

Skills for Success Curriculum Resource Cover Page

Organization

CESBA

Curriculum Resource

Basic Google Features and Searching Online

Learners will create Google accounts and explore all options in the Google App Launcher. This course also offers Gmail instructions and helpful tips for using Google Search.

OALCF Alignment

Competency	Task Group	Level
Competency A -Find and Use Information	A1. Read continuous text	2
Competency B - Communicate Ideas and Information	B3. Complete and create documents	2
Competency B - Communicate Ideas and Information	A3. Extract information from films, broadcasts, and presentations	N/A
Competency C - Understand and Use Numbers	C2. Manage time	1

Competency C - Understand and Use Numbers	C3. Use measures	1
Competency D - Use Digital Technology	N/A	1
Competency D - Use Digital Technology	N/A	2
Competency E - Manage Learning	N/A	1

Goal Paths (check all that apply)

- Employment
- Apprenticeship
- Secondary School Credit
- Postsecondary
- Independence

Embedded Skills for Success (check all that apply)

- Adaptability
- Communication
- Creativity and innovation
- Digital
- Numeracy
- Problem Solving
- Reading
- Writing

Notes:

Suggested milestone for this course – Milestone 55



Basic Google Features and Searching Online

Pathway Pillar - Enhancing and Expanding Digital Delivery

Project Manager: Charlotte Parliament, CESBA Program Manager

Project Coordinator: Debera Flynn

Project Consultants: Angela Williams and Susan Boyd

Project Support: Paul Cox, CESBA Executive Director

Thank you to the many CESBA members that supported the project by reviewing curriculum resources.

Developed by Angela Williams for CESBA. © 2023 CESBA. CESBA encourages the distribution of this information. Please credit appropriately when portions are cited. The preferred citation is: CESBA (2023) Skills For Success Curriculum Resources from <https://cesba.com>



This Employment Ontario service is funded in part by the Government of Canada and the Government of Ontario and through the Canada-Ontario Job Fund Agreement.

Contents

Important Directions for this Course	1
Basic Google Features and Searching Online	1
Lesson 1: Internet Browsers and Online Basics	1
Internet Browsers	1
Internet Basics	2
Search Engines	3
The Cursor and the Internet	4
The Hand Cursor (Link)	4
Going Back and Forward	4
Drop Down Menu	5
Lesson 2: Google Accounts	6
Activity 1: Create a Google Account	6
Lesson 3: The Google Waffle Icon and App Launcher	10
Introduction to Google Apps	11
Google Account Information	14
Activity 1: Google Account Information	15
Activity 2: Google Security Tips	16
Exploring Google Maps	17
Activity 3: Using Google Maps	19
YouTube	21
Activity 4: Finding and Watching a YouTube Video	21
Google Calendar	22
Activity 5: Google Calendar	25
Gmail and Google Contacts	26
Sending Email and the @ Sign	26

Tips: Writing an Email	27
Activity 6: Sending Email	29
Checking Your Emails	29
Activity 7: Reply to Email	30
Adding New Contacts	30
Settings in Gmail	32
Activity 8: Gmail Settings	33
Google Search Tips	34
Activity 9: Using Google Tools	35
Using Quotation Marks in a Google Search	35
Activity 10: Fun with Google	36
Google Drive	36
Activity 11: Google Drive Basics	41
Google Translate	41
Lesson 4: Google Shortcuts	42
Using Google Search in Chrome	42
Customizing Google	43
Rearranging Apps in a Google Account	44
Activity 1: Customize Google	44
Final Tasks: Practicing What You Have Learned about Google Apps	44
Suggestions for further practice	46

Important Directions for this Course



*While working on this course, please read the lessons to learn new information and then complete each activity to practice what you learned in each lesson. You may also try some of the examples in the lessons if you would like the extra practice. **Examples will be shown first, followed by a practice activity.***

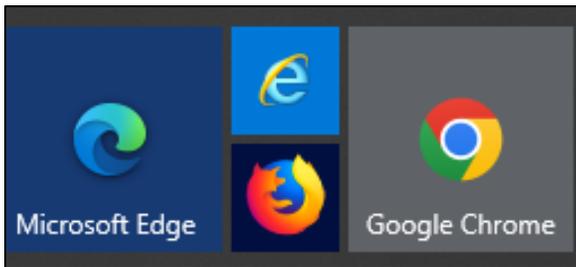
Basic Google Features and Searching Online

Lesson 1: Internet Browsers and Online Basics

Internet Browsers

Browsers are used to go on the Internet.

Here are some Internet Browsers:



Click on your Windows button to see them.

We will be using Google Chrome to do our searches in this resource.



Clicking on the browser icon takes you to the Internet.

Internet Basics

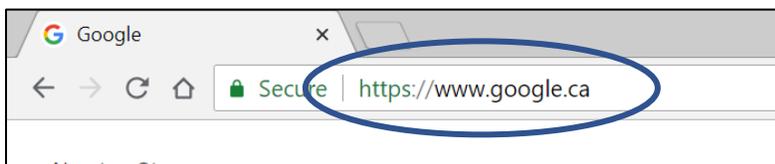
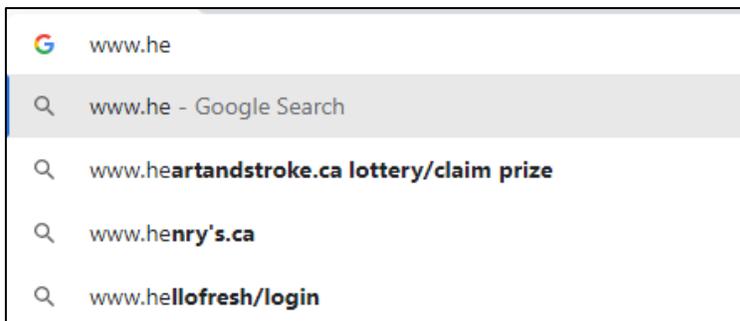
When you click on Google Chrome you will go to the Google homepage (www.google.ca).

A home page is where you start on the Internet.

Google is a search engine.

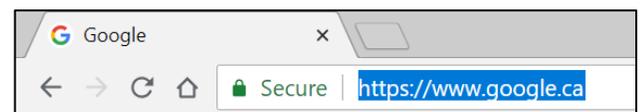
Search engines help you find (search for) information on the Internet.

The address bar is used for searching online. Google Chrome's address bar is called an Omnibox. It is called this because it is an address bar and a search bar. As you type your address into the Omnibox, a suggested sites screen will show below the address bar. The screen makes search suggestions for you. If you see the site or information you are searching for appear in the suggestion box, you can click on it to save yourself time typing.



Click in this box to type a web address. It is at the top of the screen.

Click in the box to highlight the address then type over it with your new web address.



Search Engines

Search engines help you find websites online.

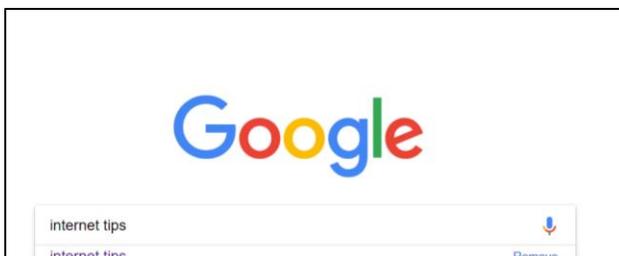
Google is a search engine used by many people.

There are other search engines as well, like bing.com and msn.com.

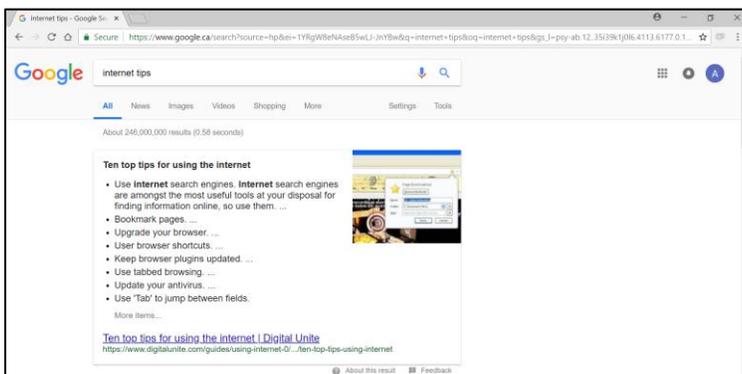
In this course, we will be using Google.

To search for something on Google, use your mouse and left click into the search box.

Type what you want to find and click your Enter key on your keyboard.



You will get a list of websites that match your search.



The Cursor and the Internet

To find the mouse on the screen look for the arrow.



The arrow cursor looks like this:

If you move right, the arrow will move right. If you move left, the arrow will move left.

Put your hand on the mouse and move the mouse how you want it to move on the screen. For example: move the mouse left if you want the cursor to go left.

The Hand Cursor (Link)



The hand cursor looks like this:

The hand shows you where you can click to open something on the page.

You can click on many things from drop down menus to links.

A link is something you can click on to go to a new place on the Internet. It is blue.

Going Back and Forward



You can go back and forward on the Internet. It is like turning pages in a book.

If you do not close your screen, you can use the arrows to go back to where you were before.



Click the back arrow at the top, left corner of the screen to go back.

It will take you back one page.

If you would like to go to the page, you were on **after** these pages then



click the forward arrow at the top left corner of your screen.

Drop Down Menu

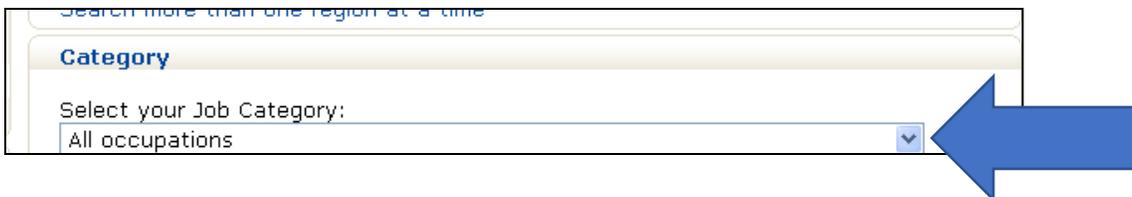
A drop-down menu is a screen with options that appears below a heading when you click on it.

Many sites have drop down menus where you are asked to choose one option from a list.

A drop-down menu looks like this:



To select something from a drop down menu, click on the downward arrow beside the address box.



Then move the cursor over the selection you want to choose.

*You may have to scroll down to see all the options.

Lesson 2: Google Accounts

Google.ca is where you can set up your free Google account.

Google is an American company that is most known as a search engine.

Although the company started out using its company name for a search engine. It made enough money through advertising to keep growing. It created an Internet browser, and its own software and hardware. Google has added many features since its search engine days. This course will discuss these features and provide activities on how to use them.

Google is so popular that its name has become a part of regular speech. The verb 'to Google' is now recognized by the Merriam Webster dictionary.



