



Everything Google

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Why Use Google?

- Google applications for personal use are free
- Use of different applications with similar navigation
- Easy to find from any Google window when signed in with Google account
- Limited advertisements
- Vast amounts of resources
- Good spam and malware protection



Notes:

Google Resources

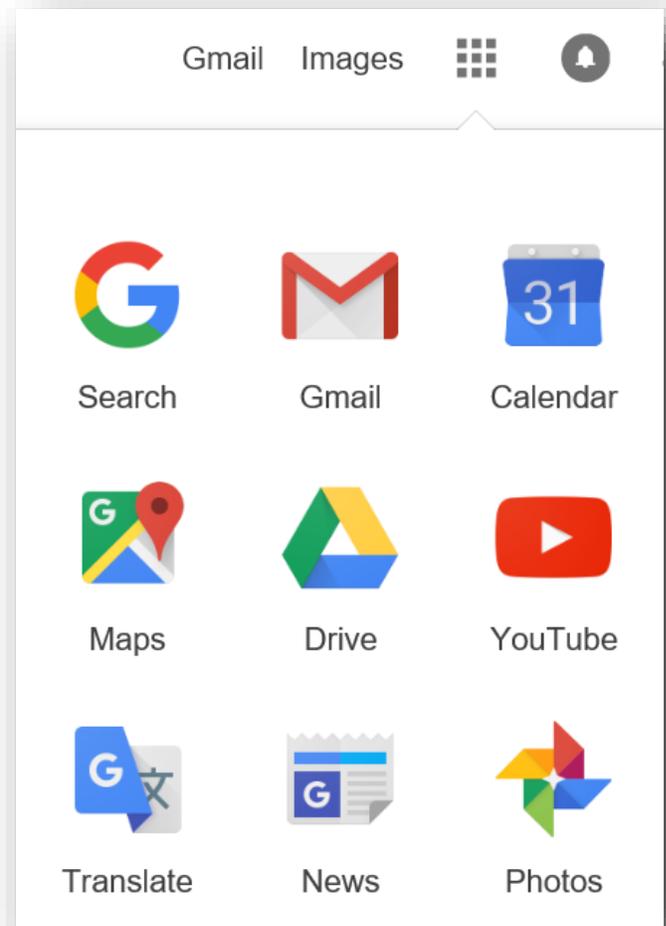
Resources are services that Google created and you can use them as they are. The resources can be found under Google Apps Icon (3 by 3 square always present in the right top corner of every Google window).



Some of them are:

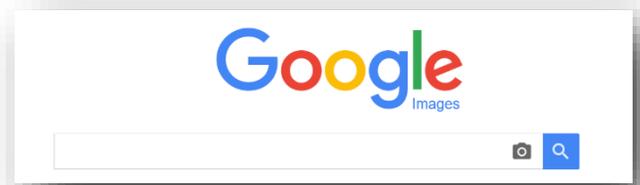
- Google Search - Navigates through websites (<https://www.google.com>)
- Google Images- Finds images with “key words” that you have typed in
- Google Maps- Gets directions to/from locations (<https://www.google.ca/maps>)
- Google Translate – simple translations (<https://translate.google.com/>)

Notes:

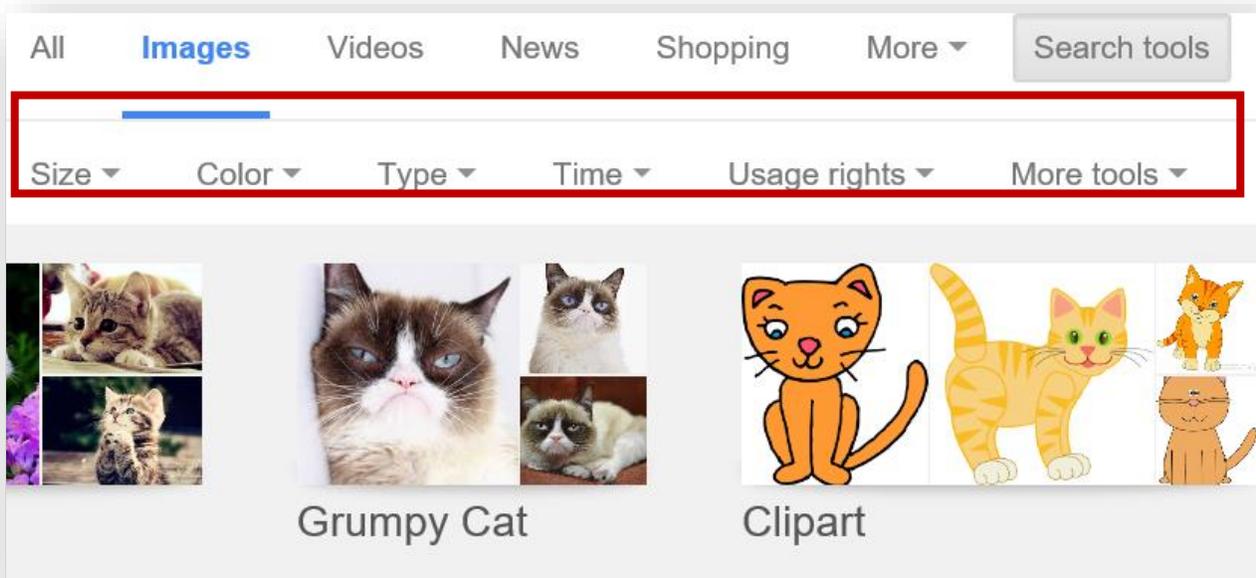


Google Images

Google Images are different from Google Photos as it is primarily a repository that you can search.



