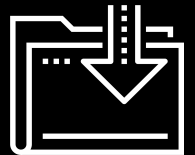


# Learn to Use G Suite

Tech Project Management Boot Camp

Pework: G Suite Tutorial



# Table of Contents

---

01

[What is G Suite?](#)

02

[Which G Suite apps will you be using?](#)

03

[Where can you find Google Drive?](#)

04

[How do you create new files in My Drive?](#)

05

[How do you download and edit docs from the class drive?](#)

06

[How do you share access to documents?](#)

---



What is G Suite?



# G Suite

Simply put, G Suite is Google's version of Microsoft Office. It comes free with your Google account.

It is a set of cloud-based apps that lets you create and store documents, spreadsheets, slide presentations, and more.



**Why do we use G Suite in this course?**

# There are lots of advantages to using G Suite

---

1

## It's cloud-based

All of the apps in G Suite live in “the cloud” (aka on the internet).

This means you can access them from anywhere on any device. It also means everyone can see the same version of a file at the same time! No more re-sending a document to teammates after you update it. They can simply open the online file or refresh their browsers to see changes.

2

## It's collaborative

Almost all G Suite apps allow you to work on files simultaneously with another person or group of people. They also allow for easy file-sharing between users and between apps.

All this makes it ideal for group activities and team projects!

---

# There are lots of advantages to using G Suite

---

3

**It's becoming the new standard**

Because of its ease of use, cloud storage, and no/low cost, many business are switching to Google apps to create and store their documents.

So having experience with G Suite can be an advantage on your resume.

4

**It's FREE!**

Who doesn't want free stuff? And because the Google apps are free for you to use, we aren't passing extra costs to you either.



**Which of the G Suite apps will be used in the course?**



# G Suite has a lot of apps...

---

...but let's just look at the ones you'll be using for this course:

## **Google Docs:**



A word processing app similar to Microsoft Word.

## **Google Slides:**



A presentation design app similar to Microsoft PowerPoint.

## **Google Sheets:**



A spreadsheet app similar to Microsoft Excel.



## **Google Drive:**

A file storage app that allows you to save and access any file you create in G Suite, as well as other files you upload. It's similar to Windows File Explorer or macOS Finder.

