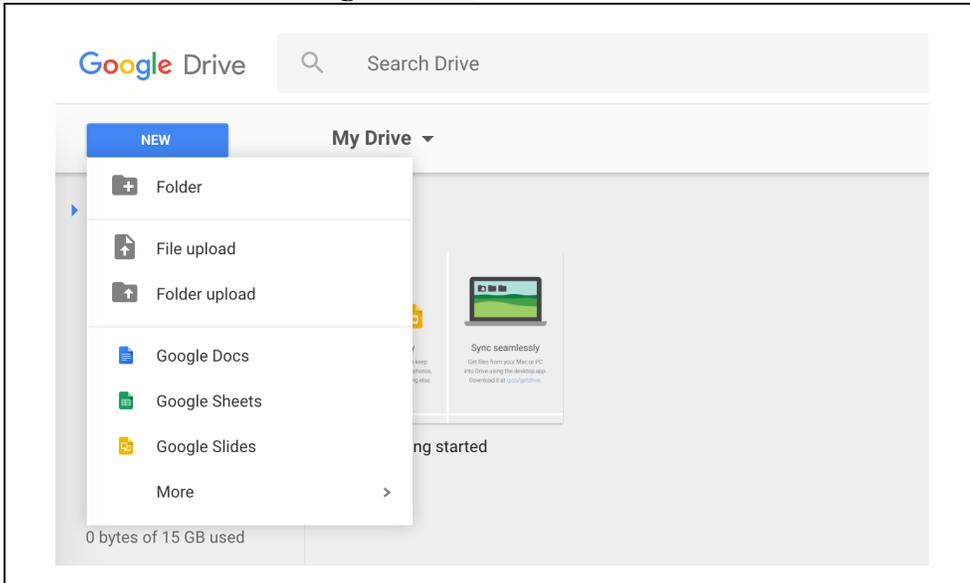


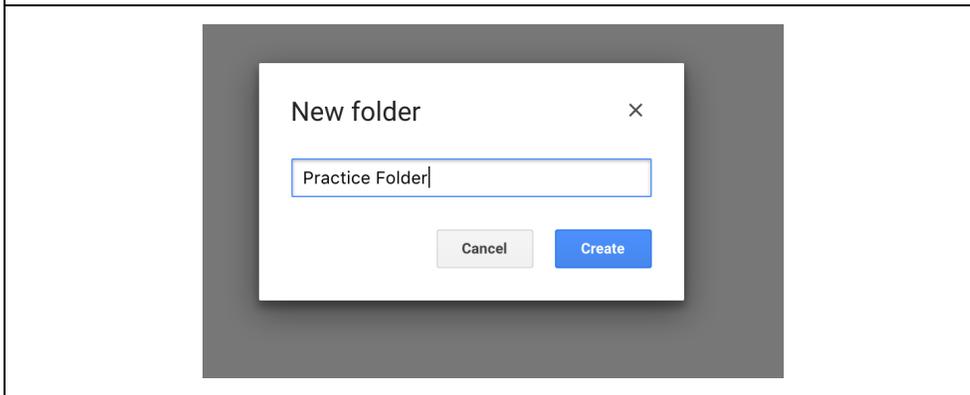
Basics of G Suite Apps (Lesson 2 Handout)

G Suite refers to the collection of Google web applications that allow users to store files online and create documents, spreadsheets, presentations, and surveys. These different folders and files can easily be shared with others so that you can work together on any of them. Heads-up: G Suite apps work best on Google Chrome, but you can usually use them in any web browser (Safari, Internet Explorer, Firefox).