- Use key word search as you would in Internet search
- 'Search Tools' button opens options for a more specific search

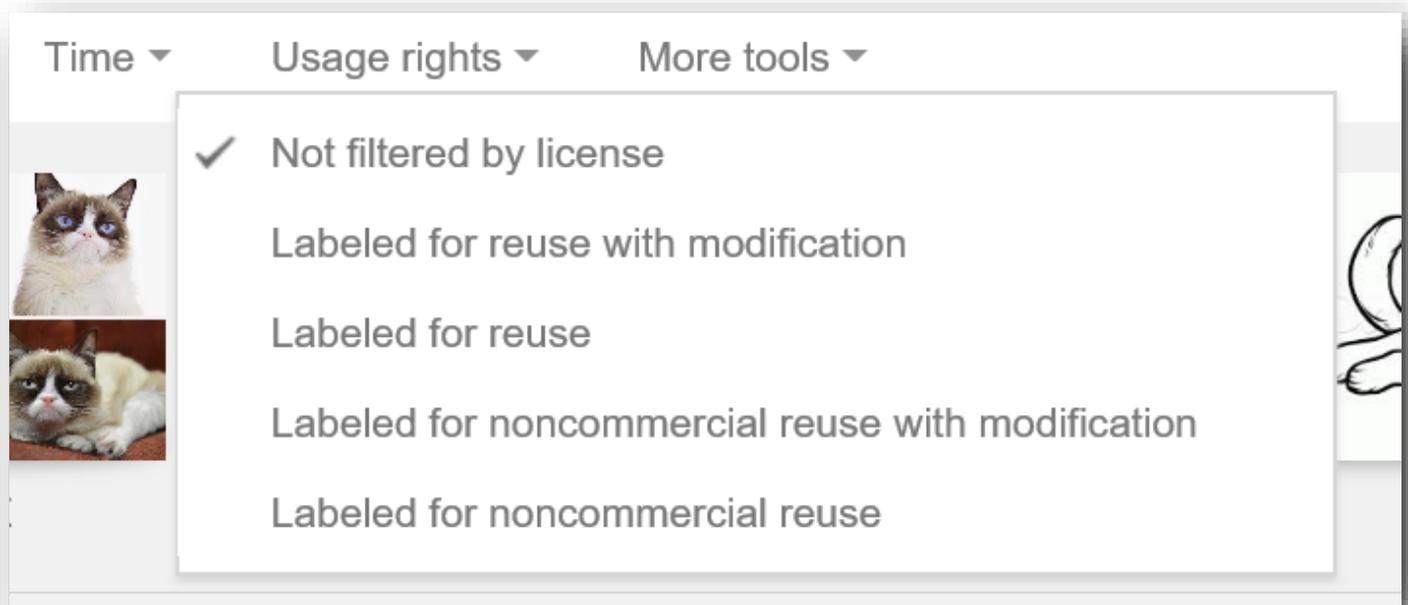


Notes:

Usage Rights for Images found on Google

If you want to use any images for your albums, social media, or to share them, you have to make sure the author gave her/his permission.

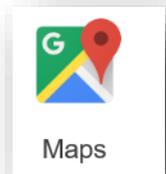
- When uploading an image, the author marks what usage rights are allowed
- When searching for images, you have to select an appropriate filter and work with images marked for that particular use



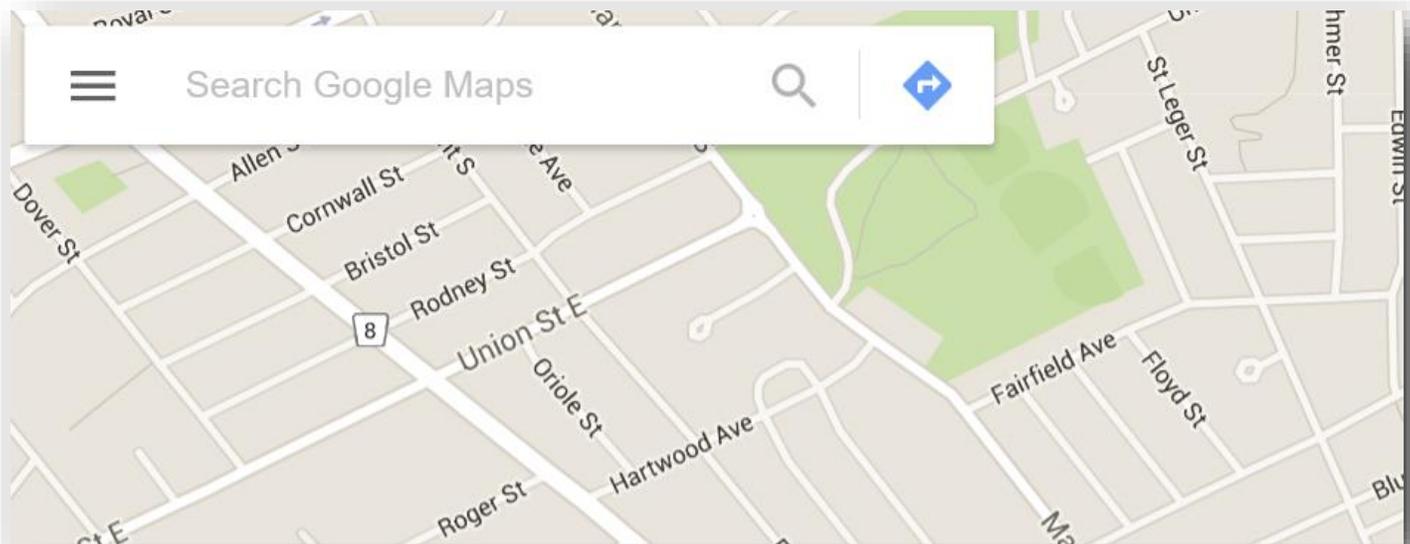
Notes:

Google Maps

Google Maps can help you find locations anywhere in the world and can help you find directions how to get to them.



