

## Using Google Products for Collaboration



### Simplicity & Reliability

- Work with anyone, anywhere
- Share
  - docs, presentations, spreadsheets, maps, drawings, forms, and pictures
- Start on one computer, finish on another
- Multiple collaborators at the **same time**
- Never lose another document (auto-save)

### Drive Docs

\*See handout

- Start a new document
- Upload a document (can't be edited)
- Download a Google Doc
- Edit directly, comment, or make "suggestions"

### Drawbacks:

- Changes format slightly
- No Headers

### Presentations

- Very similar to PowerPoint
- Can be downloaded as a PowerPoint
- Compatibility
- School projects

### Spreadsheets

- Work on spreadsheets as a group
- Any project that includes collecting data
- Insert graphs/charts

### Forms



**1. Create**  
Make forms quickly with keyboard shortcuts and auto-saved changes



**2. Share**  
Work together to build forms with others in real-time



**3. Send**  
Invite people to respond via email and social networks



**4. Analyze**  
Send responses to a spreadsheet for powerful analysis

- Fully customizable
- Different question types
- Collect responses in a Spreadsheet
- Share forms on social media or email

### Maps / Drawings

- Create a custom map with your own path
- Create drawings to insert in other Google docs

