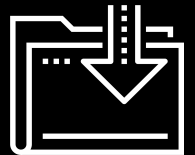# Learn to Use G Suite

Tech Project Management Boot Camp

Prework: G Suite Tutorial

Table of Contents

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**

4   **It's FREE!**

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.

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.

After signing up for a [Google account](#), you can open Google Drive by visiting [drive.google.com](#) or, from [google.com](#), you can click the apps menu icon on the upper right.
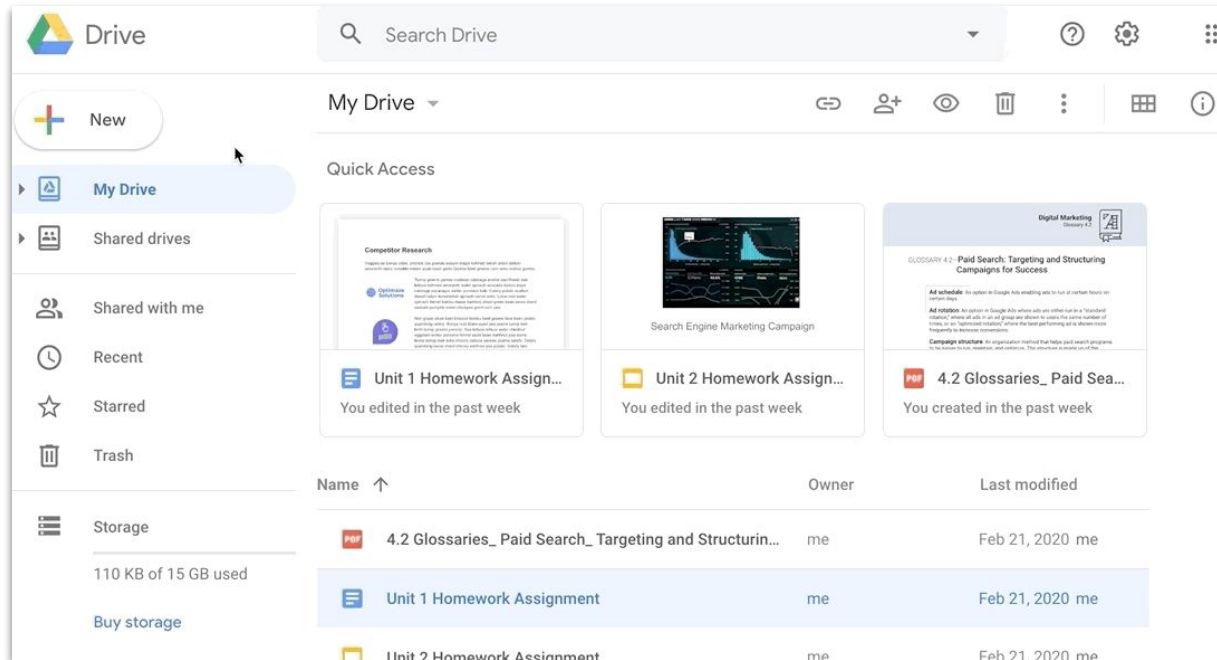
