



Hired Digital Literacy Series: Introduction to Google Suite



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Introduction

The G Suite, or Google Suite, is a set of free computer applications provided by Google, the same company that runs the popular search engine. This guide will focus on Google's Chrome, Calendar, Drive, Docs, Forms, Jamboard, and Meet. These apps allow the user to browse the internet; schedule meetings and appointments; store files in the cloud; create documents, spreadsheets, and fillable forms; brainstorm with colleagues; or host a video meeting.

The Google Suite is free and uses the same login for every application. Nothing is stored locally on your computer; it is all stored in Google's servers and accessed via the internet. That means you can access your files on any computer with an internet connection. If your personal computer is lost, stolen, or damaged, you still have access to your files. Gmail is part of the Google Suite but there is a separate guide for that.

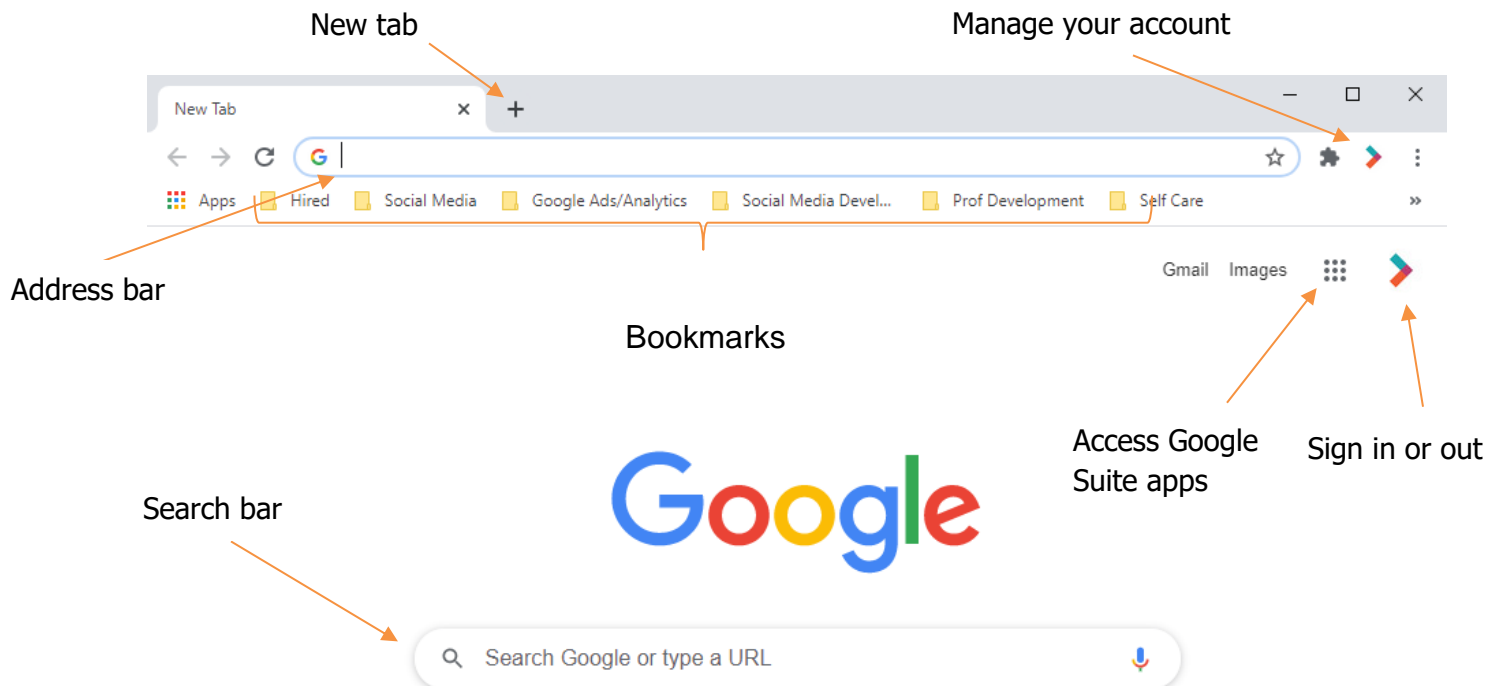
Chrome

Google Chrome is the gateway to the rest of the Google Suite applications. It is a program that helps you access the internet – it's called a **browser**. The icon looks like this:



Find the Chrome icon. It might be on your desktop, or it could be listed with your applications. If you don't see it on your desktop or tool bar, click the start menu in the lower left corner and navigate to your applications.

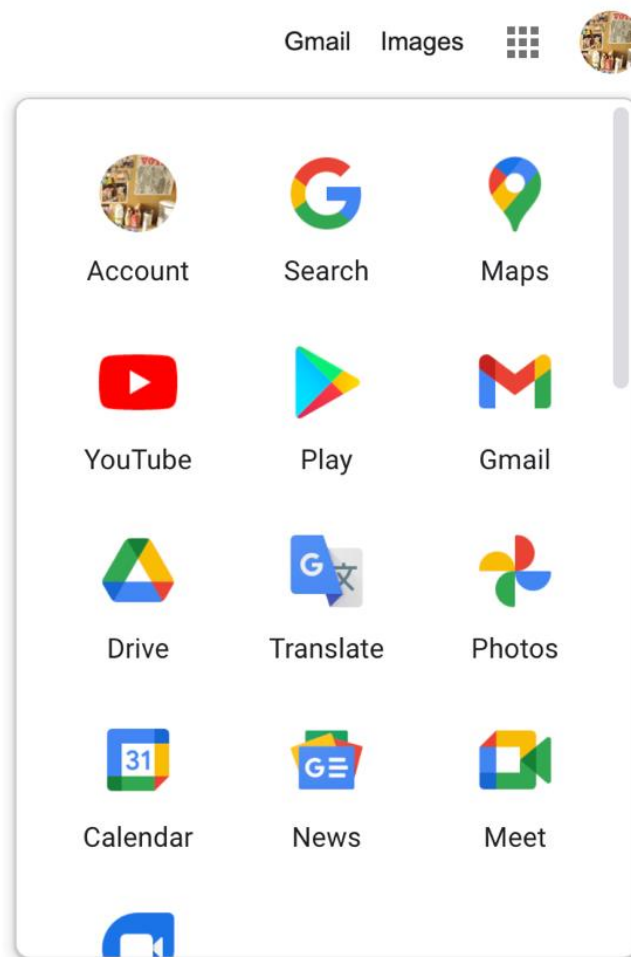
When you open a new Chrome window, this is what you will see:



- To sign in with your Google credentials, click the circle on the right side next to the three-by-three square. When prompted, enter your username or email and password. Signing in to Chrome allows you access to Gmail and the rest of the Google Suite without logging in again.
- To browse the internet, type in a specific web address in the address bar. It will start with "www." and end with ".com", ".org" or ".edu". Websites for businesses usually end in .com, nonprofit organizations end in .org, and colleges and universities end in .edu.
- The New Tab button allows you to open another internet browsing tab in the same window. This makes it easier to have several web-based applications open at once – like a tab each for Gmail, Calendar, and Drive.