- Start your search by typing what you know about the location (street number, intersection, postal code, landmark, etc.)
- 'Search Tools' button opens options for a more specific search

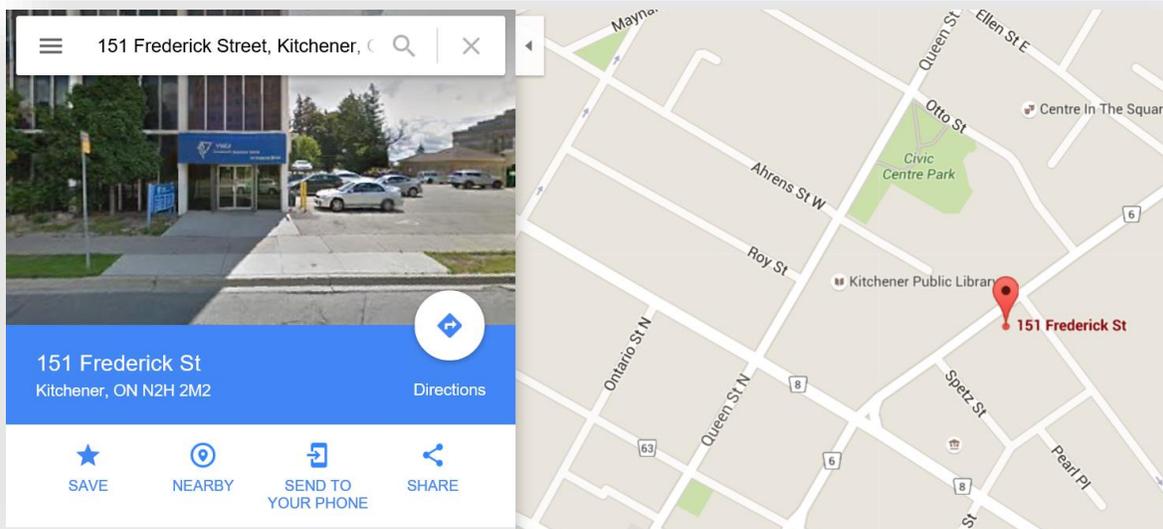


Notes:

Google Map Search Results

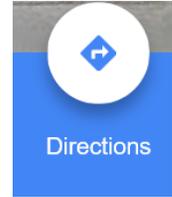
Search results will offer a number of options for you to explore:

- You can save your search in the Internet browser
- You can find nearby points of interest (restaurants, gas pumps, hotels)
- You can click on the red marker at any time and drag it to another location
- You can always clear search results by clicking on the X found to the right of the search field



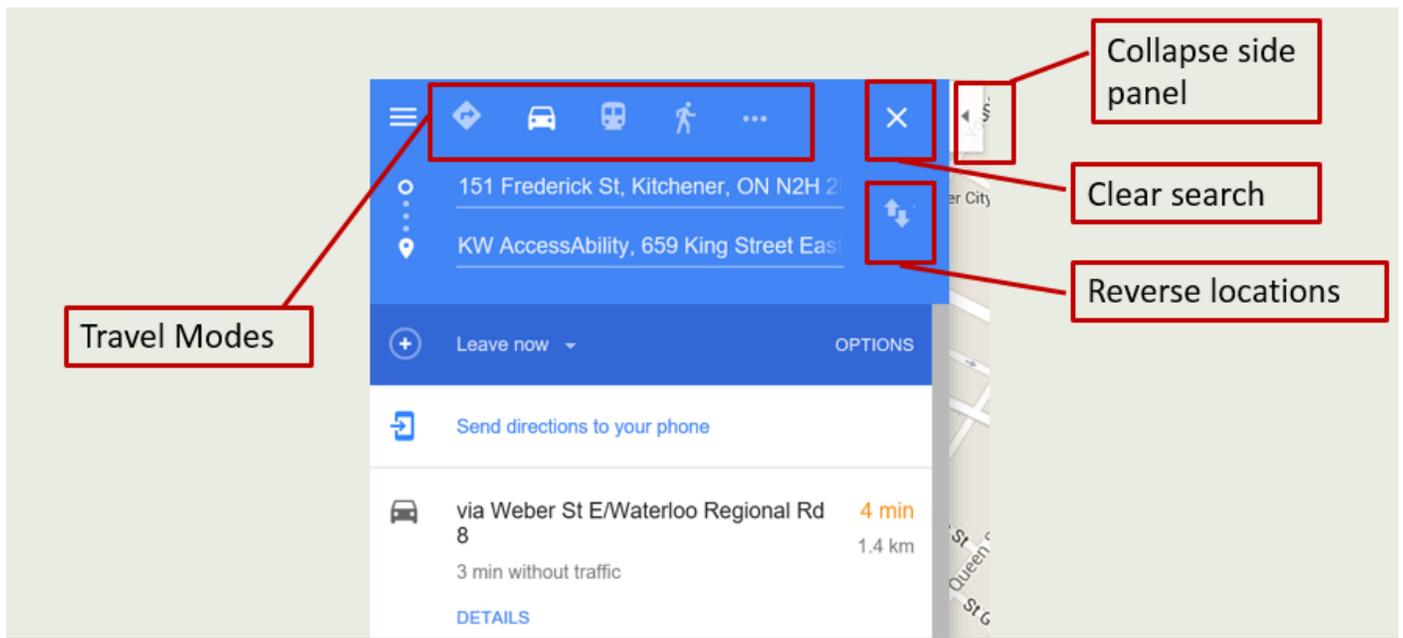
Notes:

Google Map Directions



To find ways to reach a desired location, always look for the white right arrow on a blue sign.

- You can always switch the start location and destination
- You can see results for different modes of transportation (walking, driving, transit, cycling)
- You can collapse the side panel in order to explore the map



Notes:

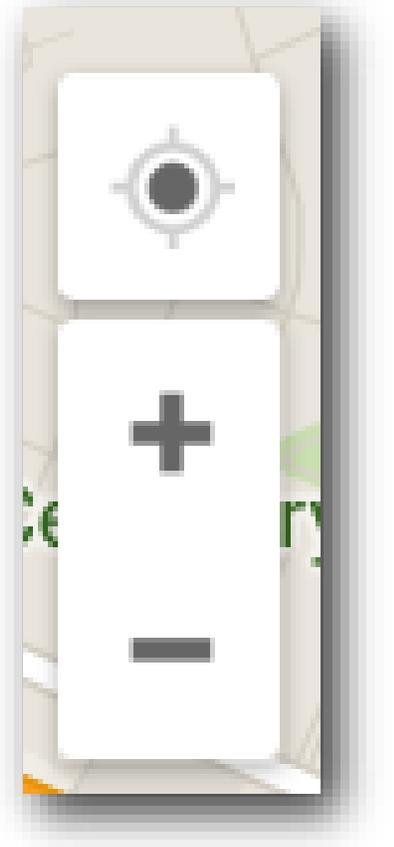
Zoom in and Zoom out Feature

When using Google Maps you can “zoom in” and “zoom out” on the area to see more or less detail.