Create a Folder in Google Drive

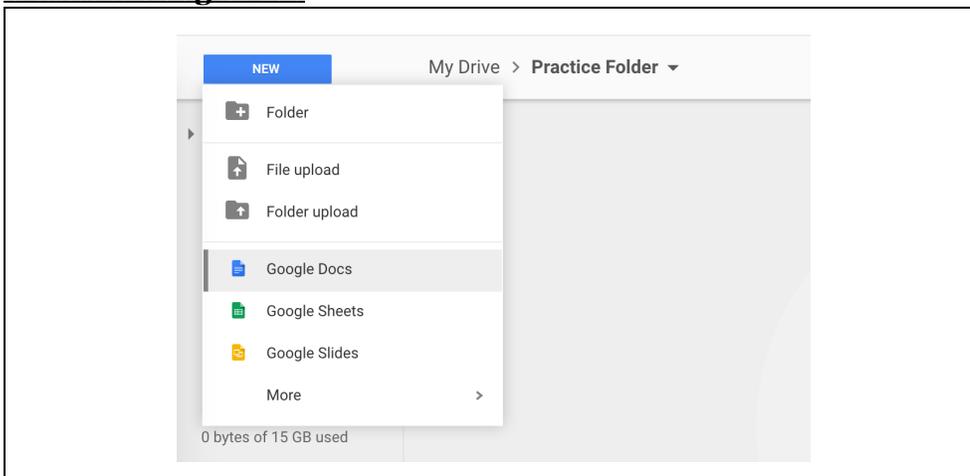


Once you log in to a Google Account and go to drive.google.com, you can click on “New” and see the options. Click on “Folder” to create a new folder.

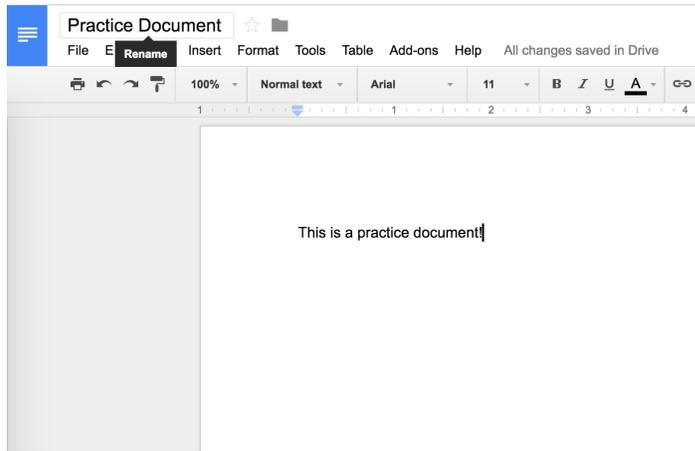


It will ask you to name your new folder and when you click ‘Create’ it will open up your new, empty folder.

Create a Google Doc

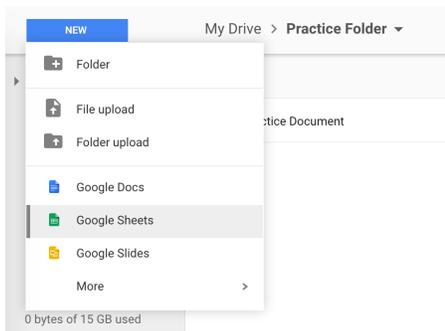


When you’re in your new folder, you can click “New” again and select “Google Docs” to create a blank Google Doc.

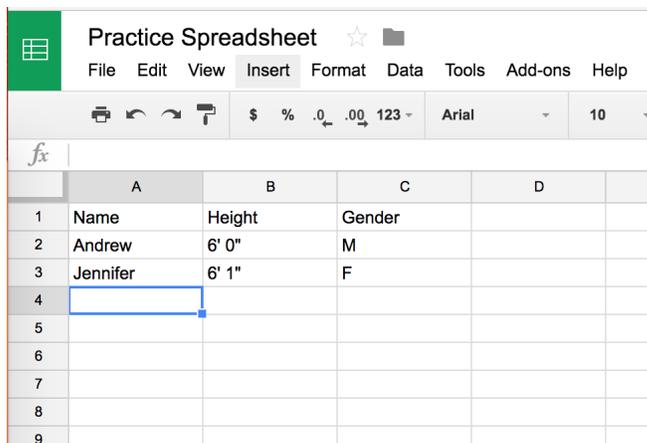


You can compose a document here using the editing tools in the toolbar. It will automatically save your work and you can name the document by clicking on the title in the upper-left hand corner of the page to edit it. Close the tab when you're done and you should return to the folder you created, which now has a document in it.

