

Working with Google Applications

search on 



What is a Google Account and why do I need one?

- Allows use of free Google applications - examples below
 - Google Drive for storage
 - Free Google “apps” to create documents, spreadsheets, and presentations
 - Separate gmail (email) account for school-related activities
- Experience the Google apps your children are using at school.

*Click on the below link for directions on
[How to Create a Google Account](#)





Log into the Chromebook using the test account provided

- Enter your Gmail username & Password provided on your handout.

Enter Gmail Username & select Next

A screenshot of the Chromebook sign-in interface. The top header is blue with a refresh icon and the text "Sign in to your Chromebook Managed by sausd.us". Below this is a white input field labeled "Enter your email". Underneath the input field are links for "Need help finding your account?" and "More options". A blue "NEXT" button is positioned to the right of the input field, with a red arrow pointing up to it. The Google logo is at the bottom center.

Enter your Gmail Username Only

Enter Password & select Next

A screenshot of the Chromebook sign-in interface for password entry. The top header is blue with a back arrow, a close 'X' icon, and a user profile icon. Below the header, the email address "username@gmail.com" is displayed. There is a white input field labeled "Password". Below the password field are links for "Forgot password?" and a blue "NEXT" button. A red arrow points up to the "NEXT" button. A red box with the text "Enter your Password" has an arrow pointing to the password input field.