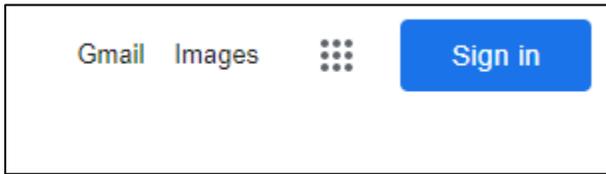
The image shows a screenshot of the Merriam Webster dictionary entry for the verb 'google'. The entry includes the word 'google' in a large, bold, blue font, followed by the word 'verb' in a smaller, blue font. Below this, the pronunciation is given as 'goo·gle' with a phonetic key 'gü-gəl' and a speaker icon. The entry lists 'variants or Google' and 'googled or Googled; googling' with a phonetic key 'gü-g(ə-)liŋ' and a speaker icon, followed by 'or Googling; googles or Googles'. The entry is labeled as a 'transitive verb' and provides a definition: ': to use the Google search engine to obtain information about (someone or something) on the World Wide Web'.

If you already have a Google account, simply Sign In instead of choosing to create an account in the first activity.

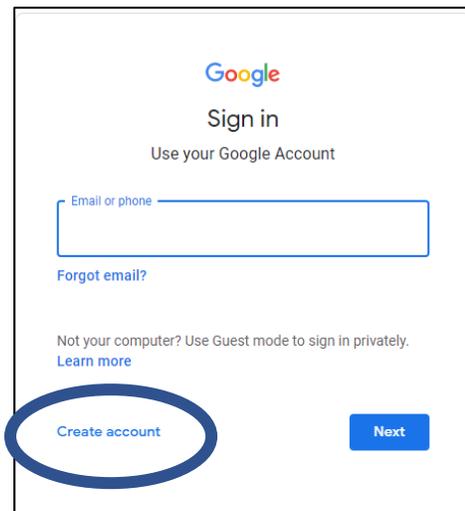
Activity 1: Create a Google Account

1. Open your browser.
2. Type Google.ca in the address bar at the top of the screen.

3. Click on **Sign In** on the right.



4. Click on **Create Account**.

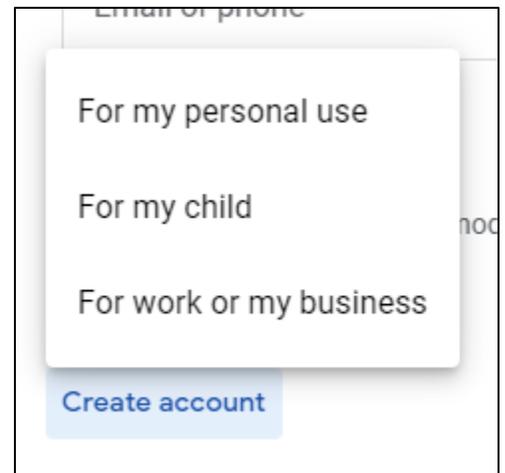


5. Choose the **For My Personal Use** option.

6. Fill in your information.

You may have to try a few times to find an email address that has not been used.

7. Create a password.



Use 8 or more characters with a mix of letters, numbers & symbols

Show password

Sign in instead
Next

Note: If you do not have a password in mind, you can use this helpful task below to decide on one that you can remember.

List one or two things in each part and use them to make a secure password that you can remember. Your password should be 8 or more characters long. A character is a number, symbol, or letter. Two examples have been provided for you.

*Do not use private information in your password (birthdate, anniversary, names of family, etc.)

Favourite Song/Singer	Favourite book character	Favourite Food	Favourite colour	Favourite Number	Symbol	Final Password
		<i>Lasagna</i>	<i>blue</i>	<i>14</i>	<i>\$</i>	<i>Lasagnablue14\$</i>
<i>Bowie</i>			<i>Red</i>	<i>8</i>	<i>*</i>	<i>BowieRed8*</i>
	Harry Potter	Pizza		2	!	<i>Potterpizza2!</i>

Password Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

Show password

[Sign in instead](#) [Next](#)

8. You can click on the box beside **Show Password** to make sure the passwords match before clicking Next.

9. Google has a 2-step verification security feature. If you sign in from a new device or location, it may require you to add a code sent to your phone or recovery email.

Google

Successful, welcome to Google

successfultskills2022@gmail.com

Phone number (optional)

Google will use this number only for account security. Your number won't be visible to others. You can choose later whether to use it for other purposes.

10. You will need to enter a phone number or back up email in case this happens.

When you have filled out all the information, click **Next**.

11. You will get a text message or an email message with a code to prove this is really you. Click Send.

Send

Enter verification code

G-

Standard rates apply

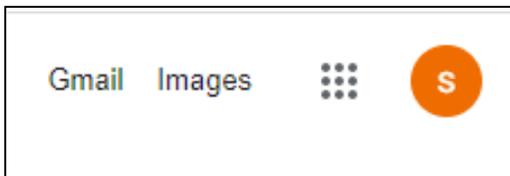
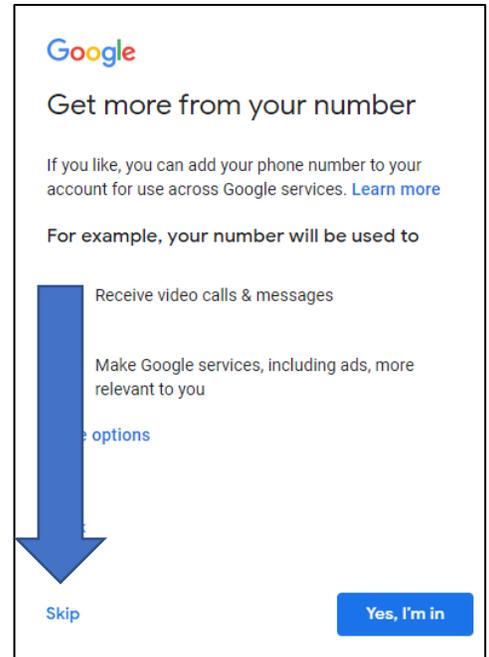
[Back](#) [Verify](#)

Type the code in and click **Verify**.

12. Click on **Skip** to go to the next screen instead of clicking on Yes, I am. Clicking Yes mean getting Google updates and ads.

13. Read the Google terms, scroll down and click on **I agree**.

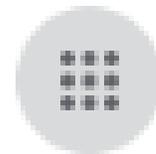
14. You will see your Google account now on the Google.ca page. You now have an icon (picture) in the top right corner for your Google icon. It will be the first initial of your first name.



You can click on the Google account icon (the letter in the circle) to see your new email address.

Lesson 3: The Google Waffle Icon and App Launcher

Google uses an apps launcher on its main page.

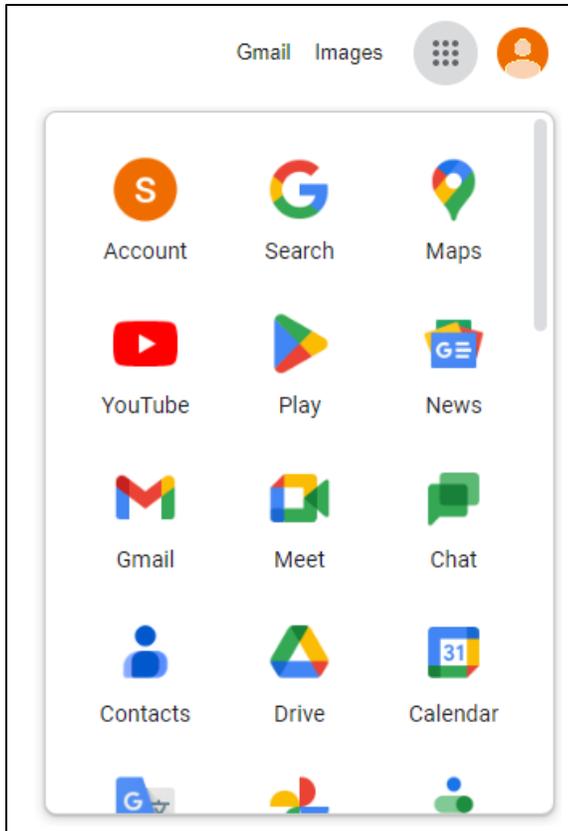


You can click on the waffle icon to see the Google apps available online.

Applications are programs on a computer designed to do a specific job.

You can access all the Google apps through your Google account.

To do this, just click on the Google waffle icon (picture with 9 dots).



You can click on the waffle icon to see a drop-down menu with all the icons for the Apps available with your Google account.

Introduction to Google Apps

The table on the next page, shows **the most popular Google apps** with some information about what each one does. After looking at the information in this table, you will be working on activities for some of these Google apps.

Google App	Information
 <p data-bbox="219 443 336 474">Account</p>	<p data-bbox="402 260 1442 457">You can see your Google Account information by clicking on the waffle icon and then the first circle. This circle has the initial of your first name. You can click on this App to see your activity online and set privacy and security options.</p>
 <p data-bbox="228 728 326 760">Search</p>	<p data-bbox="402 575 1373 821">Clicking on the Google Search App will take you to the Google.ca search page. This is where you can search for information online. You can return to the Google search screen from any other Google App by clicking the waffle button and this icon.</p>
 <p data-bbox="232 1064 319 1096">Maps</p>	<p data-bbox="402 890 1458 1184">Google Maps is a free online map from Google. You can use it on your computer or as an app for your mobile device. The App gives you directions, estimates length of travel and options to either take highways or stay off them. You can select directions for driving, biking, or walking. You can find businesses, houses, or event sites on Google Maps.</p>
 <p data-bbox="203 1415 337 1446">YouTube</p>	<p data-bbox="402 1253 1458 1547">YouTube is a free video sharing website. You can click on this icon to watch online videos on just about any subject imaginable. Your Google Account will also give you a YouTube account under your Google name. You can like videos, subscribe to video channels that you like, even create, and upload your own videos to share with others.</p>

 <p>News</p>	<p>Clicking Google News will take you to a news page. As you use your Google account more, the page will suggest news stories for you based on your interests.</p>
 <p>Gmail</p>	<p>Your Google Account comes with an email account. Gmail is a free Google email system. You can go to this account by clicking the app or by typing gmail.com on your computer and entering your Google account name and password.</p>
 <p>Contacts</p>	<p>You can add people to your Google contacts. This allows you to keep track of your contacts' email addresses and phone numbers. Adding people to your contacts also makes connecting to others through email, videos and chats much quicker.</p>
 <p>Drive</p>	<p>Google Drive is a way to save information online. It does not take up space on your device and can be accessed from anywhere you can go online. You can save pictures and documents, create folders, and share information with others all through Google Drive.</p>
 <p>Calendar</p>	<p>Your Google Calendar is a place to store dates and event information. You can set reminders as well. It is a great organizational tool.</p>

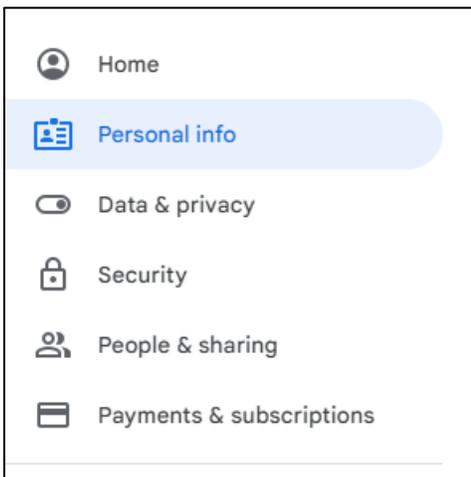
 <p>Duo</p>	<p>Google Duo is Google’s video and audio calling application. It can be used on the computer or phones to call and chat with others. You will need a microphone or a device with a microphone built in to use the audio calling. You will need a webcam or a device with a camera, as well as a microphone to use the video calling.</p>
 <p>Translate</p>	<p>You can click on this app to translate words or phrases from one language to another.</p>

Google Account Information

You can click the waffle button and then the Google Account icon to see account options and information.



