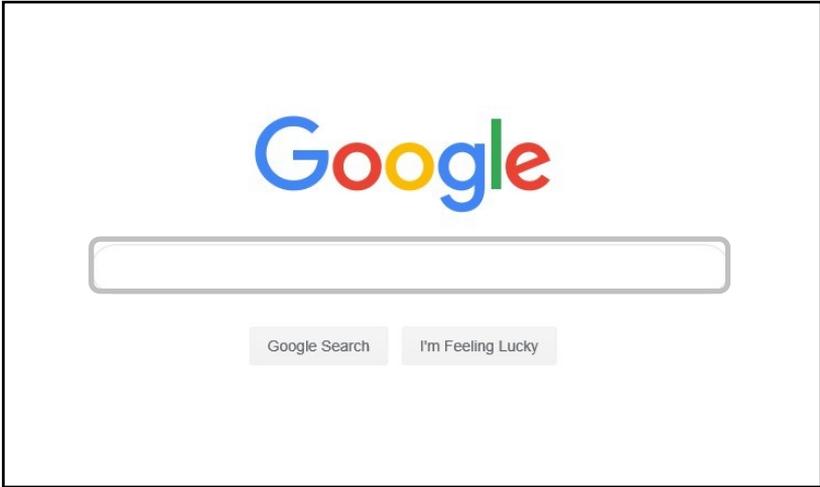




GOOGLE SUITE OVERVIEW

GOOGLE SUITE OVERVIEW

The **Google Suite**, or G-Suite, is a large collection of computer and mobile apps which help users with or without Google accounts do a variety of tasks.



GOOGLE SUITE

There are several ways to access the apps included in the G-Suite.

If you would like to access the Google Suite apps on your computer, open your preferred browser.

- You have two choices from there:
 - Almost all Google apps can be entered in the URL bar as either:
 - AppName.google.com
 - Google.com/AppName
 - If you know the name of the app you wish to access, you can type the URL at the top of your browser.
 - Navigate to Google.com and click on the apps grid in the top right.



- From there, select an app.
- Note: If it is not in the first list, click **More** to view another list of apps. If you still do not see it, scroll to the bottom of the list and click **Even more from Google** to view the full list of Google Apps.

Mobile Users: Most G-Suite programs have mobile apps that can be downloaded from your app store!

STAYING ORGANIZED

There are several apps available to help keep your information stored, organized, and easy to access. Google makes staying organized easy!

Google Calendar



Store all of your important dates in one spot.

- Create individual calendars for specific needs like birthdays, holidays, and work or volunteer schedules.
- Add individual or repeating tasks, such as balancing your checkbook, setting your budget, or completing a project.
- Set reminders for special events, upcoming bills, or booking vacations.

Calendar can show your events by day, week, month, or year. You can even share calendars with other Google users!

Notes

STAYING ORGANIZED

Google Drive



Drive offers an alternative to Microsoft® Office and provides a space to save all of your documents, spreadsheets, presentations, and more!

Drive includes several individual apps like Docs (word processing), Sheets (spreadsheets), and Slides (presentations).

Users can create new files, work collaboratively in real time with other users, upload other file types (.docx, .pdf, etc.), and organize their files into folders.

Gmail



Gmail, or Google Mail, is Google’s email service. It allows users to send and receive emails and includes a few special features.

- Organize emails into labels and sub-labels or “star” to mark important emails.
- Attach files from Drive.
- Send tasks, reminders, and invites to events from Calendar.
- “Snooze” an email, and Gmail will remind you to respond later.

STAYING ORGANIZED

Google Photos



The Photos app allows users to store all of their image files in one easily accessible space. You can upload photos from your phone, computer, or other devices as long as you have an internet connection. Some phones even let you sync your photos directly to the mobile app.

- Create albums and set date/time stamps.
- Create videos, slide shows, collages, animations, and photo books.
- Share photos with other Google users through the app, through Drive, or through email.
- Download images from Photos to your computer, mobile device, or flash drive.