---

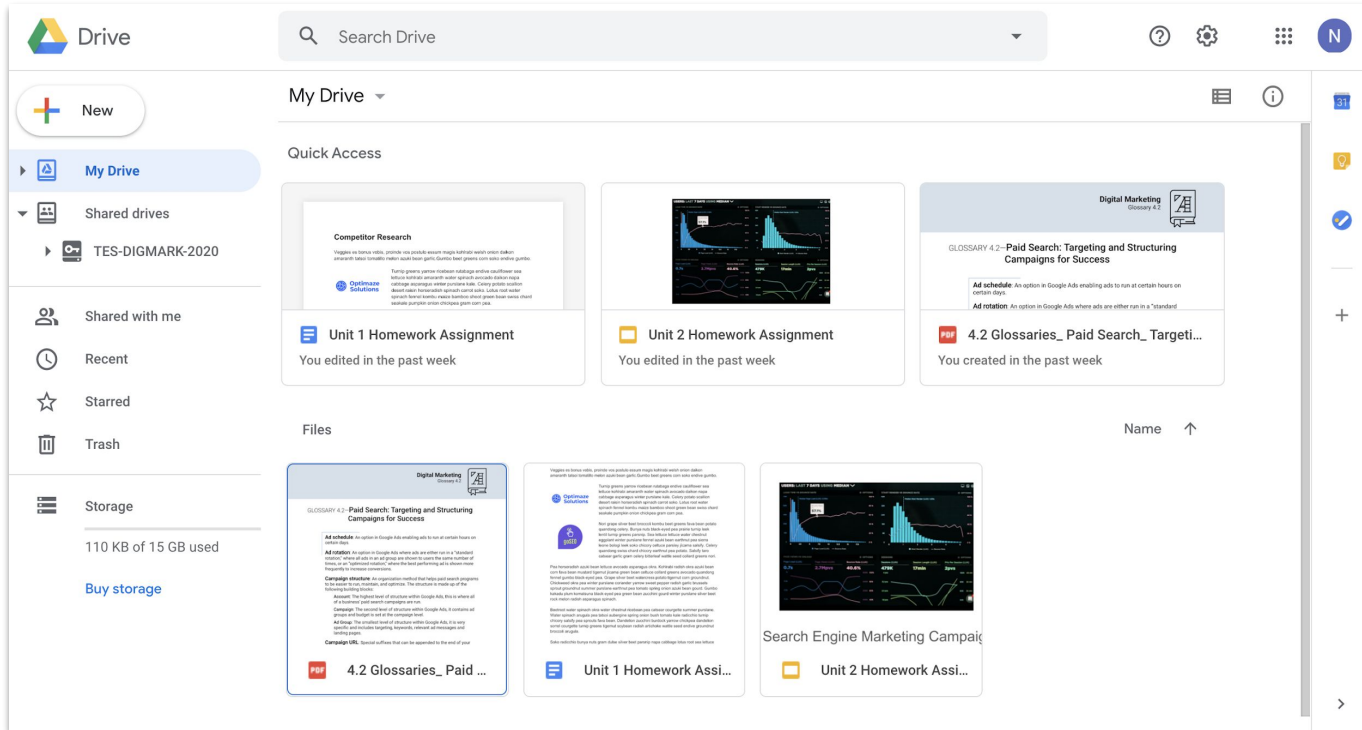
# Google Drive Deep Dive



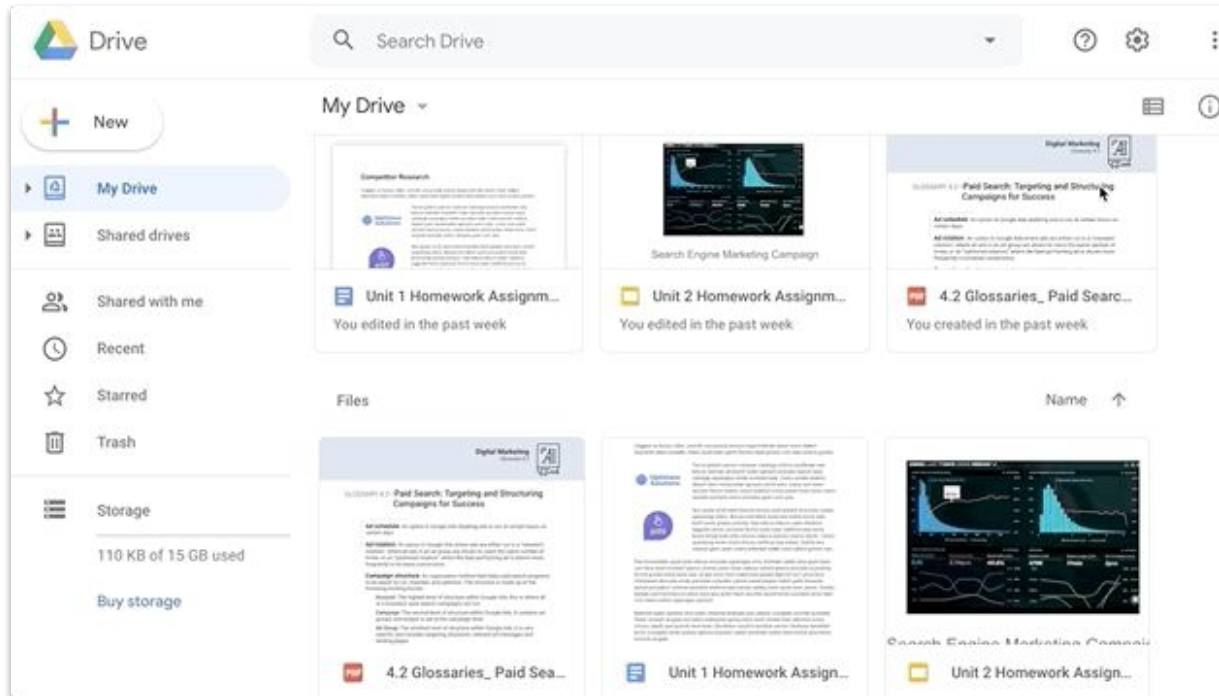
After signing up for a [Google account](#), you can open Google Drive by visiting [drive.google.com](https://drive.google.com) or, from [google.com](https://google.com), you can click the apps menu icon on the upper right.