When you first sign in, you will be directed to your "My Drive" page. This is where all of your personal files will be stored.
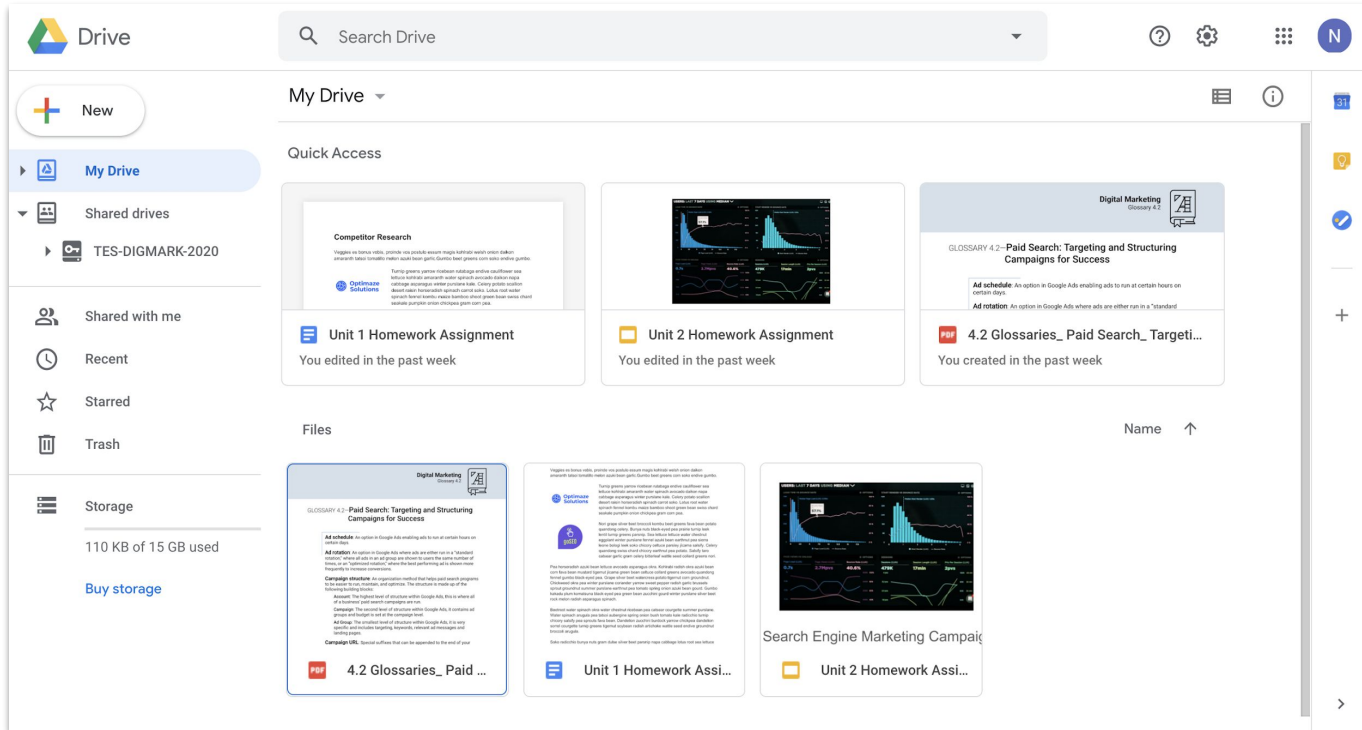
You can switch between "Grid View" and "List View" by clicking the icon in the upper right corner, under the gear icon.
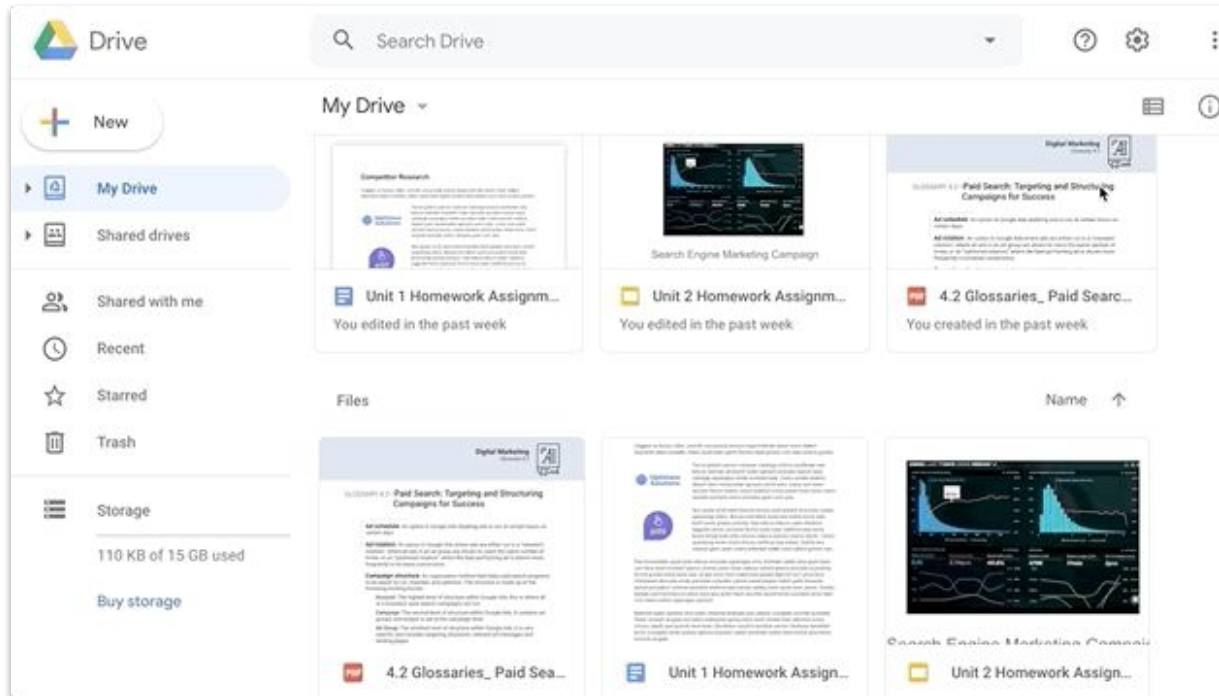
You can create new files, upload files from your computer or create a new folder by clicking either the "+ New" button on the top left, or by clicking the "My Drive" arrow under the search bar.

