

Google Drive

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Learning Objectives

The learner will be able to:

1. Access Google Drive from computers and devices.
2. Access and utilize the Google Docs.
3. Open and convert files.
4. Manage web versions.
5. Create new documents and folders.
6. Move and delete files.
7. Organize drives and folders.
8. Work with Revisions and Chat.
9. Understand and utilize Google Docs.
10. Understand and utilize Google Sheets.
11. Understand and utilize Google Slides.

1.0 Version Control

Version	Date	Person	Change
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1.2	5/6/2016	J. Savage	
1.3	7/6/2016	D. Ruggieri	Proof/Edits
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Introduction


Introduction:

Google Apps, including **Google Drive File Stream**, can be used on your computer, phone and tablet to upload, store and share documents.

You can access the drive through the Internet, or you can store the app on your computer or mobile device.




To access **Google Drive**, go to <http://drive.google.com/a/rowan.edu>. From here, you can either log in to the online version with your Rowan credentials or you can follow the directions to download the app to your PC or Mac.

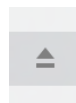
Windows:

1. Log in to your Rowan Google account, and open the Google settings menu  .
2. Click **Download Drive Files Stream for Windows**.
3. On the help page, choose the **Download for Windows** button.
4. On the bottom left side of your browser window there will be a file downloaded "**googledrivefilestream.exe**." Click on the file.
5. When the message reads "**Do you want to allow this app to make changes to your device**," then choose "**Yes**." The system will then download the software and install it.
7. Type your Rowan email address, then choose **Next**. This will be the account associated with **Google Drive** for your PC.
8. You will then be redirected to the Rowan CAS page to authenticate against our directory. Enter your Rowan username and password again, then choose **Login**.
9. Choose **Allow** to let the program access your computer and your Google files.
10. **Google Drive File Stream** is now an icon on your taskbar on the bottom of your screen. From this icon, you will have access to your files on **Google Drive** as well as access to your **Google Team Drives**.
11. Move or copy files and folders from your desktop, into your **Google Drive** folder to begin syncing items. You will be able to find your files and folders in "**My Drive**" located in the left hand navigation on drive.google.com.

Accessing and Storing the App

MAC:

1. Log in to your Rowan Google account, and open the Google settings menu .
2. Click **Download Drive File Stream for Mac**.
3. On the help page, click on the **Download for Mac** icon.
4. On your toolbar click on the downloads button,  which is located at the top of your browser window on the right side.
5. Double click on **googledrivefilestream.dmg**.
6. Double click on **GoogleDriveFileStream.pkg**.
7. When the installer launches choose **Continue** twice, then **Install**. Next, type your computer password, and choose **Install Software**.
8. Type your Rowan email address, and choose **Next**. This will be the account associated with **Google Drive** for your Mac.
9. You will then be redirected to the Rowan CAS page to authenticate against our directory. Re-enter your Rowan username and password, and click **Login**.
10. Choose **Allow** to let the program access your computer and your Google files.
11. Choose **Close** on the **Google Drive File Stream** install window.
12. Open **Google Drive** for your Mac  located in the toolbar, on the right side of your screen.
13. In finder, you will see two **Google Drive** icons on your sidebar to the left. The first is the installer titled "**Install Google Drive File Stream**," which you can eject by clicking the eject button to the right of the name.

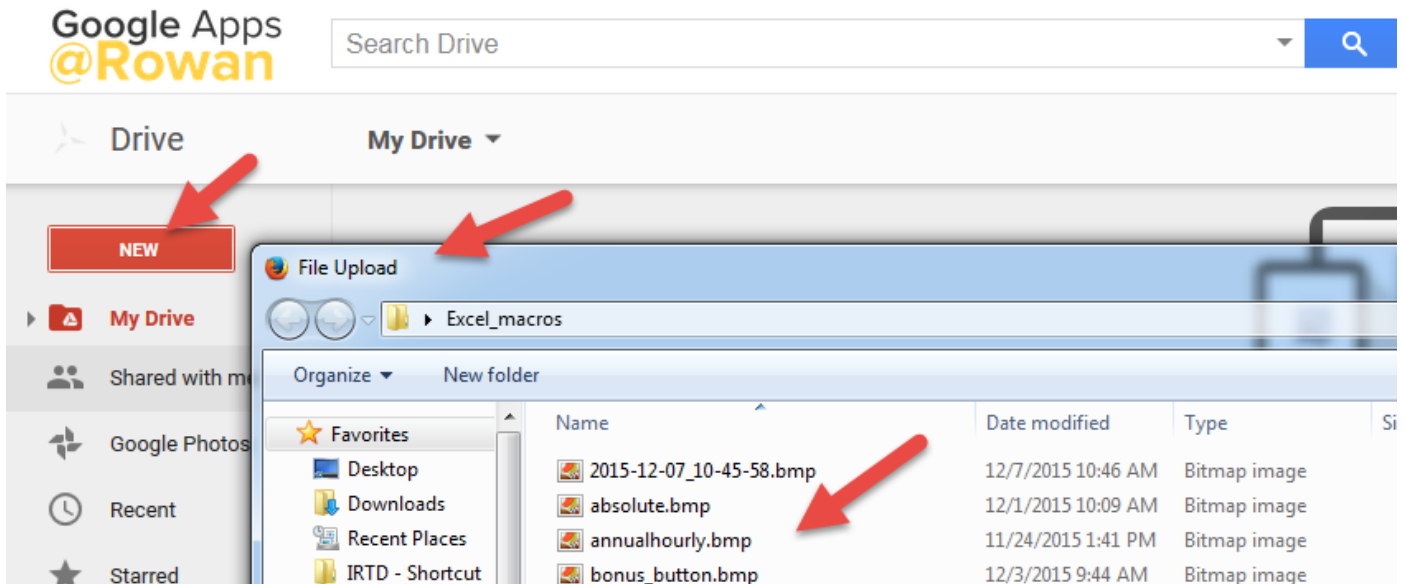


The second option is "**Google Drive**," and allows access to your files on **Google Drive** as well as access to your **Google Team Drives**.

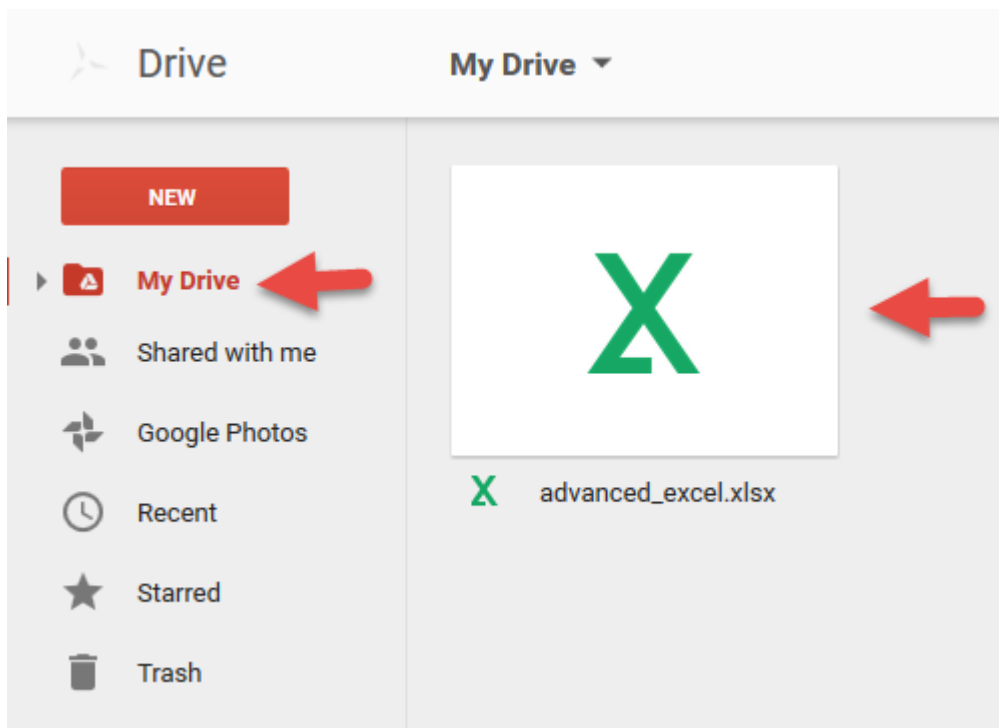
Google Drive is a cloud-based file storage, and data sharing application. Personal Google accounts are given 15GB of free storage to use in Google Drive, Gmail and Google Photos. Rowan University accounts are given unlimited Google Drive space.

Uploading Files

Once you access Google Drive, you can upload files. On the web version, once you log in, you would select **New**, **File Upload** then select the file.

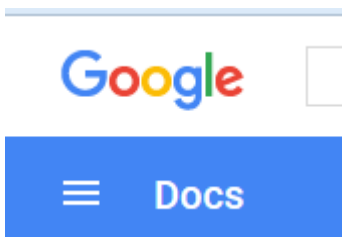


The file will now be uploaded to your **My Drive** folder, and can be accessed from any device that you can access Google Drive.

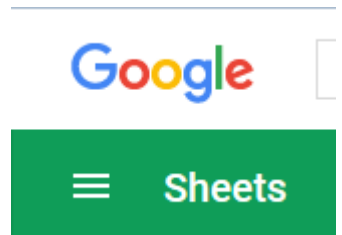


Google Apps

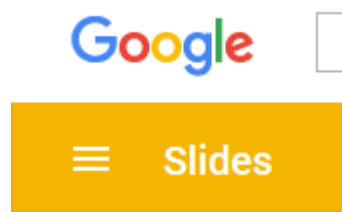
Within your Google Drive, you can create and access several different types of Google Docs:



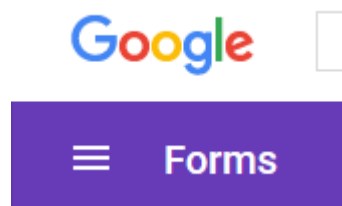
Google Docs is a word processing program similar to Microsoft Word.