Notes

TRAVEL SMARTER

In addition to helping you stay organized, Google is there to help you get around and discover new places.

Google Maps



Maps is Google’s navigation app, similar to the GPS or navigation system you might use in your car. Maps can generate driving, walking, public transit, and even biking routes to destinations all around the globe!

- Request routes that avoid tolls, highways, or ferries.
- Add different stops to your trip or re-route trips.
- Maps also creates alerts for potential wrecks, traffic slow-downs, and speed traps along your route.

Search for specific businesses or locations to see detailed information, including a link to their website, hours of operation, contact information, and reviews.

If you’re just looking for something nearby, like “Indian food” or “playgrounds,” Maps generates results on the map for you to select from.

TRAVEL SMARTER

Google Translate



Translate is an app that provides real-time translation of single words or phrases up to 5,000 characters. Users can translate to and from more than 100 languages.

- Translate provides a written translation as well as an audio option to hear the word or phrase.
- Translated text can be copy/pasted into a new document or shared through Twitter and email.
- Files like Word files, Excel spreadsheets, or PDF files can be uploaded from your computer and translated.

Notes

STAY INFORMED

Google's general mission is to help people stay informed and there are several Google apps available to help you do just that.

Google Search



Search is Google's original product and remains extremely useful to this day. You can search for anything and everything.

Here are a few tricks to find better results:

- To look up definitions type "Define + "Your Word."
- For local weather, search "weather + local zip code."
- Use a space and dash (-) to avoid certain terms for ambiguous words.

Example: Mustang -car

Google Scholar



Scholar is similar to a Library resource like *Academic Search Elite*. Users can locate articles without the distraction of website and blog links.

Refine your results by using:

- **And** - Adds topics to your search
- **Not** - Removes topics from your search
- **Or** - Searches similar items together

STAY INFORMED

Google News



The News app provides links to articles and other news coverage of events locally, nationally, and globally. Coverage comes from news sources around the world including local news stations, CNN, BBC, Fox News, Associated Press, and many major newspapers.

- The “Fact Check” area provides links to fact-checked articles or clarifications for misleading stories.
- Set preferences to get news from specific locations or topics like Sports, Finance, Entertainment, or Technology.

Notes

STAY INFORMED

Google Finance



If you are interested in stocks and the stock market, Finance is an excellent resource for you!

Finance provides regularly updated tickers for local, national, and global stock exchanges as well as individual stocks.

- Search for stocks by symbol or by organization name.
- Check local, national, and global markets.
- Select and save specific stocks to the “Your Stocks” tab for easy monitoring.

Finance also provides links to finance and stock market related news articles, including “Top Stories” and news for local, national, and global markets.

Notes

FIND ENTERTAINMENT

Google isn't just about keeping you organized and informed; it wants you to have a little fun too!

Google Earth



Want to “see the sights” but can’t get away right now? Earth is there to help you explore from the comfort of your computer chair! Once you have the globe loaded, you can click on any location and zoom in close enough to see the expressions on people’s faces!

- Look at cities, people, and sights around the world up close with Street View.
- Play games like “Where on Earth is Carmen Sandiego” and test your geography skills with trivia games.
- If you look closely, you might even find some unusual things like crop circles, a dog chasing the Google car, and even people dressed as superheroes.
- If you’re curious about how far it is from one place to another, Earth will calculate that for you too!

