

Basics of Google Drive

Google Apps for Education





Objectives

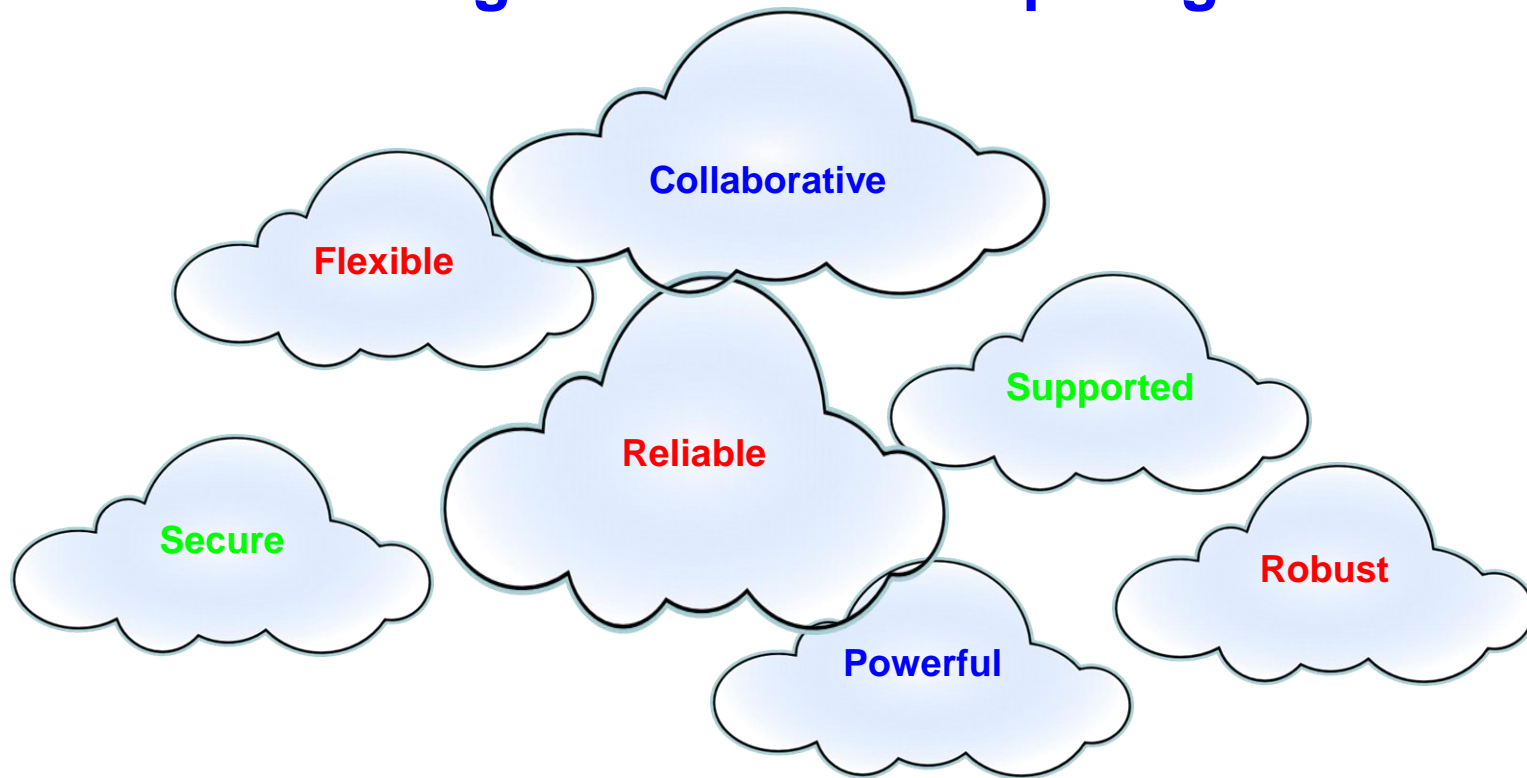
Define Google Drive



On the Desktop Computer:

- **Access Google Drive**
- **Create Folders in Google Drive**
- **Create Sub-folders in Google Drive**
- **Upload Files into Created Folders**
- **Move a file from the “X” Drive to Google Drive**
- **Open a Microsoft Word Document to edit and upload again**

Advantages of Cloud Computing





What is Google Drive?

Google Drive

Part of Google Apps for Education

It's a document creation storage platform.

A cloud based office productivity suite enabling the creation of

Google Documents = MS Word

Slide Presentation = PowerPoint

Web Forms (Google Forms)

Google Sheets = Excel

Drawings (Google Draw)



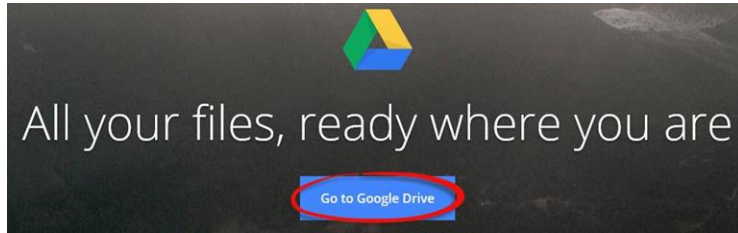
...in one online location.



Accessing Google Drive



1. On the desktop computer, Click on the Chrome Browser:
1. Type the following address: <https://drive.google.com/>
1. Click on Go to Google Drive





Google Drive



Log in to Google Drive



One account. All of Google.

Sign in to continue to Google Drive

1

Email

Password

2 Sign in

Stay signed in [Need help?](#)

[Create an account](#)

Welcome to your new account

Welcome to your new account: mmoore@mvsic.k12.in.us. Your account is compatible with nearly all Google products, but your mvsic.k12.in.us administrator may decide which products are enabled for your account. For tips about using your new account, visit our [Help Center](#).

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I accept. Continue to my account.

← Sign In

Google

Please change your password

Please choose a new password to finish signing in.

Read some tips on [creating a secure password](#).

4

New password

Re-enter new password

Change password

[About Google](#) [Privacy & Terms](#) [Help](#)



Try the Following on your own

Log into Google Drive on the computer

Once logged into Google Drive on the computer:

- Create 2 folders
- Create 2 subfolders
- Move a folder into another folder
- Upload a Microsoft Word file from either your computer or your “X” Drive to Google Drive
- Move a file into a folder
- Download and Upload a Microsoft Word Document

Helpful Documents

Google Help Sheets

www.mvsc.k12.in.us

1. Click on **Staff**
2. Click on **Technology**
3. Click on **Resources**
4. Click on **Google Apps**

Apple Tutorials

1. After clicking on **Resources** above
2. Click on **Video**.