- You can use the plus and minus buttons
- If your mouse has a wheel, you can turn the wheel in both directions, up and down

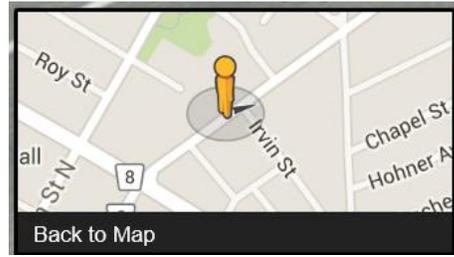
Moving the map in all directions is useful if you are adjusting your view of the area.

- You can click anywhere on the map, hold the left-click then drag the map right and left, up and down to provide more detail for areas outside of the initial map view.



Notes:

Google Map Street View



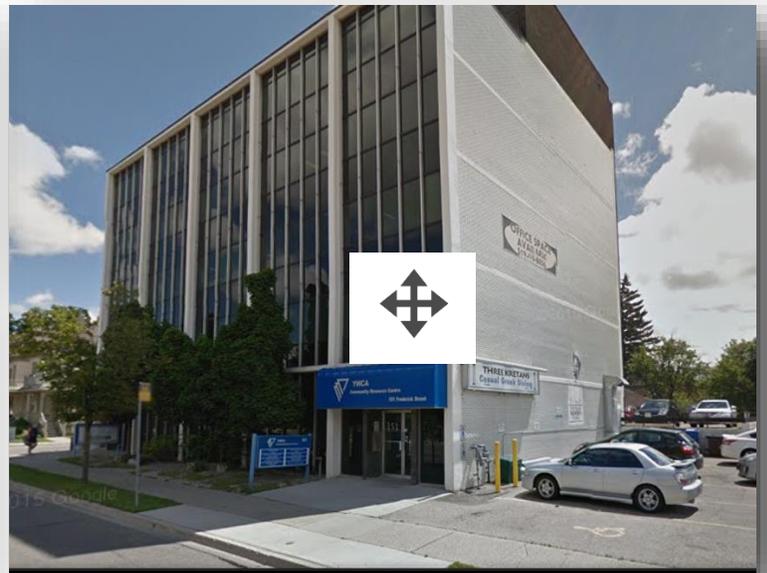
You can change the type of a view of the map so you can easily recognize the location and the access to it from a so called interactive Street View.

- Click on the yellow person figure at the top right and drag to a location of your choice.
- Switch back to the map view with the 'Back to Map' button at the bottom left.

Notes:

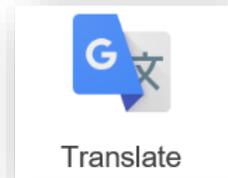
Navigating Street View

- Once you are on the street, your cursor will change into an arrow you can click to move in either direction
- When on sidewalk images, your cursor will change from a hand into a four arrow sign and you can hold left-click and drag the image in all four directions for a better view



Notes:

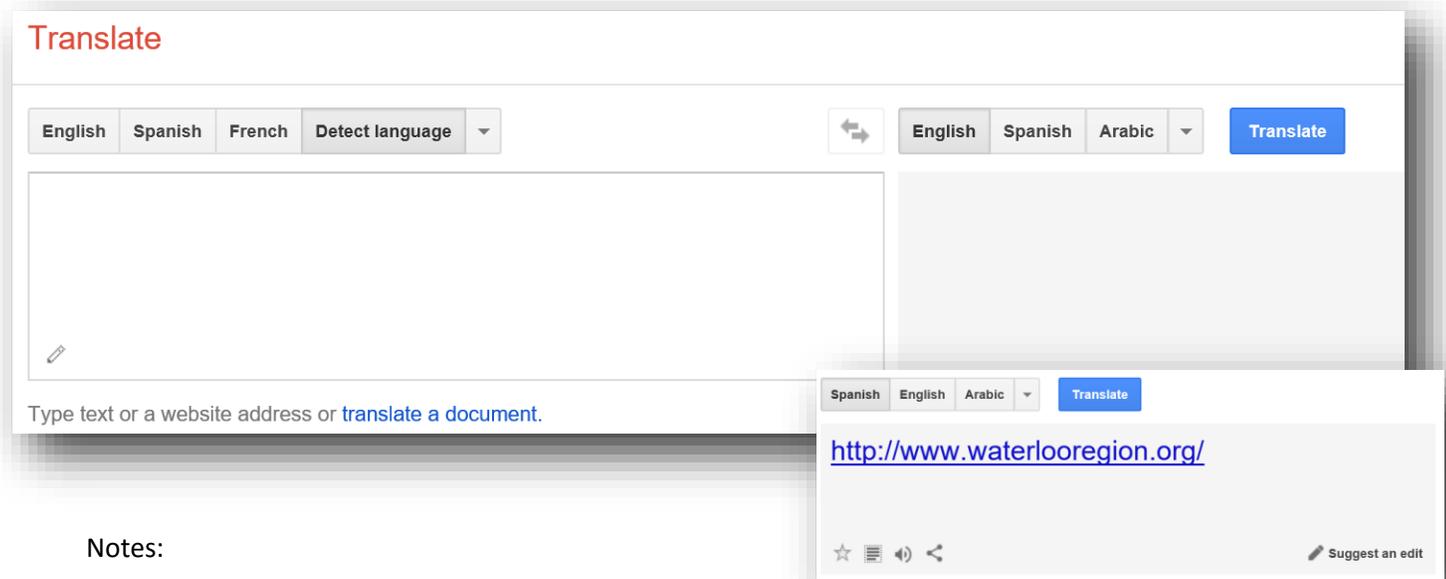
Google Translate



Google Translate service allows simple translations in multiple languages of:

