Print using system dialog... \(⌘P\)](#)

Calendar Document:

- Header: Google™ Apps, 31 Calendar: Scheduling, invitations, attachments, and printing
- Section: **Your calendar view**
- Text: Sign in to Google Calendar. You'll see your calendar weekly view. Here's an example:
- Calendar View: A weekly view for September 16-20, 2013, showing various events like "Team Meeting" and "Product Launch".
- Text: To change your calendar view, click the tabs in the upper-right corner of the view.
- Calendar View (Inset): A smaller view showing the view selection tabs: Day, Week, Month, 4 Days, Agenda, More.
- Page Number: 1
- Page Info: 9/18/2013 DN:GA-CALB_104.00

You can scroll through your document on the right, and if you need more advanced options, or if system print settings override your Google Docs print settings, click Print using system dialog.

Share and collaborate

Many people say the best thing about Google documents is how easy it is to share them and work on them with other people in real time. Check out [Sharing and Collaboration](#) to get started!

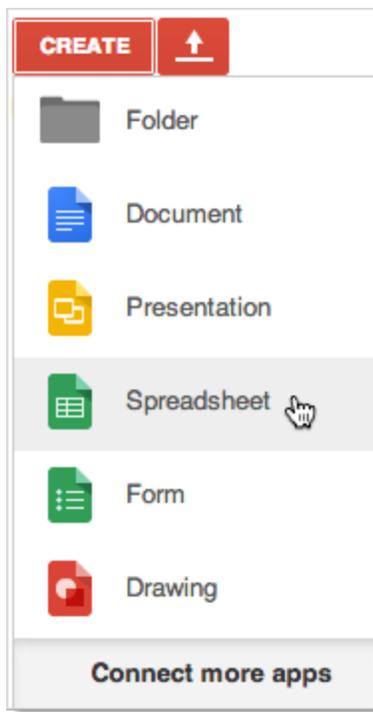


Google Sheets: Spreadsheet basics

Once you know the basics on how to [access, create, and edit Google Docs](#), read here to learn the basics that apply specifically to Google Sheets.

Create a spreadsheet

From Google Drive, click the **Create** button and select **Spreadsheet**.



Click **Untitled spreadsheet** to name your spreadsheet. (You can rename your spreadsheet at any time by clicking the title.)

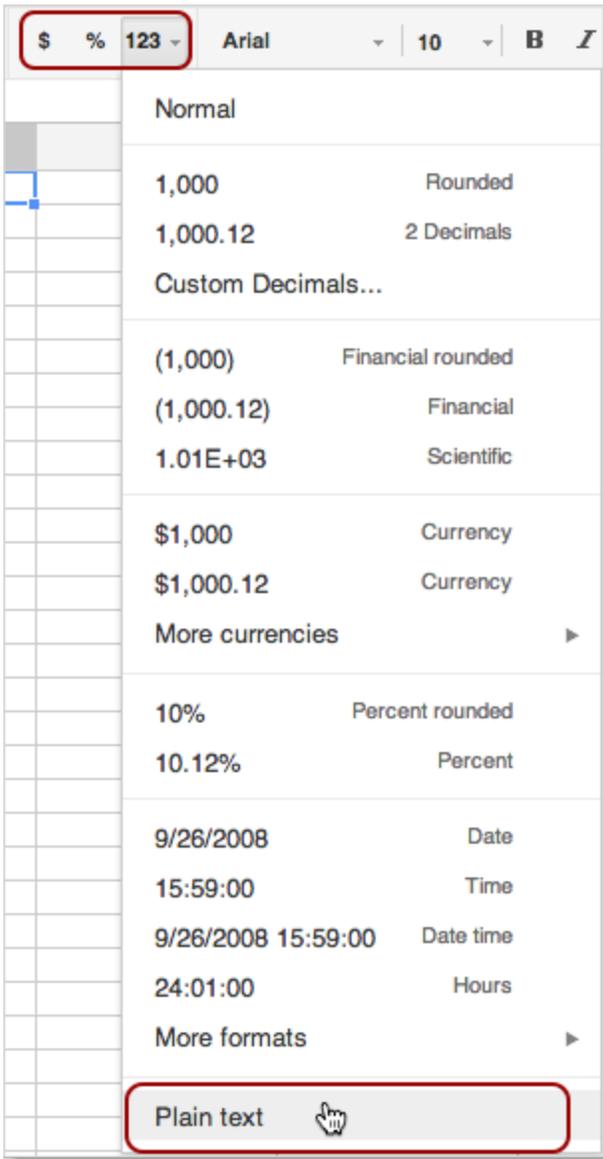
Format data in your spreadsheet

To enter text or data in your spreadsheet, just click a cell and start typing. By default, data is entered in "Normal" format, which means no special formats are used—what you type is what you get.

Use the menus and toolbar to format the selected cells in your spreadsheet.