Google Suite

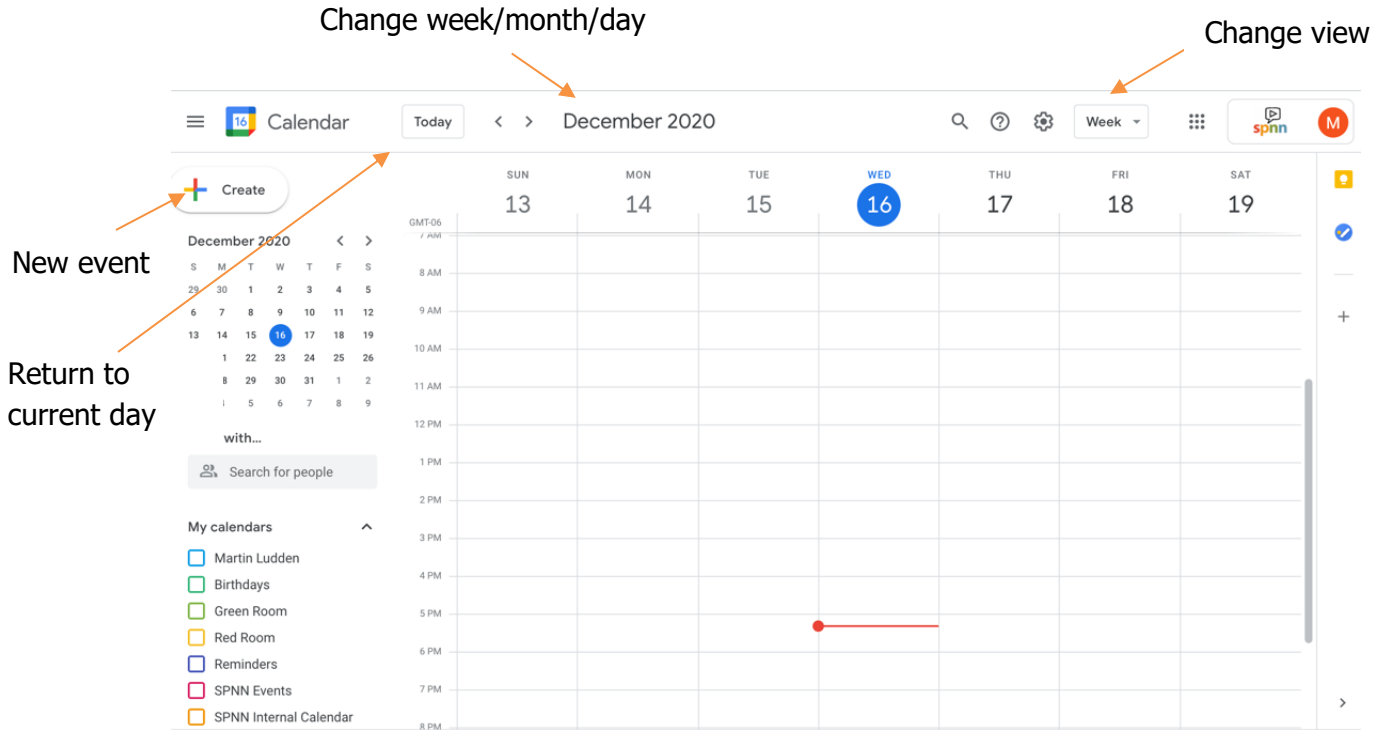
From a Chrome window, click the three-by-three square in the upper right to access the entire Google Suite. This is the menu that opens:



Calendar

Google Calendar is a virtual calendar to keep track of meetings, deadlines, and appointments. You can also share your calendar with members or your household, and view their calendars, to stay aware of important schedules. If you download the Google Calendar to your smart phone or tablet and sign in, your calendar will sync across all your devices. To begin, click the square icon with the number in it labeled "Calendar."

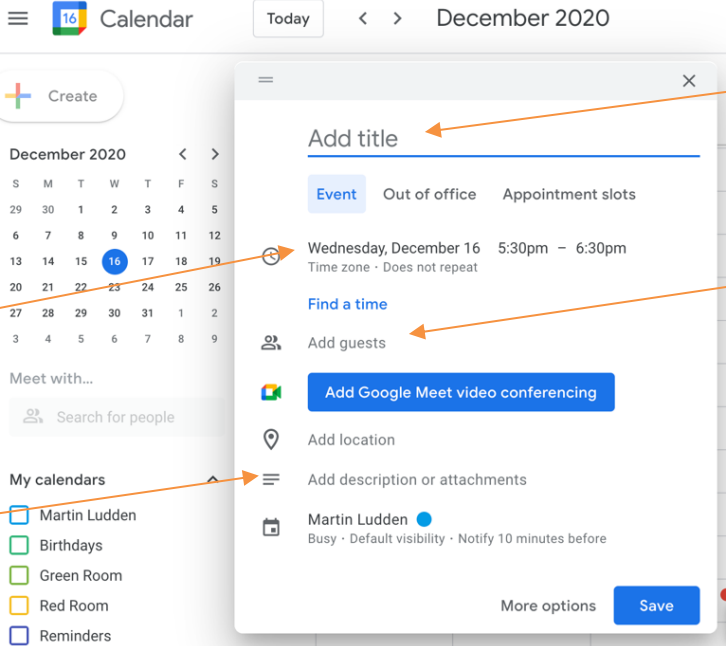
Here is a blank Google Calendar set to view one week at a time:



- To see next week or last week, click the right or left arrows at the top next to the month and year.
- To change the view – to see only one day or to see a whole month – click the dropdown menu in the top right. In this picture, it says "Week."
- To snap back to today, or the current week, click "Today" in the upper right.
- Either click on the specific time you'd like to create an event or click "Create" in the upper left corner to create a new event or appointment.



