



## Exploring Google Drive

### Overview

Google offers many services and products. They are best known for their internet search engine, google.com. They also have a popular email service called Gmail. This handout will focus on another product of theirs called Google Drive.

**Google Drive** – a cloud storage platform and suite of applications that are hosted by Google. It allows users to store files remotely, separate from their computer's internal hard drive. Files can be edited and shared with other users for a collaborative experience.

- Each account comes with 15GB of free storage. More storage is available to purchase.

### Google Account vs. Gmail Account

A Google account is required in order to use the apps inside of Google Drive. You can use any email address (@yahoo, @hotmail etc.) to use the Google Drive applications. Therefore, you do not need to use Gmail in order to use the other Google Drive apps.

Any email address that is @gmail.com is known as a Gmail account and is automatically a Google account, giving you access to the Google Drive apps.

You can login directly at **drive.google.com** or if you use Gmail, you can log in at **gmail.com** and find the link to Google Drive in the upper right corner

### Applications

**Docs** – Word processing app similar to Microsoft Word or Apple Pages

**Sheets** – Data spreadsheet app similar to Microsoft Excel or Apple Numbers

**Slides** – Presentation creation app similar to Microsoft PowerPoint or Apple Keynote

## **Docs, Sheets, and Slides**

- Can upload and export as Microsoft files with Google Drive
- Share and collaborate in real time with other users
- Google file versions are more compressed than their Microsoft counterparts, so they take up less storage space once converted to Google format

**Forms** - Build questionnaires, surveys, and quizzes from scratch and gather data

**Drawings** – Basic photo editing tools

**Calendar** - Create events, send invites via email, set notifications

**Photos** – upload & share photos, create albums, 15GB of free storage (separate from Google Drive's 15GB)

- Add other compatible apps through Google Workspace Marketplace

## **Sharing Files**

- Every file you create will be found under the “My Drive” category
- Documents that other people share with you are in the “Shared with Me” category
- Share files through a URL link or grant access only to specific email addresses
- Control if others can view, edit, or comment on your document

## **Google Back up and Sync**

- Copy your computer's files to Google Drive
- Automatically sync specific folders on your computer to Google Drive
- Sync the files created in Google Drive to your computer's hard drive as a back up

## **More Resources**

Visit **LinkedIn Learning** for video tutorials on Google Drive