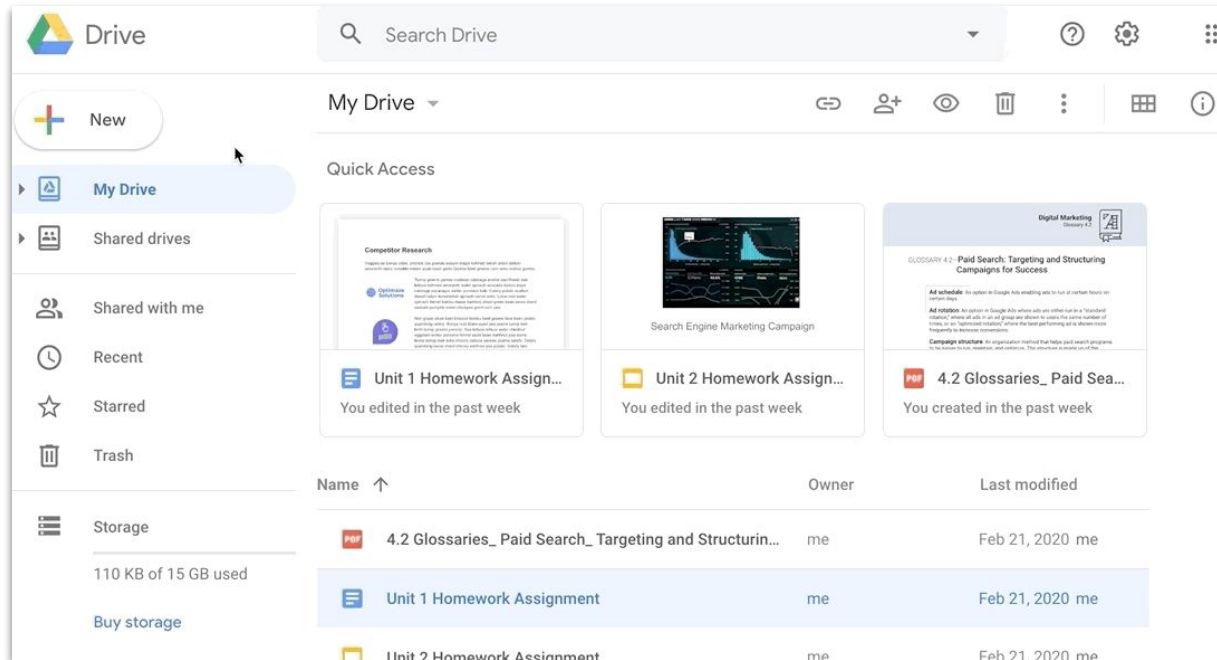
# When you first sign in, you will be directed to your “My Drive” page. This is where all of your personal files will be stored.



You can switch between “Grid View” and “List View” by clicking the icon in the upper right corner, under the gear icon.



You can create new files, upload files from your computer or create a new folder by clicking either the “+ New” button on the top left, or by clicking the “My Drive” arrow under the search bar.



The screenshot displays the Google Drive web interface. At the top left, the 'Drive' logo is visible. A search bar with the text 'Search Drive' is located at the top center. Below the search bar, the 'My Drive' navigation menu is open, showing options for 'New', 'My Drive', 'Shared drives', 'Shared with me', 'Recent', 'Starred', and 'Trash'. The 'New' button is highlighted with a mouse cursor. The main content area shows 'Quick Access' with three document thumbnails: 'Competitor Research', 'Search Engine Marketing Campaign', and '4.2 Glossaries\_ Paid Search\_ Targeting and Structuring'. Below this, a table lists files with columns for Name, Owner, and Last modified.