Note: Your icon will have the first letter or your first name in the circle.



You can check your personal information, set your privacy and security, and see your web activity.

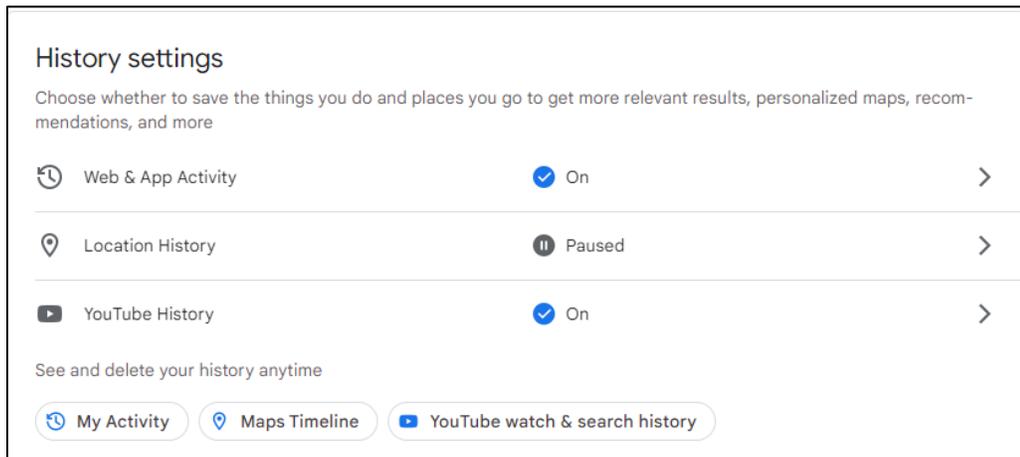
The menu will appear on the left side of the Account screen after clicking on the Account icon.

Activity 1: Google Account Information

1. Click on the Account App.



2. Click on **Data and Privacy**.

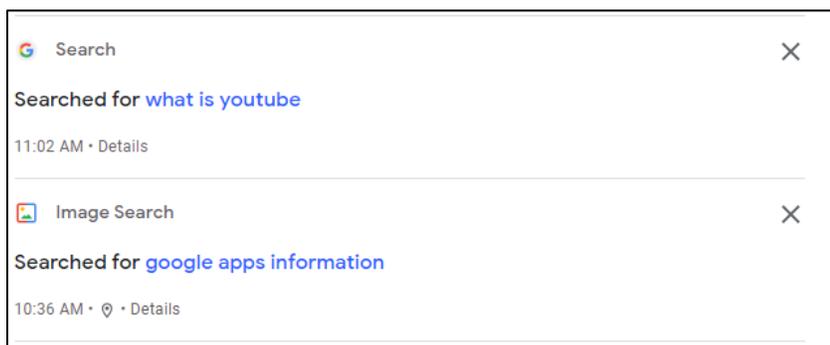


3. Scroll down to the **History Settings**. In the History Setting you can see your online Google activity, such as what sites you have visited, what apps you have used and even what you have watched on YouTube.

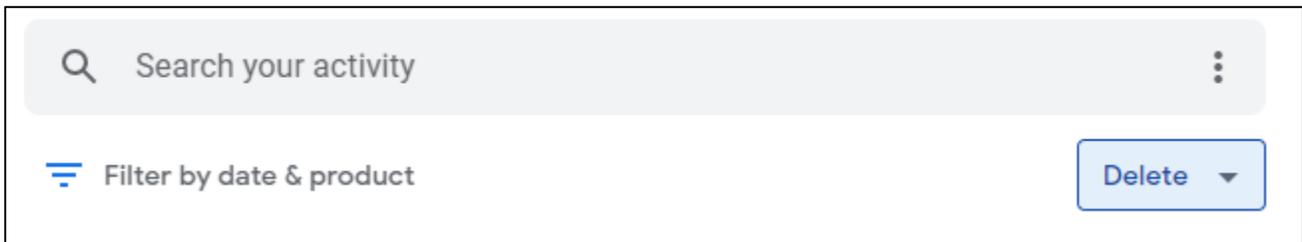
4. Click on **Web & App Activity**.



5. Scroll down and look over your online Google Account history.



6. To Delete this activity, go to the Delete button under Search your activity on the same page.



7. Click Delete.

8. Choose what time frame you would like or choose to set up automatic deletions (it will then delete information on its own).

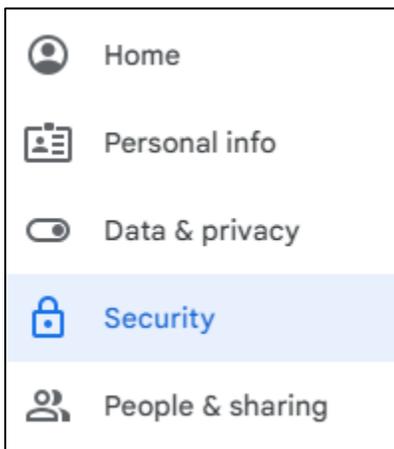
9. Close the window (click the X in the right corner).

Activity 2: Google Security Tips

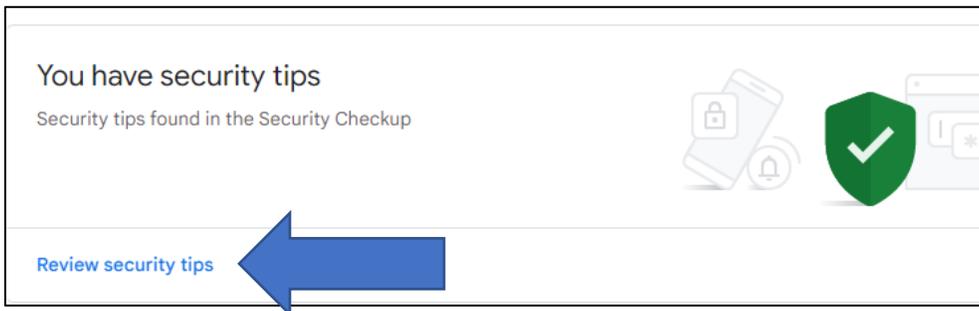
1. Go to the Google App Launcher (Click the waffle button).

2. Select Account.

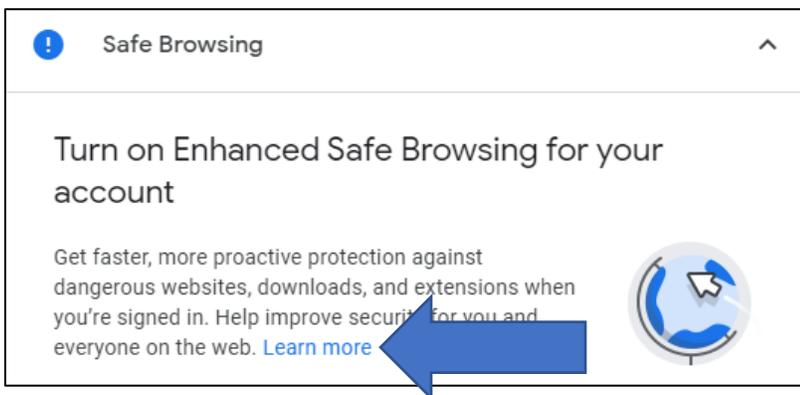
3. Choose **Security** from the menu on the left.



4. Review the Security Tips listed at the top of the screen.



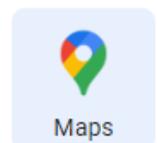
5. If you have any security tips, you can click on Learn More to explore them. This where Google will give you suggestions on how to make your account more secure.



6. Click on the back arrow at the top left of your screen, to go back to the main account screen.

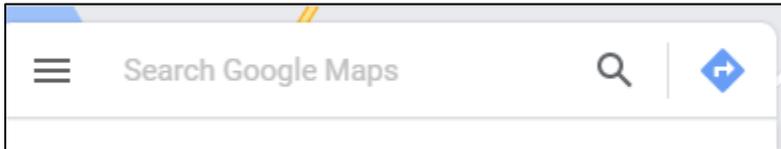
Exploring Google Maps

Click on the Google App Launcher (waffle button) to find Google Maps.



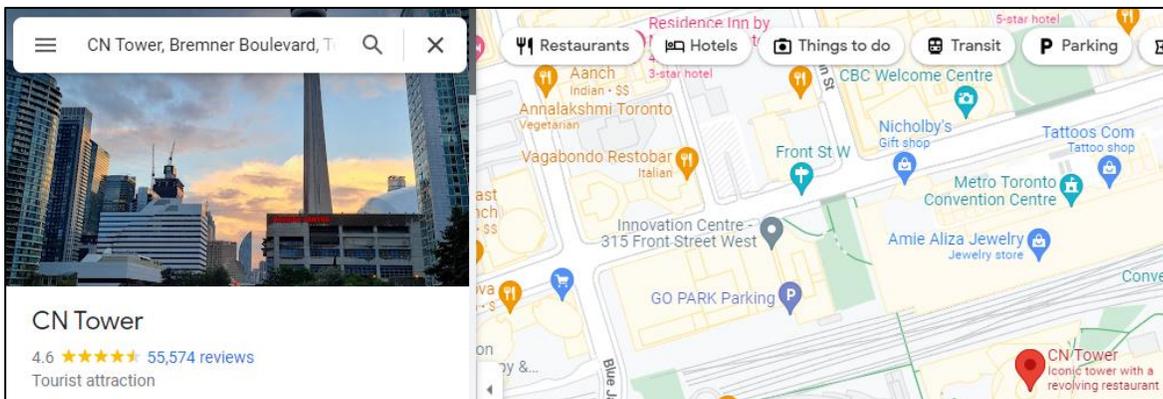
Click on Maps.

To find a location you will type an address in the search box. If the program can tell what you are typing, it will fill the information in for you. You will just need to click on the correct suggestion.



Click the magnifying glass (search icon) to search for the location.

You will see a picture of what that location looks like, as well where it is on the map.

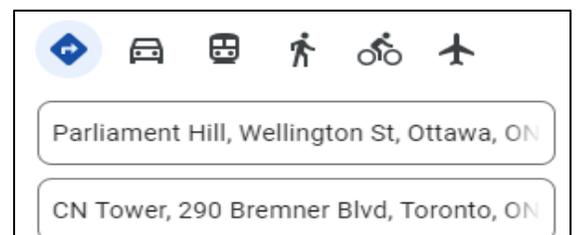


If you require directions to that location, click on Directions.