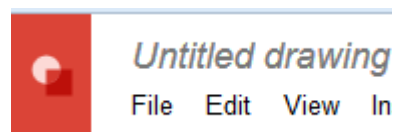
Google Sheets is a program similar to Microsoft Excel in which users can manipulate data and tables.



Google Slides is a presentation creator, similar to Microsoft PowerPoint.



Google Forms can be used to create interactive forms and surveys; however, Rowan University uses Qualtrics as the official University survey tool.

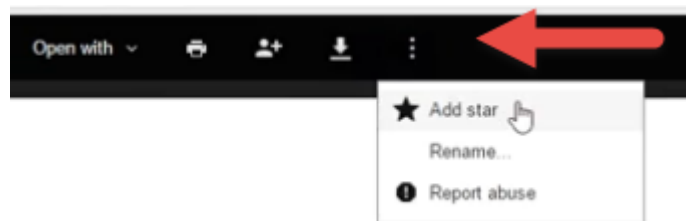


Google Drawing is used to create and manipulate drawings, pictures, and tables.

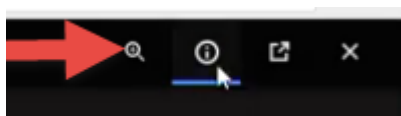
Preview Lightbox

When you upload files into your Drive, you can do several things with them. If you double click on the file, it will open into the **Preview Lightbox**. From here, you can use the navigation buttons to scroll through pages in the document. You can choose to open the document using an editing program, such as one of the Google Apps. You can also print, download or share the document right from that preview screen. You may also choose to add a star or rename the document.

	A	B	C	D	E	F
1	Student ID	Student Name	Course Number	Section ID	Course Name	Instructor
2	111111	Smith, John	1001A	Sec 2	Micro Economics	#NAME?
3	222222	Doe, Joe	1002A	Sec 1	Macro Economics	
4	333333	Appleseed, Mary	1001A	Sec 1	Micro Economics	
5	444444	Little, Stu	1001A	Sec 3	Micro Economics	
6	555555	Graham, Mary	1002A	Sec 3	Macro Economics	
7	666666	Mullen, Phoebe	1001A	Sec 1	Micro Economics	
8	777777	Jones, Denise	1002A	Sec 2	Macro Economics	
9	888888	Sardino, Edward	1002A	Sec 2	Macro Economics	
10	999999	Charles, Vincent	1001A	Sec 3	Micro Economics	
11						
12						
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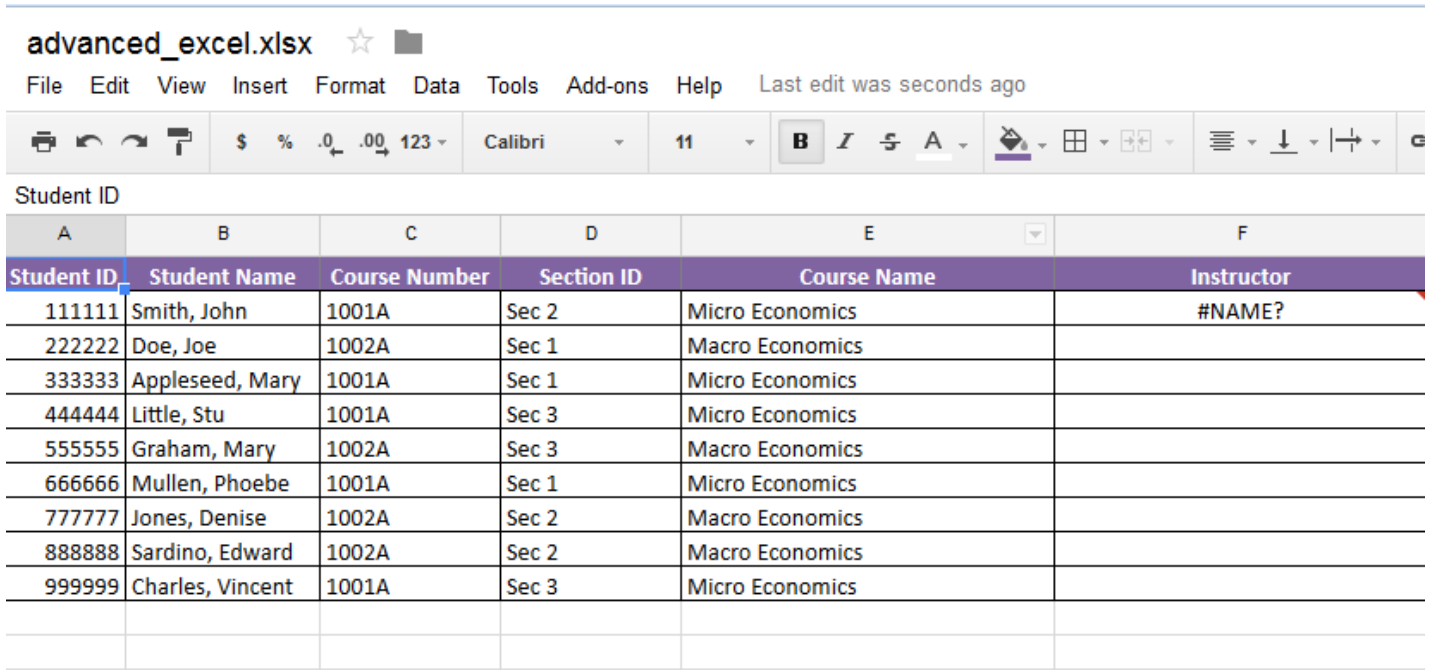


You can also use the **Details** toggle button to view the details of the file, or you can choose to **Pop** it into its own window. If you want to exit the **Preview Lightbox**, you can simply **X** out of it.



Opening and Converting Files

To open a file from your Drive, you can right click the file and select **Open With**. Select the corresponding Google product.

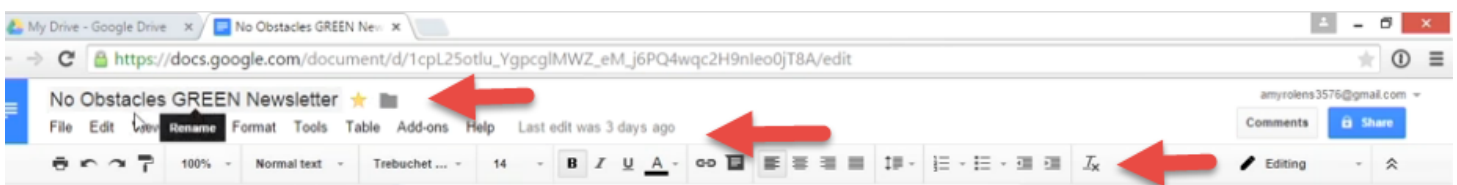


The screenshot shows a Google Docs spreadsheet interface. At the top, the file name is "advanced_excel.xlsx" with a star icon and a folder icon. Below the name is a menu bar with "File", "Edit", "View", "Insert", "Format", "Data", "Tools", "Add-ons", and "Help". To the right of the menu bar, it says "Last edit was seconds ago". Below the menu bar is a toolbar with various icons for printing, undo, redo, copy, paste, and text formatting. The spreadsheet itself has columns labeled A through F. The first row is a header row with the following text: "Student ID", "Student Name", "Course Number", "Section ID", "Course Name", and "Instructor". The second row contains the following data: "111111", "Smith, John", "1001A", "Sec 2", "Micro Economics", and "#NAME?". The third row contains: "222222", "Doe, Joe", "1002A", "Sec 1", "Macro Economics", and an empty cell. The fourth row contains: "333333", "Appleseed, Mary", "1001A", "Sec 1", "Micro Economics", and an empty cell. The fifth row contains: "444444", "Little, Stu", "1001A", "Sec 3", "Micro Economics", and an empty cell. The sixth row contains: "555555", "Graham, Mary", "1002A", "Sec 3", "Macro Economics", and an empty cell. The seventh row contains: "666666", "Mullen, Phoebe", "1001A", "Sec 1", "Micro Economics", and an empty cell. The eighth row contains: "777777", "Jones, Denise", "1002A", "Sec 2", "Macro Economics", and an empty cell. The ninth row contains: "888888", "Sardino, Edward", "1002A", "Sec 2", "Macro Economics", and an empty cell. The tenth row contains: "999999", "Charles, Vincent", "1001A", "Sec 3", "Micro Economics", and an empty cell.

Student ID	Student Name	Course Number	Section ID	Course Name	Instructor
111111	Smith, John	1001A	Sec 2	Micro Economics	#NAME?
222222	Doe, Joe	1002A	Sec 1	Macro Economics	
333333	Appleseed, Mary	1001A	Sec 1	Micro Economics	
444444	Little, Stu	1001A	Sec 3	Micro Economics	
555555	Graham, Mary	1002A	Sec 3	Macro Economics	
666666	Mullen, Phoebe	1001A	Sec 1	Micro Economics	
777777	Jones, Denise	1002A	Sec 2	Macro Economics	
888888	Sardino, Edward	1002A	Sec 2	Macro Economics	
999999	Charles, Vincent	1001A	Sec 3	Micro Economics	