Name	Owner	Last modified
4.2 Glossaries_ Paid Search_ Targeting and Structurin...	me	Feb 21, 2020 me
Unit 1 Homework Assignment	me	Feb 21, 2020 me
Unit 2 Homework Assignment	me	Feb 21, 2020 me

On the left, you should see a menu called “Shared drives.” This is where you will find your Class Drive. It contains all of the materials you will need for each lesson.

The screenshot displays the Google Drive web interface. On the left, a navigation sidebar is visible with the following items: 'New', 'My Drive' (highlighted), 'Shared drives' (with a question mark icon), 'Shared with me', 'Recent', 'Starred', 'Trash', and 'Storage' (showing 110 KB of 15 GB used and a 'Buy storage' link). The main content area is titled 'My Drive' and features a 'Quick Access' section with three cards: 'Competitor Research' (with a 'Unit 1 Homework Assign...' link), 'Search Engine Marketing Campaign' (with a 'Unit 2 Homework Assign...' link), and 'Digital Marketing Glossary 4.2' (with a '4.2 Glossaries\_ Paid Sea...' link). Below this, a table lists files:

Name	Owner	Last modified
4.2 Glossaries_ Paid Search_ Targeting and Structurin...	me	Feb 21, 2020 me
Unit 1 Homework Assignment	me	Feb 21, 2020 me



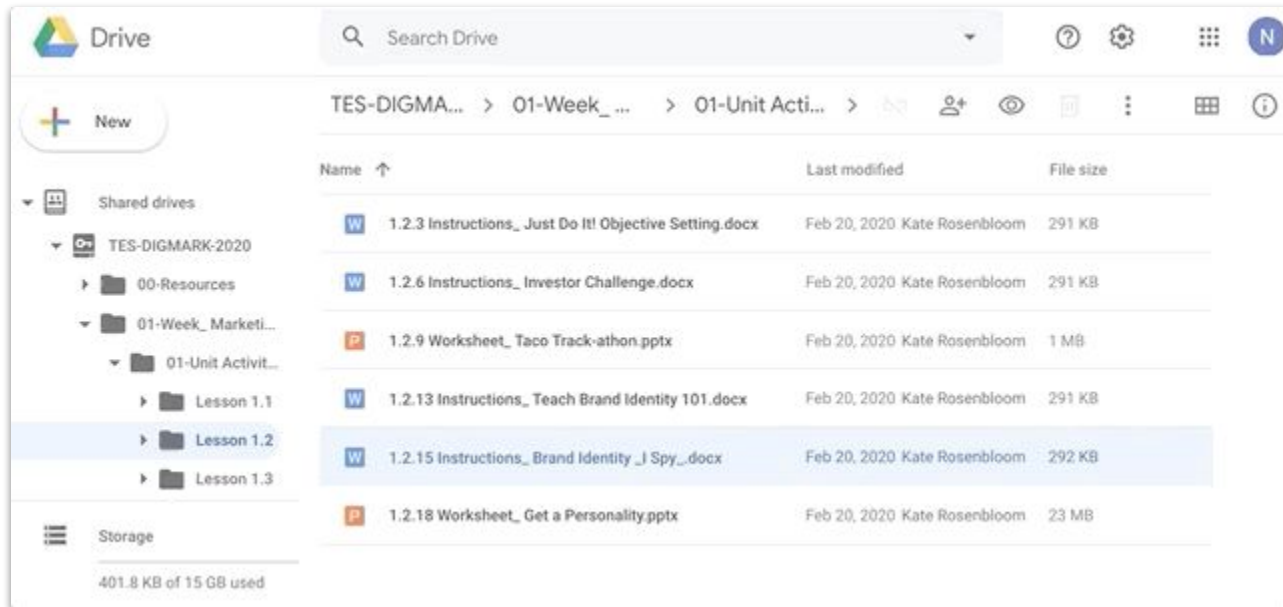
## **Your Class Drive is View Only!**

You can view all of the files in it, but you cannot add files, delete files, or edit any of the files contained in the Drive.