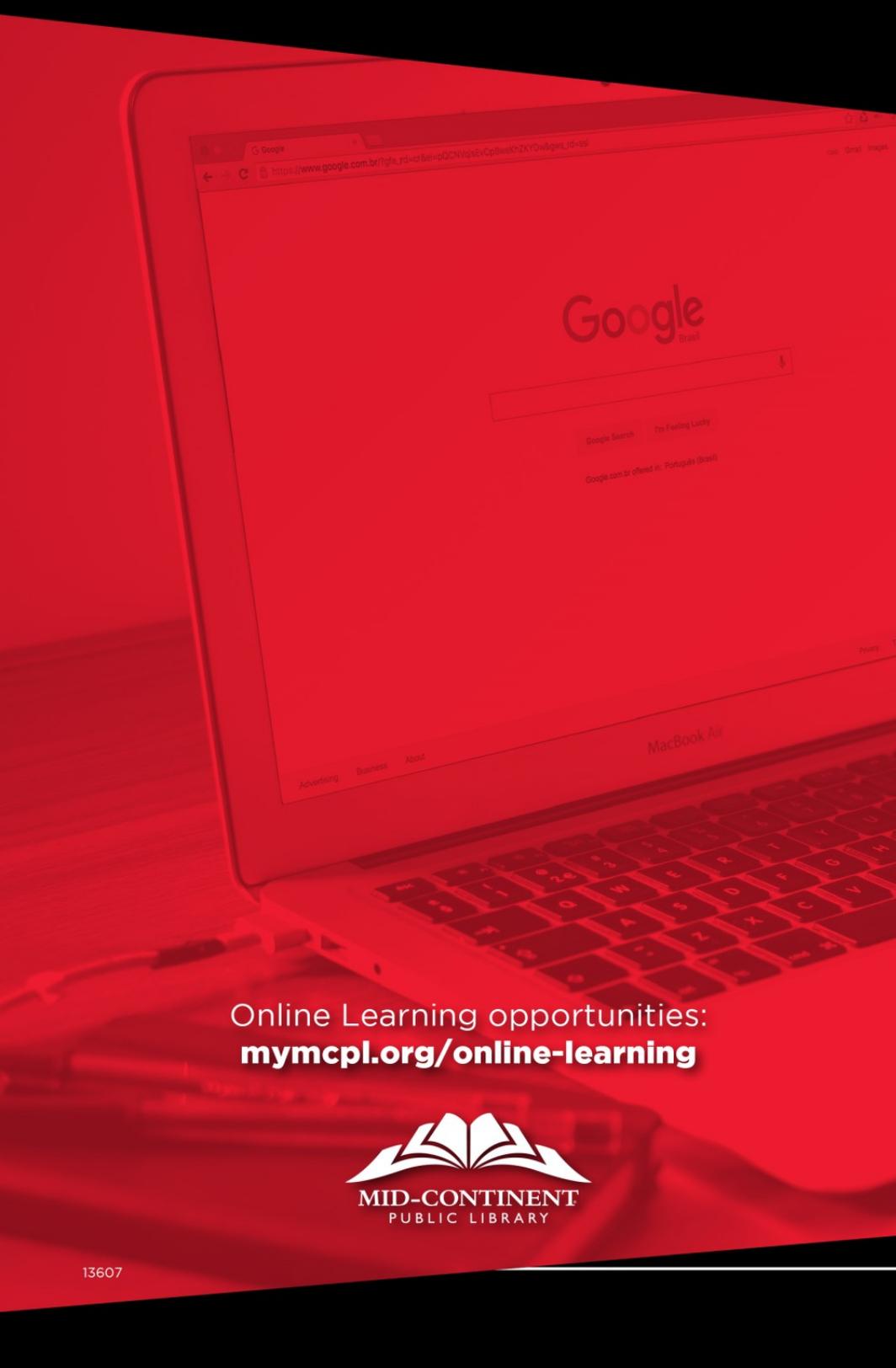
FIND ENTERTAINMENT

YouTube



Though not originally a Google product, YouTube is one of its most popular apps. Users from around the world watch and share videos of all kinds.

- Users can comment on, like or dislike, and share videos.
- Subscribe to channels or add videos to a playlist for later.
- Some YouTubers (people posting videos) “Go Live,” streaming video live as opposed to recorded, allowing viewers to interact in real-time with the host.
- YouTube offers content specific areas for Kids, Gaming, and Music.
- YouTube often recommends videos based on what you just watched.
- YouTube has a live TV streaming service called YouTubeTV.



Online Learning opportunities:
mymcpl.org/online-learning

