

Course	GoogleDrive
Length	1, 2 or 3 hours
Audience	For anyone new to GoogleDrive interface. Explore file management concepts, including label and star features. Students will understand upload and download functionality, and conversion tips for Microsoft Office and PDF files. This module identifies tools to collaborate (comment, edit, share) and distribute (print, save, email).
Topics	<p>Module 1: GoogleDrive Interface</p> <ul style="list-style-type: none">◆ Tour the GoogleDrive tools◆ Understand differences: realtime, collaborative, online◆ Understanding <i>My Folder</i> vs. <i>Shared with me</i>, <i>Recent</i>, <i>Starred</i> and <i>All Items</i>◆ Manage & create labels◆ Share file or folder & ownership types◆ Upload file◆ Convert a file to Google format & restrictions◆ Download file & managing formats◆ Sort & View files◆ Search tool <p>Module 2: Working with Drive</p> <ul style="list-style-type: none">◆ Create file◆ Create folder◆ Delete a document or folder & owner considerations◆ Move file or folder◆ Copy a file or folder◆ URL or document naming convention <p>Module 3: Distribution “Musts” - Proof, Save and Print</p> <ul style="list-style-type: none">◆ View & Manage Revision History◆ Create, reply and resolve Comments◆ Save a document & Various Formats◆ Synchronize documents with Microsoft◆ Page Setup & Print a document◆ Share document tools: <i>Owner</i>, <i>Editor</i>, <i>Commenter</i>, <i>Reviewer</i>◆ Templates