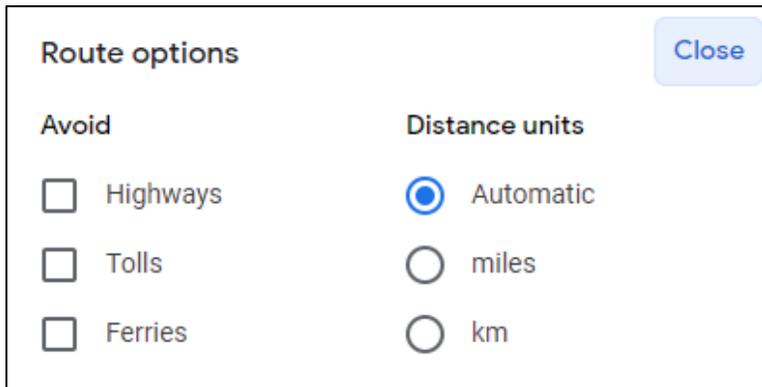


Type the starting location address in the top bar. Press the Enter key on your keyboard.

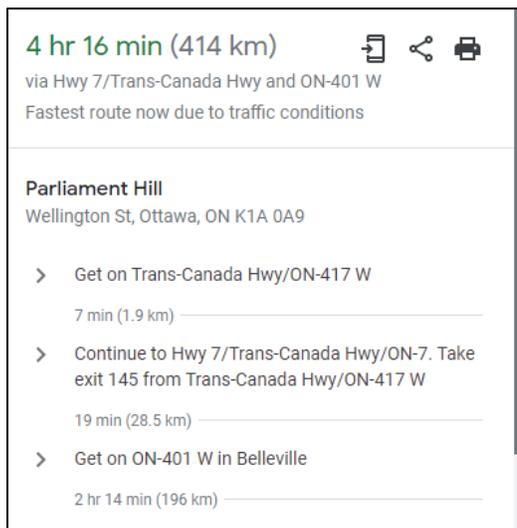
When the directions appear you can choose the type of directions you would like to know, for example: by car, by foot, by bicycle or by airplane.



You can click on Options.



You can decide if you want to avoid motorways, tolls, or ferries.



Scroll down to see times for the trip.

Google Maps will tell you step-by-step directions and the length of the trip based on the time of day.

Activity 3: Using Google Maps

1. Click on the Google App Launcher (waffle icon).
2. Click on Maps.
3. Search your home address on Maps.
4. Click on Directions.

5. Search for your local grocery store (by name and town).

6. Click on the by foot option.

7. Scroll down to see the directions and length of time it would take to walk from your address to the store.



If you would like to learn more about Google Maps, you can click or copy the following link into the Google Omnibox to find out more.

<https://www.digitalllearn.org/courses/introduction-to-google-maps>

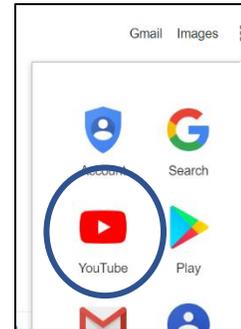
Click on Start to try each tutorial.

Start

YouTube

Your Google Account also gives you your own YouTube account. You can go to YouTube by clicking on the waffle icon.

You can also go to it online using your browser. The web address is www.youtube.com.



YouTube is a site where you can watch videos that other people have posted.

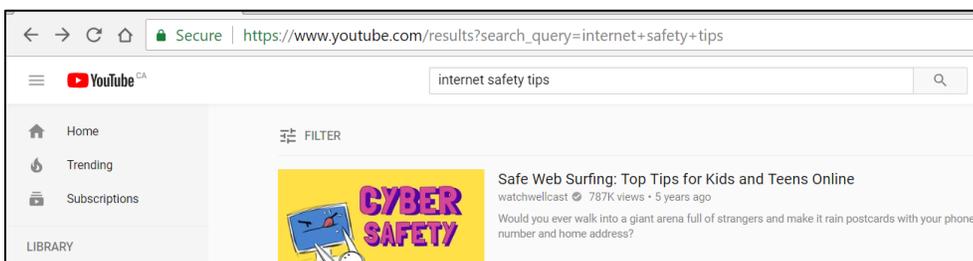
SUBSCRIBE 882K

You can “subscribe” to videos you want to find later. You can like or dislike videos.

You use the search bar to look for videos on YouTube.



YouTube will show you videos that match your search.



Most Smartphones and tablets come with the YouTube App.

Activity 4: Finding and Watching a YouTube Video

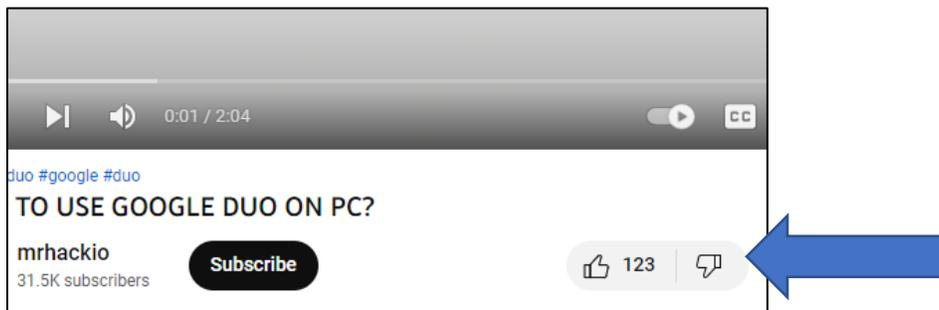
1. Click on the Google App Launcher (waffle icon).
2. Click on YouTube.
3. Type **How to Use Google Duo on PC** in the search bar.

how to use google duo on PC



4. Find a video that explains Google Duo and personal computers.

5. Try this: Give the video a thumbs up or thumbs down depending on how helpful you felt that it was.

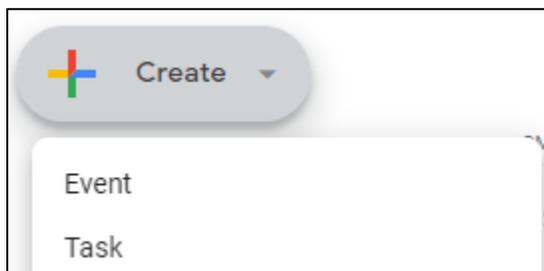


Google Calendar

You can create a schedule using Google Calendar. With Google Calendar, you can quickly schedule meetings and events and get reminders about upcoming activities, so you always know what's next. Google's calendar is the calendar app with the best ratings.

You can open Calendar from the Google App Launcher.

You can click on **Create**, to create an event or task.



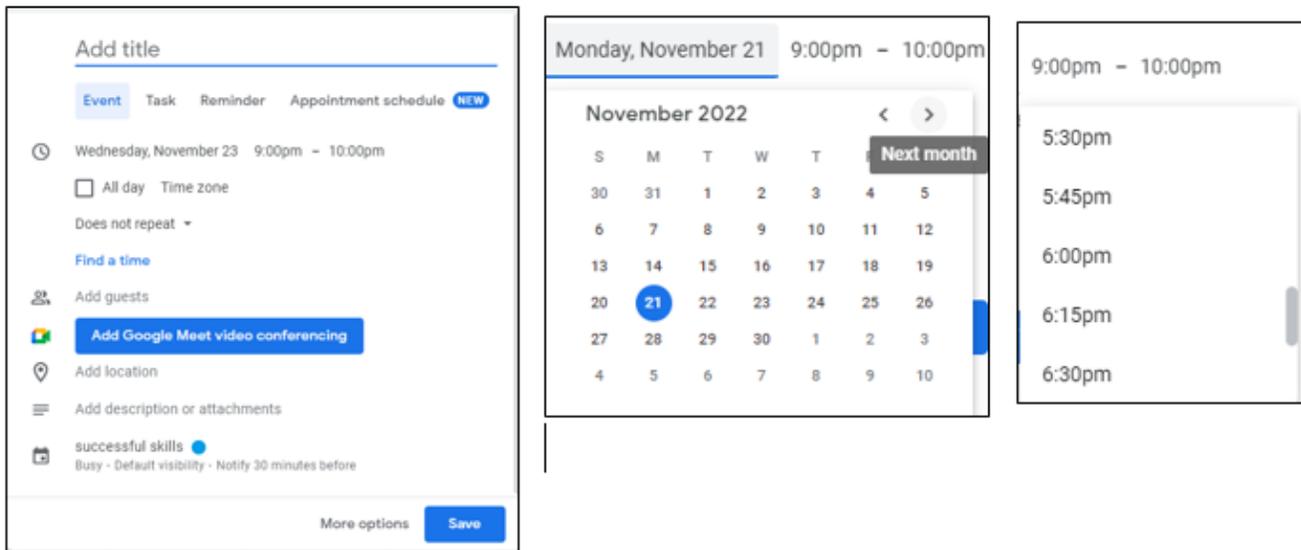
When adding an event, you can click to add a title.

Click on the date to choose a new day.

Use the arrows to move back and forth to set the date. Click on the date you need for the event.

You can click on the starting and ending times to change them.

Use the scroll bar to scroll down to the time you need. Once you find the right time, click on it.

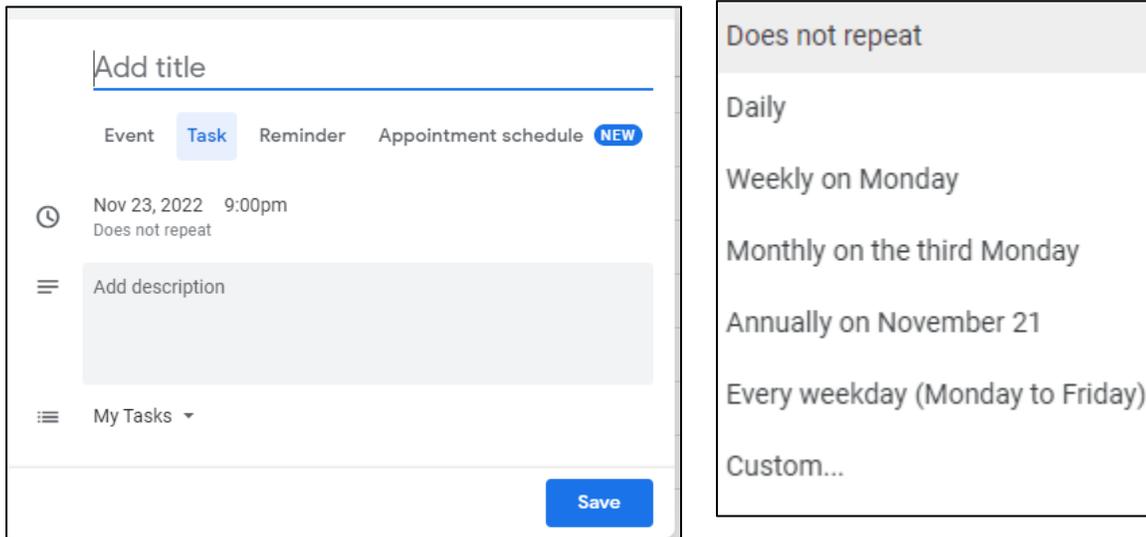


You can add guests to the event from your Contacts in Google. This course will discuss Contacts a bit later in the lesson.