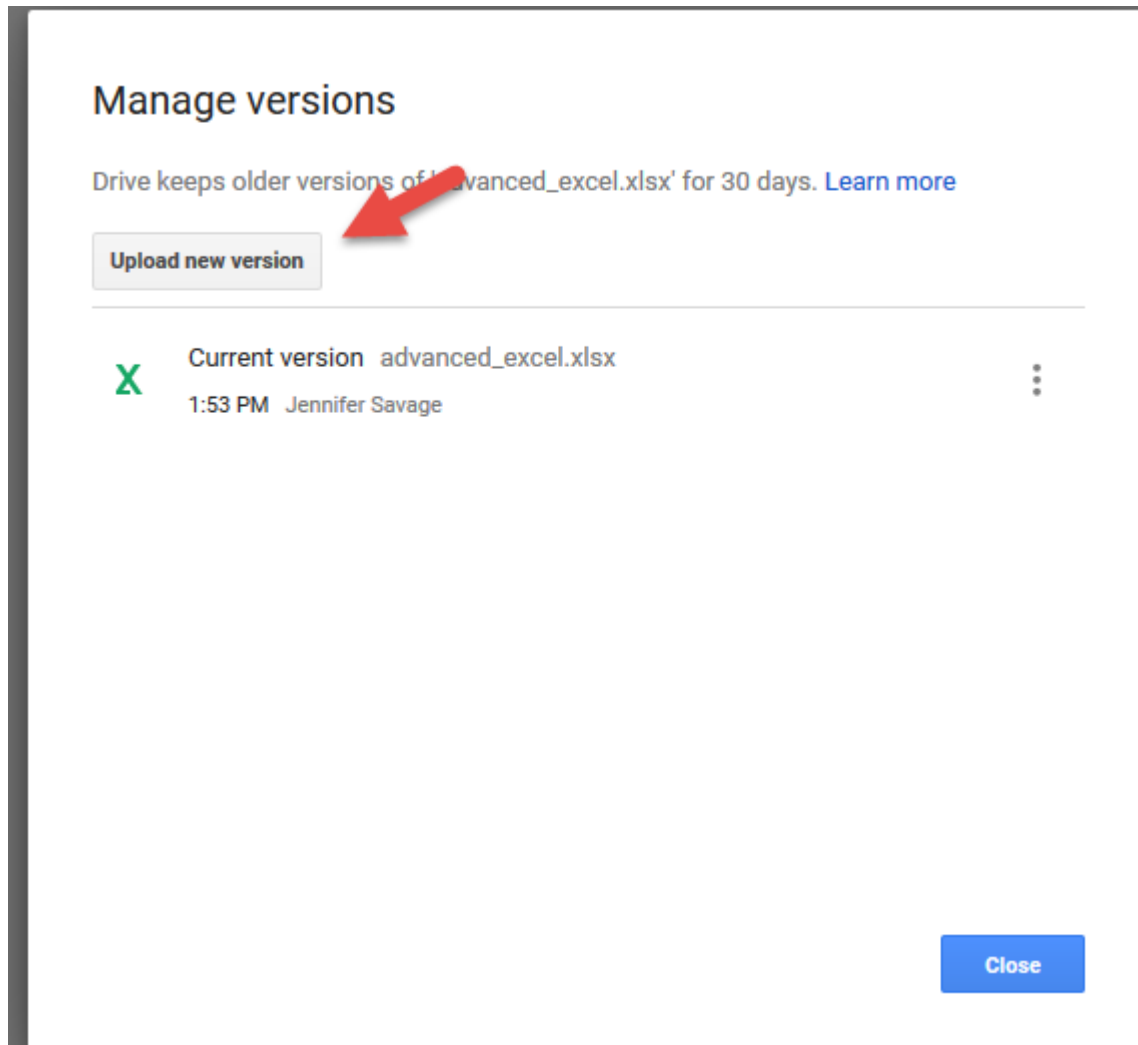
When you are in a Google doc, there will be certain items on the top of the screen to help you. The name of the file is on top, where you can easily click on it to **Rename** it, **Star** it or **Move** it to another location.

When you open the file you should rename the file. You can either select the name on the top left-hand side of the screen and rename the file from right there, or you can select **File, Rename**. To save it into a **Google App**, simply remove the extension (for example, the .xlsx). Once you rename the document, it will be converted to a Google Doc and will automatically save and show when the last edit was made. The tabs and icon toolbar contain features, and functions to manipulate the document. Depending on where your cursor is, you may get different options on the menus.



Managing Web Versions

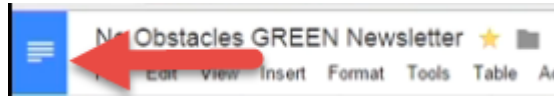
While working in the web version of Drive, you can upload the latest version of the document. Right click on the document, then select **Manage Versions**, **Upload new version** and then select the updated document from wherever it is stored on your computer/device. This way you can keep one version of a document instead of multiple drafts.



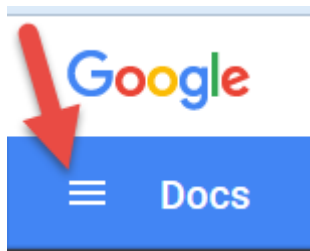
Creating New Documents

Returning to Home Page

Clicking on the icon next to the name will bring you back to the home page for that application (not the Google Drive home page).

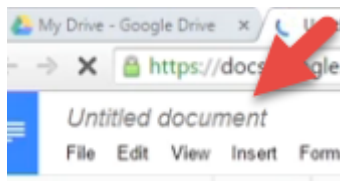


Once you return to the app home page, you can select the indicator again and choose to return to Drive or another app home page.



Creating New Documents

Select **New**, then the type of document (Google Docs, etc.). Select the **Untitled Document** link and rename the document. This will automatically save the document and Google will continue to update/save the document as you work.

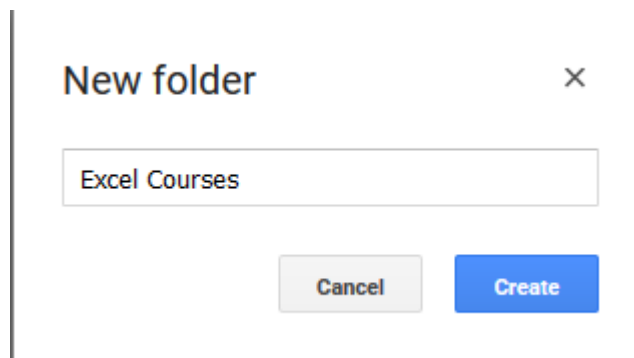
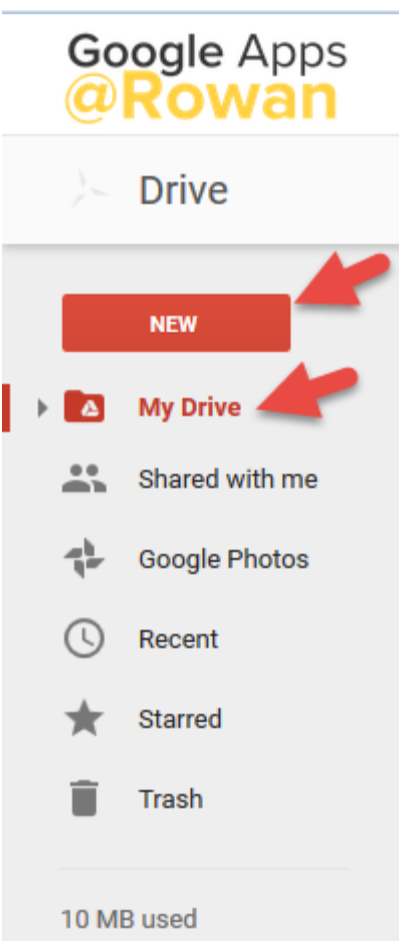


New Folders

Organizing and Working In Your Drive

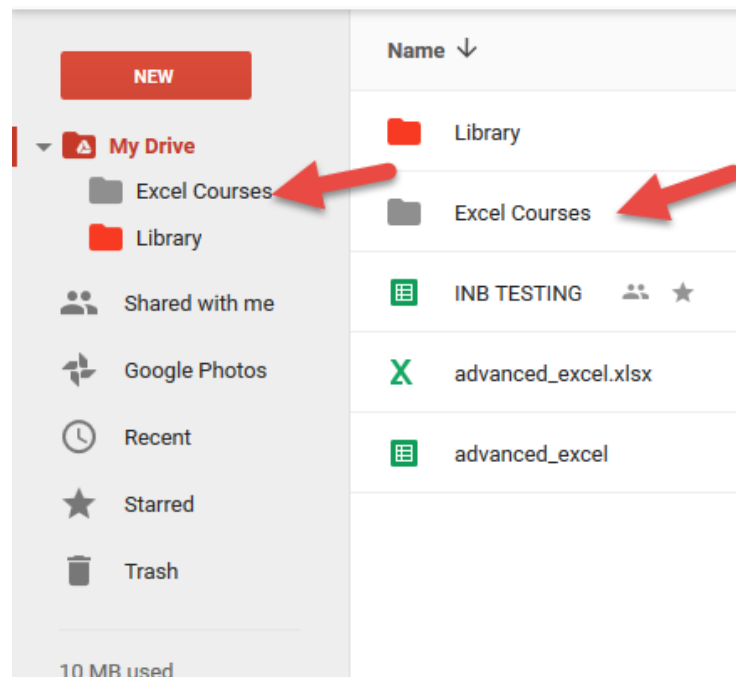
You can organize and keep your drive clean while utilizing **Google Drive**. One thing you can do is create folders to store your files in.

Either select the **New** button, then **New Folder**, or right click on **My Drive** and select **New Folder**. You will then be brought into a window where you can name your new folder.

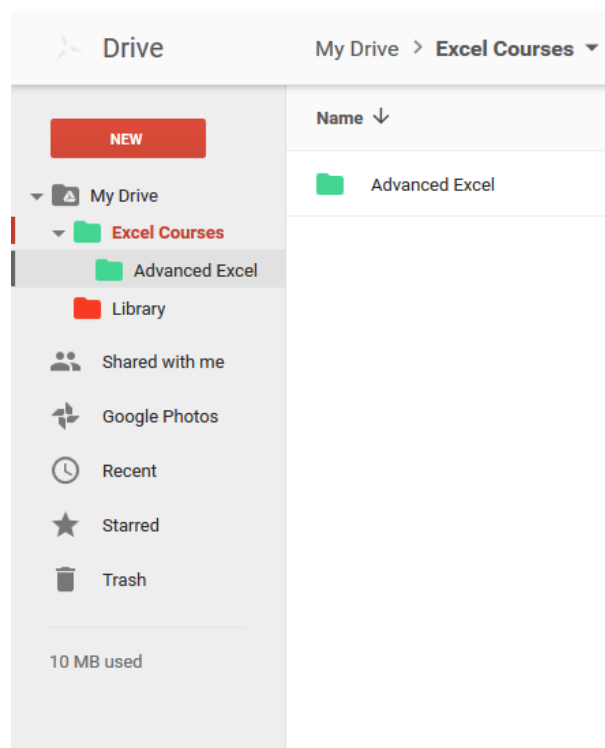


Organizing Folders

Your new folder will now show both when you expand your menu on the left, plus also on the folder menu once you select **My Drive**.