This is the window for a new event:



The screenshot shows the Google Calendar interface with a 'Create' window open. The window is titled 'Add title' and contains several fields and options. Annotations with orange arrows point to specific elements:

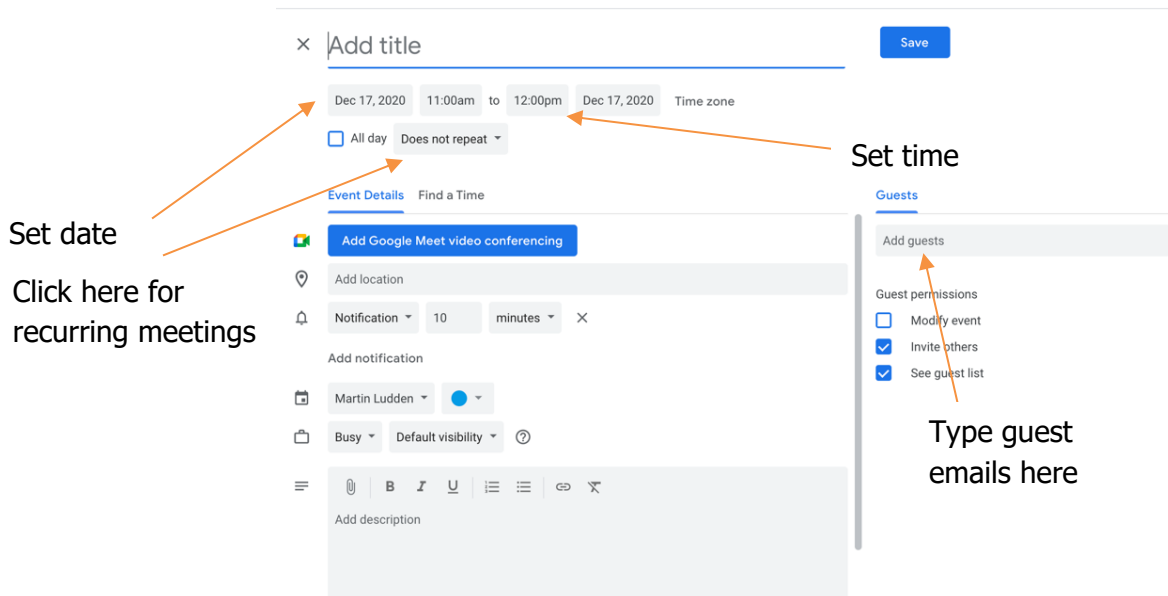
- Name your event:** Points to the 'Add title' text input field.
- Time and date:** Points to the date and time selection area, which shows 'Wednesday, December 16' and '5:30pm - 6:30pm'.
- Add guests:** Points to the 'Add guests' field, which includes a 'Find a time' link and a search icon.
- Add Google Meet video conferencing:** Points to the blue button labeled 'Add Google Meet video conferencing'.
- Event description or notes:** Points to the 'Add description or attachments' field.

The background shows a calendar for December 2020 with the 16th highlighted. The 'My calendars' list includes Martin Ludden, Birthdays, Green Room, Red Room, and Reminders.

To schedule a meeting and invite a guest:

1. Click "Create" or place your cursor on the date and time of your event and click.
2. Give the event a title, like "Jackie and Amelia Meeting."
3. If the time and date displayed are not the correct time and date of your meeting, click "More Options" in the lower right. The next screen will have more ways to customize your meeting.
4. If the time and date in the window are correct, then add the email address of your guest. You can also use Google Calendar to schedule your own time. To make an event without guests, just skip that field.
5. For a video meeting, click the blue "Add Google Meet Video Conferencing" button.
6. If you are meeting in-person, you can add an address in the "Add Location" field. This will help your guest navigate to you with Google Maps.
7. Finally, you can add a note like an agenda or a greeting. You can also drag a file into this field and attach it to the meeting invite.
8. When everything looks right, click "Save." If you invited guests to the event, a window will pop up asking if you want to send a calendar invite to your guests. Click "Send" if everything is correct and an email will be sent to their inbox and the event will appear on their calendar.

Note: If you click "More Options" from the initial event window, you will see this screen:



Note: Recurring meetings are meetings that happen at the same time every week, or maybe every other week at the same time. The dropdown for this event indicates that it's a one-time event. Click that menu to adjust the recurrence.

Drive

Google Drive is a virtual drive that you can use to store your documents. Google Drive is free, you just need a Google account and an internet connection. It holds 15 gigabytes of data, the equivalent of three DVDs of your favorite movie. You can access your drive from any device with an internet connection just by signing into your Gmail account.

Google Drive is the home for the Google Apps like Docs, Sheets, and Slides, which are similar to Microsoft Word, Excel, and PowerPoint. When you open a new Google document in Google Drive, all of your work will be saved automatically. Because it is available on any device with an internet connection, you can start working on a document like a resume at the library computer lab, then finish it at home on your own computer.



From the Google Suite menu, click the triangle labeled "Drive." Here's the home screen:

The screenshot shows the Google Drive interface. On the left, a navigation sidebar includes a 'New' button, 'My Drive', 'Shared with me', 'Recent', 'Starred', 'Trash', and 'Storage (70% full)'. The main area features a search bar, a 'My Drive' dropdown, and a 'Quick Access' section with three document thumbnails: 'Ludden Christmas Lists', 'The Fields of Athenry.doc', and 'Rescue Blues.doc'. Below these is a table of recent documents.

Name	Owner	Last modified	File size
TroutHere	me	Jan 22, 2015	me
2014 Photobook Final	me	Dec 11, 2014	me
2013 Photobook Final	me	Dec 10, 2014	me

Annotations with arrows point to: 'Start here' (My Drive), 'Find files people have shared with you' (Shared with me), 'Storage status' (Storage bar), 'Search your drive' (Search bar), and 'Recent documents' (document thumbnails).

