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3/18/2020

Google Drive and its accompanying programs

As the coronavirus continues to push work to being more and more remote, it can seem like a daunting task to make the adjustment. However, Google has multiple tools that can make this adjustment smoother and less abrupt. The best two primary tools Google has in its repertoire that can be of assistance. One is Google Drive and its accompanying programs.

Google Drive is like Dropbox (See Dropbox article), it allows you to compose documents from any of your connected devices. It also allows you to easily share documents with other collaborators so that they can view and edit the document. You can get to Google Drive for free by getting into the Google browser and then clicking on the three by three rows of squares to bring up Google's various products. Once the different options come up, you can click the blue, green and yellow triangle that says "Drive". Once you do that, you will go to your drive. If you already have files on Google Drive, then you will be able to view those, or you can create a new one by clicking on the button with a plus that says "New". Once you click this, you will be able to upload files to the drive. Or you can create a Google Docs, Sheets or slides. You can either upload a single file by clicking the upload file button or you can upload a whole folder from your computer by selecting the upload folder.

Google Docs, Sheets and Slides are great for collaborating. By creating a Google Slide for example, you can share the slides with all your collaborators and then they all can view and make edits to the slides. For Google Sheets and Docs, it is the same principle. It allows collaborators to view and edit the spreadsheet or word document from their device. These files can then be downloaded and converted into a Microsoft PowerPoint, Excel or Word document.

Google has many tools set in place to help business continue as usual even in these unusual times. There are additional file types on Google Drive such as Goggle Forms, a survey creation and processing program. However, Google Docs, Slides and Sheets is the main Google programs that are of the most help in times like these.