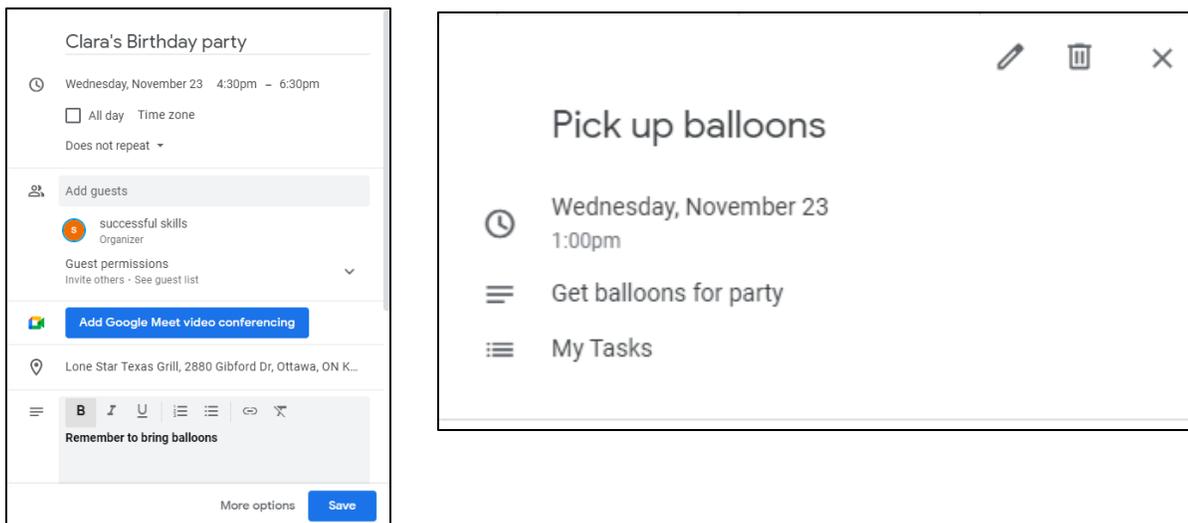
You can set a location. Then **Save**.

It will be added to your calendar.

When using tasks, you add a title and then choose a time for your task.



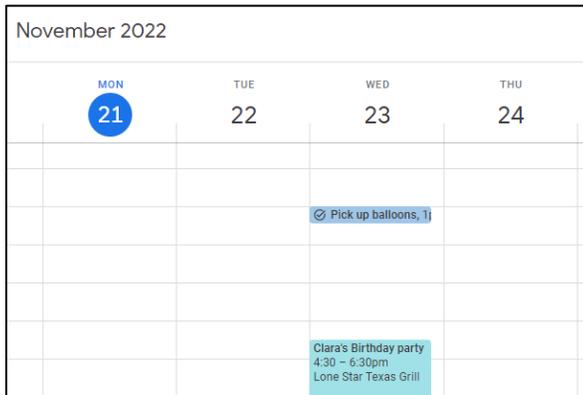
You can choose a time.



If this is a routine task, you can set your calendar to mark it daily or weekly by clicking on Does Not Repeat and changing it to a different option.

Then, you can click Save to add it to your calendar for more than one day.

After you save the dates for events and tasks they will show up on your Google Calendar.



You can also create Reminders on your calendar. Click on **Create**.

Click on Event or Task. Click on **Reminder** and set up a reminder.

Activity 5: Google Calendar

1. Go to the Google App Launcher.
2. Click on Calendar now.
3. Create a Task.
4. Set the Task for 4pm on the Thursday later in this week.
5. Note this task as: Remember how great my course was
6. Save your task.
7. Set a reminder for this task.



Calendar

If you would like to learn even more about Google calendar, please type:

<https://www.youtube.com/watch?v=6dyCOXNLp8U>
into your address bar, or open YouTube from your Google App Launcher and search 'How to Use Google Calendar Tech Insider' in the YouTube search bar.



Gmail and Google Contacts

Joining Google also gives you your own personal email account.

Google has free email called Gmail.

To access your email, click on the Gmail app in your Google App Launcher (click the waffle button).

If it is your first-time using Google account, you can click on the X to close the startup screen. All these options are in Settings and can be explored later.



Sending Email and the @ Sign

All email addresses have an “at” sign @. You are writing to someone **at** his/her email site.

You type this in the person’s email address for it to send.

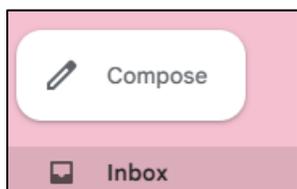
To send an email you will compose (write) it.

Then Click Send to send it to others.

Tips: Writing an Email

To:	JuniperBurnaby@mail.ca
Subject	Interview on August 12th
Greeting	Dear Mr. Burnaby,
	(space)
Message (State who you are. Write what you want the person to know)	This is Hannah Myers. Your office assistant called me and asked me to email about our interview on August 12 th . I can come to the interview at 2pm on 22 Main Street East. Thank you for your time.
	(space)
Closing	Sincerely,
Your Name	Hannah Myers

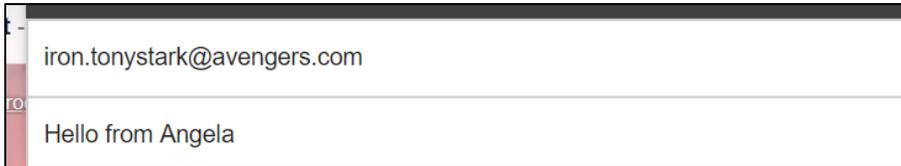
To send an email click the **Compose** button or pencil icon.



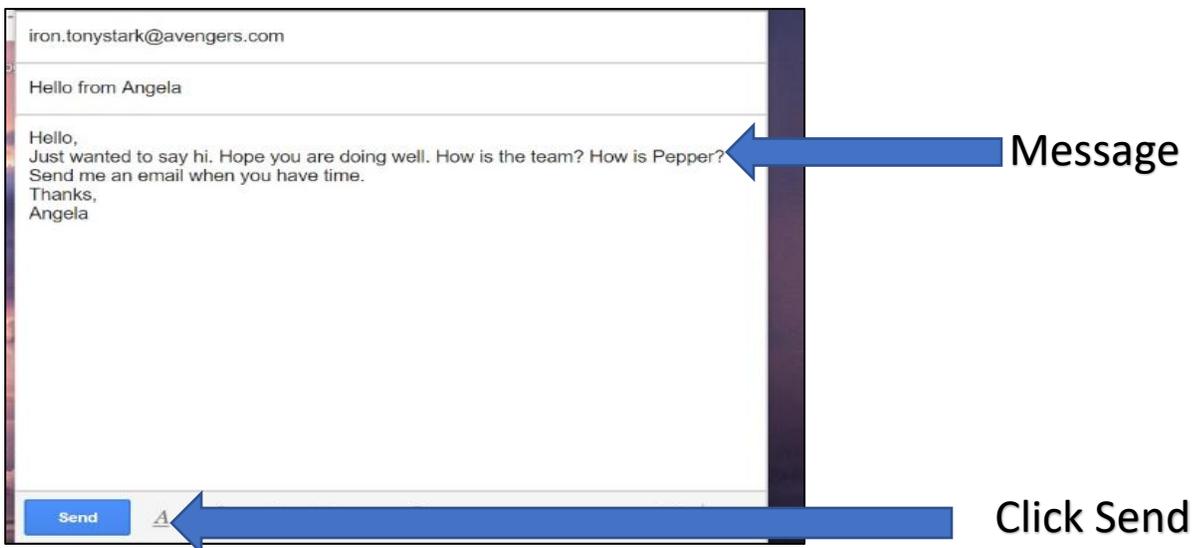
You will see this:



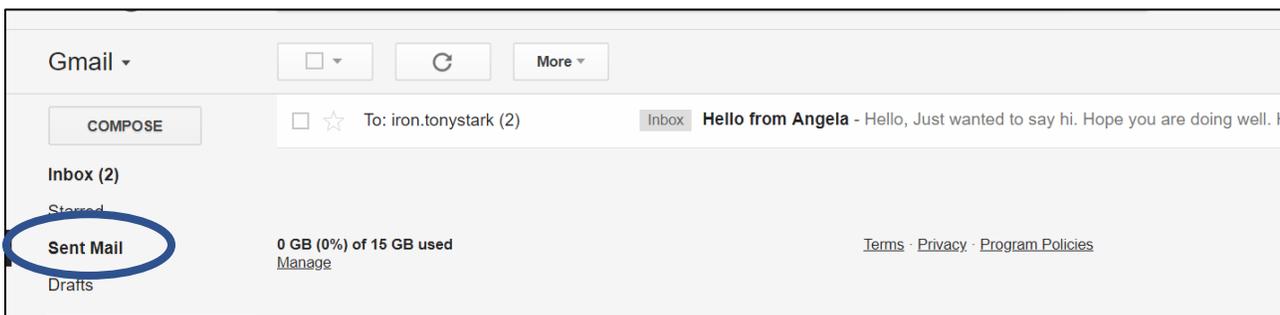
Click on To: and type in the email address of the person you are emailing.
Click on Subject and say what your email is about.



Click in the big, white box to write your email.
Read it over to make sure it is ok.



Your sent folder keeps all the emails you write.
You click on it to see if your email sent.



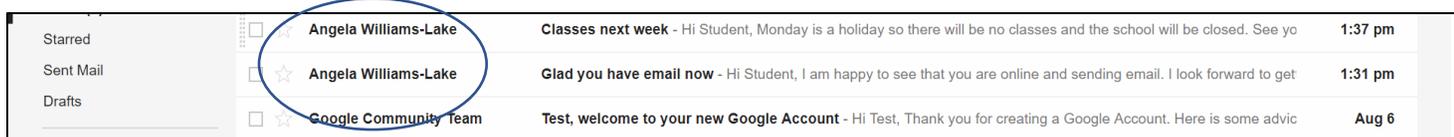
Activity 6: Sending Email

1. Ask someone for her/his email (friend, classmate, or teacher).
2. Send that person an email (Compose).
3. Click Send.
4. Check your sent folder to see that your email sent.

Checking Your Emails

Click on the sender's name in your inbox.