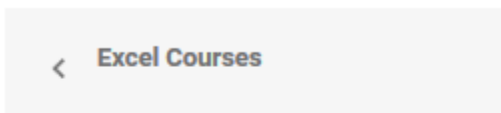
Once you right click on either of these, you will get a menu of options to manipulate that folder. You can rename the folder, select a color for it, add a star to mark it as important and move it to another folder or drive. You can also create subfolders within that folder.




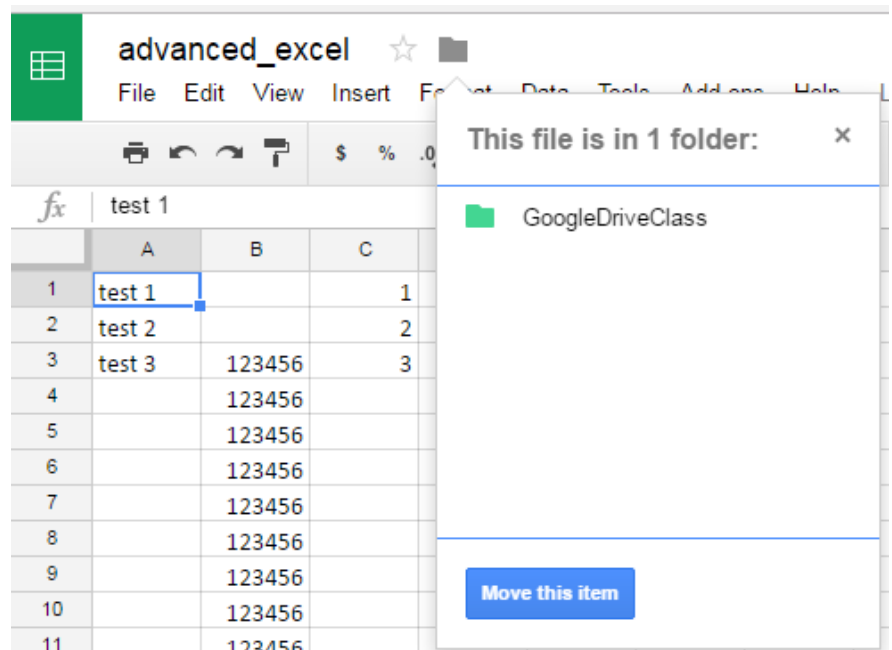
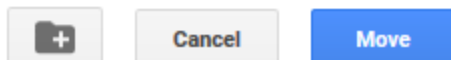
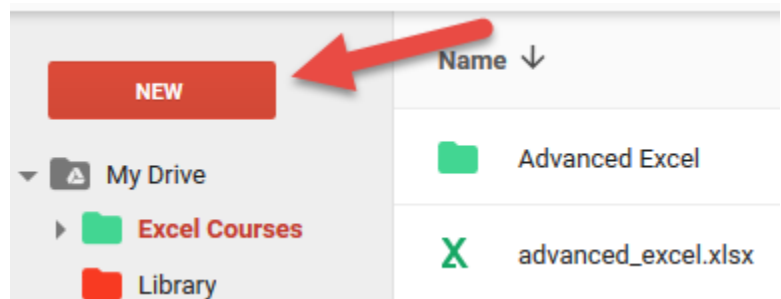
Moving Files

Once you have your folders created, you can move your files into them. You can drag and drop the files right from your **My Drive** menu into the folders, or you can right click on a file, select **Move To** and select the appropriate folder. You can also select the appropriate folder, select the **New** button and then **Upload File**. Finally, you can move a file while editing the file in Google Docs, Google Sheets, etc.

Move To ×

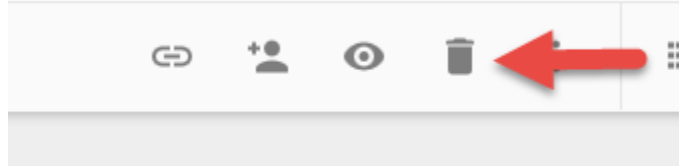


 Advanced Excel

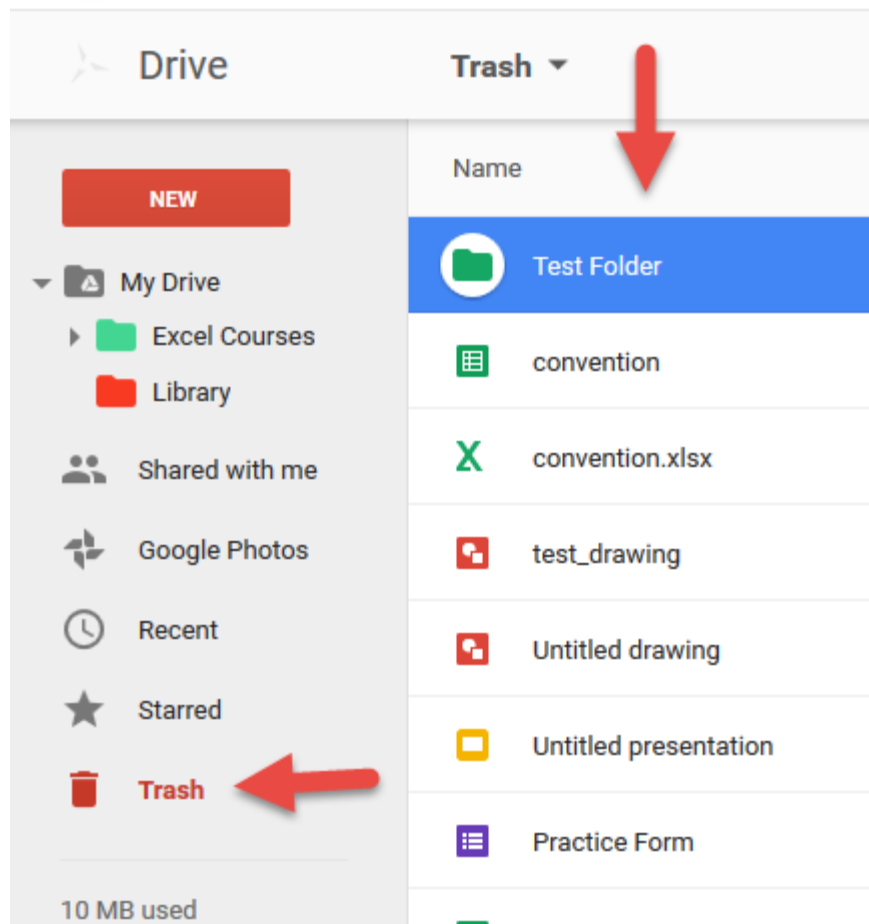


Deleting Files

To delete a file, simply select it and then select the **Trash** icon from the toolbar above the list of files. It will then be sent to the **Trash** folder.

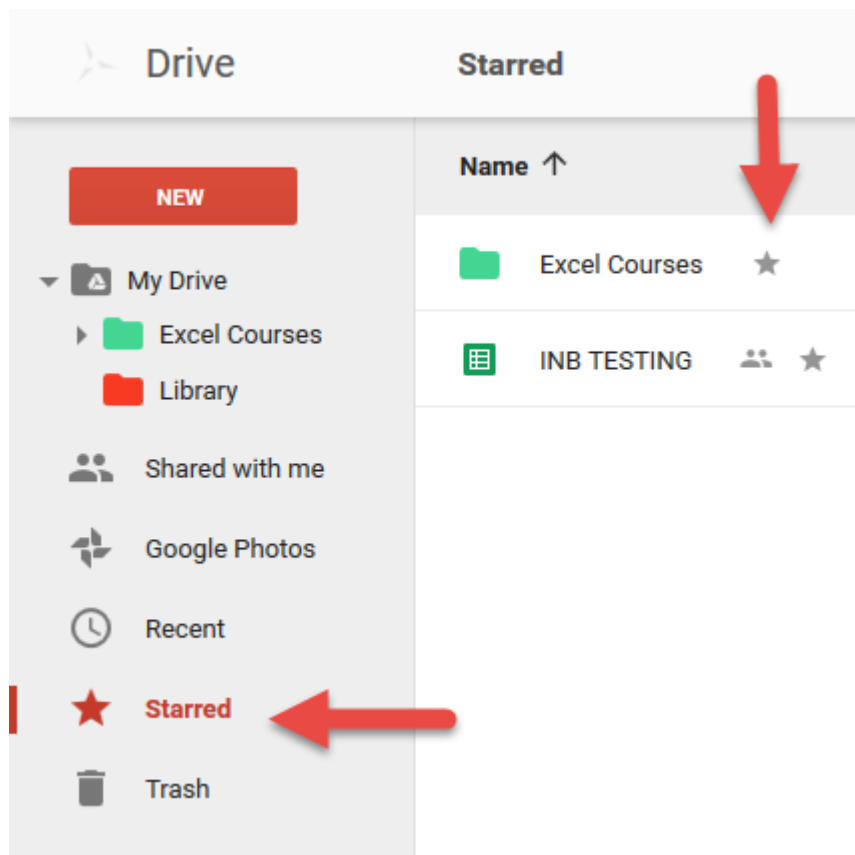


To permanently delete the items from your **Drive**, go to the **Trash**, highlight that one file and then select **Delete Forever**. To delete all files in **Trash**, select **Trash**, then **Empty Trash**. To restore files from **Trash**, simply select the file, then **Restore**.