- Text you type in a text box
- Documents you upload by clicking on the link 'translate document'
- Webpages whose address you copy in the text box

When you want to read a translation of a webpage, you will have to click on the link that appears in the translated text box)



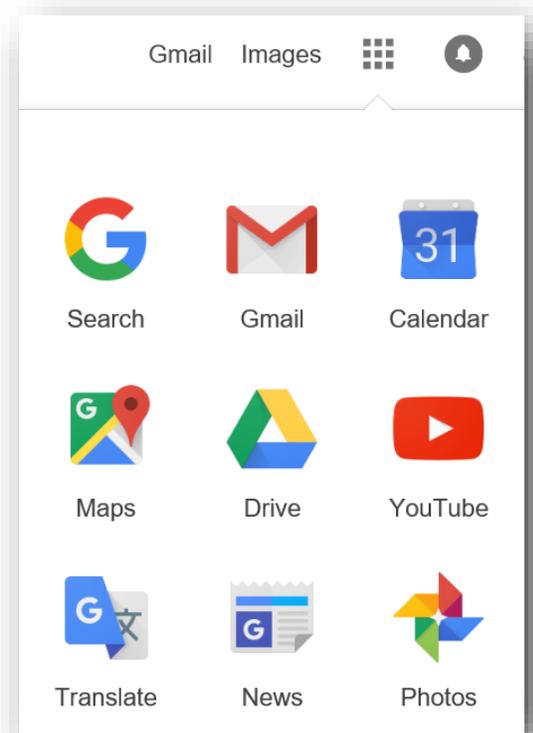
Notes:

Google Applications

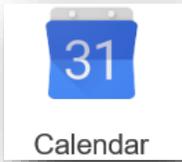
Applications are online Google services you can use to modify, save and share the information you create. The resources can be found under Google Apps Icon (3 by 3 square always present in the right top corner).

- Gmail – free email service
(<https://mail.google.com>)
- Google Calendar – free planning and task tracking
(<https://calendar.google.com/calendar>)
- Google Drive – create text, spreadsheets and presentations
(<https://drive.google.com>)
- Google Photos – upload, organize and share your memories
(<https://photos.google.com/>)

Notes:



Google Calendar



Google Calendar is your electronic time schedule.

Top row of buttons let you find specific dates, weeks or months.

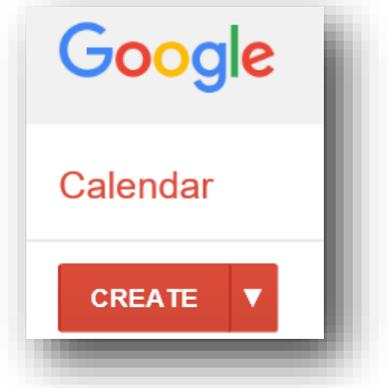
- Left and Right Arrow take you to the previous and to the next day, week or month
- You can choose what view you want to work with by selecting day, week, month or agenda view

Today	<	>	28 Mar – 3 Apr 2016			Day	Week	Month	4 Days	Agenda
	Mon 28/3	Tue 29/3	Wed 30/3	Thu 31/3	Fri 1/4	Sat 2/4				
GMT-04	Easter Monday (regior									
07:00										
08:00										

Notes:

Adding Events

'Create' Button in Google Calendar opens up a detailed dialogue box for you to type in all the information about an event.



←
SAVE
Discard

Untitled event ×

29/3/2016

14:00

to

15:00

29/3/2016

Time zone

All day Repeat...

Event details

Find a time

Where

Video call [Add video call](#)

Calendar Social Development Centre Waterloo Region ▾

Description

Add guests

Enter guest email address

Add

Guests can

modify event

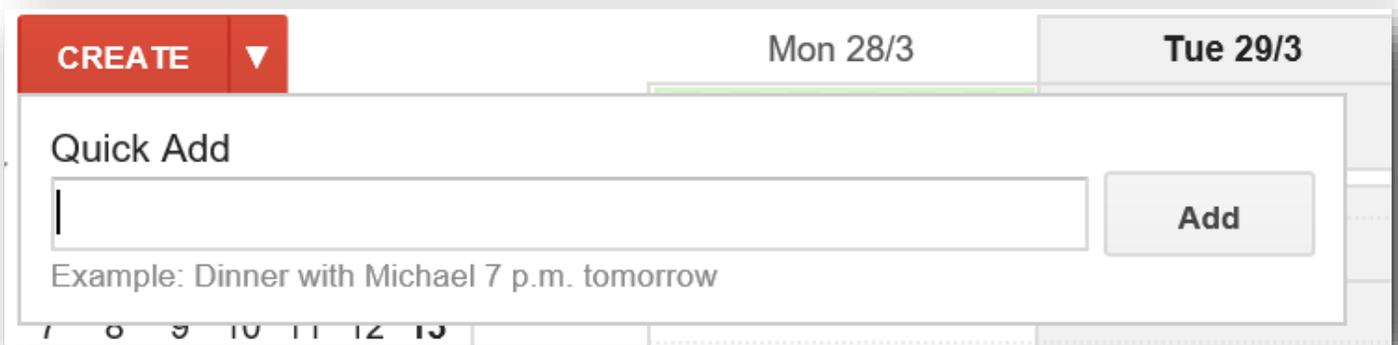
invite others

see guest list

Notes:

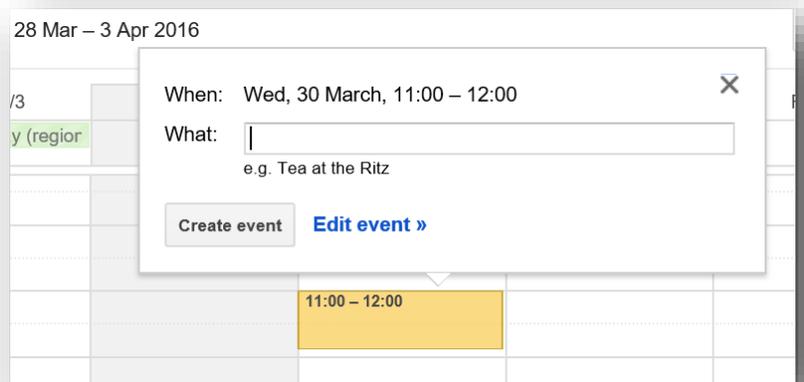
Adding Events Quickly

White down arrow besides 'Create' button let's you add events quickly.