Create a Google Sheet

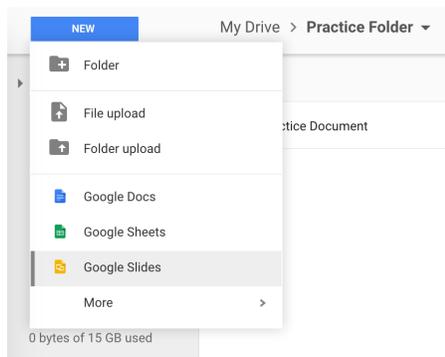


To create a Google Sheet, click "New" and select "Google Sheets"

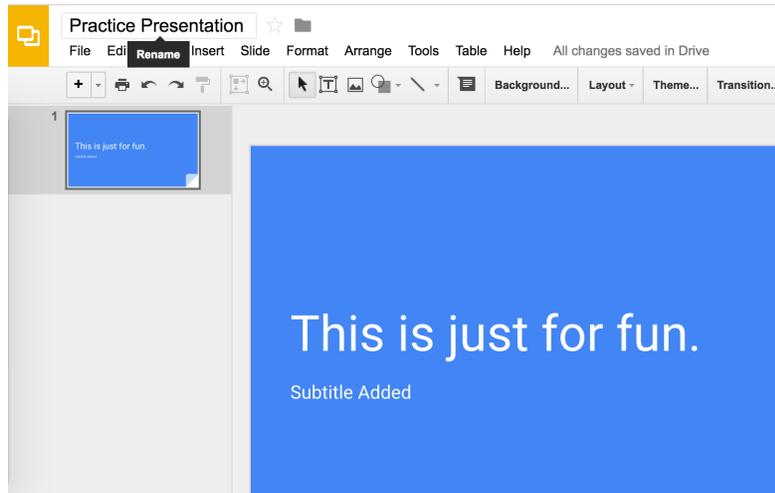


You can use Google Sheets much like you use Microsoft Excel and you can rename the file by clicking on the name in the upper-left corner of the page. Close the tab when you are finished putting in example data.

Create a Google Slide

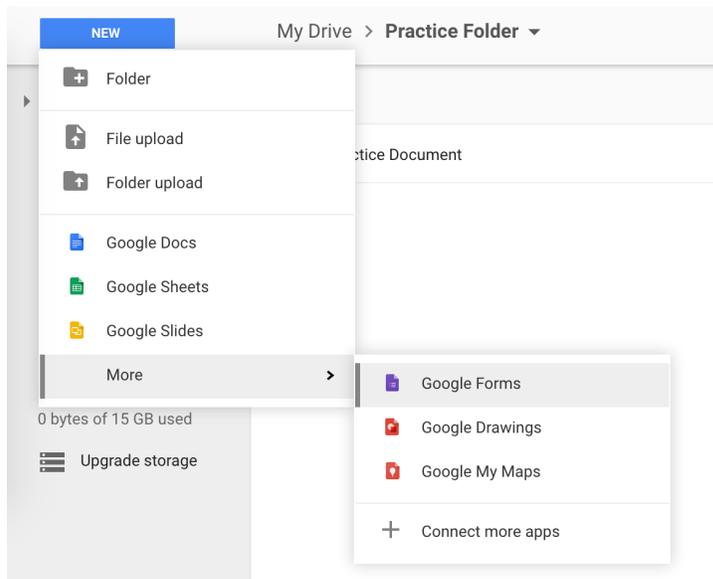


To create a Google Slides presentation, you can click "New" and select "Google Slides"