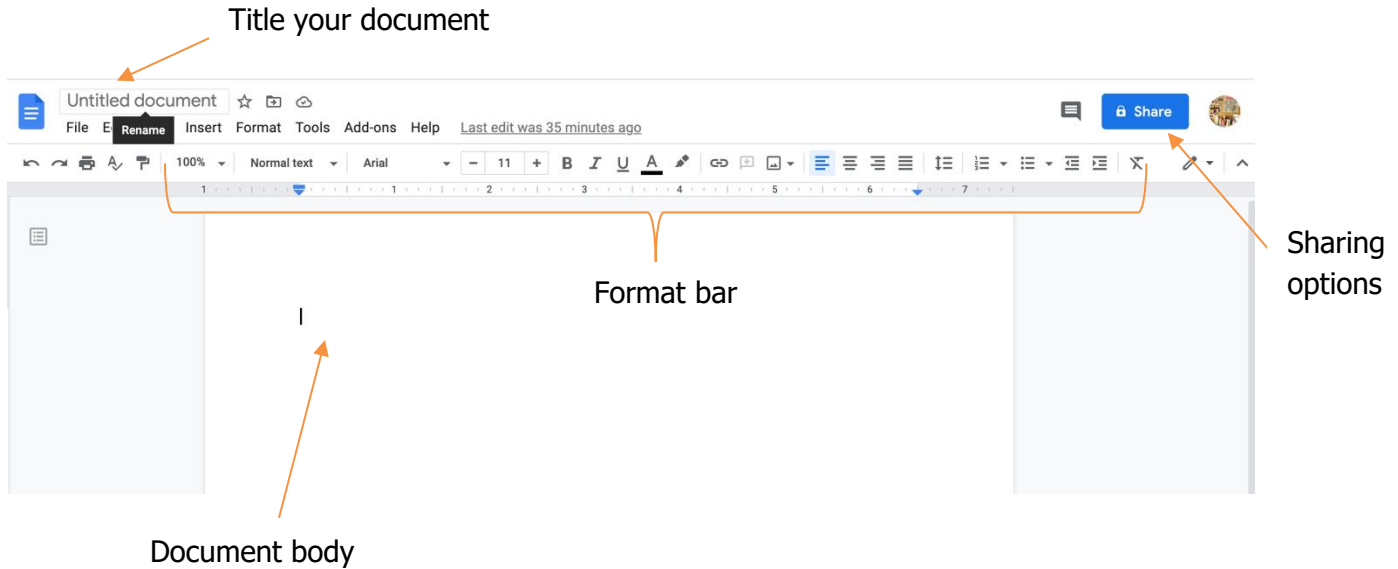
To start a new project, click the "New" button to access this menu:

The screenshot shows the 'New' menu open over the Google Drive interface. The menu options are: Folder, File upload, Folder upload, Google Docs, Google Sheets, Google Slides, Google Forms, and More. The background shows the storage status and the beginning of the recent documents table.

Name	Owner	Last modified	File size
TroutHere	me	Jan 22, 2015	me
2014 Photobook Final	me	Dec 11, 2014	me

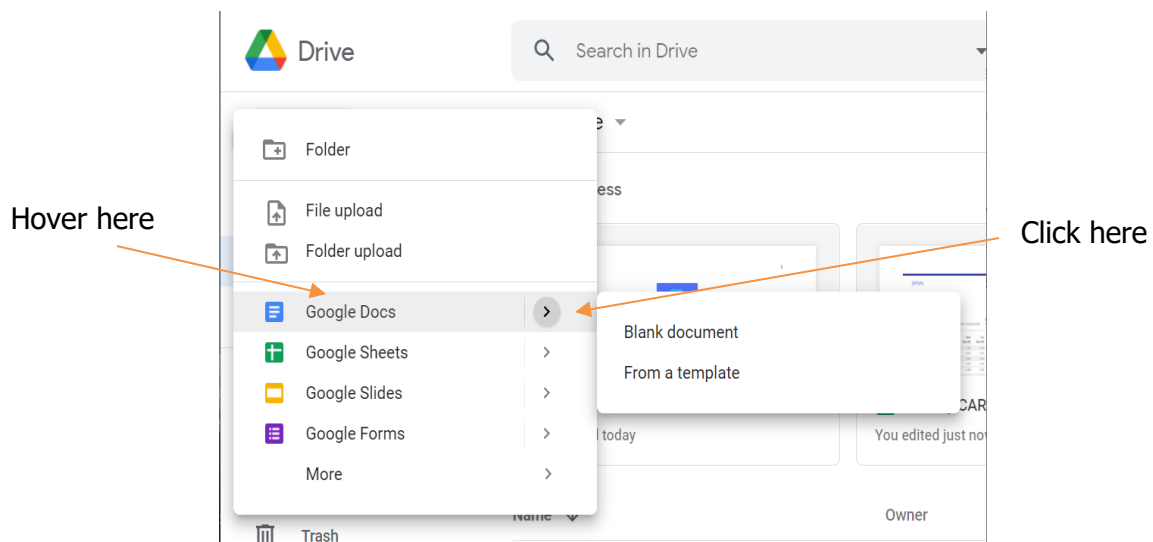
Google Docs

Google Docs is both a broad term for documents created from the Google suite of apps, and a specific term for Google's word processing app. If you are familiar with Microsoft Word, you should also be able to work with Google Docs.

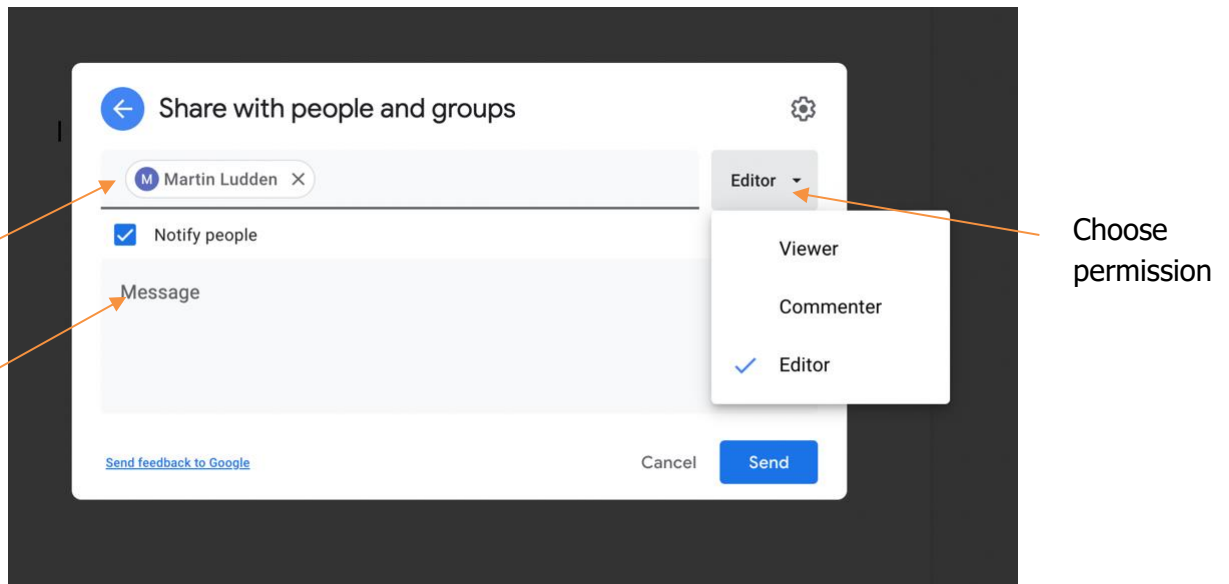


There are two key features to be aware of outside the usual word processing functions:

1. All of the Google Apps offer free templates, but the templates for Docs are particularly useful for cover letters, resumes, newsletters, and other common word processing tasks. Access templates by hovering on the arrow to the right of "Google Docs" in the menu above.