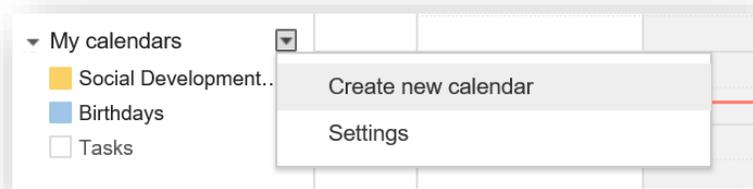


Click on a desired date and time. A dialogue box appears to let you add the name of the event. Click 'Create Event' to save or 'Edit event' to go to a detailed dialogue box if needed.

Notes:

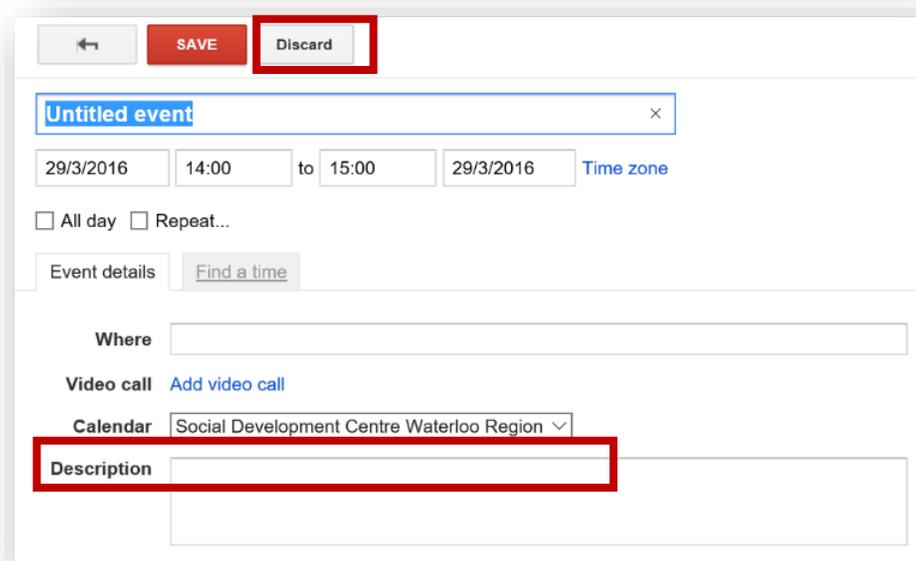


Organize and Delete Events



You can create different calendars and assign colours to them.

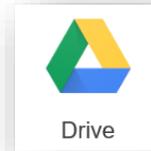
Each event you create after that can be assigned to a different calendar.



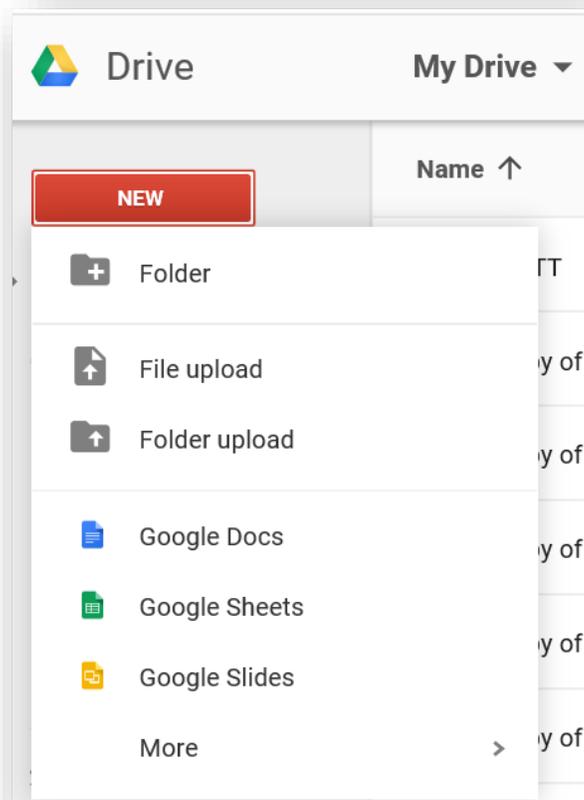
To delete an event, you have to open its detailed dialogue box and click 'Discard' at the top.

Notes:

Google Drive



If you do not have any computer programs to write letters or other documents in, but you have Internet connection, you can create, save, edit, print and share different types of documents by using Google Drive application.

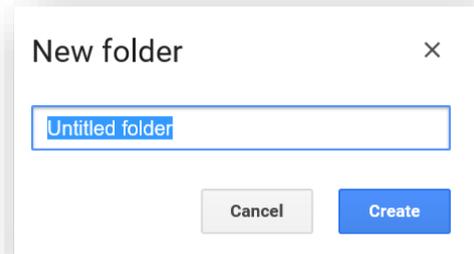
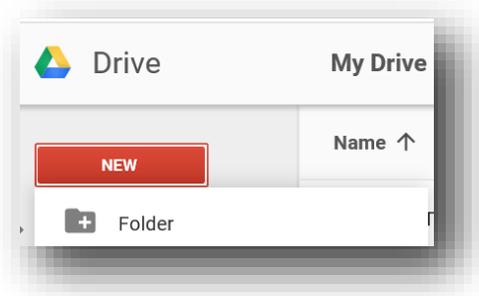


Notes:

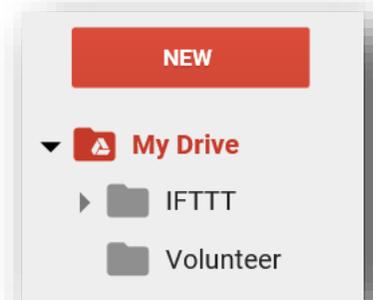
- To start writing, click the 'New' button.
- Choose text document, spreadsheet or a presentation
- Everything you have ever typed in you Google document is saved forever, so you do not have to fear losing information.
- You can share your documents with other people who can read them or help you write them.