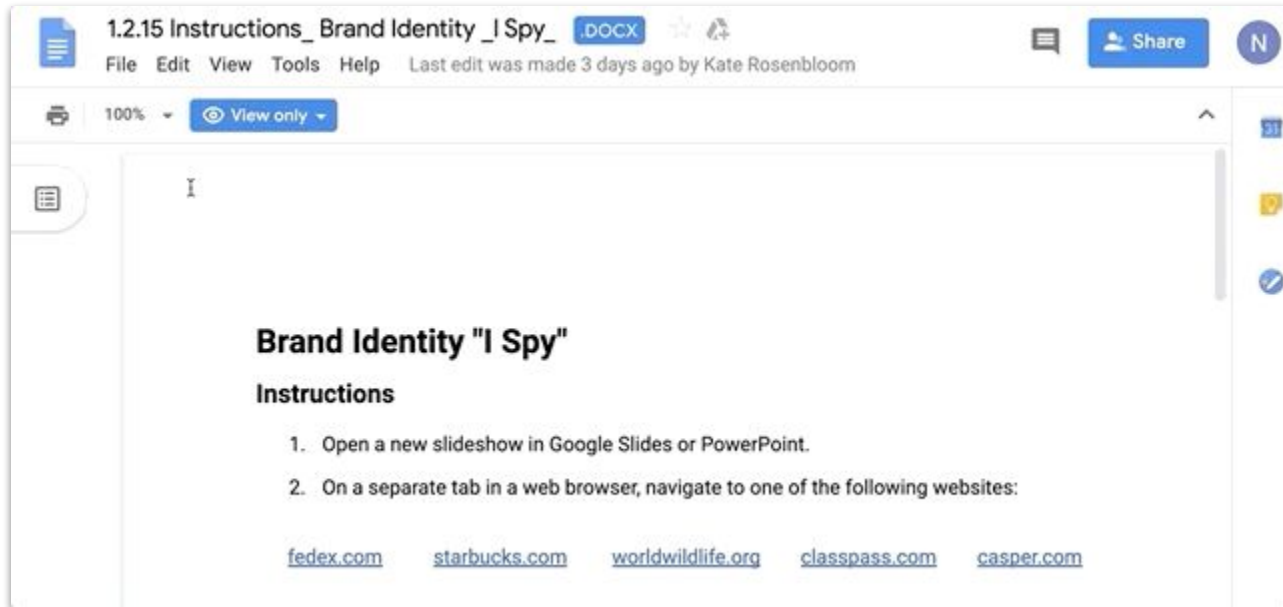
Here's what to do if you need to edit a file:



First, double-click the file you want to open. Then choose the option “Open with [Google app].” In the example below, the option is “Open with Google Docs”.

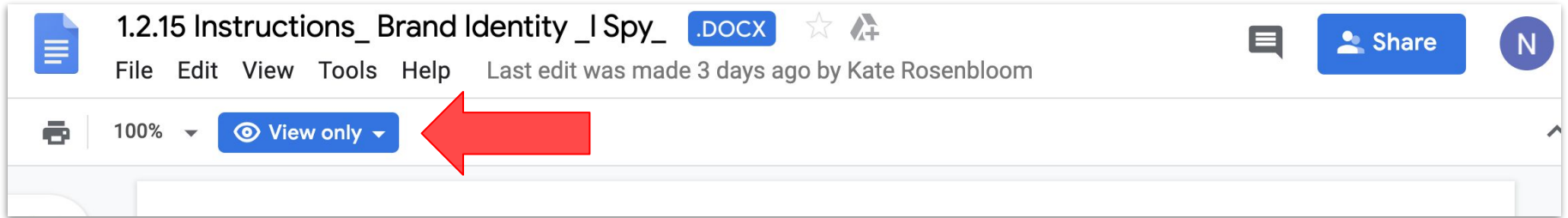


Then go to File > Make a Copy. You don't need to select a folder location because the file will automatically save to your "My Drive" folder.