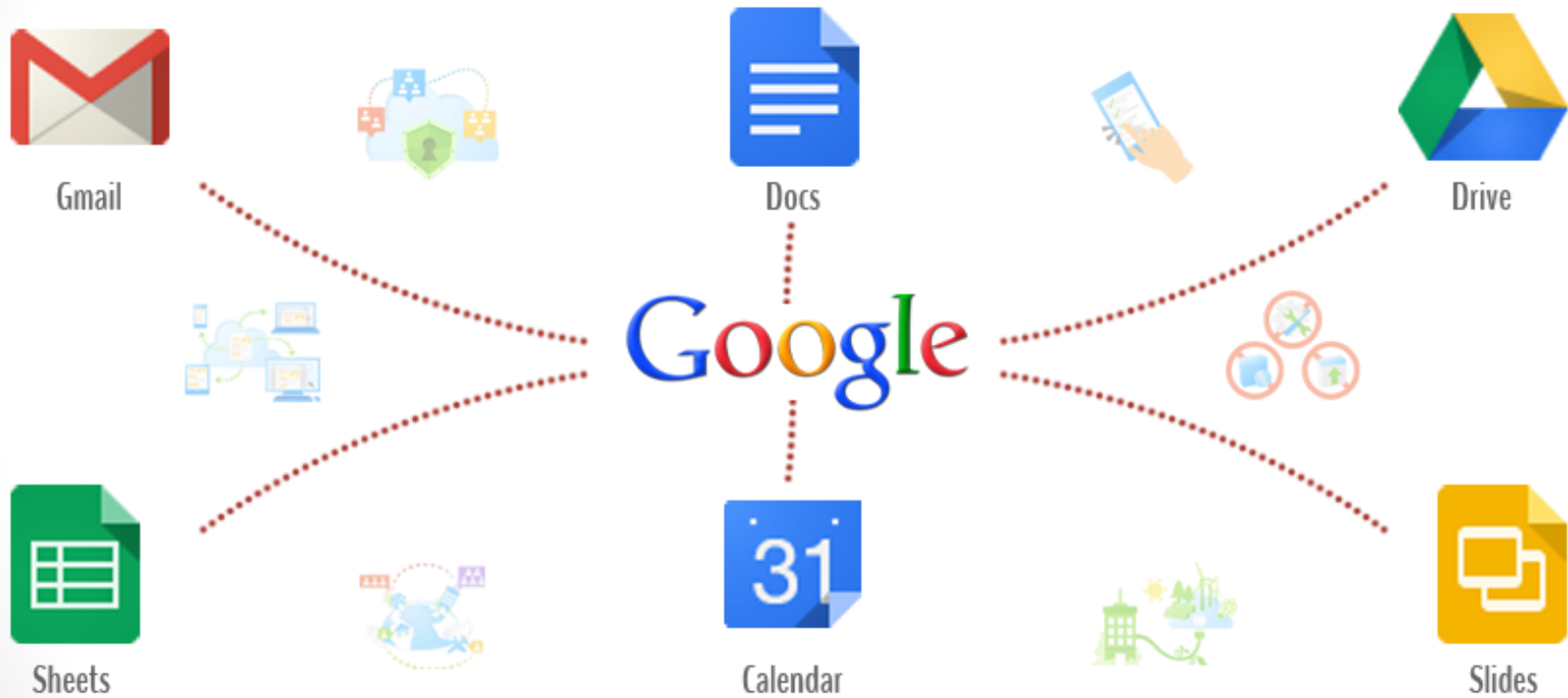
Enter your Password

Screen After Logging In

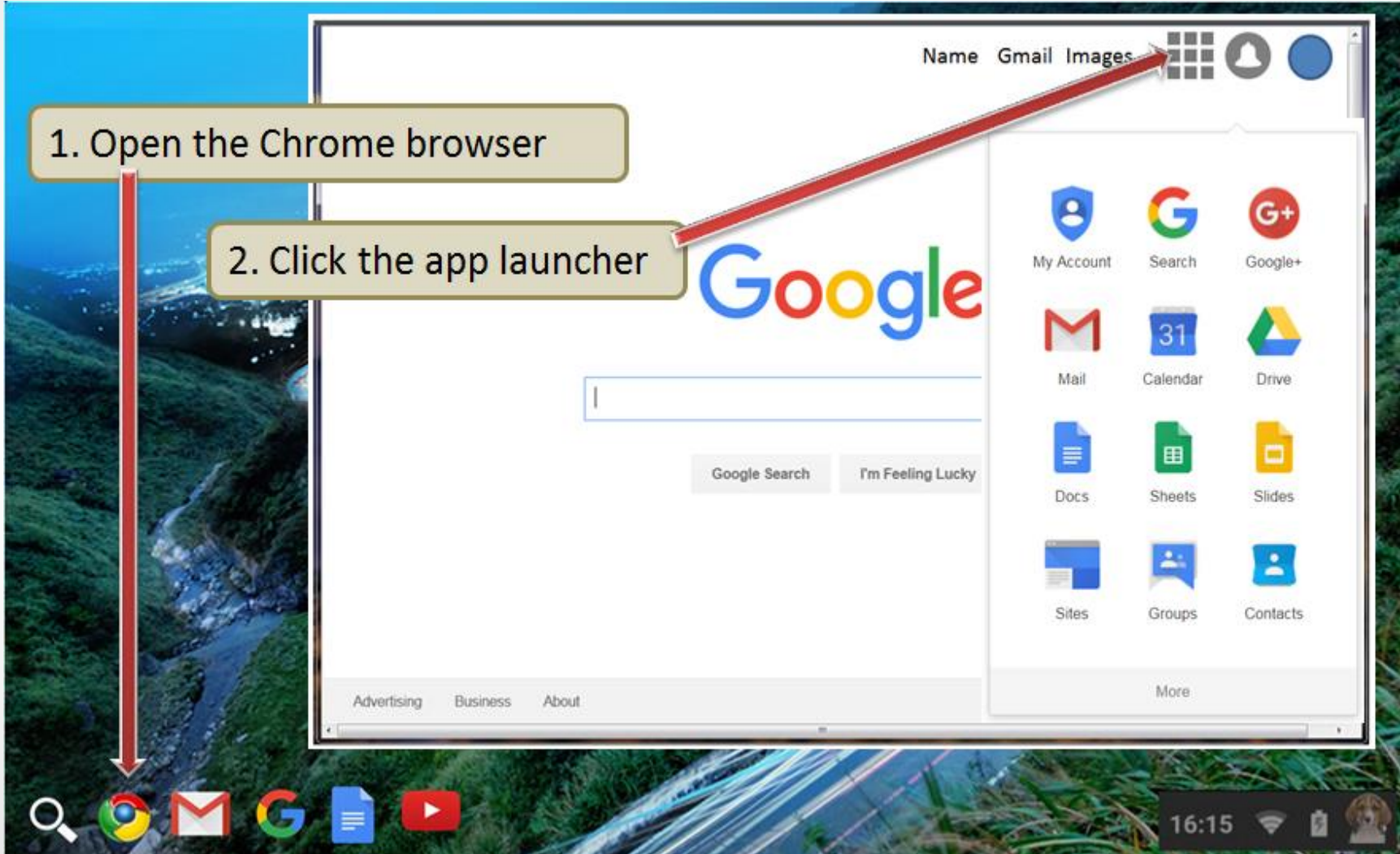


Hold your mouse cursor over each of the icons above to identify where they lead - don't click!

Google Apps



Google Apps Launcher



1. Open the Chrome browser

2. Click the app launcher

Name Gmail Images

Google

My Account Search Google+

Mail Calendar Drive

Docs Sheets Slides

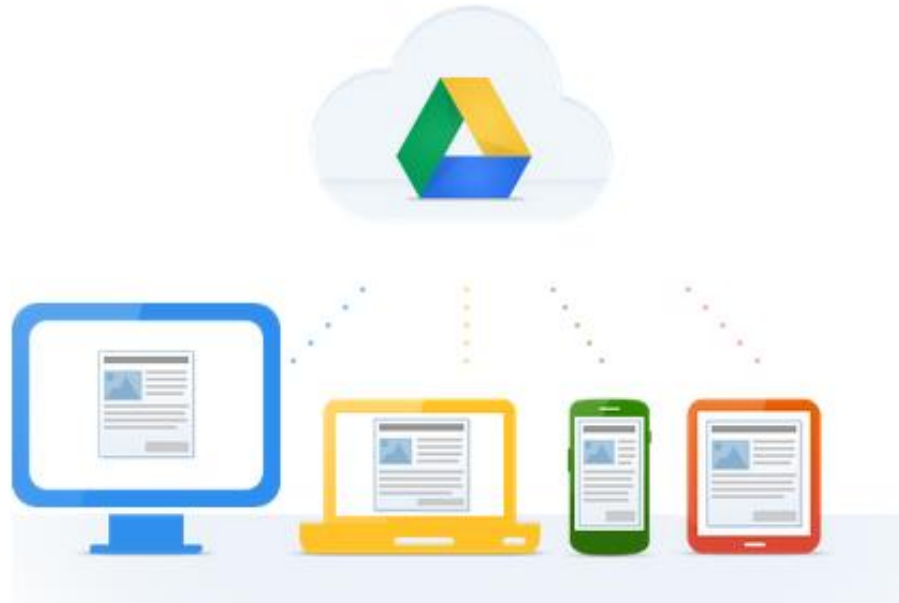
Sites Groups Contacts

More

Advertising Business About

16:15

What is Google Drive?