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.
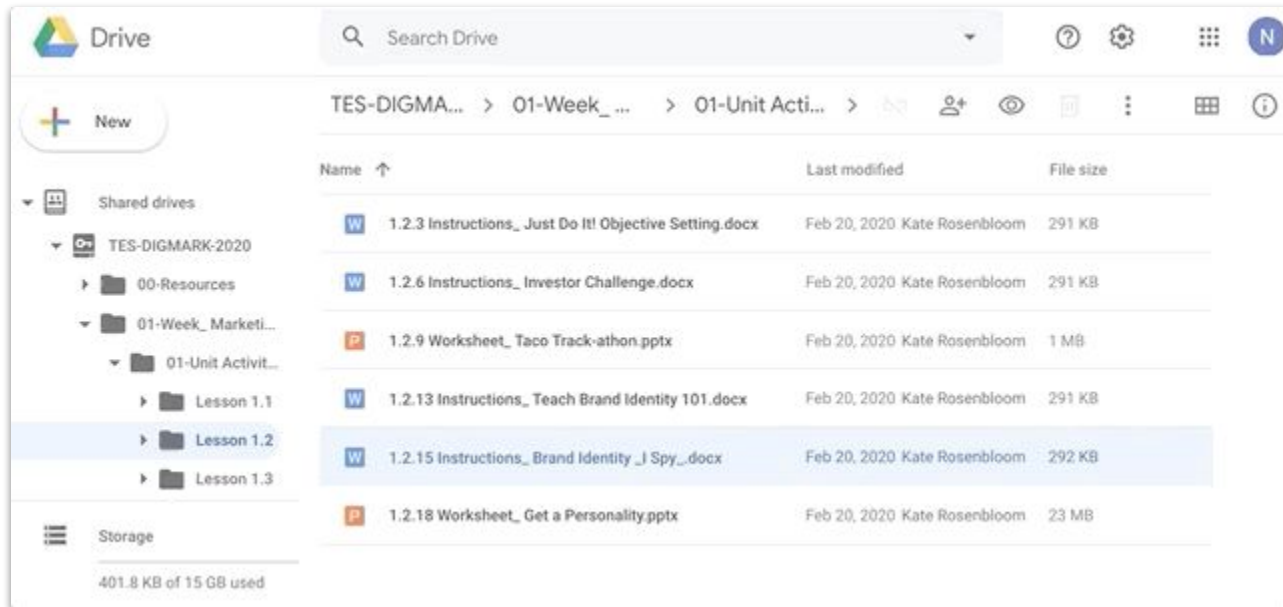
Your Class Drive is View Only!
You can view all of the files in it, but you cannot add files, delete files, or edit any of the files contained in the Drive.
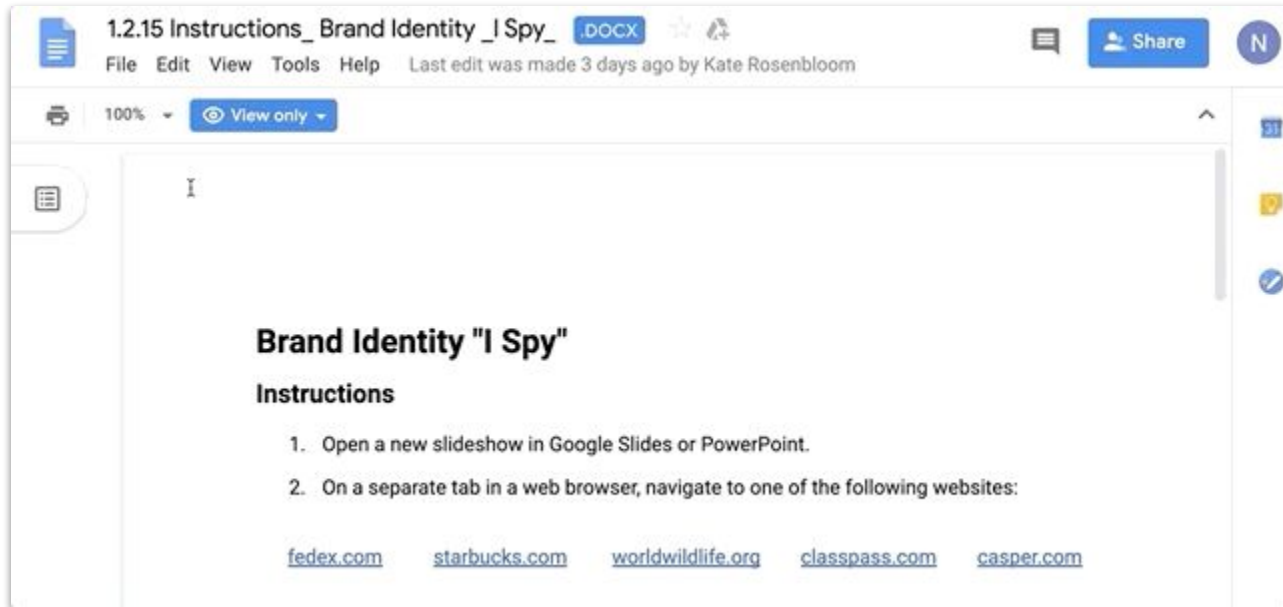
Here's what to do if you need to edit a file:

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".
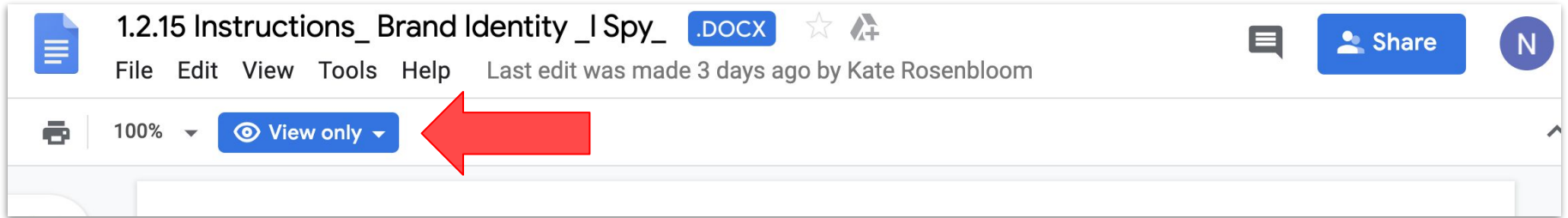
Then go to File > Make a Copy. You don't need to select a folder location because the file will automatically save to your "My Drive" folder.
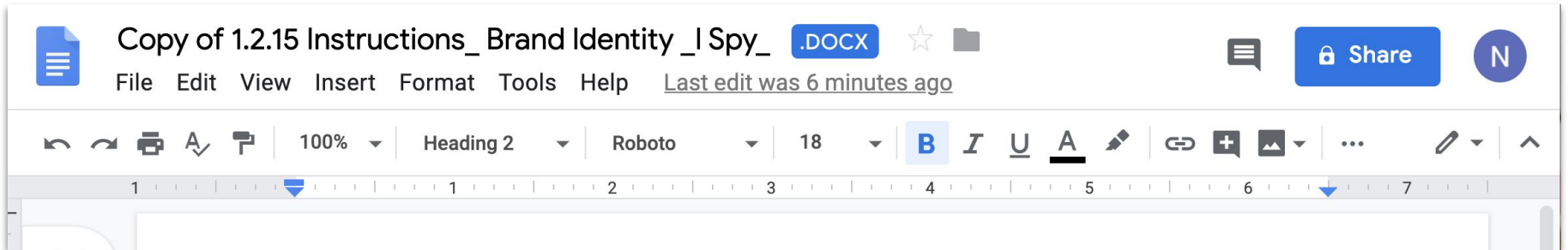
You should now see a duplicate of the document you copied, but without the "View Only" label. You can edit this copy of the file.