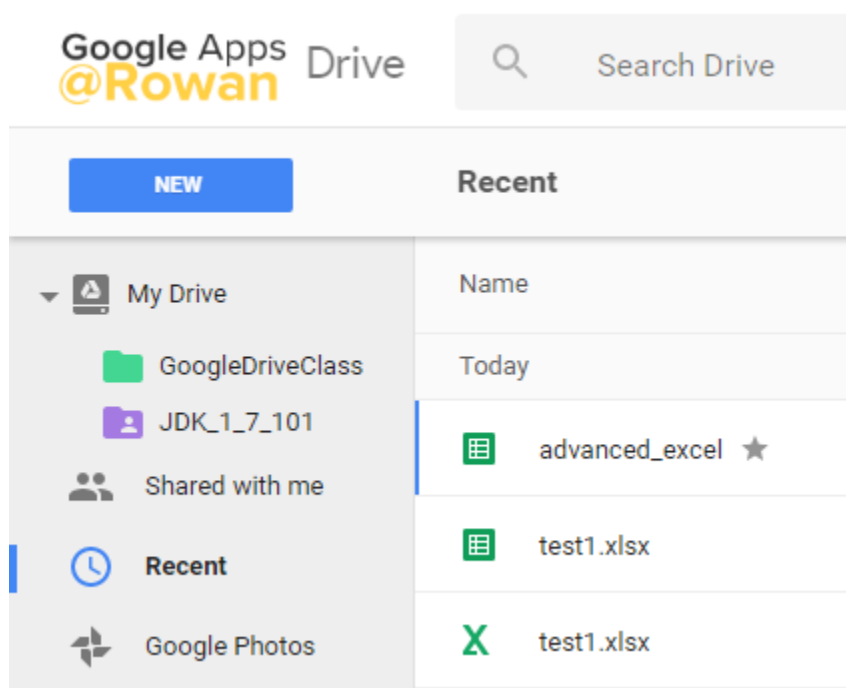


Starred and Recent Drives

Stars are also helpful tools to keep your files and folders organized. If you are working on a project with several files, you can star them. That way you can view all of your starred documents and folders by selecting the **Starred** drive. Once you are done working on a particular file or folder, you can unstar it.



The Recent drive will show all documents you most recently opened or modified and the details of the file.



Sharing Google Docs

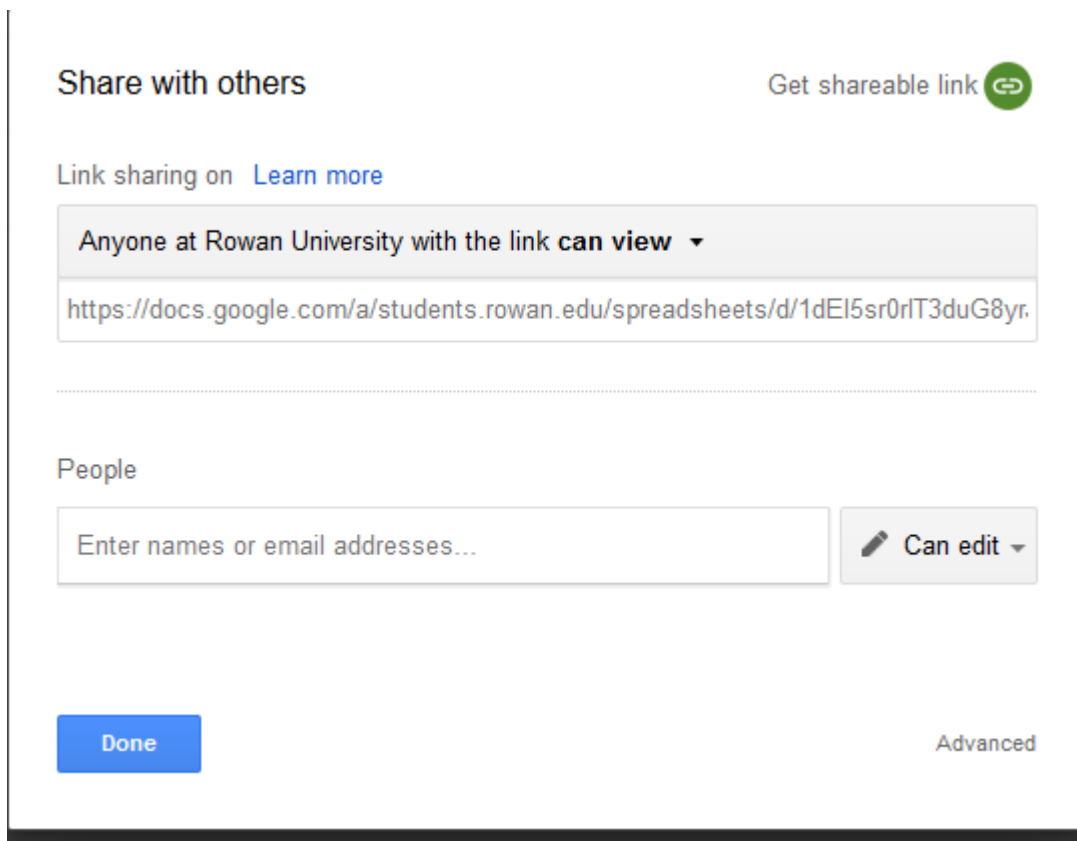
Sharing Google Docs

Select one of your documents and then right click and select **Share**.

Another Google App user: Type name or email address in the **People** box and select if they can edit, comment or just view.

Not Google App user: Select **Get Shareable Link** and can copy and send anywhere.

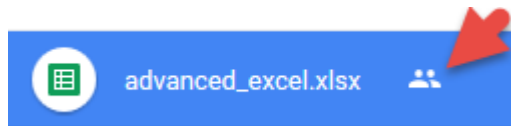
You can then limit access to certain people, allow “all can view”, “all can comment” or “all can edit.” You can be specific to people at your organization (Rowan), all of the public, all who have the link or only specific people.



The screenshot shows the 'Share with others' dialog box in Google Docs. At the top right, there is a 'Get shareable link' button with a link icon. Below this, the text 'Link sharing on' is followed by a 'Learn more' link. A dropdown menu is open, showing the selected sharing option: 'Anyone at Rowan University with the link can view'. Below the dropdown, a text box contains the shareable link: 'https://docs.google.com/a/students.rowan.edu/spreadsheets/d/1dEI5sr0rIT3duG8yr.'. A horizontal dashed line separates the link section from the 'People' section. In the 'People' section, there is a text input field with the placeholder text 'Enter names or email addresses...'. To the right of this field is a button with a pencil icon and the text 'Can edit'. At the bottom left, there is a blue 'Done' button. At the bottom right, there is a link for 'Advanced' settings.

Sharing Google Docs

Once you share the document, there will be an icon next to the document on your Google Drive.




You can right click on the document and go back into **Share** to view **Advanced options** to view the **Sharing settings**, including who has access.

Sharing settings

Link to share


<https://docs.google.com/a/students.rowan.edu/spreadsheets/d/1dEI5sr0rIT3duG8yrJk>

Who has access

	Anyone at Rowan University who has the link can view	Change...
	Jennifer Savage (you) savagej@rowan.edu	Is owner

Invite people:

Enter names or email addresses...

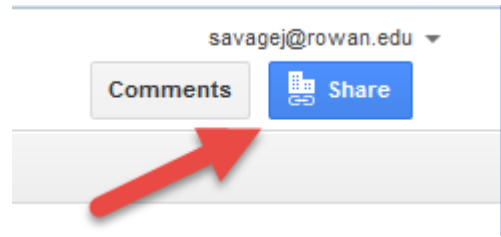
 Can edit ▾

Owner settings [Learn more](#)

- Prevent editors from changing access and adding new people
- Disable options to download, print, and copy for commenters and viewers

Done

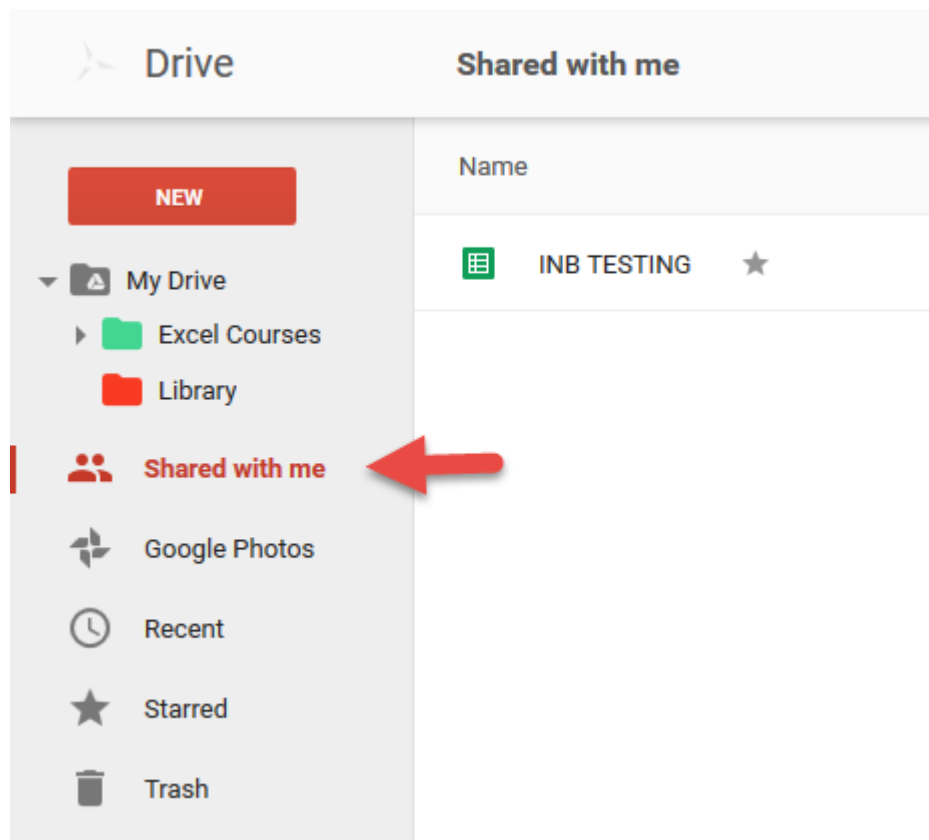
Sharing Google Docs



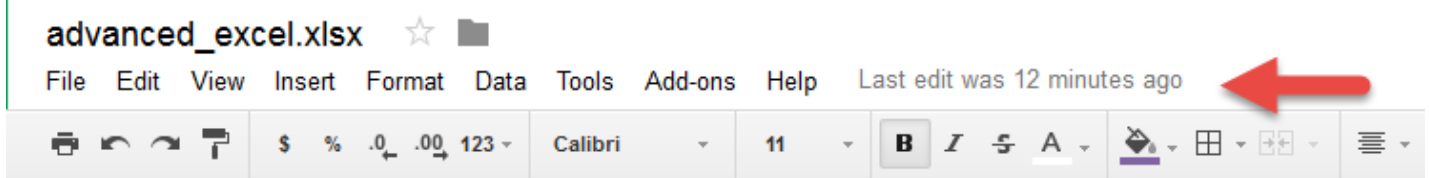
You can also share within a document. There is a **Share** button on the top right side of the screen. When you select it, it will have you name the document if you have not done so already, select the recipients and their access level, then send. Once it has been shared once, you will access the **Advanced Sharing** options when you select the **Share** button.