Click on the link below to watch a video.

Google Drive: One Safe Place for all your stuff (English video)

[Video Overview - Click to watch](#)



Google Drive: Un lugar para todos tus documentos (en Español)

[Haga un clic aquí para ver el video](#)



Popular Apps in Google Drive



- What is Google Drive?
 - A place to store, create, view and share your documents.
- What is Google Docs? 
 - Create letters, resumes, essays, etc. in Google Docs.
- What is Google Sheets? 
 - Create budgets, invoices, schedules, or track your expenses using Google Sheets as a few examples.
- What are the benefits of using these apps?
 - Google Docs and Sheets already have sample templates created to help you get started.
 - Everything you do in these apps is automatically saved.
 - There are even more apps!



Google Docs



Click on the blank document to start a new one.

A screenshot of the Google Docs homepage. At the top left is the Google logo. To its right is a search bar with a magnifying glass icon. Below the search bar is a blue navigation bar with a hamburger menu icon and the word 'Docs'. The main content area has a dark background and is titled 'Start a new document'. It features three white cards: 1) 'Blank' with a blue plus sign and a green arrow pointing to it; 2) 'Letter Spearmint' with a preview of a letter template; 3) 'Essay Paperback' with a preview of an essay template titled 'CELLS BASIC UNITS OF LIFE'.

Google

Docs

Start a new document

Blank

Letter Spearmint

Essay Paperback

Google Docs



Use Google Docs to write a letter, create a resume, type an essay, etc. Below is a sample resume created in Google Docs.

The screenshot shows a Google Docs interface with a document titled "Sample Resume". The document content is a resume for Casey Baumer, Creative Director. The resume is divided into several sections: Contact Information, Skills, Experience, and Education. Each section is separated by a horizontal line. The contact information includes the name, address, phone number, and email. The skills section contains a paragraph of placeholder text. The experience section lists three job entries, each with a company name, job title, dates, location, and a paragraph of placeholder text. The education section lists a school name and degree, with dates, location, and a paragraph of placeholder text.

Casey Baumer
Creative Director

—

Skills

—

Experience

—

Education

Casey Baumer
123 Address St
Anytown, NY 10011
123.456.7890
no_reply@example.com

—

Skills
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean ac interdum nisi. Sed in consequat mi. Sed pulvinar lacinia felis eu finibus.

—

Experience

Company Name / Job Title
MONTH 20XX - PRESENT, LOCATION
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean ac interdum nisi. Sed in consequat mi. Sed in consequat mi, sed pulvinar lacinia felis eu finibus.

Company Name / Job Title
MONTH 20XX - MONTH 20XX, LOCATION
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean ac interdum nisi. Sed in consequat mi.

Company Name / Job Title
MONTH 20XX - MONTH 20XX, LOCATION
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean ac interdum nisi. Sed in consequat mi. Sed pulvinar lacinia felis eu finibus.

—

Education

School Name / Degree
MONTH 20XX - MONTH 20XX, LOCATION
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore.

Google Sheets



Click in the blank sheet in order to start a new spreadsheet.

The screenshot shows the Google Sheets interface. At the top is the Google search bar. Below it is a green header with the "Sheets" logo. The main area is dark grey and titled "Start a new spreadsheet". It contains four options: "Blank", "Schedule", "Invoice", and "To-do list". A red arrow points to the "Blank" option, which is represented by a white square with a green plus sign.

Start a new spreadsheet

Blank Schedule Invoice To-do list

Google Sheets



Use Google Sheets in order to create a schedule, to-do list, budget, keep track of expenses, or create an invoice. Below is a sample of a schedule.

The screenshot shows a Google Sheet titled "Sample Schedule" with a menu bar (File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help) and a toolbar with various icons. The spreadsheet content is as follows:

	A	B	C	D	E	F
1	DAILY SCHEDULE					
2	Week of: September 7			<i>Set the starting date in cell C2. Rows</i>		
3		9/7	9/8	9/9	9/10	
4		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	
5	8:00 AM					
6	8:30 AM					
7	9:00 AM					
8	9:30 AM					
9	10:00 AM					
10	10:30 AM					
11	11:00 AM					
12	11:30 AM					
13	12:00 PM					
14	12:30 PM					
15	1:00 PM					
16	1:30 PM					
17	2:00 PM					
18	2:30 PM					

T H A N K
Y O U