You can format your data as currency, percentages, dates, times, plain text (where numbers are treated as text instead of numerical values to be interpreted), or other formatting options:

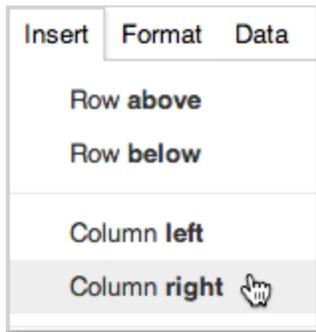


Work with rows, columns, and sheets

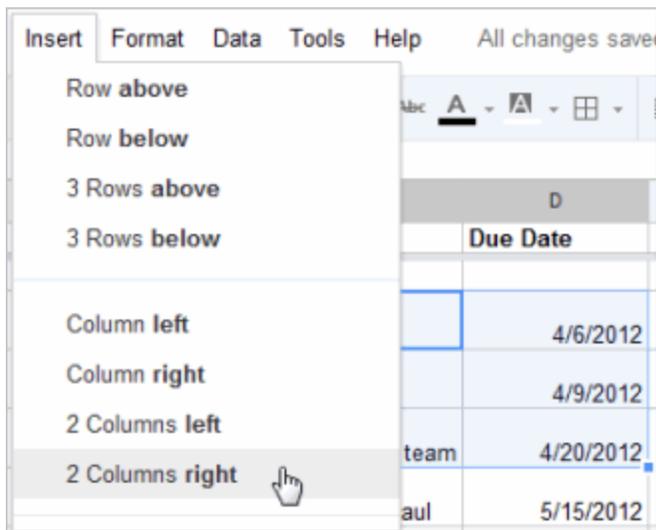
The building blocks of a spreadsheet are rows and columns of cells filled with data. Each grid of rows and columns is an individual sheet.

Add a row or column

1. Select any cell that should be next to the new row or column.
2. On the menu bar, click **Insert** and then choose where to add your row or column.

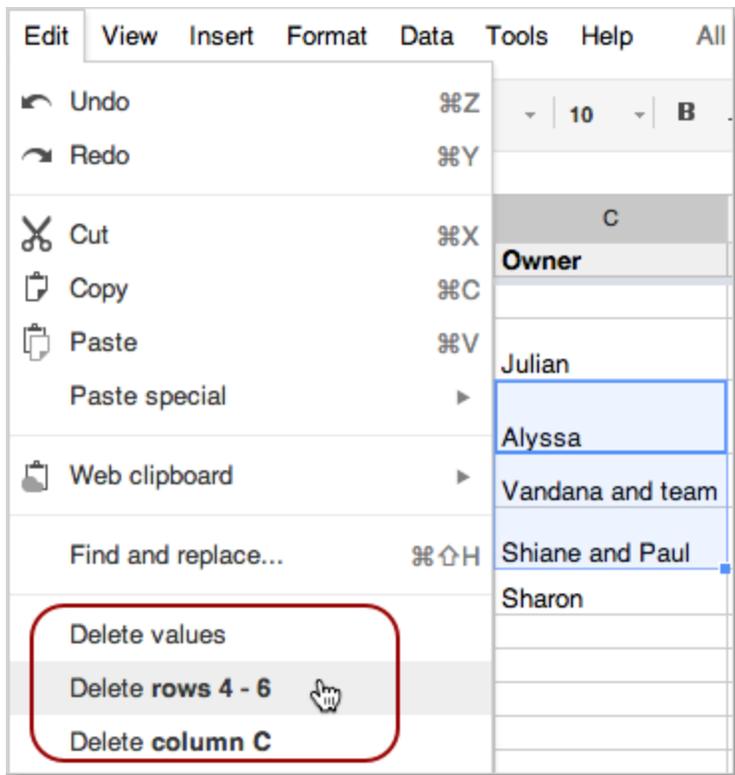


Tip: To add multiple rows or columns at one time, first select the number of rows or columns you want to add. The Insert menu will then give you the option to add that many rows or columns. For example, if you select a block of 2 columns by 3 rows, the **Insert** menu shows these options:



Delete a row or column

1. Select one or more cells in the row or column you want to delete. If you select multiple cells, you can delete multiple rows or columns at a time.
2. On the menu bar, click **Edit** and then choose which rows or columns to delete. For example, if you selected rows 4, 5, and 6 in column C, you'll see these options:

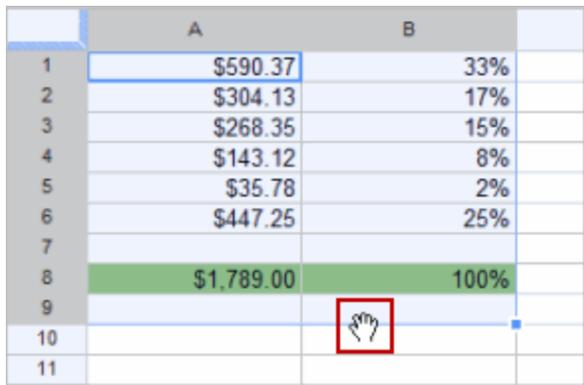


If you only want to delete the data in the cells (but still keep all the existing rows and columns), select **Delete values**.

Move a row or column

You can use **Copy** and **Paste** (on the **Edit** or right-click) menu to move cells, but here's a quicker way:

1. Select the cell or block of cells that you want to move.
2. Move your cursor to the edge of the selected cells, until you see the cursor change into a hand:



3. Hold down the mouse button and drag the cells to their new location.

fx		\$590.37	
	A	B	C
1	\$590.37	33%	
2	\$304.13	17%	
3	\$268.35	15%	
4	\$143.12	8%	
5	\$35.78	2%	
6	\$447.25	25%	
7			
8	\$1,789.00	100%	
9			
10			
11			
12			
13			
14			

- Release the mouse button to drop the cells in their new location.

