

# GOOGLE TOOLS TRAINING ESCAPE 2016

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Google Apps/Tools Learning Center - <https://apps.google.com/learning-center/>

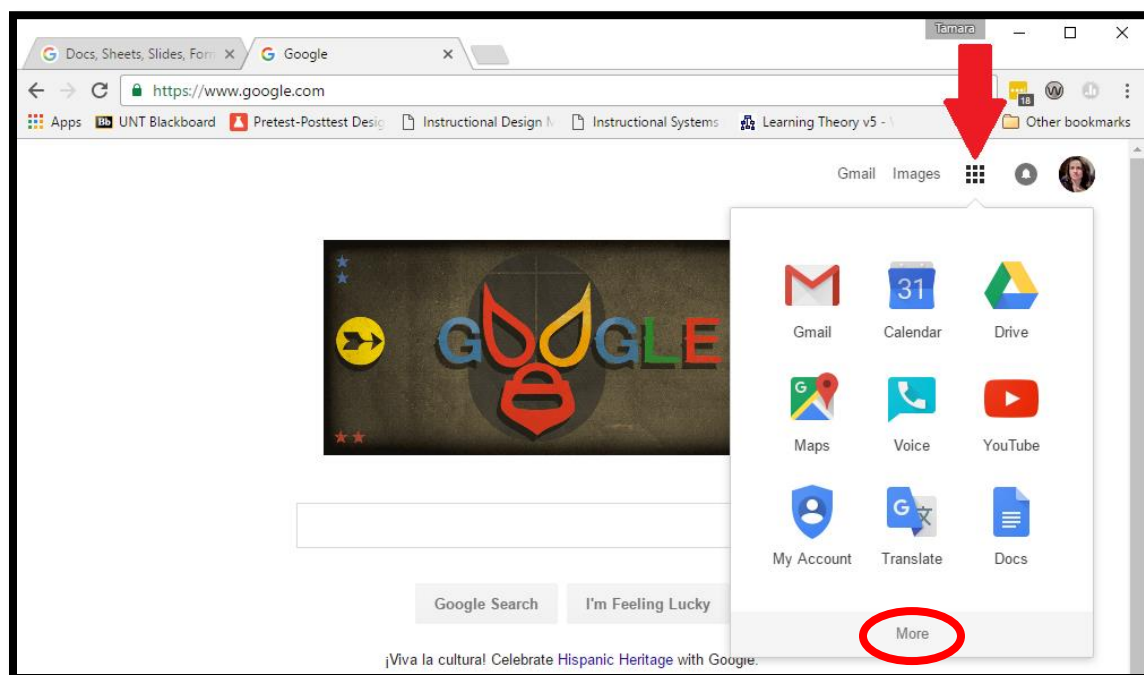
## GETTING STARTED

### Signing In To/Switching Between Accounts

- To sign in to your Google account, go to <https://www.google.com> and click the blue “Sign In” button in the upper right.
- To login to a different Google account, log completely out of the first account by clicking on your Google Account icon in the upper right and choosing “Sign Out.” You may then choose a different Google account and sign back in.
- You cannot be signed into multiple Google accounts at the same time.

## NAVIGATING THE WORLD OF GOOGLE

Most of the tools you will need are found in the Grid Icon in the upper right.

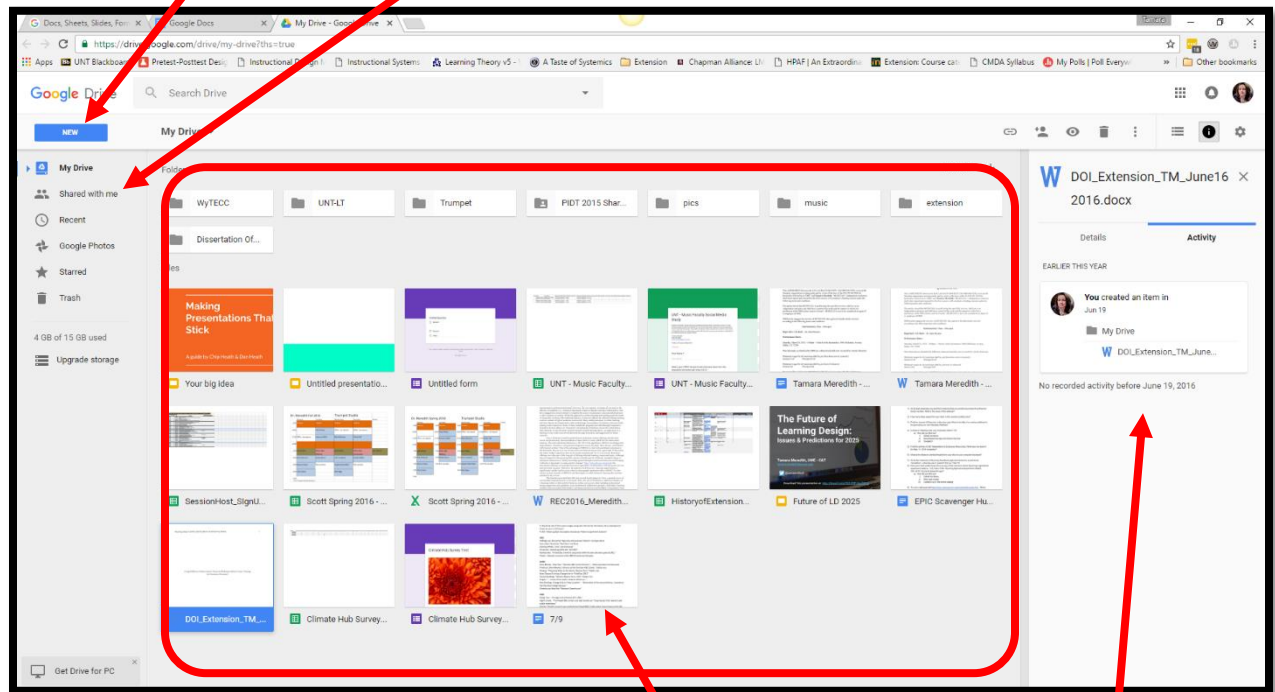




Google Drive is your main workspace – it is where your files are stored, where you can upload existing files for editing, and create new files in Docs, Sheets, Slides, Forms, etc.