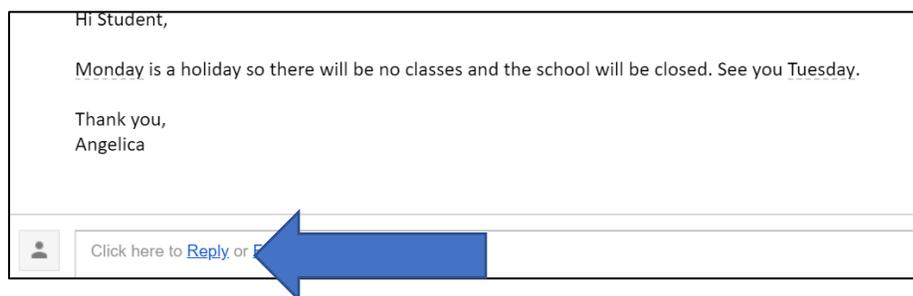
It will open your email.



Read your email.

You can reply (write back) to this email by clicking **Reply**.

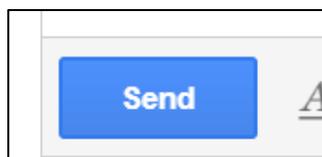
The Reply option will show up under the message that you have received in the email.



Write your reply in the box that shows up.

Read it over carefully.

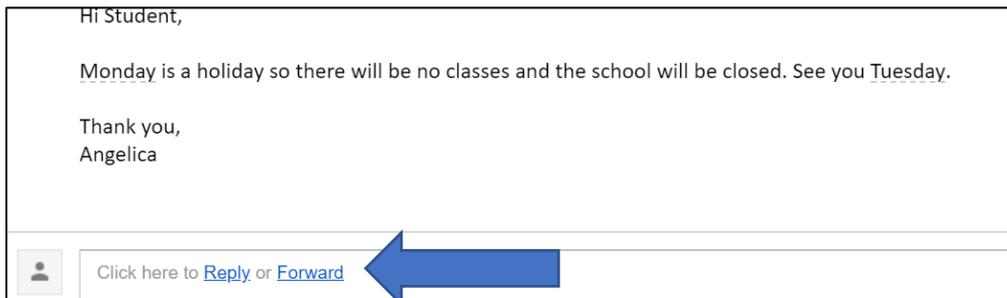
Click Send.



Gmail will keep all emails with this person in one email so you can see what you have said. They will all show up as one back and forth conversation (in the same email thread) with **the newest message on the top** and the oldest on the bottom.

You can forward an email. Forward means you send the email to someone who did not send it to you.

Click Forward. It is under the email beside reply.



Type in the email address and click Send.

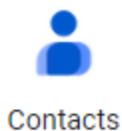


*Note: You can type a message in the box before you forward if you want.

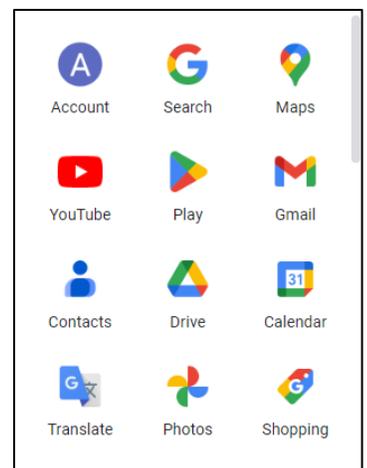
Activity 7: Reply to Email

1. Give someone your email.
2. Ask them to email you.
3. Reply to that email.

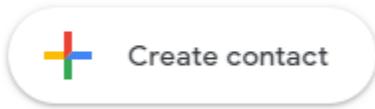
Adding New Contacts



Go to the waffle icon (Google App Launcher) at the top right of the screen. Click on it and pick Contacts.



Click on Create Contact.



Be sure to fill out the first name, last name, and email. You can add other details if you want.

Look it over to make sure it is right.

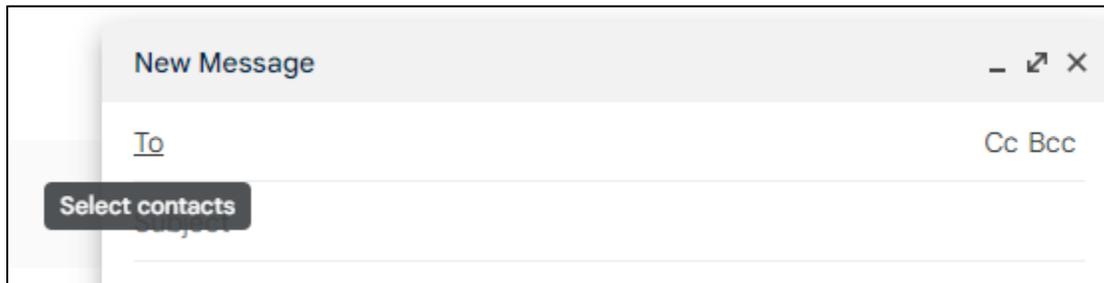
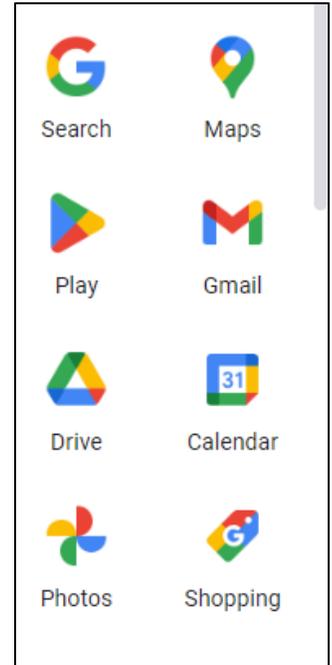
Save.

Click on the plus sign again to add more contacts if you want.

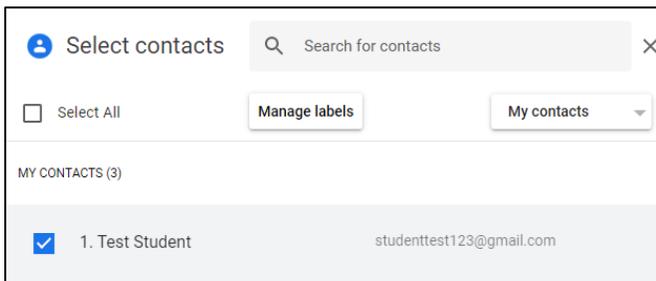
Click on the waffle icon to go back to Gmail.

Click on Compose to send an email.

Click on To in the compose screen.



Click the left box beside the person you want to mail.



Click **Insert**.

Your contact is now in the email.

If you want to send the email to more than one contact, click more than one box.

Then click **Insert**.

Write the email to your contact.

Add a subject.

Send your email.

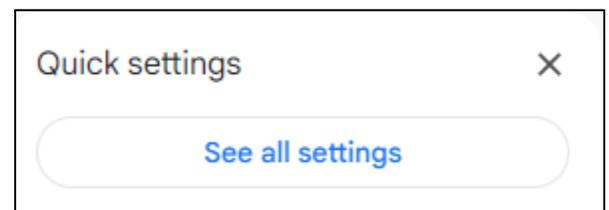
Settings in Gmail



The icon for Settings in your Google Apps looks like a bolt – it is usually referred to as a cog icon. You can click it to change settings in your Gmail account.

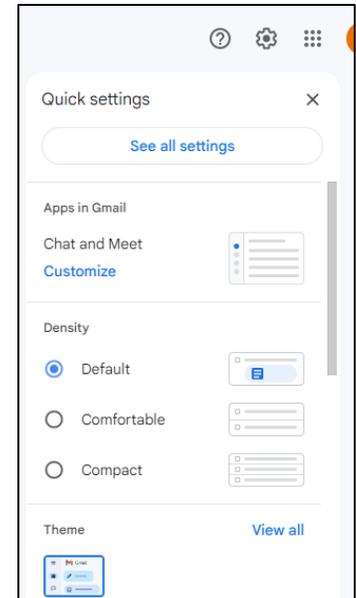
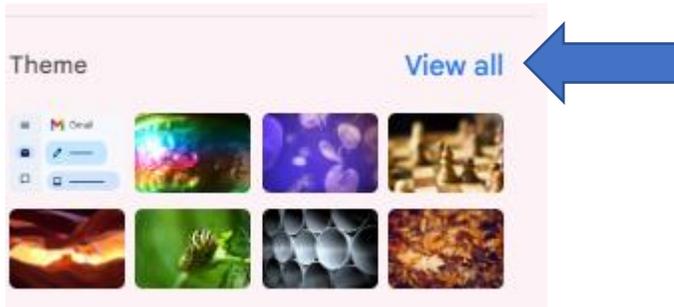
In the first setting screen, you can scroll down to see basic Google settings.

You can set a theme for your Gmail and choose how your emails will show up in your inbox. You can click on See all settings and General to make other choices, such as which font you want to use in your emails and if you want your spell check on or off.



Activity 8: Gmail Settings

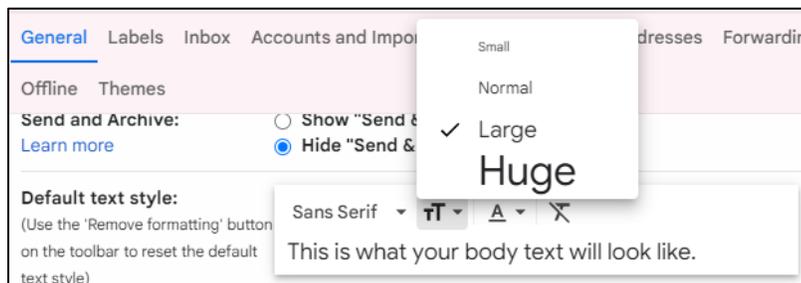
1. Click the cog icon in your Gmail to see your Settings.
2. Scroll down to themes and choose a theme for your email account by clicking on **View all**.



3. Pick your theme.

Note how the background of your Gmail changes.

4. Click on Settings once again and then click on See all settings.
5. Scroll down and choose a Large default text style.



6. To save this text size, scroll to bottom and click Save all changes.
7. Click your inbox on the left to return to your

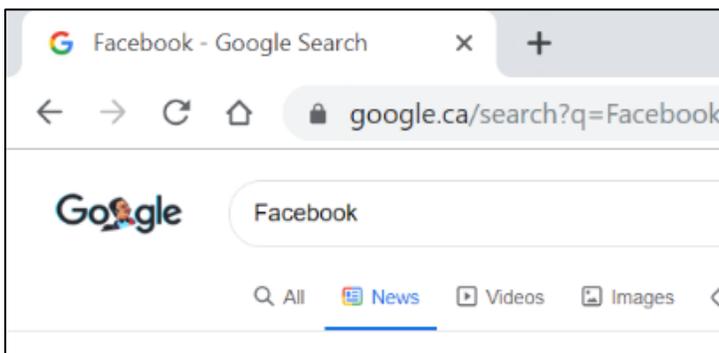
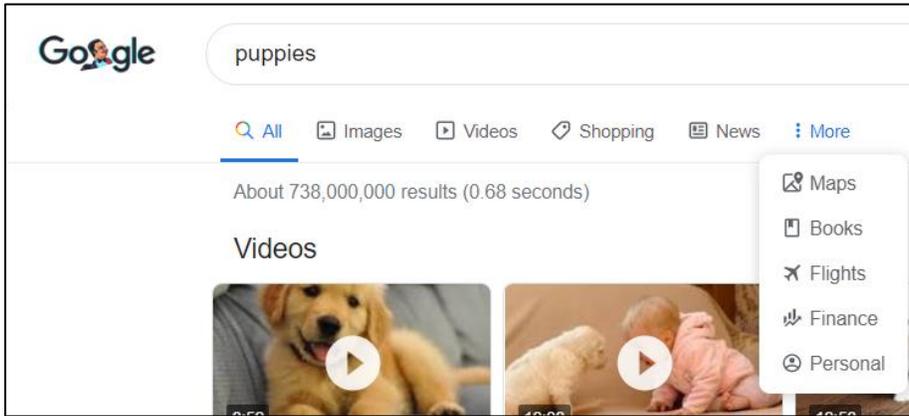
Want to learn more about email?