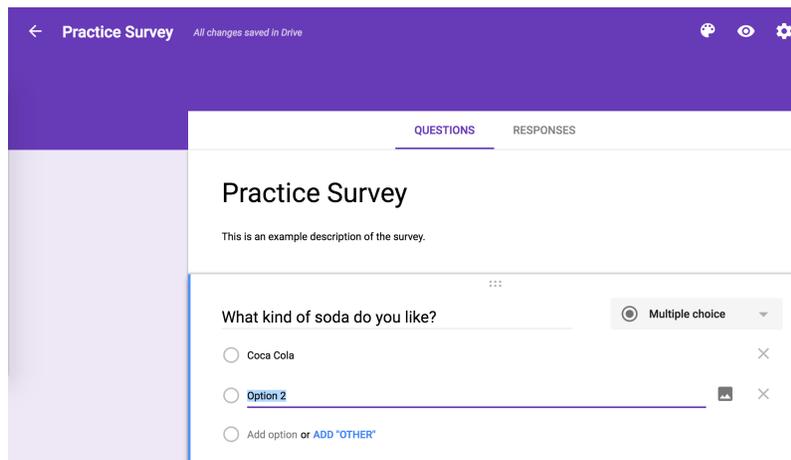


Choose a template from the options on the right or just click the “X” in the corner of the template pane to close it. You can create a title slide and rename your presentation just like you did for the Google Doc and Sheet. To add a slide, click on the little “+” below the “File” menu. You can also right-click on a slide and choose “Duplicate slide” to make a copy.

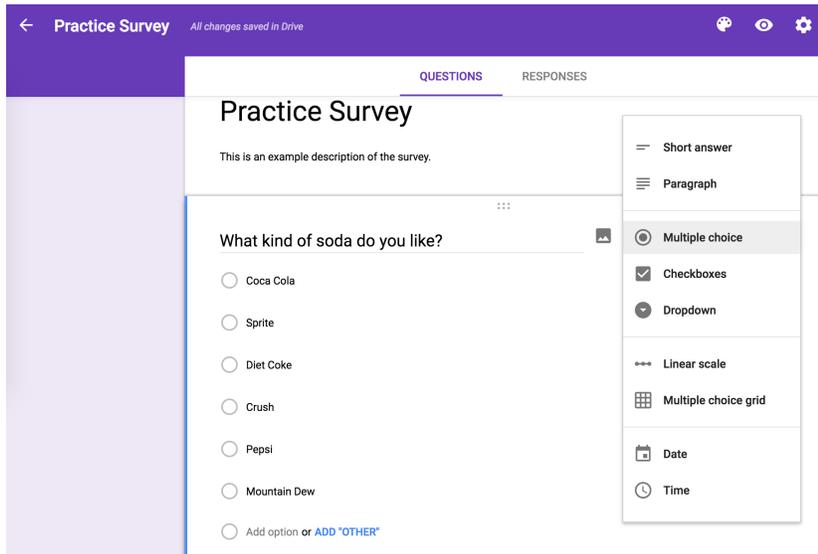
Create a Google Form



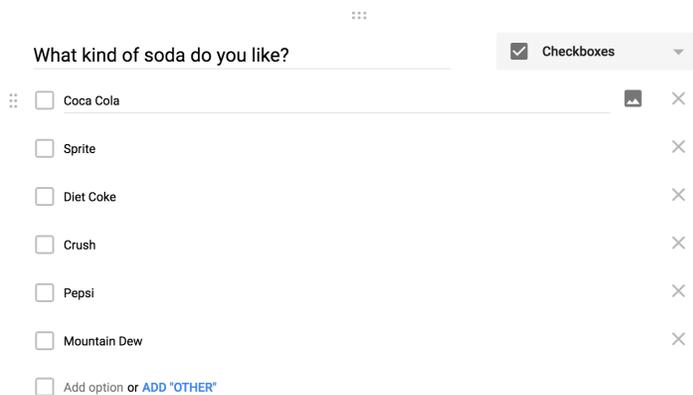
To create a Google Form, you must click “New” and go down to “More” to select “Google Forms”