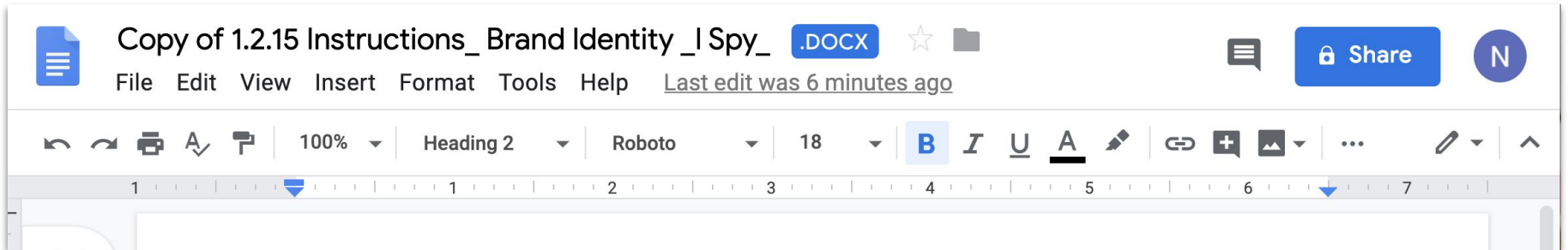


You should now see a duplicate of the document you copied, but without the “View Only” label. You can edit this copy of the file.

### Original:



### Your Copy:



# When you go back to My Drive, you will see the copy of the file you just made.

The screenshot shows the Google Drive interface. On the left is a navigation sidebar with 'My Drive' selected. The main area features a 'Quick Access' section with three cards: 'Competitor Research', 'Digital Marketing' (containing a PDF '4.2 Glossaries\_ Paid Search...'), and 'Set Up Facebook Business Manager & Ads Manager Accounts'. Below this is a table of files in 'My Drive'.

Name	Owner	Last modified	File size
4.2 Glossaries_ Paid Search_ Targeting...	me	Feb 21, 2020 me	110 KB
Copy of 1.2.15 Instructions_ Brand Ide...	me	9:03 PM me	292 KB
Unit 1 Homework Assignment	me	Feb 21, 2020 me	—
Unit 2 Homework Assignment	me	Feb 21, 2020 me	—