Please type these websites into your address bar to learn more about email including attachments, forwarding, and replying to all:

<https://edu.gcfglobal.org/en/gmail/>

Google Search Tips

There are many ways to make your online search easier.

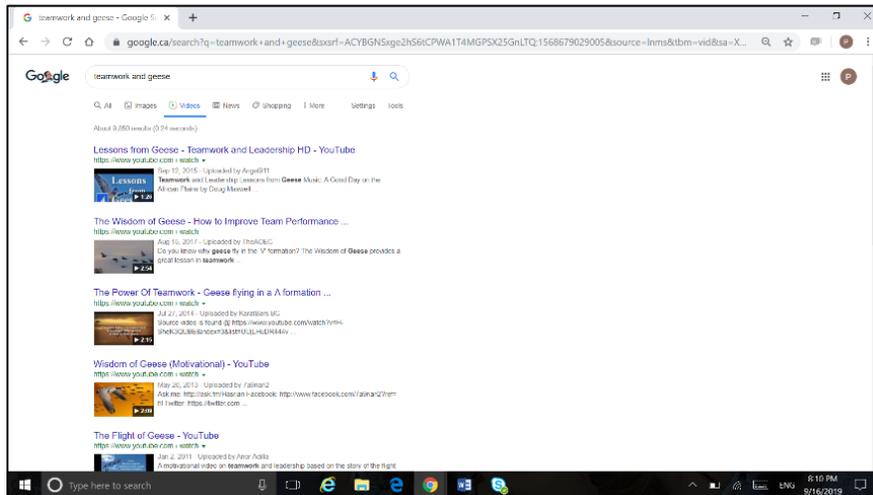


Google has tools to help you find information more quickly.

These are the tools: All, Images, Videos, Shopping, News, Maps, Books, Flights, Finance and Personal.

If you are looking for a picture, online click on the Image tool. If you are looking for a video online click on the Video tool. News articles that contain your subject can be found more easily by clicking the News tool.

Activity 9: Using Google Tools



1. In your Google search bar, type in Teamwork and Geese, then click the **Video** tab.

2. Choose a video on this subject from your search results and watch it.

3. In your Google search bar, type in Facebook, then click on **News**.

4. Choose a news article about Facebook.

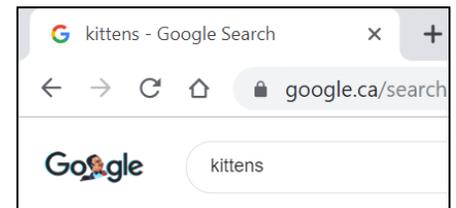
5. Now use your back arrow to return to your search and choose another news article about Facebook.



6. In your Google search bar, type in kittens.

7. Use the **Image** tab to search for pictures of kittens.

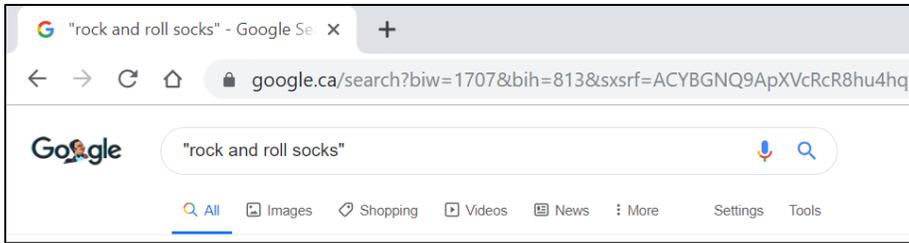
8. Click on one of the images of a kitten to enlarge it.



Using Quotation Marks in a Google Search

If you want to search for exact words in a certain order, then using “quotation marks” can help with a better search.

For example: If you search for Rock and Roll Socks, a Google search will look for any sites with those words (you may get just rocks or just rock and roll or just socks) but if you want to find a specific item then searching “Rock and Roll Socks” with quotes at the start and the end of what you wish to find will make your search much easier.



Activity 10: Fun with Google

Type Google.ca into your address bar.

Type Google Gravity into the search box and then be sure to click **I'm Feeling Lucky**.



See what happens!

Return to Google.ca. Type Barrel roll into the search box and then be sure to click **I'm Feeling Lucky**.

This is another fun Google trick.

Google Drive

You can open your Google Drive from the Google App Launcher.



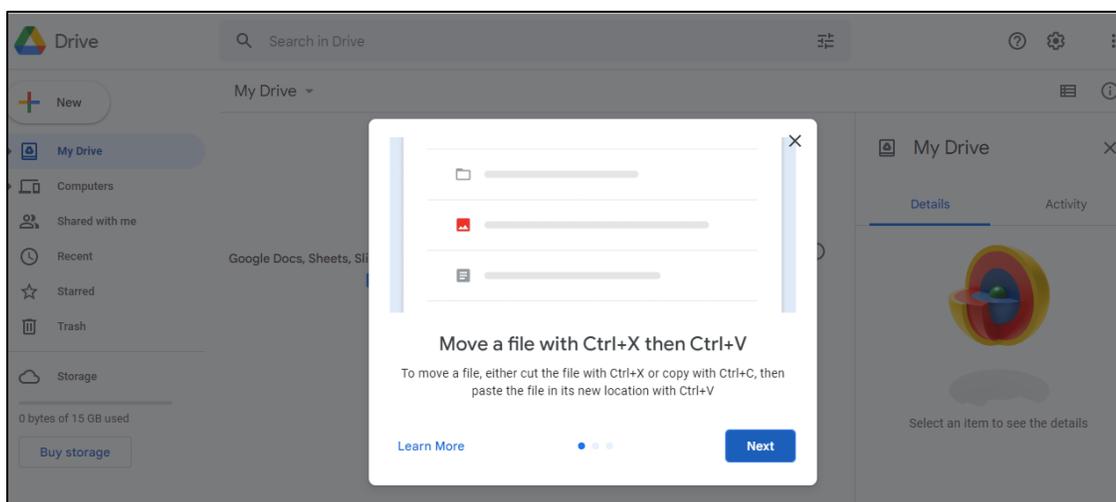
Drive

This is an online drive for all your files.

About Google Drive:

- It is an online drive for your files, pictures, and folders, so if one of your devices ever ‘crashes’ it will not affect the files in this Drive.
- You can access these files whenever you are online.
- You can create folders and share files with your Google Drive.
- The changes you make in Google Drive are shared automatically.

If this is your first-time using Google Drive, you will see this screen:



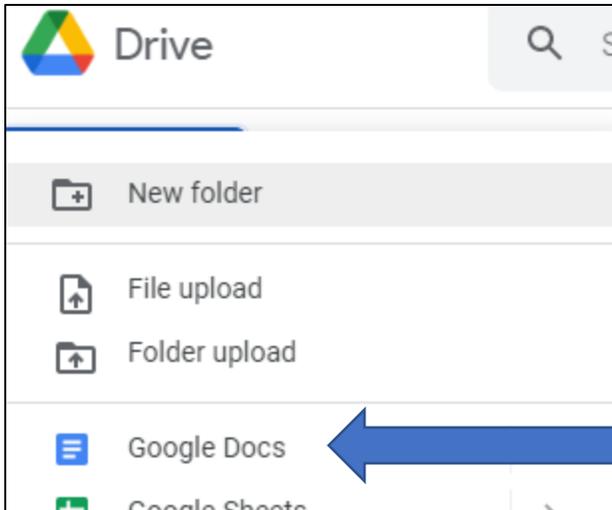
Read the tips in the bright white box in the centre. Click on the blue Next box to watch the next tip in the series.



Click on New (on the right side) to create Documents, Slides or Spreadsheets in your Google Drive, or to upload files to your Drive or to create a folder.

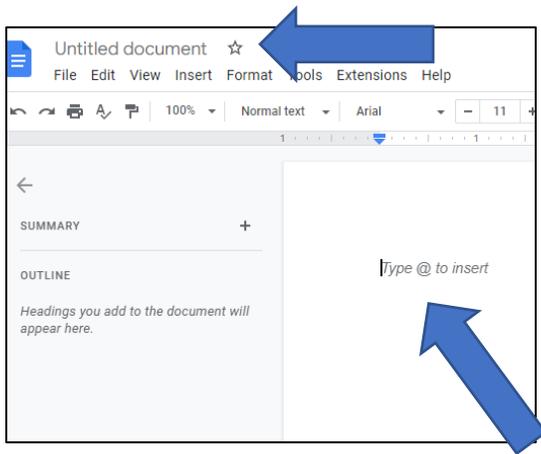
Today, as an introduction to Google Drive, you will be making a Google document.

Click on **New** to create this document.



Click on **Google Docs**.

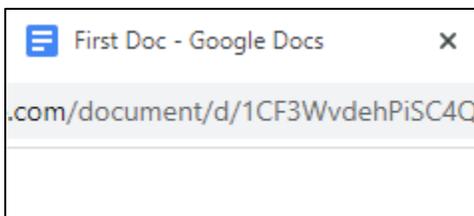
You will see this screen:



Click into the top of the document where it says, 'Untitled document.'

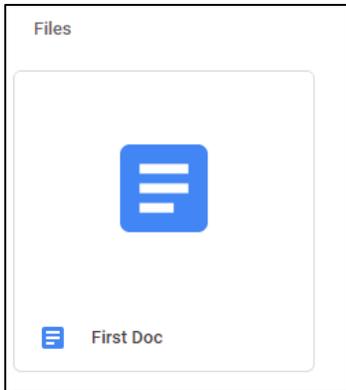
Type the title: First Doc

On the white document page, type Test document.



Close the file using the Tab at the top of the page. Click the X to close.

You will see the Google Doc in your Google Drive.

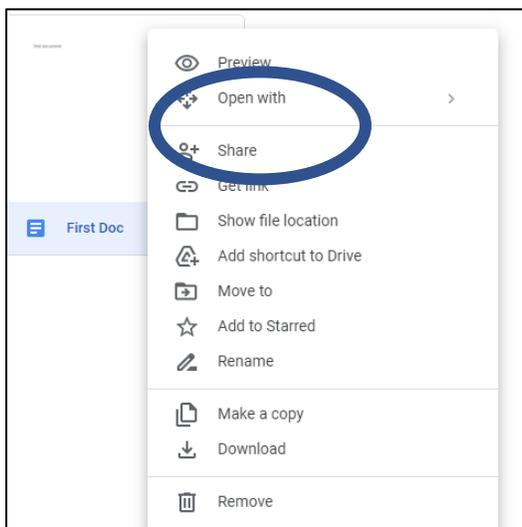


You can right click on this file to see options.