Keep header rows and columns in place

Your first rows or columns might be headers that you want to always keep at the top or left as you scroll through your spreadsheet. In that case, you'll want to freeze the first rows and columns so they stay put. You can freeze up to 10 rows and 5 columns.

Just click **View > Freeze rows** (or **View > Freeze columns**), and then select the number of rows to freeze.

In the example below, the top 2 rows are frozen. You can tell by the thicker line beneath Row 2:

	A	B	C	D	E	F
1	Area	Milestone	Owner	Due Date	Status	Notes
2						
3	Support policy	Send tiering proposal to management	Julian	4/6/2012	Complete	Approved
4	Support	Assign specialists for each area	Alyssa	4/9/2012	Complete	
5	Documentation	Help content final review	Vandana	4/20/2012	In progress	
6	Training	Finalize curriculum	Shiane and Paul	5/15/2012	Not started	Need to identify additional trainer
7	Support	Estimate support impact	Sharon	4/13/2012	Complete	
8						



You can also drag and drop the blue line sections to quickly change the number of frozen rows or columns.

Once frozen, your headers will stay in place as you move about your spreadsheet, and they won't be sorted if you sort a column.

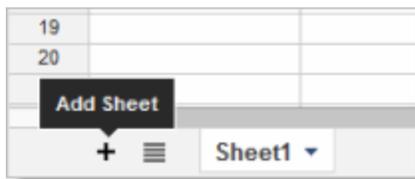
Add a new sheet

You might have multiple spreadsheets for a given project. For example, a travel company planning a tour might create separate spreadsheets for tour dates, customers, transportation, hotels, excursions, and so on.

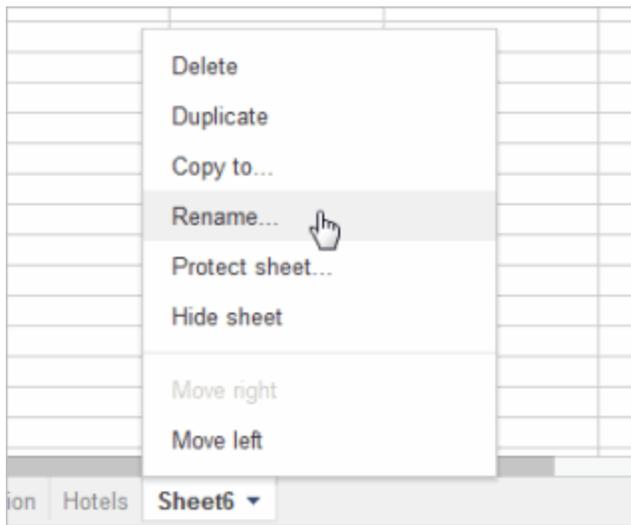
Instead of creating multiple spreadsheets, you can add sheets to an existing one and jump back and forth between the related sheets, similar to how you might use tabs in a browser to jump between different web sites.

To add a new sheet:

1. Click the plus sign at the bottom left of your spreadsheet:



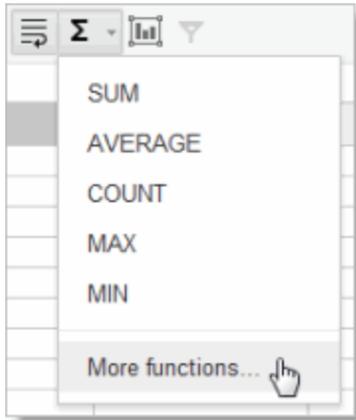
2. By default, sheets are named Sheet1, Sheet2, Sheet3 and so on, so you'll probably want to rename the new sheet. Select the tab for the new sheet, click the drop-down arrow, and select **Rename**:



The quickest way to re-order sheets is to drag and drop the tabs.

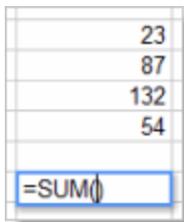
Get started with functions

Functions make calculations easy and automatic. Access functions from the summation sign on the Edit toolbar (alternatively, click **Insert > Functions** from the menu toolbar). You'll have immediate access to some of the most common formulas like Sum and Average. To learn about these functions, plus all the additional formulas that you can use, click **More functions**.

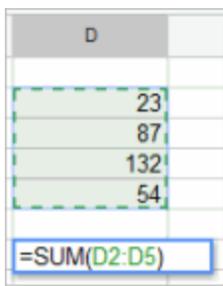


To use the data from other cells in your functions, refer to the cells by column number followed by row number (A6, C2, and so on). For example, here's how to use the SUM function to add the cells directly above it:

1. Select the cell to contain the sum.
2. Click the function button (the summation sign) and select **SUM**.
3. The SUM function is inserted in the cell:



4. Select the range of cells you want to add. The cell range (D2 to D5 in this example) is added to your SUM function:



5. Press **Enter** or **Tab** to see your result:

D
23
87
132
54
296

Share and collaborate

Take advantage of the collaborative features of Google Sheets by sharing your spreadsheet with others. Multiple people will be able to edit the same spreadsheet at the same time—you'll always have the most up-to-date version at your fingertips.