Original:

1.2.15 Instructions_ Brand Identity _I Spy_ .DOCX
File Edit View Tools Help   Last edit was made 3 days ago by Kate Rosenbloom

100%   View only

Your Copy:

Copy of 1.2.15 Instructions_ Brand Identity _I Spy_ .DOCX
File Edit View Insert Format Tools Help   Last edit was 6 minutes ago

100%   Heading 2   Roboto   18   B I U A
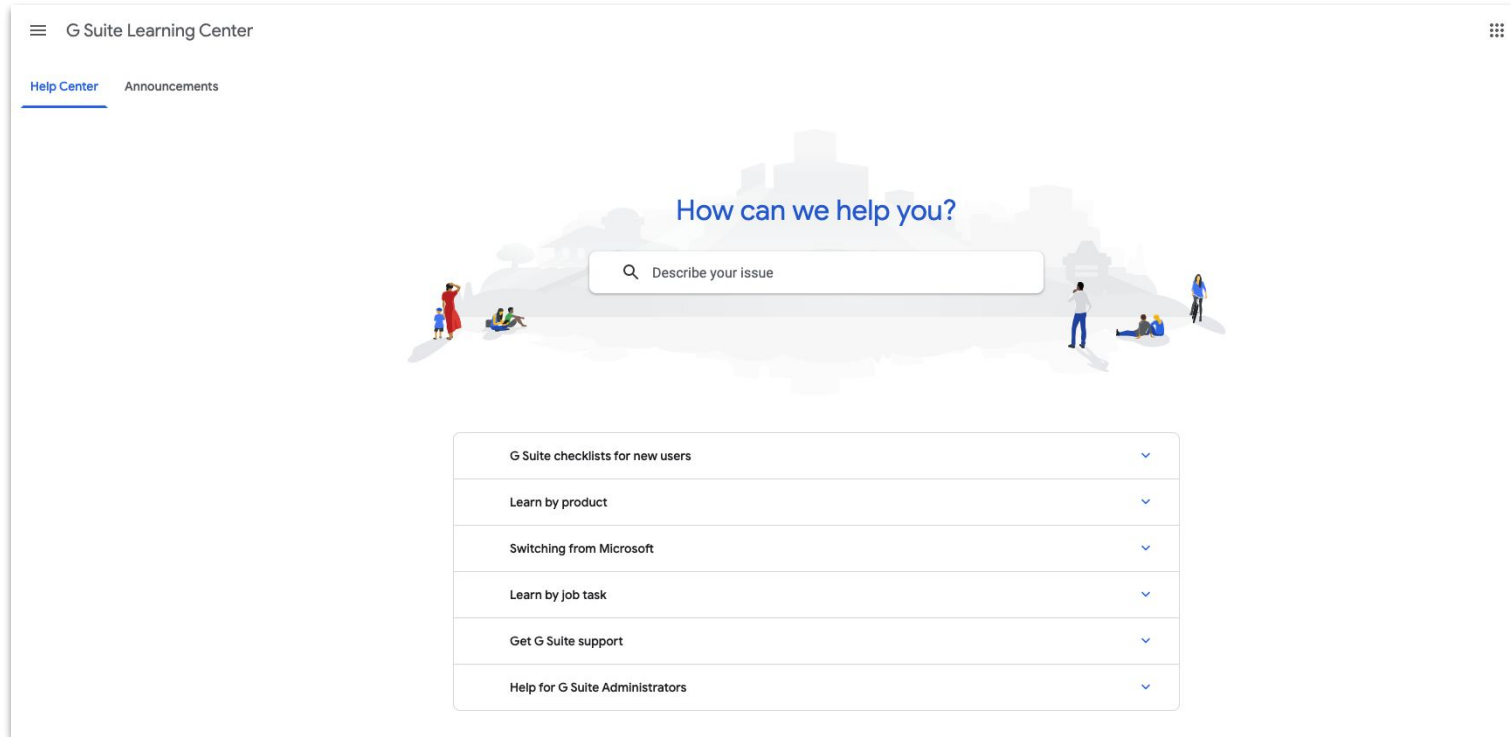
When you go back to My Drive, you will see the copy of the file you just made.