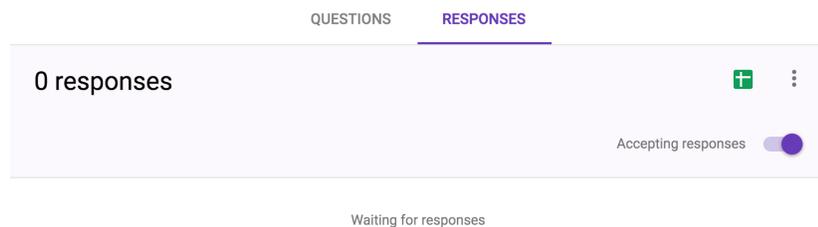
You can give the blank survey a title, description, and write your first question here. You can change the file name just like the other apps. To change the color, click on the color palette near the upper-right of the screen. To preview the survey, click the eye-icon next to the color palette. To add more question, click the “+” icon to the right of the current question.



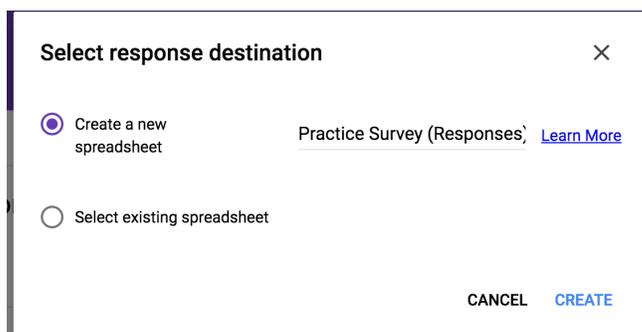
Once you write your first question and add some options to choose from, you can change the type of question it is. Click “Checkboxes” if you want the respondent to be able to “Check all that apply” and you can make the question “Required” by clicking the toggle near the bottom of the question while you’re editing it.



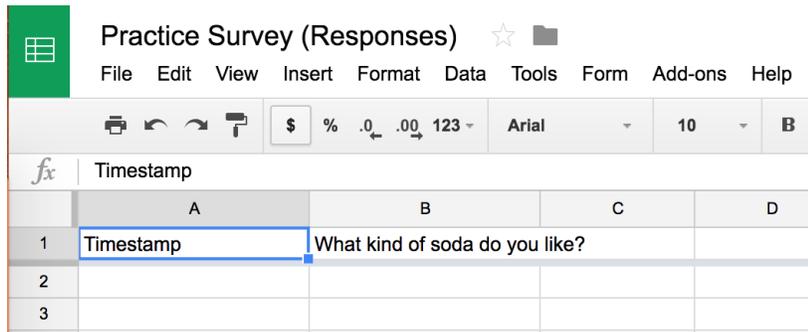
Here’s what a checkboxes question looks like. You can add an open-ended “Other” option by clicking the blue “ADD OTHER” below the options you’ve already created.



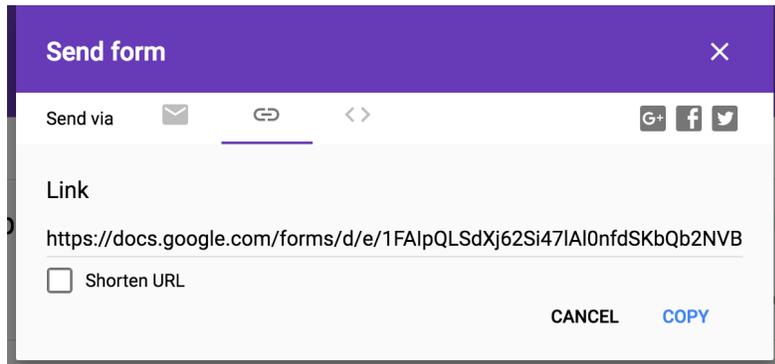
Click on the “RESPONSES” tab near the top of the screen to see the responses and to create a spreadsheet that will collect the answers for you. Even if you don’t have a spreadsheet set up, it will save the answers.