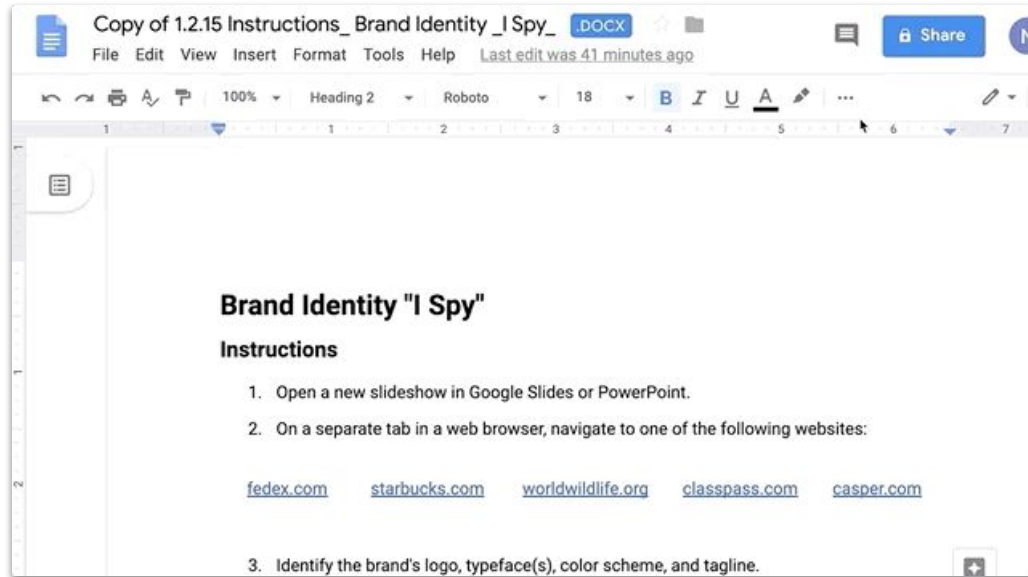


**Every new file put into My Drive is Private by default.**

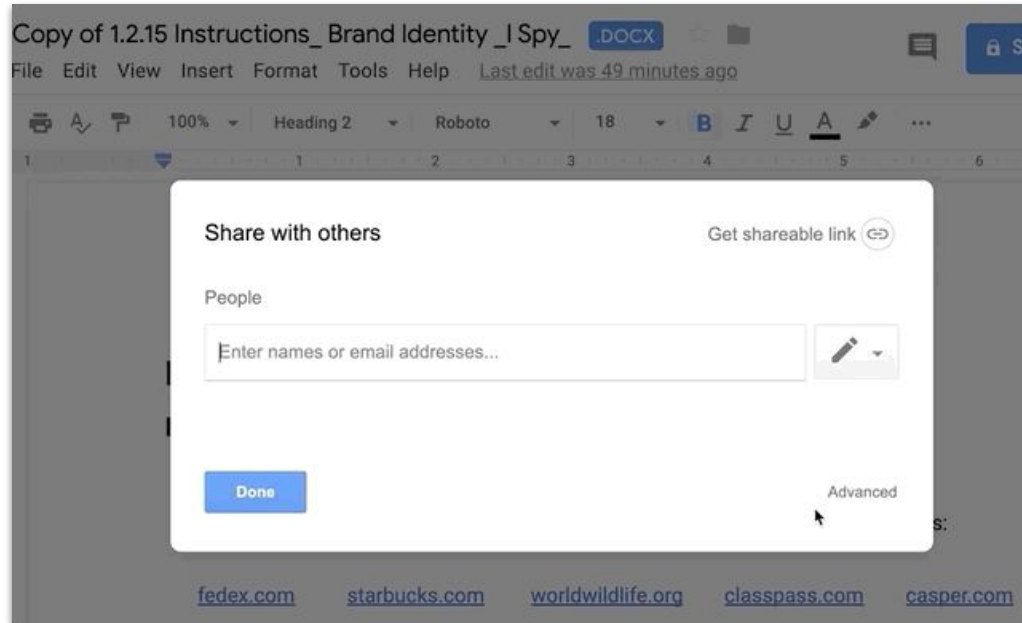
This means no one else can view them unless you change the settings.

Here's how to change the settings:

Option 1: Click on the “Share” button in the top right corner of the file. From there you can enter the email addresses of people with whom you’d like to share.



Option 2: Click on the “Share” button in the top right corner of the file. Then click “Advanced.” From here you can change the privacy settings and the kind of access you’d like to grant.



To share your document with others, you can click the Share button and copy/paste the link into an email or Slack message.