When a Google document is shared with you, you will receive an email and can then access the document. If you were given editing or commenting access, you can manipulate the document and close it. The changes will be automatically saved.

When you access your **Google Drive**, you can always find the document in **Shared with Me**. However, for it to automatically synch via your desktop app, you will need to move it to your drive. Simply right click on the document and select **Move to my drive**, then which folder or subfolder you would like to place it in. There will still be a copy in your **Shared with Me** drive, too.



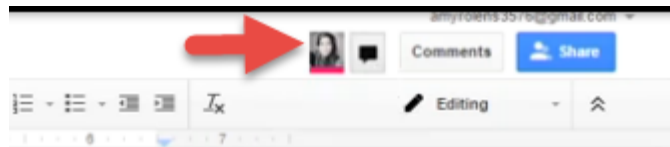
Revisions and Chat



Google automatically tracks any changes made to a document. Simply go into the document, then select the link “**Last edit was...**” next to your toolbar. This will bring you into a new screen where the revision history will be listed, color coding all who made changes. You can scroll through the changes, and can select **Restore this Revision** for any change made.

To view more detailed, step-by-step revisions, select **Show more detailed revisions** on the bottom right-hand side of the screen.

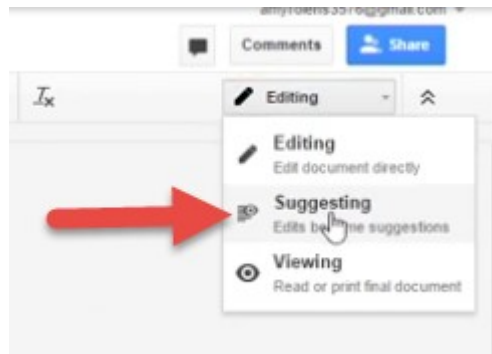
If you want to save a version of the document, you can select **File, Make a Copy** and name the version and place it somewhere on your **Google Drive**.



Google will assign each person with access to edit the document an avatar and a color. The avatar and color will display on the upper right side of the screen of anyone actively working on the document, and the cursor will change to the color of that person as they edit the document. You will all see all changes as they occur within the document.

There is also a **chat** feature that you can activate while working on the document. Simply select the button next to the avatar and the **Chat** dialog box will open.

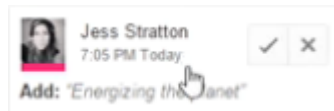
Suggestions and Intro to Docs



You can make suggested edits into a document, giving the author the ability to accept or reject them. Go to the **Editing** icon on the top right side of the screen and select **Suggesting**. Any changes you make will automatically show as a suggestion to the author.

As the author, you will see the suggestion on your screen in the document, as well as the text/edit will be highlighted with that person's assigned color. You can select the check to accept or the x to reject the suggestions.

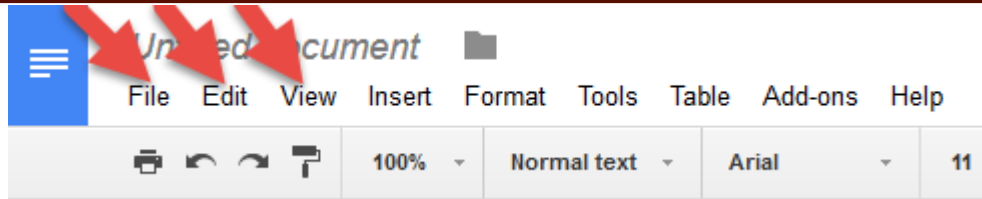
Once you accept them, they will be incorporated into your document. If you reject, they will disappear.



Introduction to Google Docs

We have explored the storage and accessibility features of **Google Drive**. Now we will take a look at the **Google Applications** that you can utilize. We will look closer at **Google Docs**, which is similar to Microsoft Word, **Google Sheets**, which is similar to Microsoft Excel and **Google Slides**, which is similar to Microsoft PowerPoint. We will examine the similarities to these programs as well as some extra features that will help you to make your documents much more accessible and easier to collaborate with your colleagues.

Google Docs



Google Docs:

Google Docs is a word processing program similar to Microsoft Word, with many of the same features.

File

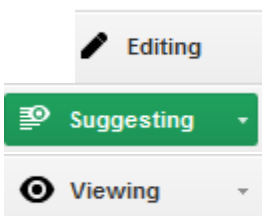
- New
- Make a Copy
- Download As
- Page Setup

Edit

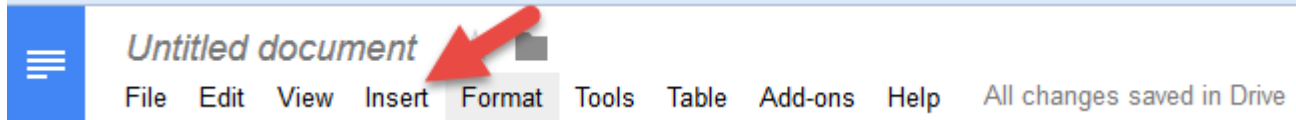
- Cut, Copy, Paste
 - Ctrl + C
 - Ctrl + X
 - Ctrl + V
- Web Clipboard
 - Highlight and copy to Web Clipboard
 - Can Paste as Rich Text or HTML
 - <https://support.google.com/docs/answer/161768>

View

- Print Layout
- Mode



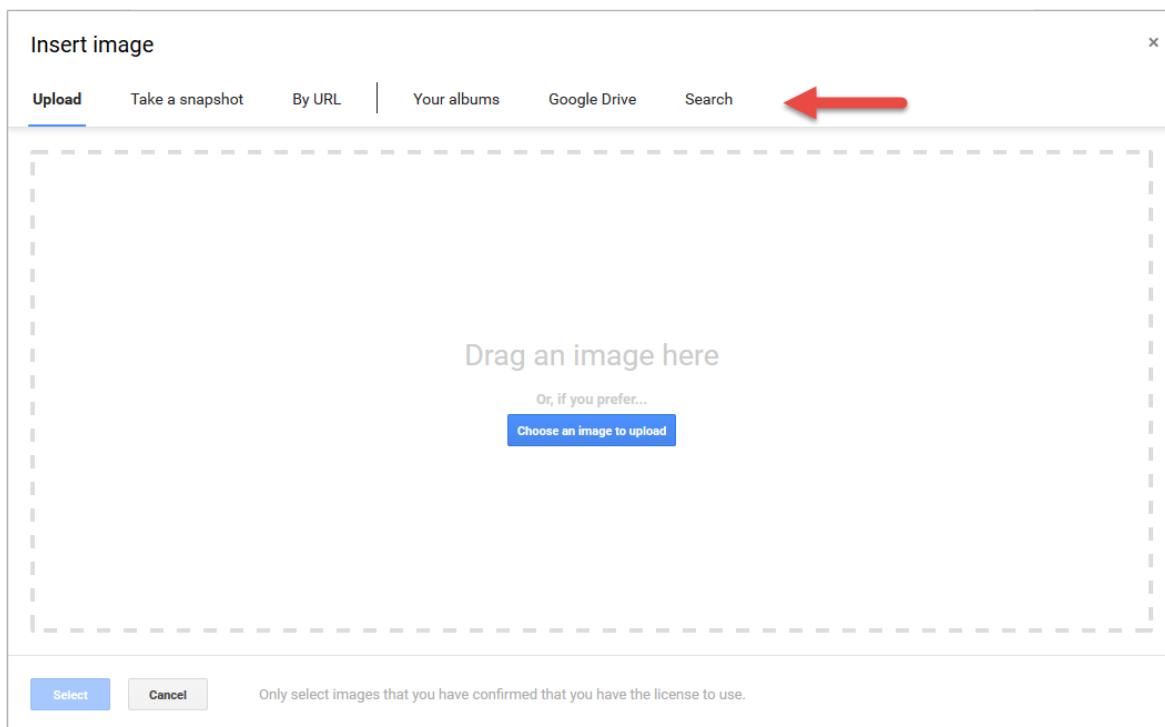
- Editing: Edits directly
- Suggesting: Edits are suggestions until Author accepts
- Viewing: Print/View final



