

Google Docs

What Is It?

- Comes with your gmail account
- Office suite like word/excel/powerpoint
- Work in web browser, save to cloud

What Can I Do With It?

- Almost anything you can do with MS Office
- Not really – just the basics – not the fancier things like mail merge or table of contents and stuff
- You didn't use those anyways
- Look through the menus to see what you can do.

How Is It Compatible?

- Any docx / xlsx / pptx you get as an attachment, you can open in Google Docs
- You can download any file you work on as docx / xlsx / pptx / pdf

Sharing Options

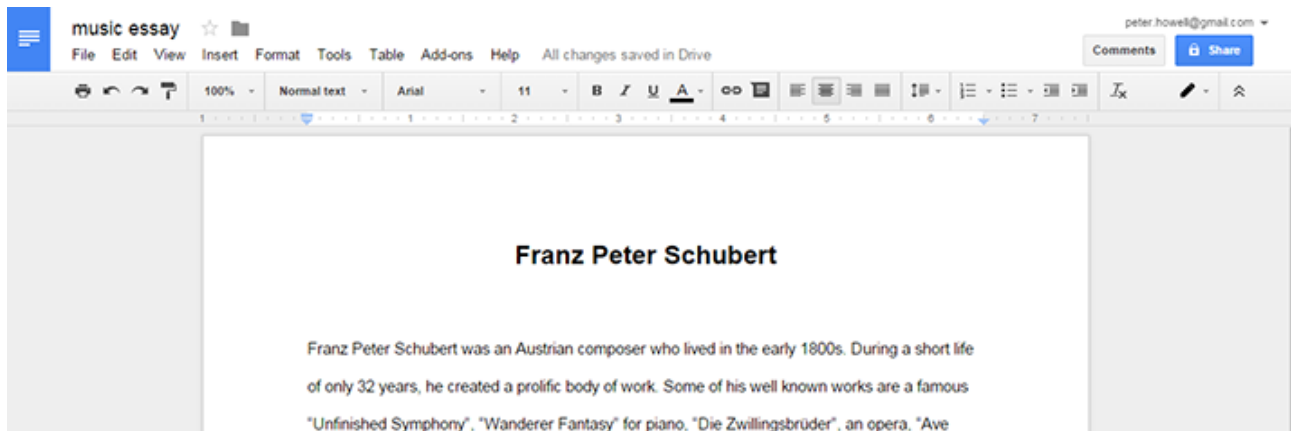
1. Invite someone to view it. (Still hidden to world)
2. Invite 1 or more people to view and edit it. (Still hidden to world)
3. Publish publically – anyone can view it.

Collaboration

- Multiple people working on the same document.
- You see their cursors moving.
- Their typing and changes show up immediately.
- Chat window on the side.

Other Good Features

- Autosave – its always saving
- Revision history – step back through changes
- Plugins – more and more special add-ins available



Hands On

Activities:

- Email yourself a simple document and open in Docs.
- Share with 2 other people.
- Edit simultaneously with 1 or more people.
- Download as a PDF or docx, open the file locally.
- Try the same thing with Spreadsheet or Slideshow

What Does This Mean For Students?

- Google Docs is a part of their Gavilan email account (provided by google)
- They are already set up for all this
- Collaboration is the big bonus

Collaboration In Student Work

- Tools are ready and very polished.

Ideas

- Note taking – multiple students can write at same time – missing fewer points
- Drafts and revisions – students can edit each other's work
- Group projects – can all be working on the same file in different places. Easier to contribute to various parts and see others' contributions.

Link to edit this document: <https://goo.gl/hL9DKz>