To get started sharing a spreadsheet, click the **Share** button at the top right of the page. See [Sharing and Collaboration](#) to learn more about sharing settings.

Collaborating in Sheets is slightly different than in Docs: only one person can edit a cell at any given time, and comments are stored with individual cells.

Collaborate with joint edits

A cell that you've selected is outlined in blue, but when someone else is editing your spreadsheet, a cell they've selected has a different color border. If you want to see who has selected a cell, just move your mouse there:

C	D	E	F
Owner	Due Date	Status	Notes
Julian	4/6/2012	Complete	Approved
Alyssa	4/9/2012	Complete	
Vandana and team	4/20/2012	In progress	
Shiane and Paul	5/15/2012	Not started	Need to identify additional trainer
Sharon	4/13/2012	Complete	

With Google Sheets, you don't have to worry about overriding edits made by someone else. A cell will be greyed out while it's being modified by someone else:

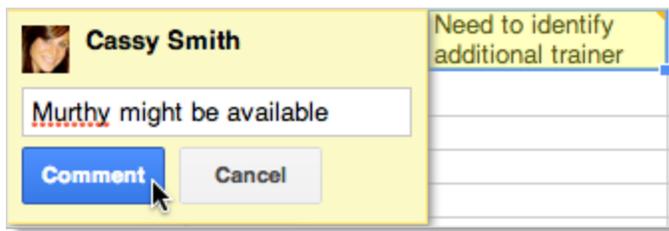
Help content final review	Vandana and team
Finalize curriculum	Shiane and Paul
Estimate support impact	Sharon

If you try to edit a greyed out cell, your changes won't stick.

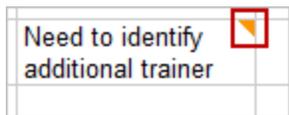
Collaborate with comments

If you can edit a spreadsheet, you can add comments to individual cells:

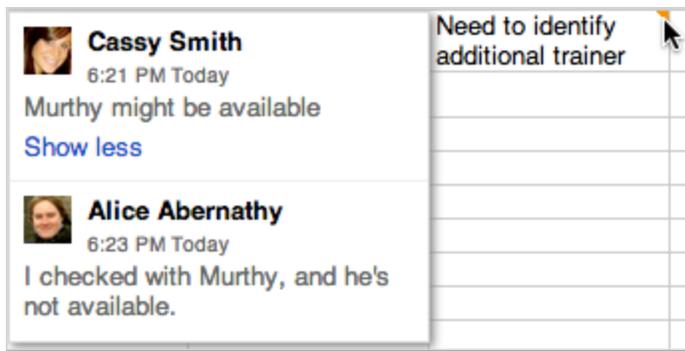
1. Select the cell you want to comment on.
2. Click **Insert > Comment** (or use the right-click menu).
3. Type your comment. It will automatically be "signed" with your name and date:



4. Click into another cell. You'll see that the cell you commented on now has an orange triangle in the upper-right corner to indicate comments:

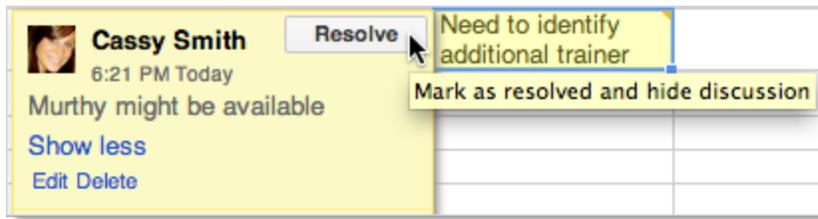


5. To see comments, just hover over the cell:



6. If you want to modify your comment, click the cell and select **Edit** or **Delete**. To reply to someone's comment, just type your response in the **Reply to this comment** field that shows up when you click the cell. When you're done with comments for a cell and want to remove them, click the cell and select

Resolve to remove the thread of comments.





Google Slides: Presentation basics

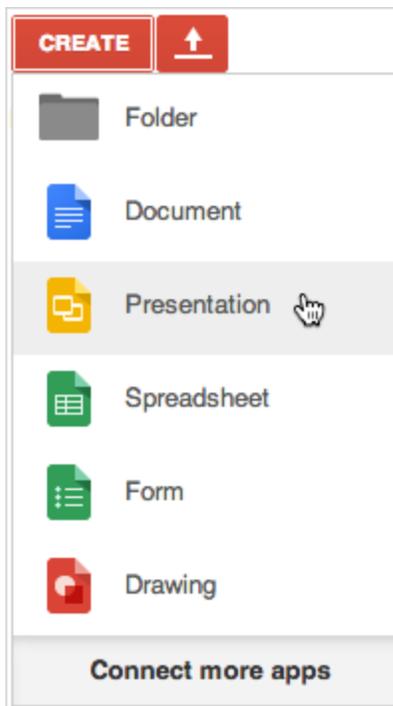
Once you know the basics on how to [access, create, and edit Google Docs](#), read here to learn the basics that apply specifically to Google Slides.

Before we start...

You're probably already good to go, but let's take a brief moment to make sure you're using a supported browser. Google Slides takes advantage of the latest browser technology, such as HTML5. For this reason, Slides is only supported in [modern browsers](#). For the best experience, we recommend [Google Chrome](#), which supports all the latest features in Slides.

