Why would you use Google Apps?

1. Google Apps and programs are ideal if you do not have a computer or if you have a computer without MS Office programs.

2. You can create documents and spreadsheets, access your email, and save everything securely on the internet.

3. You can use any internet café, your smartphone or a tablet to access your documents, email and photos on Google via Drive, Gmail, etc.

It is simple!

Once you create a Google Account, you can use that same **username and password** to sign in to any Google product or app you want to use.

How to start?

1. Just create a Google account here:

   https://accounts.google.com/signup

2. Then sign up for Gmail, Drive, Google+, Youtube and more.

3. And start using Docs, Sheets and Slides for your assignments.

What is Google Drive?

First of all Google Drive allows you to create, share and store all your files in one place on the internet (It's called CLOUD storage). So you can save files, email attachments, and photos taken with your phone directly to Drive.

YOU GET 15GB FREE STORAGE

Most importantly Google Drive includes the 3 programs Docs, Sheets, Slides, which are compatible with and very similar to MS Office (MS Word, MS Excel, MS Powerpoint).

All of these programs are available to use online, but they also allow you to save your documents locally to your computer, tablet or phone.

Each program is also available as a mobile app and can be downloaded via Play Store on your phone.

It is FREE!

AN EXAMPLE:

1) Open a new file on Docs.
2) Do your assignment.
3) Save the file on your Google Drive.
4) Open your Gmail and start a new message to assesment@oxbridgeacademy.co.za.
5) Attach your assignment in Drive to your message.
6) Send

How to use Google Drive:

For more info on how to use Google Drive, click here:

http://www.wikihow.com/Use-Google-Drive

How to use Google Docs?

Google Docs is an online word processor (similar to MS Word) that allows you create and format text documents and collaborate with other people in real time. Here's what you can do with Google Docs:

- Upload a Word document and convert it to a Google document.
- Add flair and formatting to your documents by adjusting margins, spacing, fonts, and colours.
- Invite other people to collaborate on a document with you, giving them edit, comment or view access.
- Collaborate online in real time and chat with other collaborators — right from inside the document.
- View your document's revision history and roll back to any previous version.
- Download a Google document to your desktop as a Word, OpenOffice, RTF, PDF, HTML or zip file.
- Translate a document to a different language.
- Email your documents to other people as attachments.

TIP #1

To learn more about Google Docs, check out the Google Docs "Getting started" guide:

https://support.google.com/docs/topic/21008

OFF **ON**

Make your files available OFFLINE so you can view them when your phone or tablet loses service or you don't want to use data while working on your document.

How to use Google Sheets?

Google Sheets (similar to MS Excel) is an online spreadsheet app that allows you to create and format spreadsheets and simultaneously work with other people. Here's what you can do with Google Sheets:

- Import and convert Excel, .csv, .txt and .ods formatted data to a Google spreadsheet.
- Export Excel, .csv, .txt and .ods formatted data, as well as PDF and HTML files.
- Use formula editing to perform calculations on your data, and use formatting to change your data's appearance according to your preferences.
- Chat in real time with others who are editing your spreadsheet.
- Create charts with your data.
- Embed a spreadsheet — or individual sheets of your spreadsheet — on your blog or website.

For more information check out the Google Sheets "Getting started" guide:

https://support.google.com/docs/topic/20322

TIP #2

If you are an avid Google Docs user, you will find that your Word documents will need to be placed in Google Sheets and vice versa.

With Charts (in the Google Chrome store) you are able to insert Google Sheets charts in Google Docs:
- Open the add-on "Charts" in your add-on menu.
- Click "Load Data".
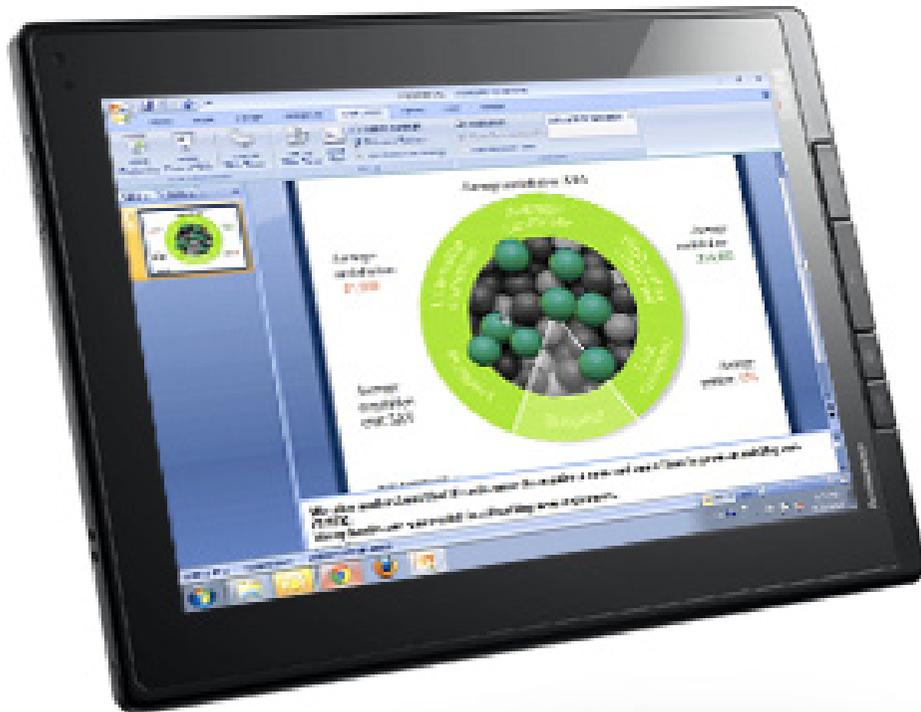- Select, drag what data you'll be using.
- Select "Insert".

