

Google Drive

Google Drive Latest

lan Lamont

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Google Drive and Docs in 30 Minutes (2nd Edition) Ian Lamont, 2015-01-26 Updated in 2018 The top selling guide to Google's free online office suite is now available in a revised and expanded second edition Thirty minutes is all you ll need to get up to speed with Google Drive Google Docs Google Sheets and Google Slides the free online productivity suite and alternative to Microsoft Office Millions of people use the software every day You can use Drive Docs Sheets and Slides to perform the following tasks Write letters and reports Crunch numbers and create online data entry forms Give presentations Collaborate online with classmates and colleagues Convert Microsoft Office documents to Google formats and vice versa Print documents drawings and spreadsheets Export PDFs Make pie charts bar charts and simple tables Publish documents and spreadsheets online using the new Google Sites After covering registration file creation and other basics Google Drive and Docs In 30 Minutes 2nd Edition zeroes in on the most important time saving tips and productivity tools Highlights include Converting files between Microsoft Office and Google formats Best practices for organizing files in Google Drive What to expect with collaboration and sharing The pros and cons of Google's mobile apps for Drive Docs Sheets and Slides Accessing older versions of files How to publish your documents to the Web for colleagues or members of the public to view Functions sorting and filtering in Google Sheets with examples Using Google Forms to gather data Google Slides Is it a suitable alternative to Microsoft PowerPoint Working with offline files Downloading third party apps The tone of Google Drive and Docs In 30 Minutes is friendly and easy to understand with lots of step by step instructions screenshots and examples The guide can be used by anyone with a PC Mac or Chromebook It also includes instructions for using Drive Docs Sheets and Slides on Android and iOS phones and tablets Google Drive and Docs In 30 Minutes 2nd Edition is authored by Ian Lamont an award winning technology and business journalist He has written several books in the In 30 Minutes series including Dropbox In 30 Minutes Twitter In 30 Minutes and Excel Basics In 30 Minutes Here's what readers are saying about Google Drive Docs In 30 Minutes I am so glad this was made I ve been using Google Docs for a while now and have been encouraging my teacher colleagues to do so as well to facilitate collaboration It has become my go to text book to help new users understand quickly If you re new to Google Drive or Google Documents this will help you If you re experienced and want something to help those who come to you with questions this is a nice tool to help them remember what you show them I highly recommend it I just got a new position that requires record keeping Having used Google Docs in the past I decided to update my knowledge I googled Docs for dummies and this was one of the results I liked the concept that the title implies a concise guide that will distill what I need and allow me to complete a task guickly A clear and concise explanation of how to navigate your way through google docs Excellent introduction to Google drive Well researched easy to read nicely organized

Nexus 7 Erik Marcus, 2012-08-15 This isn t one of those daunting computer manuals that you ll read three pages of and then give up on It s an engaging little book that you ll tear through in an evening and by the time you finish you ll have a

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Dac-Nhuong Le, Abhishek Dhar, Ranjan Kumar, Saravanan Muthaiyah, Saurabh Adhikari, 2025-02-14 International Conference on Computational Intelligence and Design Engineering ICCIDE 2023 is a multidisciplinary conference focused on bringing together recent advancements in the field of engineering computer science and Mathematics The key features of the conference include a common platform for research and innovation work related to next generation computation Mathematics in computation as well as engineering research to achieve industry 5 0 mission. The conference covers different aspects of science and technology like applications of AI and ML for sustainable manufacturing and production systems computational modelling mathematics and computing Varieties of Cooperation Clemens Eisenmann, Kathrin Englert, Cornelius Schubert, Ehler Voss, 2023-03-02 This volume conceives cooperation in broad terms as any form of mutual making in which goals means and procedures are seen as ongoing accomplishments From the exchanges of goods or information to the interactions between bodies or organizations and the coordination between colleagues competitors friends or foes Mutually making the conditions of mutual making entails translating heterogeneous interests negotiating conflicting values and articulating distributed activities On the one hand the contributions cover different notions and concepts of cooperation in diverse fields of study from the mundane cooperation of everyday life to collective endeavors within specific domains On the other hand the contributions share a focus on the practices of making cooperation possible through cooperatively creating the conditions for cooperation itself Seeing cooperative media both as a condition and consequence of cooperation the volume sheds light on a general feature of media technologies and instruments that both enable and constrain the collaboration between heterogeneous social worlds with and without consensus Chapter 7 The Passport as a Medium of Movement is available open access under a Creative Commons Attribution 4 0 International License via SpringerLink **Last Orders** Mel Croucher, 2017-02-15 This is a hands on guide to discover how long you will live what you re worth and who gets what when you die It takes you step by step through everything you need for a personal action plan including your digital legacy your will your final years your death funeral and all your last orders for after you ve gone Relax Stop worrying Here are the answers to sort out your online and real world affairs and solve all those life and death problems LAST ORDERS covers everything clearly simply and honestly An essential read for everyone who is not immortal

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