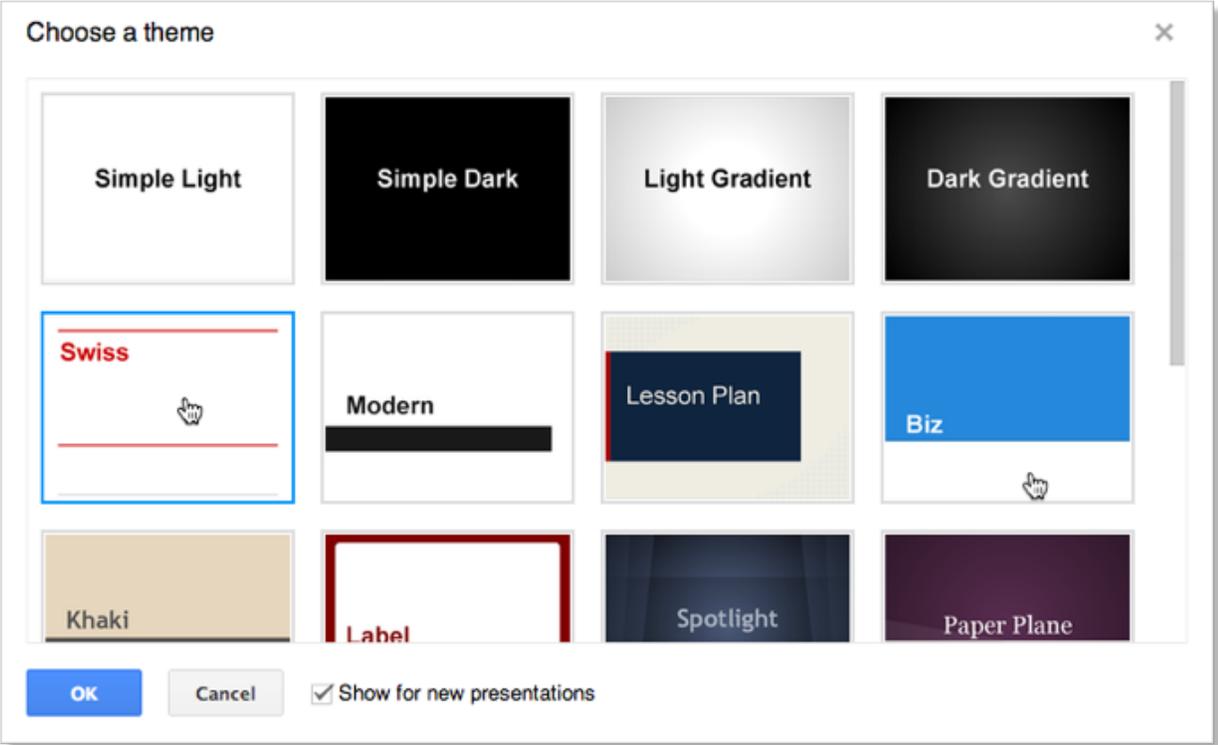
Create a presentation

From Google Drive, click the **Create** button and select **Presentation**.