Organizing Documents

You can as well organize your documents by creating different folders.



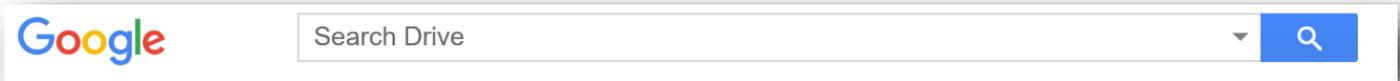
- Choose 'Folder' button with the + sign
- Name your folder
- Do not forget to click 'Create' button
- The folder will be saved and you can access it under My Drive menu to the left
- You can decide to save each of the documents you create under a specific folder



Notes:

Finding Documents

You can always use the 'Search Drive' text box at the top



- You can search in the list of documents
- You arrange them by the order of the letters in the alphabet, ascending and descending, or by the date when they were last worked on
- If other people share their documents with you, you can search by the 'Owner' too.

Name ↑	Owner	Last modified	File size
 Copy of Kitchener Wards Map1	me	4 Nov 2013 me	—
 Copy of MunicipalStrategyMatrix2015.xlsx	me	6 Feb 2015 me	16 KB

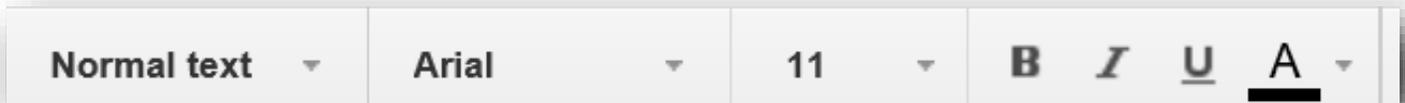
Notes:

Working with Documents



Start by giving a name to your document that will make it easy to recognize it.

The editing tools you can find in the top bar are the same for different documents and for our Gmail.

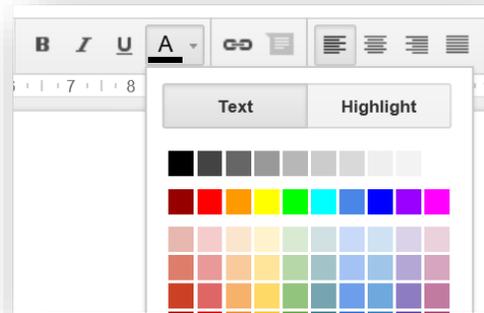


As you place the mouse over the buttons on the bar, you will see what they can be used for.

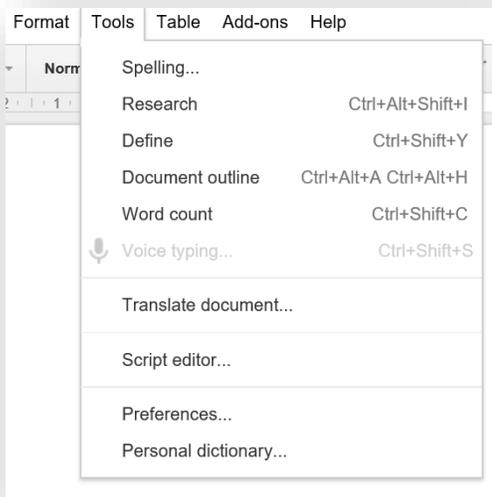


Notes:

Editing Documents



Most of the editing tools are the same as in the email formatting tools.



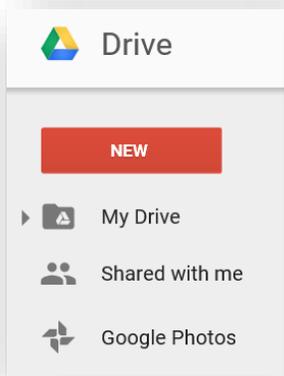
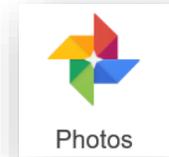
You will find more options in the top menu.

Tools include spelling check, translation, even voice typing.

Your documents are automatically saved. You can find the versions under the File menu.

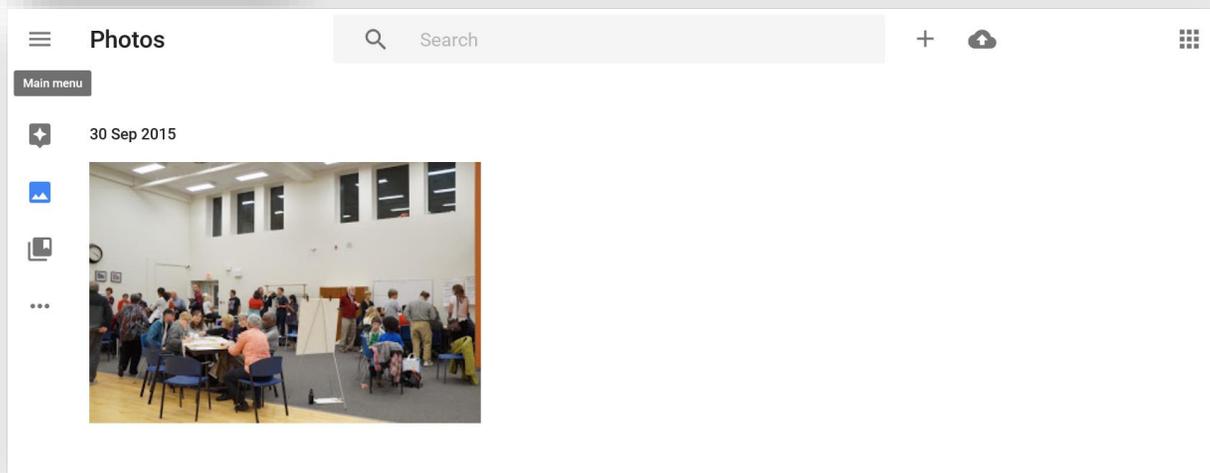
Notes:

Google Photos



You can view the images saved in Google Photos through your Google Drive and copy them into your documents.