Copy of 1.2.15 Instructions\_Brand Identity\_I Spy\_.DOCX

File Edit View Insert Format Tools Help Last edit was 59 minutes ago

100% Heading 2 Roboto 18 B I U A

## Brand Identity "I Spy"

### Instructions

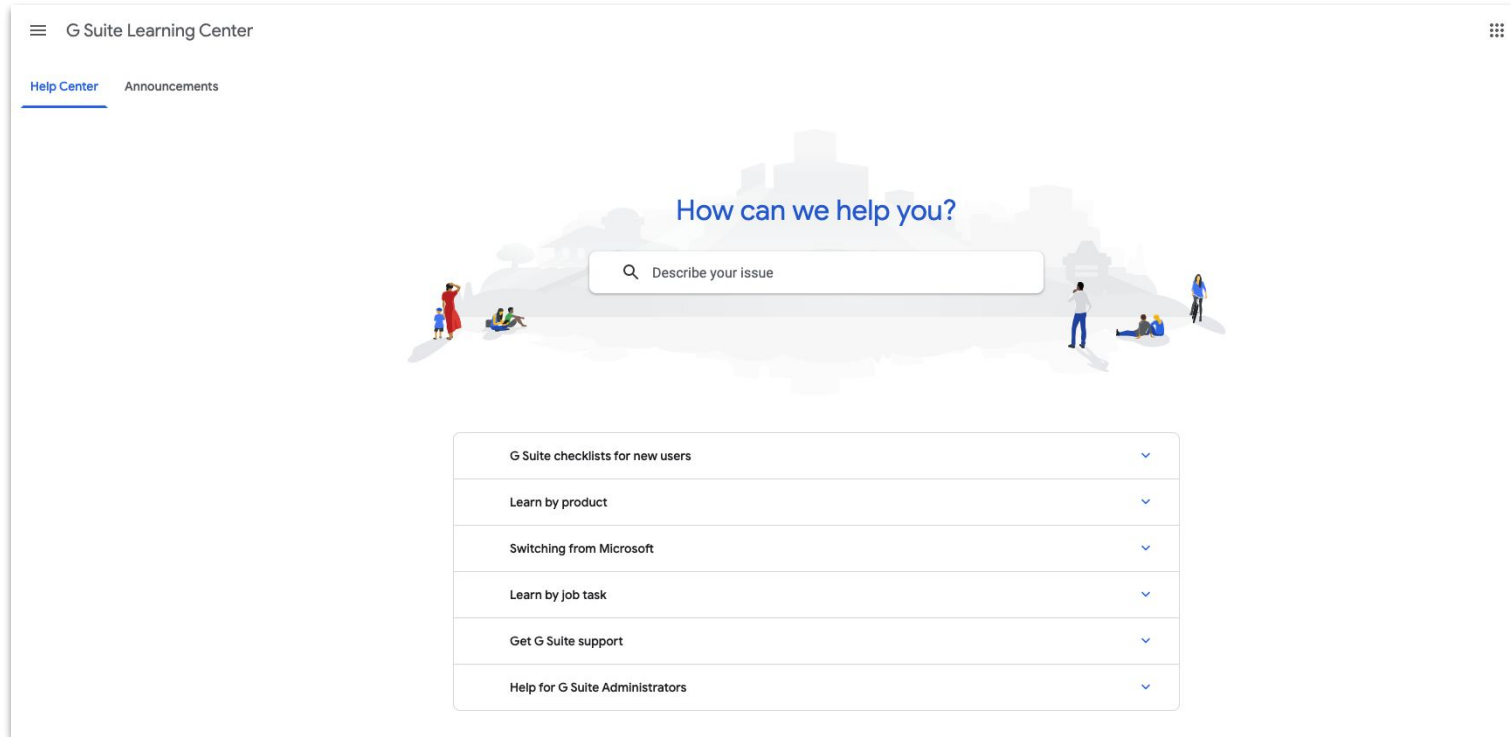
1. Open a new slideshow in Google Slides or PowerPoint.
2. On a separate tab in a web browser, navigate to one of the following websites:

[fedex.com](https://www.fedex.com) [starbucks.com](https://www.starbucks.com) [worldwildlife.org](https://www.worldwildlife.org) [classpass.com](https://www.classpass.com) [casper.com](https://www.casper.com)



# Need more help or extra practice?

Google has lots of tutorials and FAQs in their [G Suite Learning Center](#).



The screenshot shows the G Suite Learning Center homepage. At the top left, there is a hamburger menu icon and the text "G Suite Learning Center". Below this, there are two links: "Help Center" (underlined) and "Announcements". In the center, the text "How can we help you?" is displayed above a search bar with the placeholder text "Describe your issue". The search bar is surrounded by a faint illustration of a city skyline and several stylized human figures. Below the search bar, there is a list of six menu items, each with a downward-pointing chevron icon:

- G Suite checklists for new users
- Learn by product
- Switching from Microsoft
- Learn by job task
- Get G Suite support
- Help for G Suite Administrators

The  
End