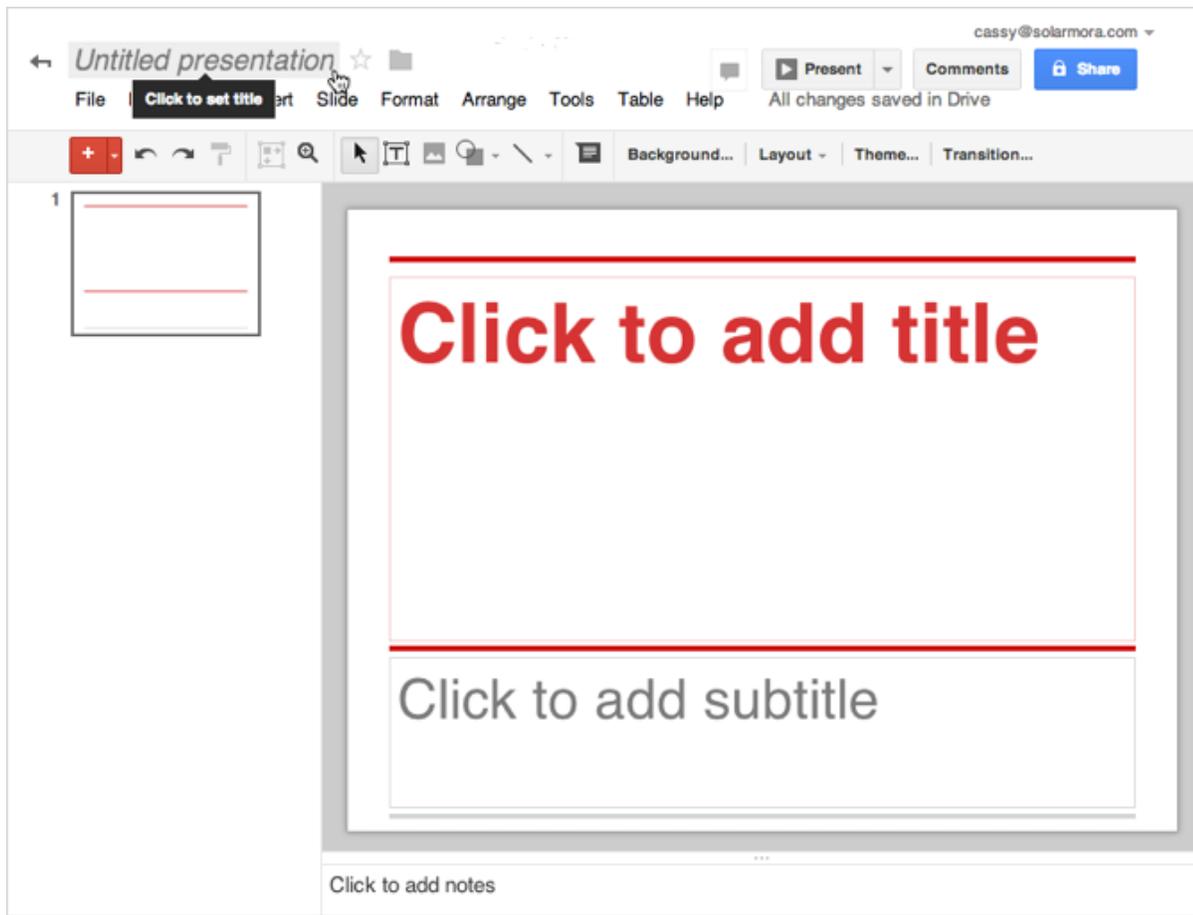


When you first create a presentation, you can choose a theme. Themes give all your slides the same background and fonts. They give your presentation extra pizzazz and a consistent look and feel, (but you can override the background and fonts for a specific slide if you want to). You can switch the theme later if you

change your mind.



An untitled presentation will appear in your browser—now you're ready to edit!



Don't forget to rename your presentation. Just click **Untitled presentation** to edit your title.

Edit your presentation

Use the edit toolbar to customize your presentation.

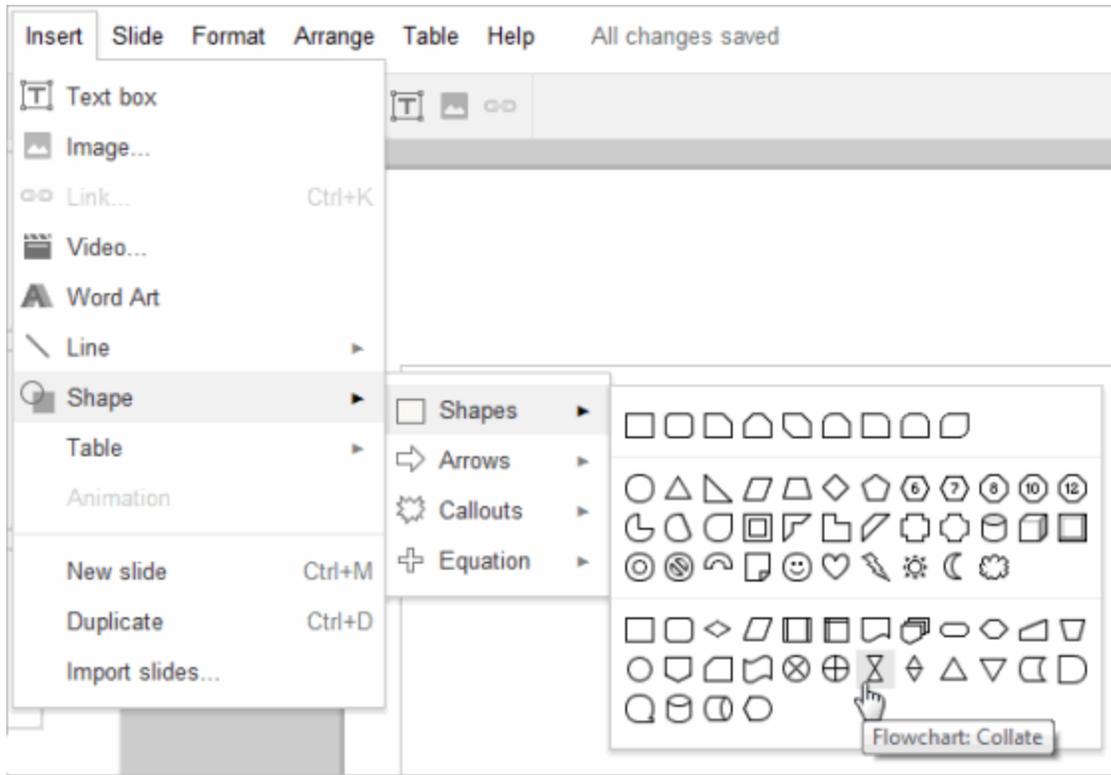


Note: If you're not currently editing text, you won't see all these items on the toolbar. Select a text area in your presentation to activate the text-related options.



If you have a set of legacy Slides, you can make changes to them by creating a new presentation, and importing the old slides (**Insert > Import slides**). Just make sure you have the  button in your toolbar.