2. Sharing and collaboration. Again, this works across the Google Suite, but you are most likely to use it for collaborating on a document with friends or colleagues. Sharing allows people to whom you give permission to look at and even edit your document. You can even work on the same document at the same time from miles away. To share a Doc, click the blue "Share" button in the upper corner of the page:



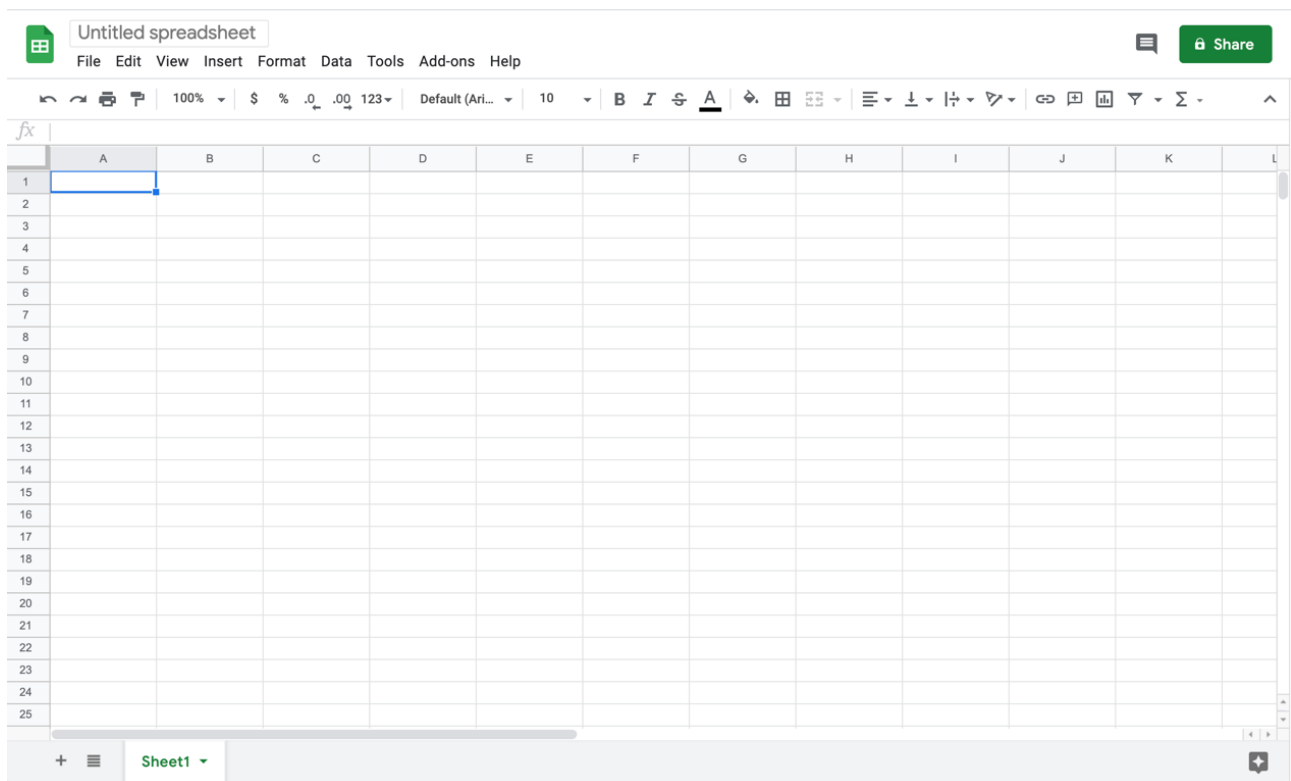
- Enter email addresses for your collaborators, then choose the level of access each person gets. An Editor can do anything you can, a Commenter can leave comments but not change content, and a Viewer can only read the document.
- Add a message to tell your collaborators what you're sending and what you expect them to do, then click send. Each person you shared the document with will now have it in their Google Drive as well.
- As the owner of the document, you can change sharing settings at any time by clicking on the "Share" button and adjusting permissions in the drop-down menus by each name.

Google Sheets

Google Sheets is the Google equivalent of Microsoft Excel. It is an app that allows you to organize and analyze data, create lists and budgets, and lots more.

- Access Sheets from the “New” button in your Drive.
- Explore the templates for Sheets to see how to make budgets, to-do lists, rosters, calendars, and more. Spreadsheets can be powerful tools.
- The sharing features are the same across the Google Suite.

Here’s a Google Sheet:

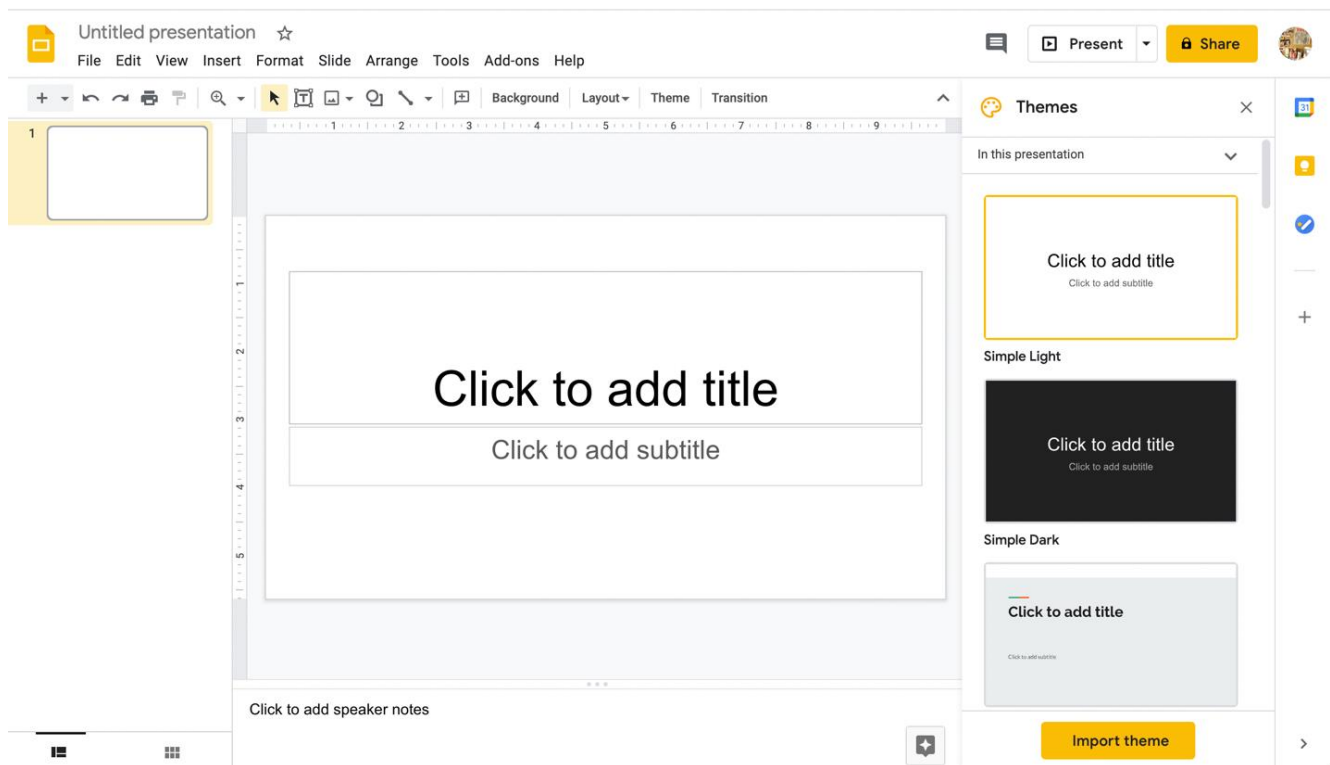


Google Pages

Google Pages is an app that helps you make slideshows, presentations, photo albums, and more - like Microsoft PowerPoint.

- Access Pages from the “New” button in your Drive.
- You will find a large selection of templates to use for your slides.

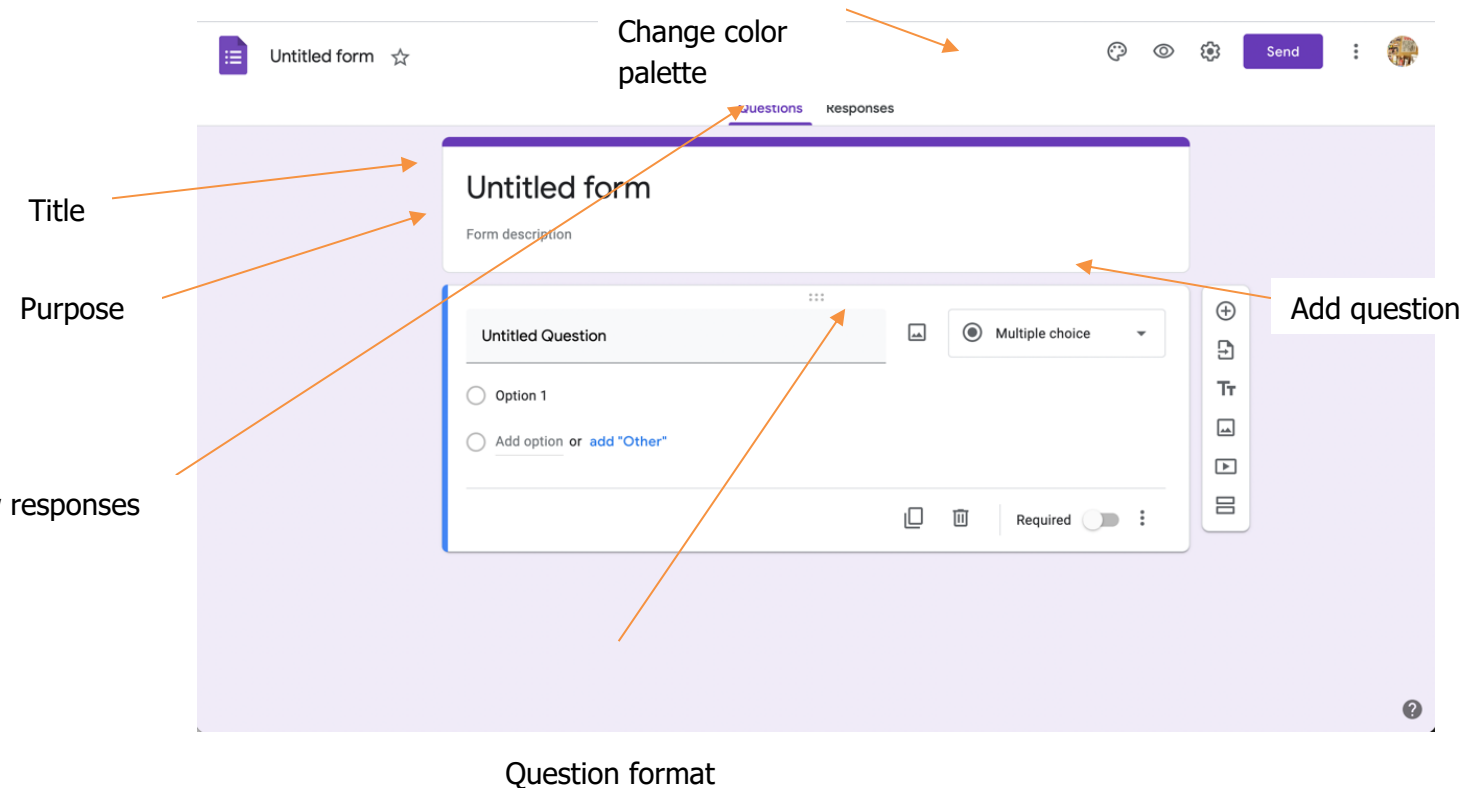
Here’s the first screen of a new Pages document:



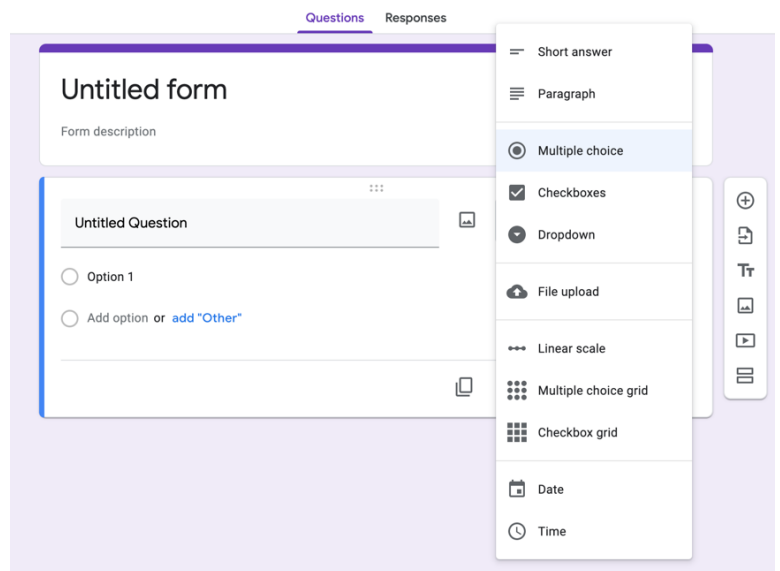
Google Forms

Google Forms make it possible to create online surveys or quizzes and then send them to people via email.

- To start a survey, start in Google Drive, and click on "New."
- In the drop down window, find Google Form and click on it. Here is an example of a new survey:



- Use the "+" button on the right to add new questions and additional formatting.
- You can choose the format of each question with the dropdown that says "Multiple choice" in the diagram above.
- Here are the options for question format in the dropdown:



- Type a question, then add answers if appropriate for the question format.
- For multiple choice, simply click in the field marked "Option 1" and type an answer. When you finish the answer, click "Add option" on the next line and repeat until you have all the answers you need.
- Repeat these steps to add as many questions and answers as you need.
- To send the survey via email, click the "Send" button in the upper right.

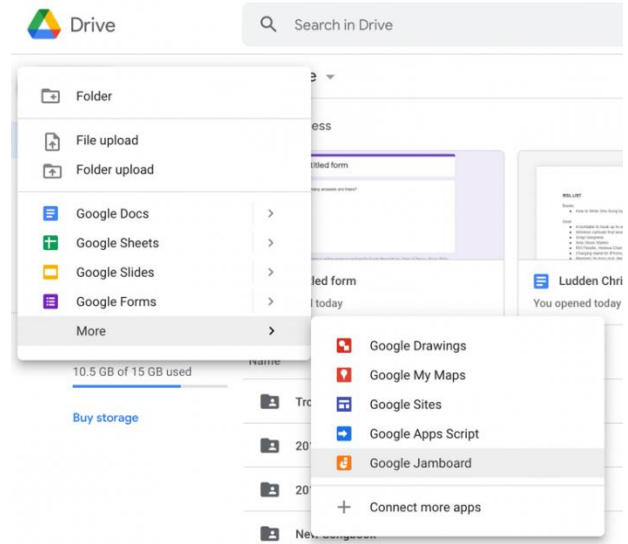
Here's the send screen:

- Type in email addresses for the recipients and click "Send" in the lower right when ready.
- To access survey responses, open your form in your Google Drive and click "Responses" in the top middle.

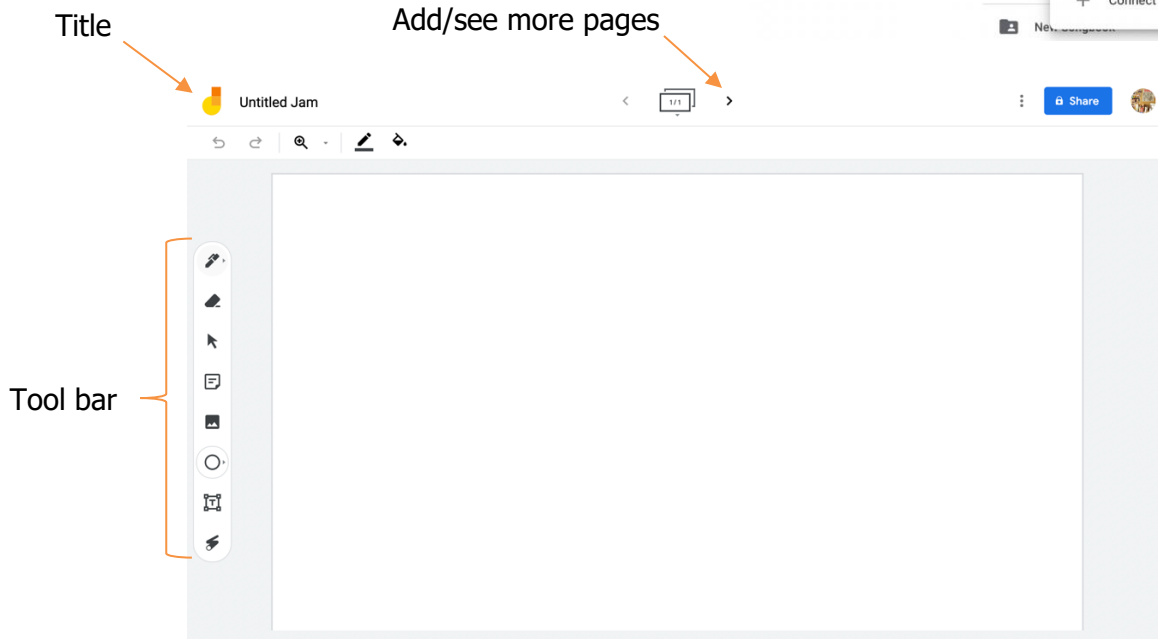
Jamboard

Jamboard is a unique collaborative tool that functions like a virtual white board. You and your guests can post virtual sticky notes, write messages, and share images in a common space.

- Access Jamboard by clicking “New” in your Google Drive.
- Go to “More” and then click on Jamboard at the bottom of the next menu:



Here's a blank Jamboard:



- Hover your cursor over each tool in the tool bar to see a description of what it does. Click on the small arrow in the pen icon or the circle icon for additional options.
- Jamboard can be an effective way to encourage collaboration and brainstorming during a virtual meeting, or it can be a doodle pad and brainstorming tool just for you.
- Jamboard shares like the other Google apps, click the “Share” button in the upper right and add email addresses -OR- in the share window, click “Copy link” in the lower right and then paste the link in the chat of a video meeting.

Google Meet

Google Meet is Google's free video conferencing app. It is integrated with Gmail and Google Calendar to make it easy to schedule and host a video meeting with up to 100 guests. You need a computer or device with a camera and a strong internet connection.

The easiest and most common way to access Google Meet is through your Google Calendar:

1. Create an event or meeting in your Google Calendar and add your guests' email addresses.
2. When you have added your guests and selected a time and date for your meeting, click the blue "Add Google Meet video conferencing" button and send the invitation.
3. When it's time to join the meeting, you and your guests simply open the calendar event and click the blue "Join with Google Meet" button. You'll be entered into the waiting room of the call where you can check your audio and video.
4. When you're ready, click "Join Now" to enter the meeting.

To access Meet from your Gmail inbox or the Google homepage, which is less common, follow these steps:

1. Click the three-by-three box in the upper right to access the Google apps and then click on the movie camera icon labeled "Meet."
2. From the next page, click "New Meeting."

 Google Meet



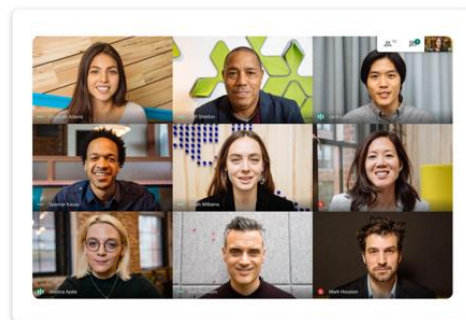
Premium video meetings. Now free for everyone.

We re-engineered the service we built for secure business meetings, Google Meet, to make it free and available for all.

 New meeting

 Enter a code or link

[Learn more about Google Meet](#)



Click here
to start

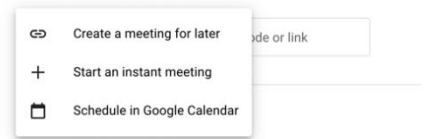


3. Next, decide if you want to start a meeting immediately or schedule it for later and click the appropriate option.

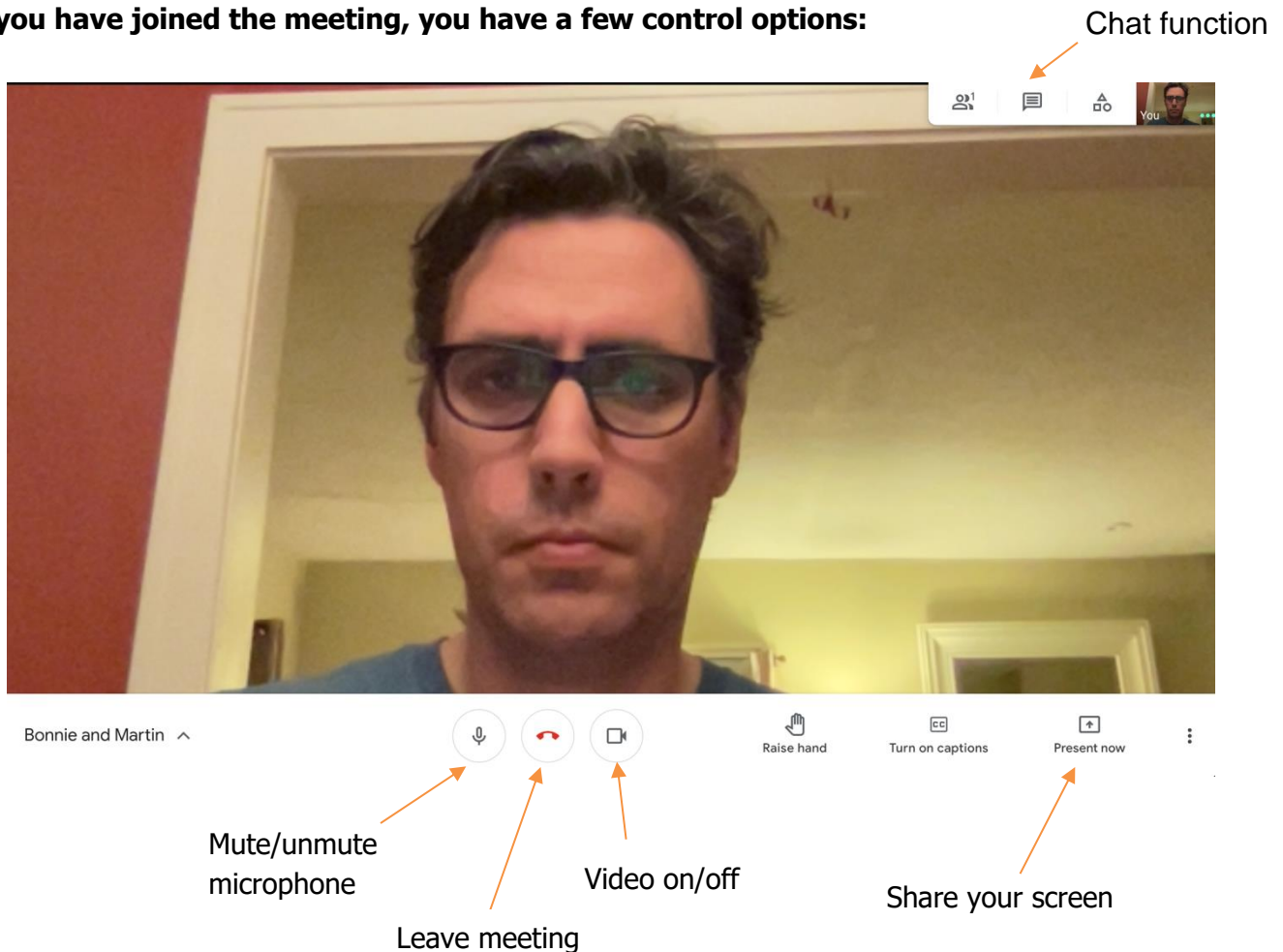
- If you choose "Create a meeting for later," a window will pop up with a link for you to copy and share with your guests. Anyone who has that link can click on it and go to the meeting.
- If you choose to start an instant meeting, you will be entered into a virtual meeting by yourself. A window with the option to "Add others" will appear on the screen. Enter email addresses into that field to invite people, or copy the link provided and share it in other ways.

Premium video meetings. Now free for everyone.

We re-engineered the service we built for secure business meetings, Google Meet, to make it free and available for all.



Once you have joined the meeting, you have a few control options:



- You can choose to have your video camera on or off.
- You can also choose to mute your microphone. If you are in a meeting with several people and you are not speaking, consider muting your microphone to limit distracting background noise.
- To leave the meeting, just click the red handset icon.

Final Notes on Google Suite

Google Suite is fairly intuitive and user-friendly, but it takes practice. Familiarize yourself with the different apps before you need to use them in a professional capacity – play around in the Google Suite!

When in doubt, remember to hover your cursor over buttons to show their function, and don't be afraid to do a Google search to answer your questions.



Thank you for reading Hired's
Digital Literacy Series:
Introduction to Google Suite



Visit www.hired.org for more information