Insert

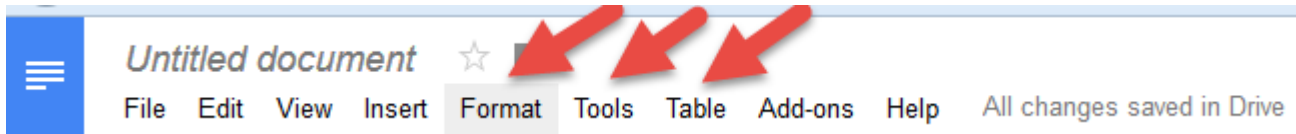
Insert Image

- Upload
- Take a Snapshot (with webcam)
- By URL
- From Google Drive



- Special Character
- Lines
- Page Number
- Header
- Footer

Google Docs



Format

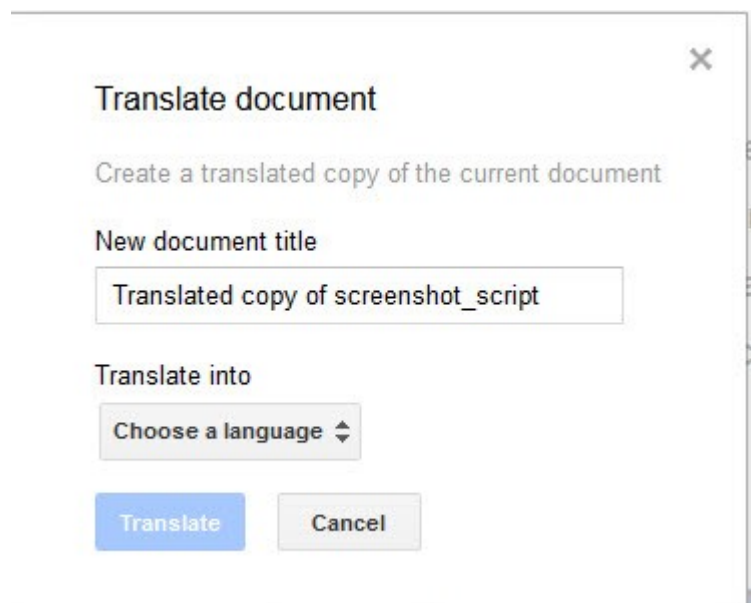
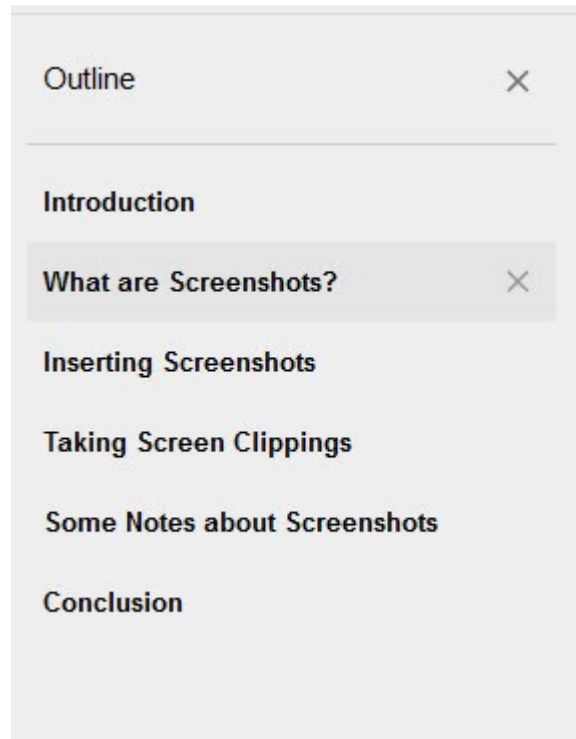
- Bold, Italic, Underline
- Super/Subscript
- Lists
- Line formatting (as needed)
- Image formatting (as needed)

Tools

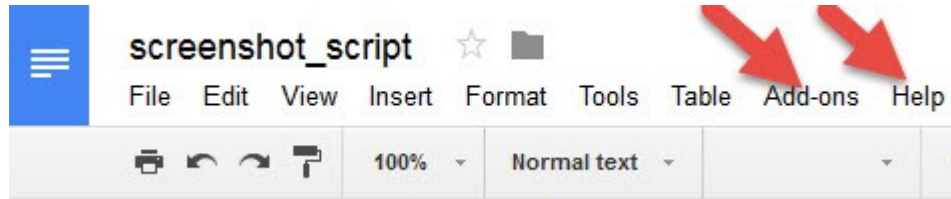
- Spelling
- Word Count
- Document Outline

Table

- Insert/Format basic tables







Google Docs



Add-ons

All ▾

WebSequenceDiagrams 31,084 users	Twitter Curator 15,136 users
 Doc Tools 47,749 users	 Stoplight Annotator 2,943 users
 PandaDoc 45,436 users	 Ultradox Template Editor 43,522 users

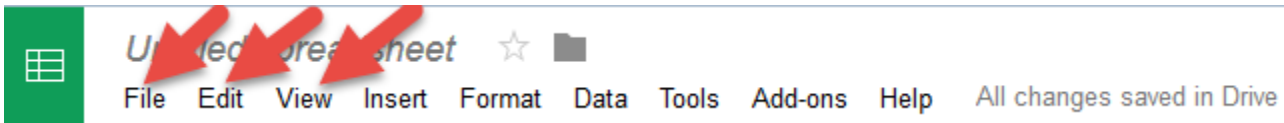
Add-ons

- Get/Manage Add-ons
 - Doc Tools
 - Table of Contents

Help

- Docs Help
- Keyboard Shortcuts

Google Sheets



Google Sheets:

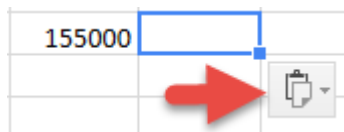
Google Sheets is a program similar to Microsoft Excel with many of the same features.

File

- New
- Make a Copy
- Import
- Spreadsheet Settings

Edit

- Cut, Copy, Paste
 - Ctrl + C
 - Ctrl + X
 - Ctrl + V
- Paste Special



View

- Freeze
- Gridlines
- All Formulas

EASTERN CONFERENCE							
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	Totals
Team A	155000	100000	99,000	150,000	155,000	100,000	=SUM(B3:
Team B	30000	40000	40,000	50,000	50,000	40,000	=SUM(B4:
Team C	55000	55000	55,000	55,000	55000	40,000	=SUM(B5:
Team D	22000	50000		55,000	23,000	30,000	=SUM(B6:
Totals	=SUM(B3:	=SUM(C3:i	=SUM(D3:	=SUM(E3:	=SUM(F3:	=SUM(G3	=SUM(H3



Untitled spreadsheet

File Edit View Insert **Format** Data Tools Add-ons Help All changes saved in Drive

Insert

- Rows, Columns, Sheets
- Comments, Notes, Functions
- Chart

Chart Editor

Recommendations **Chart types** Customization [Help](#)

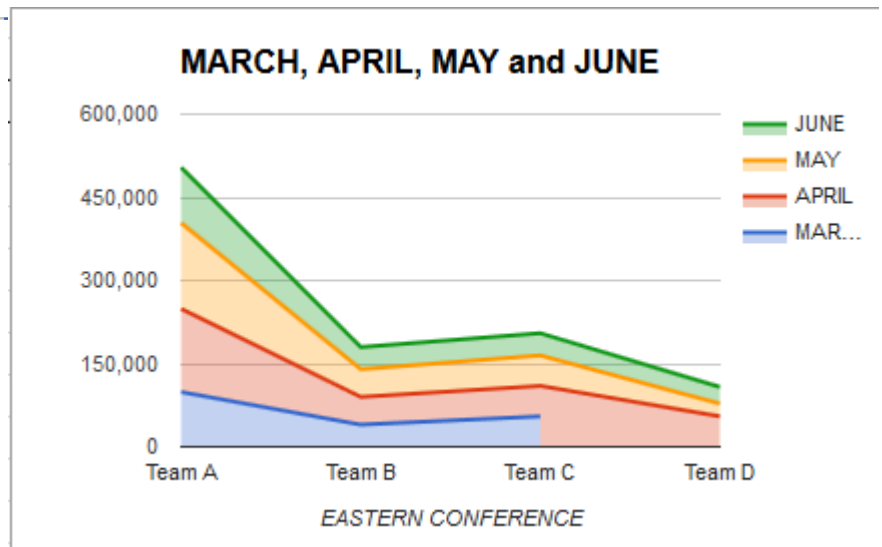
DATA1M29

Aggregate column M
 Switch rows / columns
 Use row 29 as headers
 Use column M as labels

Line

Area

Insert Cancel



Google Sheets



Untitled spreadsheet

File Edit View Insert Format Data Tools Form Add-ons Help All changes saved in Drive

Format

- Number
- Font
- Paragraph

Data

- Sort
- Named Ranges
- Filter
- Pivot Tables
- Data Validation: Create a drop down list in your Sheet.

Data validation ×

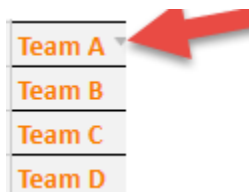
Cell range: DATA!A3

Criteria: List of items

On invalid data: Show warning Reject input

Appearance: Display in-cell button to show list

Show help: Click and enter a value from the list of items [Reset](#)



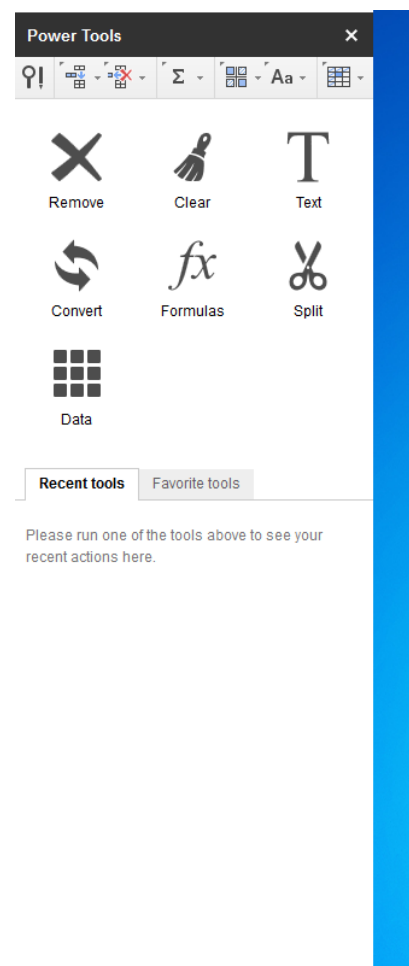
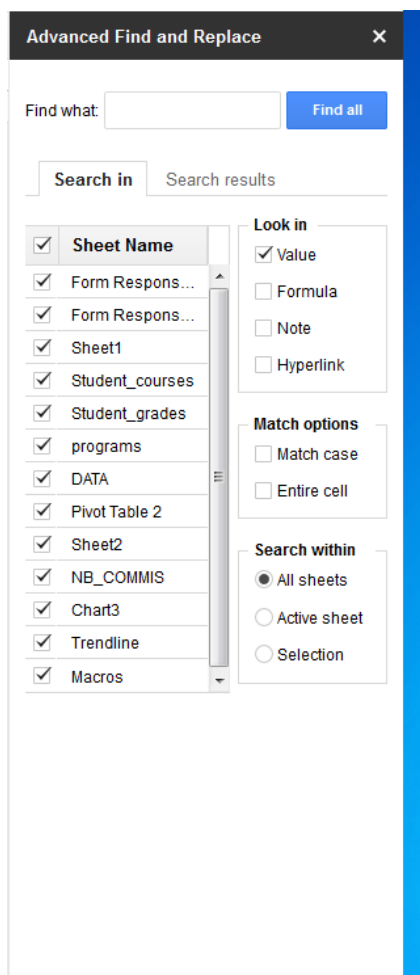