Click the **Insert** menu to see additional features you can add (text boxes, images, videos, shapes, arrows, equations, callouts, and more):

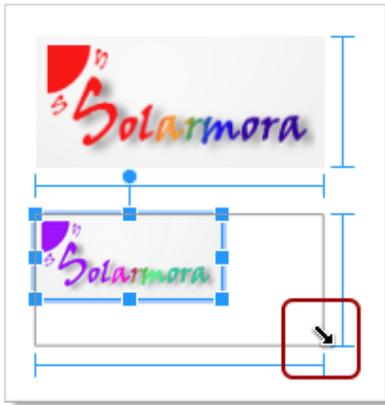


Format your presentation

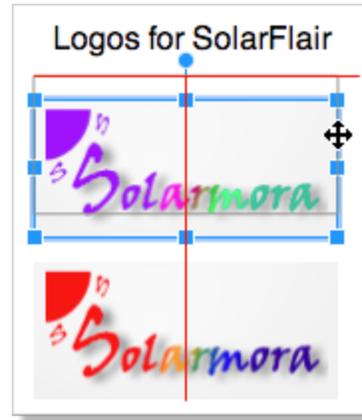
Once you insert an image or shape, Slides helps you to keep your images consistent and line them up with each other using red, gray, and blue guidelines.

Resize an object

Align your objects



When you resize an image, grab a corner or side of an image and drag. Blue lines appear to help line up the edges of the image with surrounding objects, like text boxes, shapes, or other images.

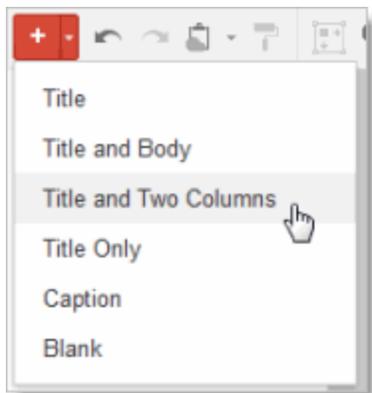


When you move an image, you can line it up with the edges or center of nearby objects by using the red lines to guide you.

Add a new slide

There are several ways to add a slide to your presentation:

- Click the  button in the edit toolbar. Click the down-arrow to the right of this if you want to specify a new layout for the slide:



The layout determines the placement of text boxes on your slide. You can always move, delete, or re-size the text boxes, though, or add new ones.

If you don't use the down-arrow to specify a new layout, the default layout is used. For slide 1, the default layout is **Title**. For slide 2, the default is **Title and Body**. After that, the default is the layout of the previous slide.

- Click **Slide > New slide** or **Slide > Duplicate slide**. You can also right-click on an existing slide to see these options.
- Click **Insert > Import slides** to add slides from other Google Slides or PowerPoint presentations (.ppt)

or .pptx format, up to 10MB in size).

Arrange your slides

It's easy to rearrange your slides. Select a slide in the left pane and click the **Slide** menu for options to move it up, down, or to the top or bottom of your presentation.

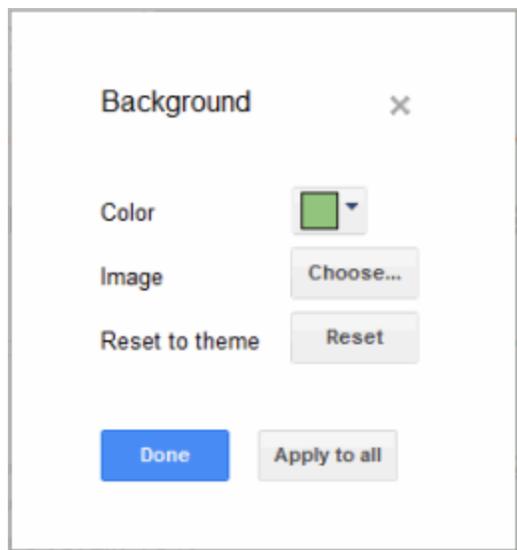
Or, you can drag and drop the slide to a new position. Just click a slide in the left pane, hold the mouse button down, and drag the slide to a new location.

Do you want to move several slides at once? No problem! Use **Shift-Click** to select a sequence of slides, or **Ctrl-Click** to select multiple, non-sequential slides. Then use the **Slide** menu options or drag and drop to move all the selected slides at the same time.

Change your presentation style

You can change the theme for your slides at any time, or use a different background for one or more slides instead.

- To select a new theme, click **Slide > Change theme**. This will change the theme for all your slides.
- To choose a background image or color for the current slide (or all slides), click **Slide > Background**.