Click on the green Sheets icon to create a new spreadsheet for the answers to be saved. Click “CREATE” to finish this step. You can change the name of the new sheet being created if you want, but usually the name it gives it is fine.

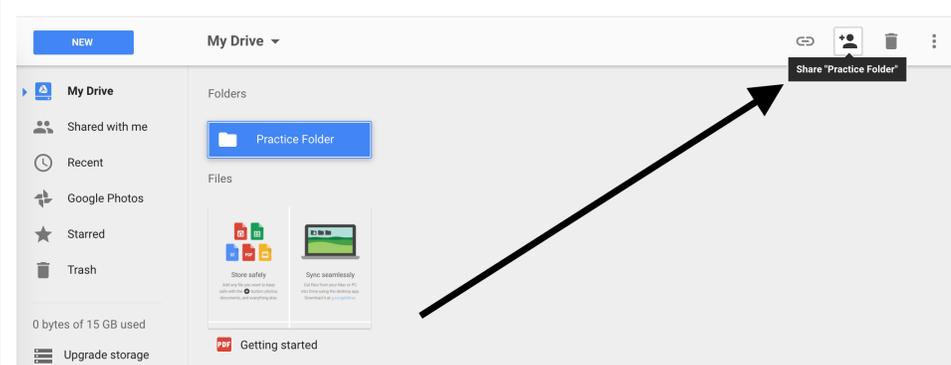


This is what the new spreadsheet looks like that will hold the answers. As soon as the first person submits a response, their answers will be recorded in row 2. If you add new questions, they will be added as column headers in row 1.

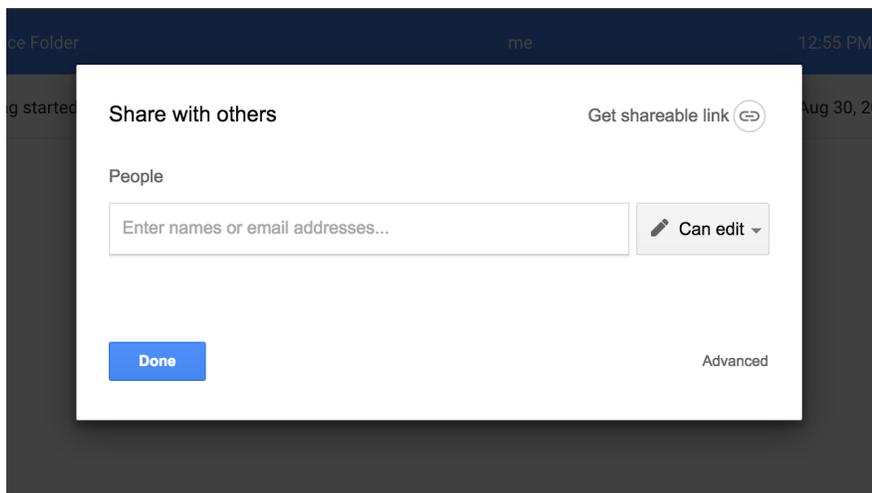


To share the survey with the people you want to take it, the best way is to click on the “SEND” button near the upper-right of the screen and then click on the little link icon to see the URL for the survey. Copy and paste this into an email and anyone who uses the link can submit a response.

Share the folder and all its files



To share a folder (and all of the files inside of it), just highlight the folder and click the +people icon near the upper-right of the page. This will pop up a dialogue box that lets you send access to the folder to individual people (or generate a link to share with anyone).



When you use the dialogue box, be sure you’re giving the right kind of access to the people you want. If you only want people to be able to see and download the files in the folder, then change the setting from “Can edit” to “Can view.” If you allow people to edit, then they could move or delete files, plus they can edit any Docs, Sheets, or Slides files that you have in that folder. Click “Send” when you’ve typed in the addresses you want to share it with and have the correct access settings chosen.