How to use Google Slides?

Google Slides (similar to MS Powerpoint) is an online presentations app that allows you to show off your work in a visual way. Here's what you can do with Google Slides:

- Create and edit presentations.
- Edit a presentation with friends or coworkers, and share it with others effortlessly.
- Import Powerpoint files (.pptx and .pps) and convert them to Google presentations.
- Download your presentations as .pdf, .ppt, .svg, .jpg, or .txt file.
- Insert images and videos into your presentation.
- Publish your presentations on a website.

For more information, check out the Google Slides "Getting started" guide:

https://support.google.com/docs/answer/49008?rd=1

TIP #3

When creating a presentation, you don't need to switch to the separate drawing component to make a sketch. Instead, click 'Insert' and then 'Drawing'. These commands will open the drawing interface in a floating window. When you're finished drawing, click 'Save' and then 'Close' to insert the drawing into the presentation, where you can reposition and resize it.

The Benefits of Using Gmail

Gmail (similar to MS Outlook) is a free web-based e-mail service from Google that provides users with 15GB of storage for messages and provides the ability to search for specific messages.

Gmail has great features that you can use, e.g.:

- You can chat (instant message-style) with your friends from your inbox.
- You can also video chat with them through Google Hangouts.
- You can insert files (like your assignments) in emails using Google Drive. This way, you don't have to save it to your computer and email it as an attachment.
- Inserting (instead of attaching) a file is also a good way to bypass Gmail's 25MB upload limit for attachments.
- Gmail uses tabs to automatically sort different types of emails: Primary, Social and Promotions. You can also enable or delete additional tabs.
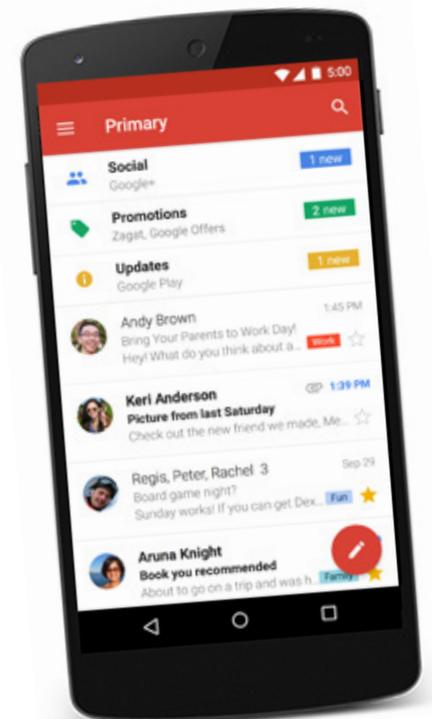
Find out the basics on how to use Gmail:

http://www.wikihow.com/Use-Gmail

TIP #4
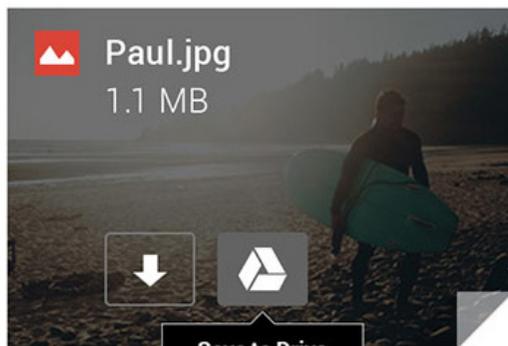
Hover over an attachment in Gmail and look for the DRIVE logo. Here, you can save any attachments to your Drive to organise and share them in a single, safe place.

Step-by-step on how to send your assignment

1. Open Google.com

2. Click on menu (top-right)

3. Select Drive

4. Click Create (top-left)

CREATE

5. Select Document

6. Do your assignment

7. Save and Close your document

8. Open Gmail

9. Click Compose message (top left)

COMPOSE

10. Compose a message to assessor@oxbridgeacademy.co.za

11. Click on ... at the bottom of the message (Insert file using Drive)

12. Select your assignment

13. Click "Insert as attachment"

rive link   Attachment

14. Send message

Send
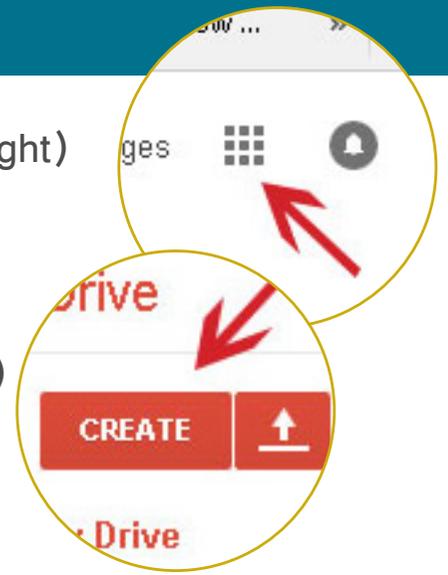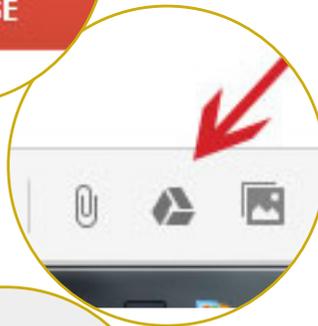
If you need more info on our courses,
please contact us on

021 110 0200

For more info on Google Apps
remember to *click on the links*
in the above document

EVERYBODY CAN LEARN -
JUST NOT ON THE SAME DAY
OR IN THE SAME WAY.

$E = MC^2$

$1 + 1 = 2$