Tools

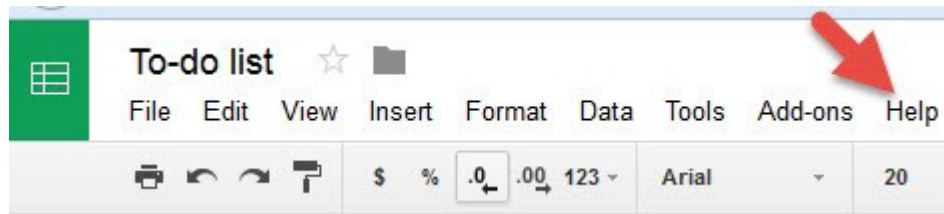
- Script Editor (JavaScript, similar to VBA for MS Excel)
- Spelling
- Protect Sheet

Add Ons

- Advanced Find & Replace
- Advanced Power Tools



Google Sheets



Help

- Sheets Help
- Function List
- Keyboard Shortcuts

Docs editors Help

Google spreadsheets function list

Google Spreadsheets supports cell formulas typically found in most desktop spreadsheet packages. These formulas can be used to create functions that manipulate data and calculate strings and numbers.

Here's a list of all the functions available in each category. When using them, don't forget to add quotation marks around all function components made of alphabetic characters that aren't referring to cells or columns.

Filter with a few keywords ... Narrow by ...

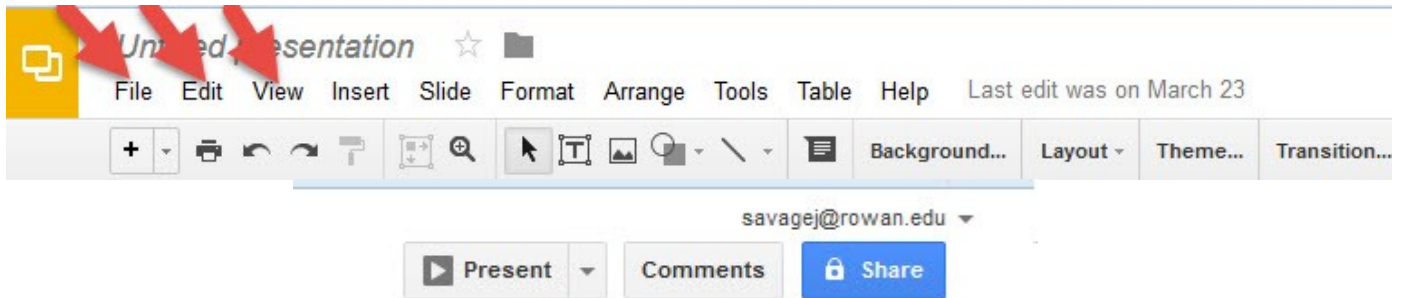
Type ^	Name		Description
Array	ARRAY_CONSTRAIN	<code>ARRAY_CONSTRAIN(input_range, num_rows, num_cols)</code>	Constrains an array result to a specified size. Learn more ↗
Array	FREQUENCY	<code>FREQUENCY(data, classes)</code>	Calculates the frequency distribution of a one-column array into specified classes. Learn more ↗
Array	GROWTH	<code>GROWTH(known_data_y, known_data_x, new_data_x, b)</code>	Given partial data about an exponential growth trend, fits an ideal exponential growth trend and/or predicts further values. Learn more ↗

Operator

Google spreadsheets function list

ADD
CONCAT
DIVIDE
EQ
GT
GTE
LT
LTE
MINUS
MULTIPLY
NE
POW
UMINUS
UNARY_PERCENT
UPLUS

Google Slides



Google Slides:

Google Slides is a presentation program similar to Microsoft PowerPoint with many of the same features.

File

- New
- Make a Copy
- Download As
- Page Setup

You can also See Revision History, Email as an Attachment or Email Collaborators directly from File.

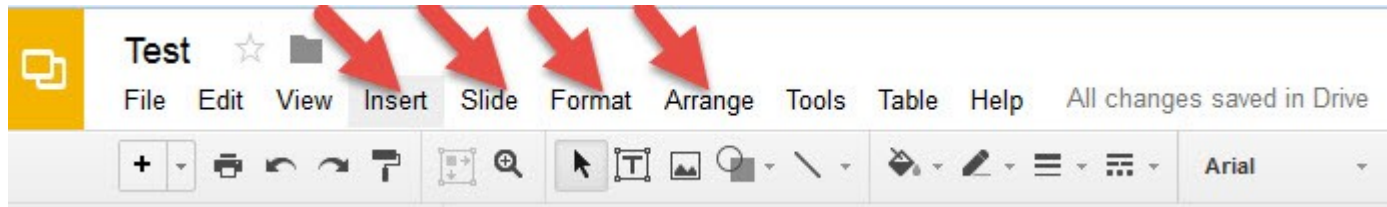
Edit

- Cut, Copy, Paste, Paste without Formatting
 - Ctrl + C
 - Ctrl + X
 - Ctrl + V
 - Ctrl + Shift + V
- Duplicate, Delete

View

- Present
- Animations
- Master

Google Slides



Insert

- Textbox
- Image
- Video
- Slide Number
- Comments
- New Slide

Slide

- New, Duplicate, Delete Slide
- Change Background, Apply Layout, Change Theme
- Edit Master
- Move Slides
- Next, Previous, First and Last Slide

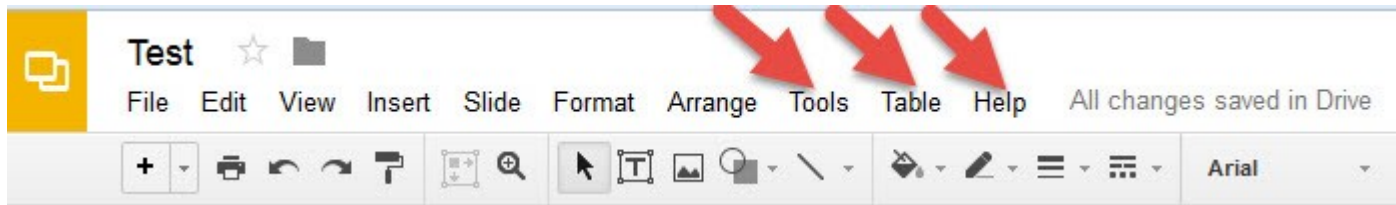
Format

- Font Format (Bold, Italics, Size, Color)
- Paragraph Format (Style, Align, Spacing)
- Fill Color, Change Shape, Change Connector
- Image Format (Crop, Replace, Reset)

Arrange

- Send to Back, Front
- Align, Center
- Rotate

Google Slides and Conclusion



Tools

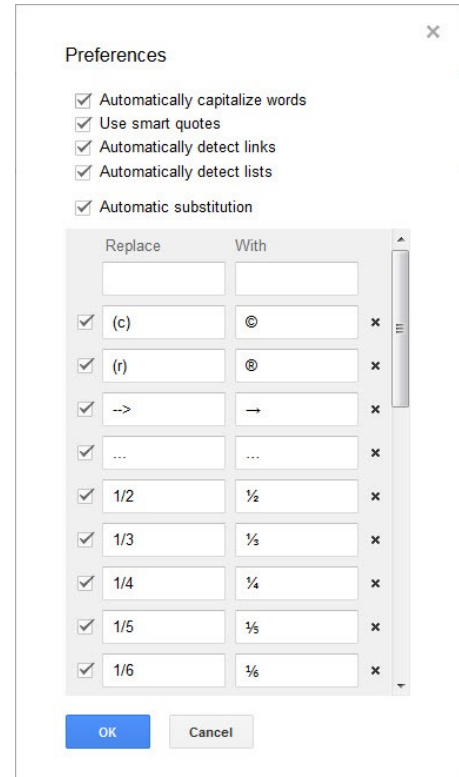
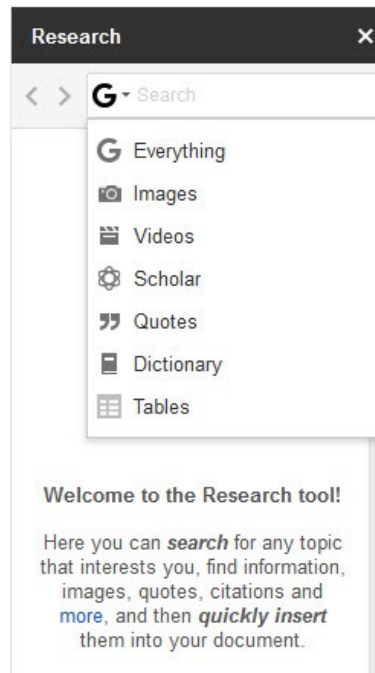
- Spelling
- Research
- Define

Table

- Insert Table

Help

- Search
- Slides Help
- Keyboard Shortcuts



Conclusion:

Google Apps and Google Drive enable users to store, edit and share documents in a much more organized and controlled manner. No more multiple drafts and copies of documents to become confused with or lost. Google has made collaboration and the ability to access documents across multiple platforms much easier.

Additional Resources

Google Apps @Rowan University: <https://confluence.rowan.edu/display/IRT/Google+Drive>

Google Apps Learning Center: <http://learn.googleapps.com/products/drive/#/list>

Google Drive Essential Training: <https://www.lynda.com/Google-Apps-tutorials/Google-Drive-Essential-Training/371931-2.html?srchtrk=index:1%0Alinktypeid:2%0Aq:Google%2Bdrive%0Apage:1%0As:relevance%0Aa:true%0Aproducttypeid:2>