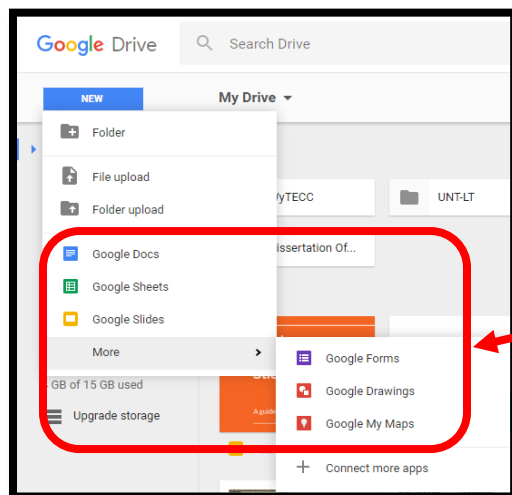
Create a new Doc,  
Sheet, Slide, or Form

See all the files and folders that have been  
shared with you from other Google accounts

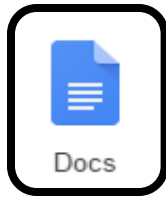


All of your files and  
folders are displayed

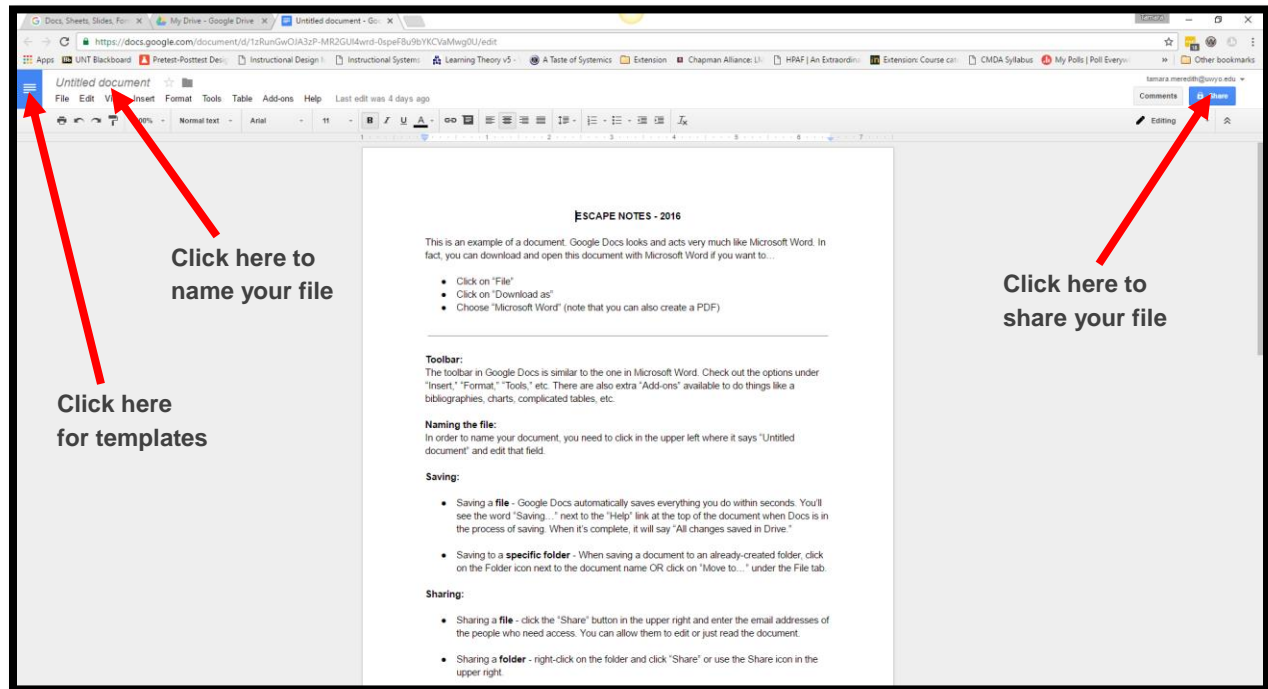
Click on a file to see  
its history, including  
most recent activity



Docs = Word  
Sheets = Excel  
Slides = PowerPoint  
Forms = Survey/Quiz



Google Docs is a word processing tool. It has nearly all the functionality of Microsoft Word, and can save/export .docx (Word) and PDF files. Docs are easily shared and can be edited by multiple people at the same time. You can also see all the edits and revert to earlier versions if you wish.



(The navigation is the same in Sheets and Slides.)

## SUPPORT AND TRAINING

**Getting Started with... Docs, Sheets, Slides, Forms, etc.**

<https://apps.google.com/learning-center/>

**Google Drive/Docs Tutorial 2016 (35 minutes)**

[www.youtube.com/watch?v=CeFJvXhFJd8](http://www.youtube.com/watch?v=CeFJvXhFJd8)

**The New Google Forms (2016) Tutorial**

[www.youtube.com/watch?v=cm3KyqbaMJA](http://www.youtube.com/watch?v=cm3KyqbaMJA)