**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.
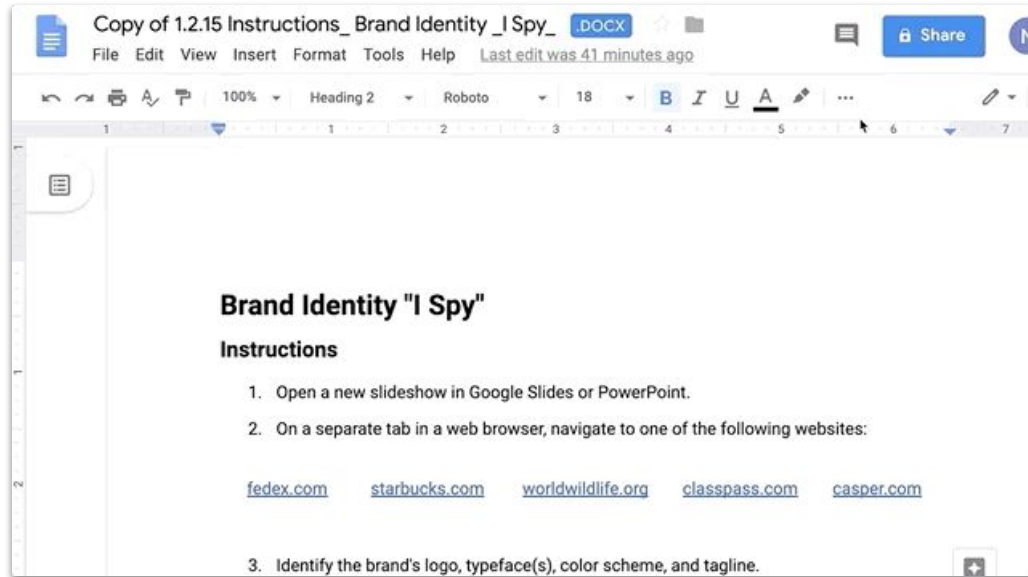
Option 2: Click on the "Share" button in the top right corner of the file. Then click "Advanced." From here you can change the privacy settings and the kind of access you'd like to grant.
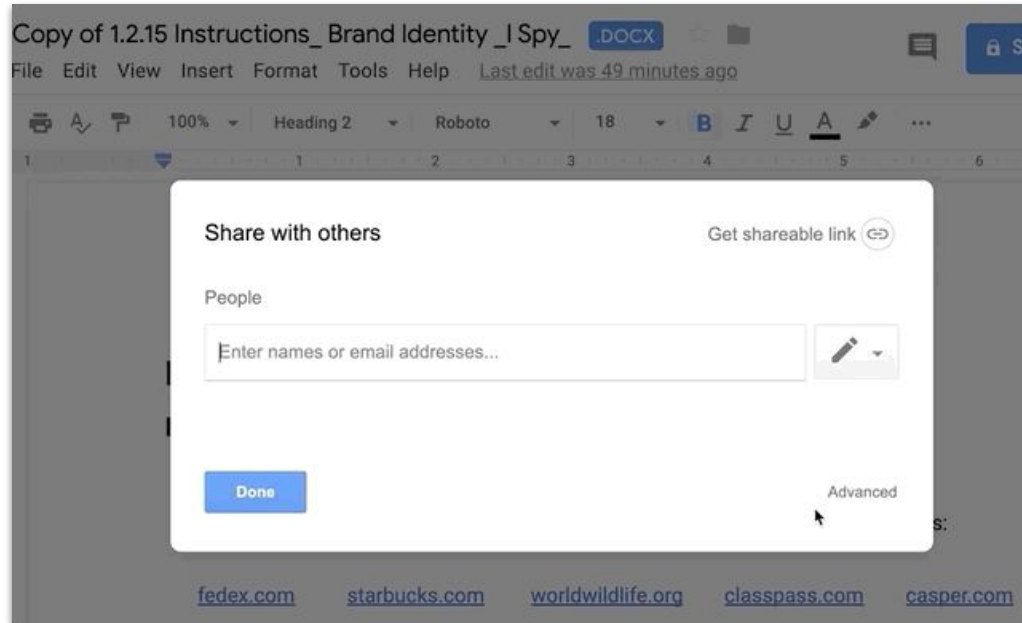
To share your document with others, you can click the Share button and copy/paste the link into an email or Slack message.

Need more help or extra practice?
Google has lots of tutorials and FAQs in their G Suite Learning Center.