Right clicking shows menu options.

You can right click to see the options in your Google Drive.

Here, you can Remove (Delete) or Share this document with others.



If you want to edit the document, you can just double click on it to open it.

To share this document:

- Right click on the document.

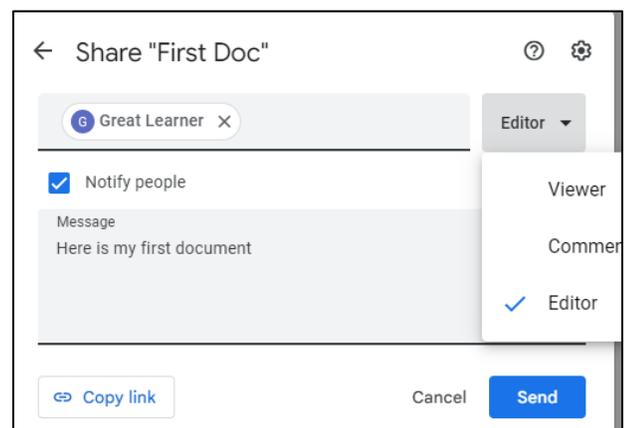
- Click on Share.

- Choose the person you are sharing with from your Contacts or type in their Gmail account address.

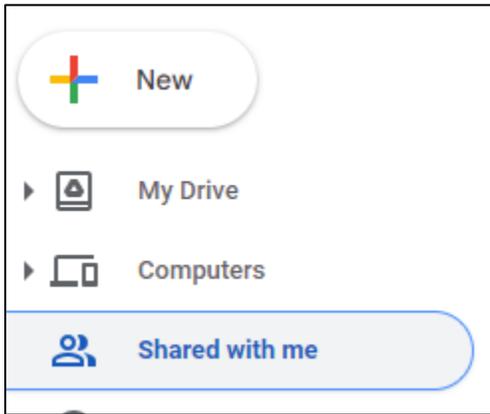
You can select whether you want the person you have shared with to be able to just see (View) or make changes to (Edit) your document.

You can also include a message before clicking on the Send button.

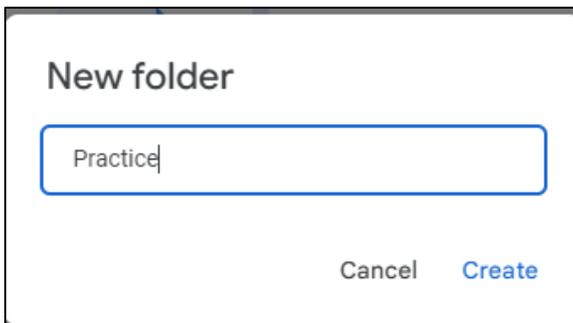
The person that you are sharing with will get an email telling them that it has been shared with them.



Note: When someone has shared files or folders with you through Google Drive, you can get to them quickly by clicking on Shared with me from the menu on the left of the screen.

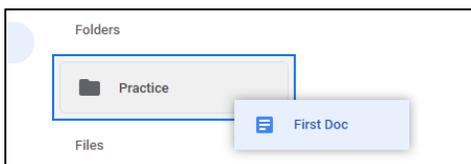


You can also create folders in your Google Drive.



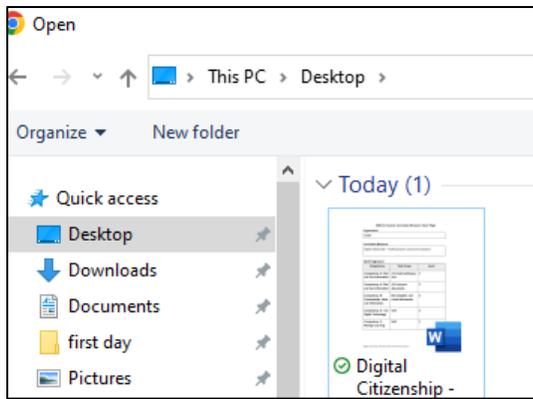
Click on New and then click Folder from the top of the menu.

Name the folder Practice and click Create.



You can hold down the left mouse button on files you have created in your Google Drive and drag them into the folders that you create.

If you wish to upload something onto your Google Drive from your device, you can select **New** and the **File Upload** or **Folder Upload** from the menu.



You will then select the item that you wish to move to your Drive. Double click it to upload it (send a copy of it to) your Google Drive.

Activity 11: Google Drive Basics

1. Go to your Google App Launcher and click on Google Drive.
2. Create a Google Doc.
3. Give your Google Doc the title: My Learning.
4. Type two to three sentences about learning in the Google Doc.
5. Close the document.
6. Create a folder and name it Google Apps.
7. Drag the file My Learning into the Google Apps folder by holding the left mouse button down and moving your mouse towards the folder.
8. Right click on that folder and share the folder with your instructor, a classmate or a friend who has a Google Account. In the message box, please write: This is for my digital course.
9. Click Send.

Google Translate

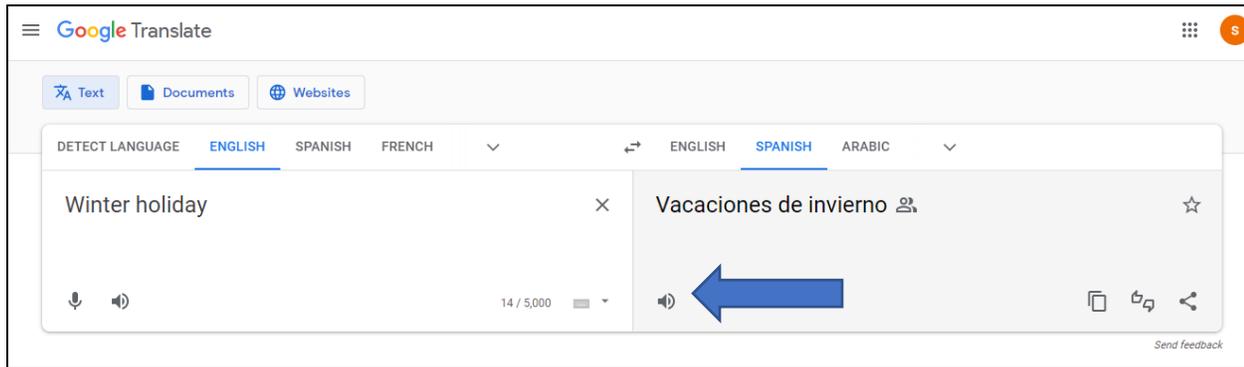
If you need to know what something you hear or see means in your own language – Google has an app for that.



You can click on your Google App Launcher to go to the Translate app.

You may have to scroll down to see it.

Click to open the app.



You can select the language of the word or phrase in the first box.

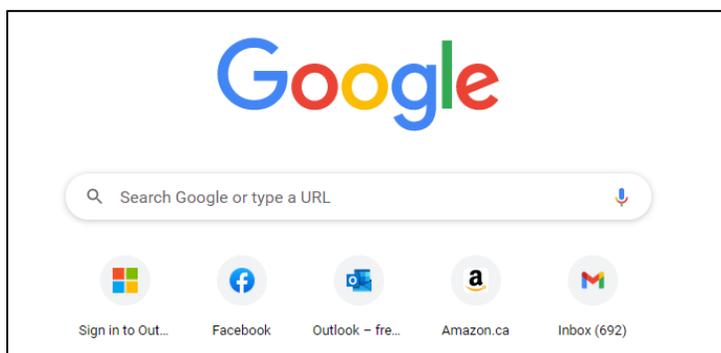
You can then select the language to which you would like to see it translated.

You can click on the speaker icon to hear how that word or phrase should be said properly.

Lesson 4: Google Shortcuts

Using Google Search in Chrome

Google will remember websites that you have visited in the past. If you use Google Chrome to access the Google page.



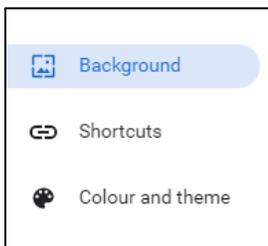
You will see these sites in circles on the Google search page. They are located under the search bar. Click on any of the icons to go back to one of these sites. Google does this to save you time when visiting your favourite websites.

Customizing Google

Click to open Google Chrome.



Click on Customize Chrome to personalize your page.

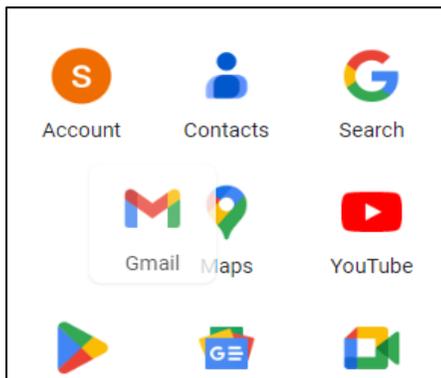


You can choose the background, colour or theme. After you have chosen the changes that you would like to make, click on Done.



You can change how your Google search screen appears as many times as you would like.

Rearranging Apps in a Google Account



Now that you know so much about Google programs, you can decide which ones you like the best and will use most often. You can hold down the left mouse button to drag the icons for each app to where you would like them to be in the App Launcher. This will make it faster for you to get to the apps that you use most often.

Activity 1: Customize Google

1. Click on Customize Chrome.
2. Click Background.
3. Choose a new background for your Google home page.
4. Open your App Launcher (click waffle icon).
5. Arrange your Google Apps in the way that works best for you.

Final Tasks: Practicing What You Have Learned about Google Apps

Practice the following set of small tasks to review what you have learned in this course. You can go back to refer to the lessons in the course any time during these activities if needed.

1. Go to your Google App Launcher.
2. Go to YouTube.
3. Search for an Introduction to Google Chromebooks.

4. Find a helpful video on this topic. You may watch this video if it interests you.

1. Go to your Google Calendar.
2. Choose today's date and the time you are reading this and set a task that says: Completed my course.

1. Click on the Translate app.
2. In English, type: I have learned so much from this course.
3. Translate this sentence into French.
4. Click the sound icon to listen to the French translation.

1. Open the Google Search app.
2. Search for restaurant reviews in the town or city that you live in.
3. Find a good review and share it with your instructor, a classmate, or a friend.

1. Click on your Google Drive.
2. Click into the Practice Folder and delete the file inside of it.
3. Stay clicked into the Practice Folder.
3. Create a new Google doc titled: I did it!
4. In the text area write a note congratulating yourself on your hard work.
5. Close the document.
6. Make sure that it has saved in the Practice folder.

Suggestions for further practice



If you are completing this course in a classroom, talk to your instructor about choosing one or more of the ideas below for further practice.

- Share a Google Doc with your instructor
- Invite your instructor to a meeting using Google Calendar
- Find a YouTube video that discusses Google Meet or Google Classroom and email the link to your instructor.



Congratulations you have finished this course!