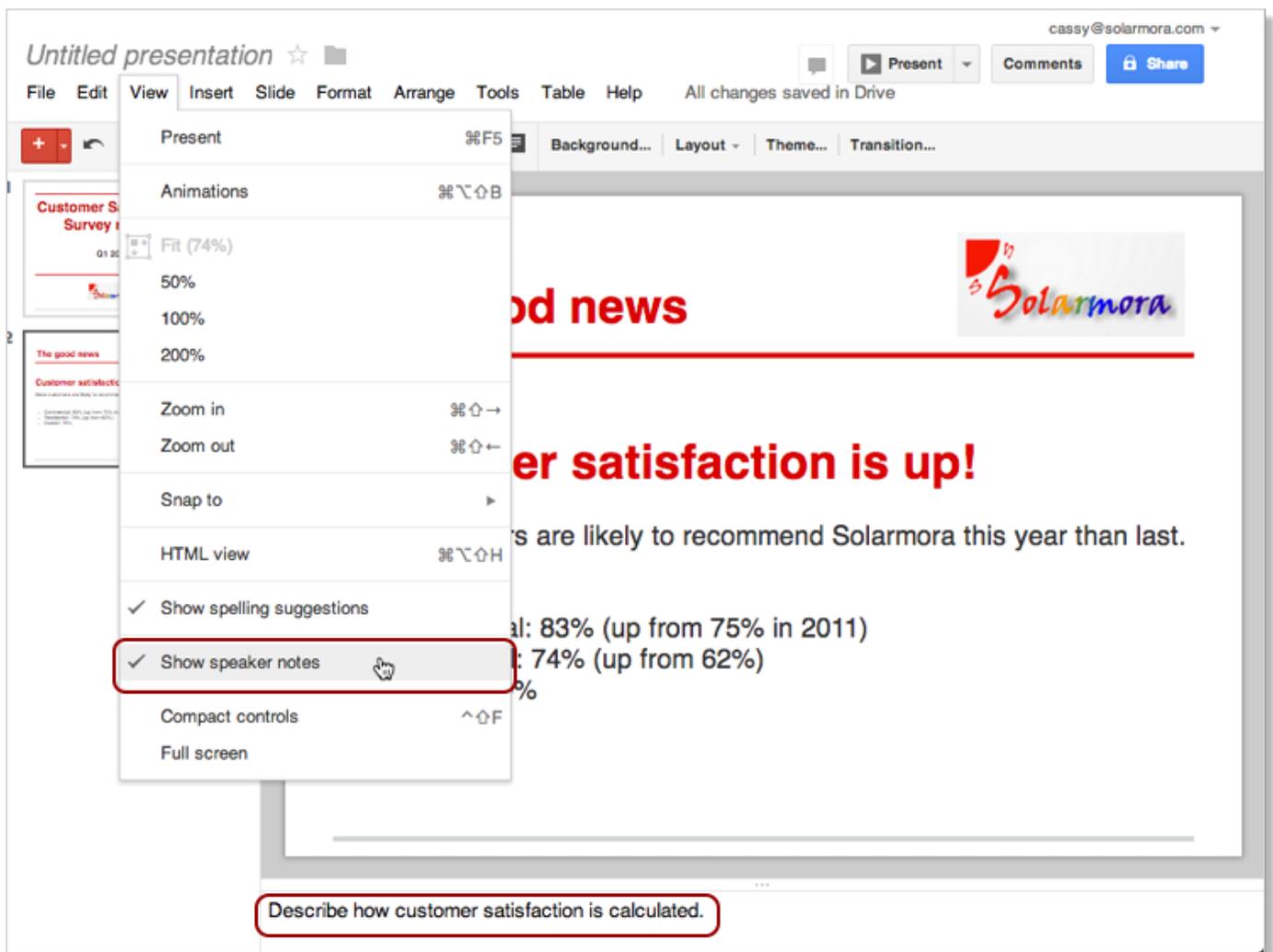
If you select a new background color, you can choose from a palette of standard colors, custom colors, colors that match or coordinate with your current theme, or a transparent background.

If you prefer a background image, you can upload one from your computer, choose one from Drive or your photos, find one on the web, or even take a new snapshot.

Add speaker notes

Use speaker notes to keep track of your talking points for each slide. In the presentation editor, they are displayed in the text area beneath the current slide. When you first add a new slide, this area shows **Click to add notes**.

If you don't see the speaker notes, click the **View menu** and make sure **Show speaker notes** is checked.



When you present your slides, your speaker notes are displayed in a separate window. (This window also has controls to advance or pause your slideshow.)

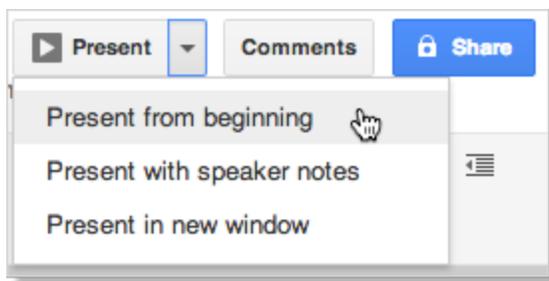
Share and collaborate

Take advantage of the collaborative features of Slides by sharing your presentation with others. Multiple people will be able to edit the same presentation at the same time—you'll always have the most up-to-date version at your fingertips.

To get started sharing a presentation, click the **Share** button at the top right of the page. See [Sharing and Collaboration](#) to learn more about sharing settings.

Preview or present your slides

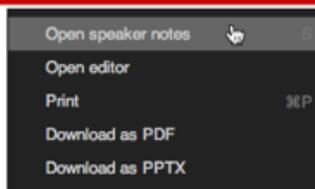
When you're ready to preview or present your slides, click the **Present** button at the top right of the page. Click the down-arrow for additional options:



When you move the mouse on your slideshow, a bar temporarily appears with controls to display another slide, pause or resume the slideshow, and toggle to and from full-screen mode. Click the gear icon in this bar to see more options:

Customer Satisfaction Survey results

Q1 2013



Learn more

So now you've mastered the fundamentals for creating Google Slides. If you still have questions or you'd like to learn more ways to enhance your presentations, (such as how to bring more life to your presentations with animations and slide transitions), check out the Google [Slides Help Center](#).