However, to work with them, to upload, to organize and edit them, you have to go to the Google Photos app.



Notes:

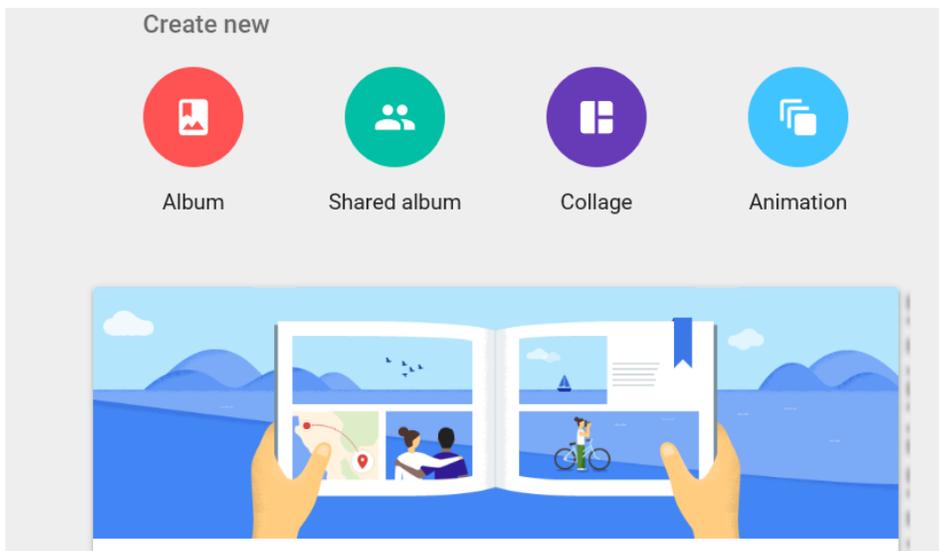
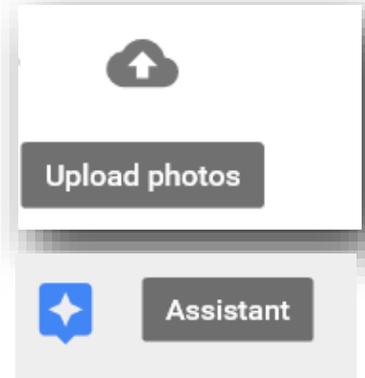
Working with Photos

Search photos by key word or by date.



Upload from your computer or other device with Cloud & Arrow button.

You can access other options from the plus button besides the search bar, or through the Assistant button at the top of the left menu.



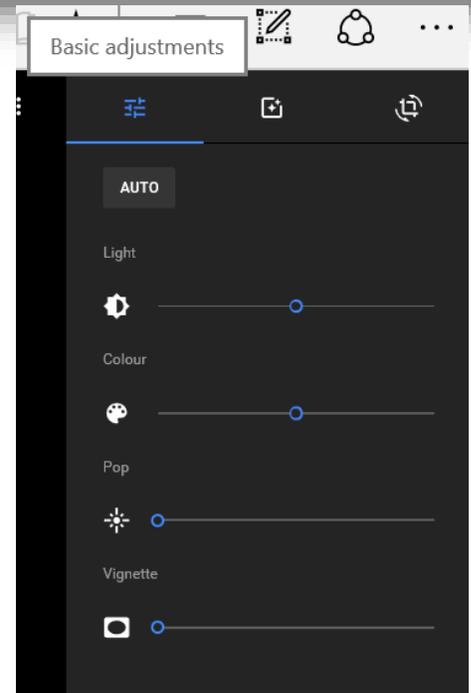
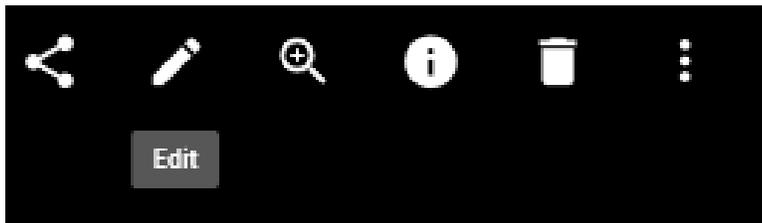
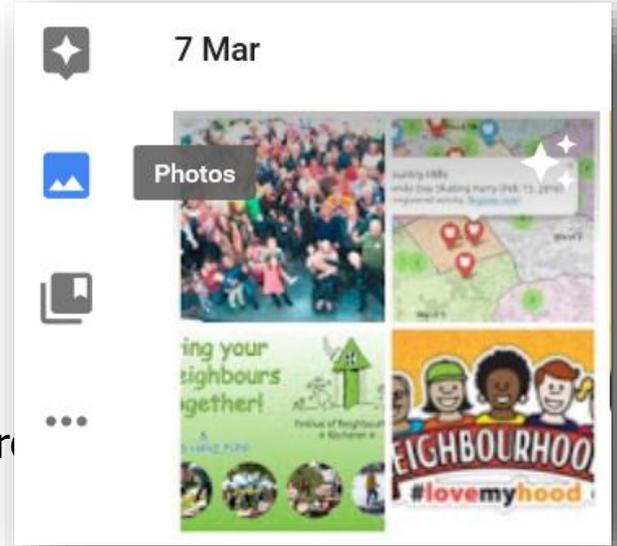
Notes:

Editing Photos

View your photos by clicking on the photo icon on the left menu (mountain image).

To edit your photos, you select one of the photos and the editing view will open.

Pencil image is the icon used to access editing features such as light, colour and crop.



Notes: