

Google Drive is a cloud-based storage service that allows a user to access files from any device with an Internet connection. Discover how to store and share documents, spreadsheets, and other files with Google Drive. This means a user can share files with others within the organization as well as external users. Files stored on Drive can be edited in the Office Online applications and can even be co-authored by multiple users at once. See how to get started with Drive and learn how to upload, organize, copy, and delete files. Learn about how to view photos in elegant galleries and slideshows, share files using links and the public folder, locate specific files, and create documents with Google Online. Get quick answers to your most pressing questions. Learn how to be more productive and collaborative with Drive including access to your documents from anywhere, any device, any browser, any time. Discover how to upload and locate files and folders in Drive, share files and folders with internal and external colleagues, including managing file versions, change sharing options, access and change file versions, sync files to the desktop, restore files, use Drive on mobile devices and more. Students will also learn to work with Version History, delete files, and sync files.

### DRIVE OVERVIEW

- Understand the Cloud File Management System.
- What is Drive and its Cloud Role.
- Creating and Signing into a Drive Account.
- Upgrading your Cloud with Increased Storage.
- Installing Drive on Phone or Tablet Device.
- Navigate the Drive Cloud – Accessing Files.
- Access Files on Drive Cloud vs. Desktop App.

### STRUCTURING DRIVE

- Apply the File Storage Options Available.
- Configure File Sync Settings with Your Computer.
- Create Hierarchy System of File Storage Folders to Organize your Files into Groups.

### FILE MANAGEMENT TECHNIQUES

- Adding Files to the Cloud Root and Folders areas.
- Move / Copy Files Within and Between Folders.
- Delete Files and Later Restore Deleted Files.
- Working with the Recycle Bin.
- Download Files to Any Computer or Device.

### FILE – SEARCHING SORTING FILTERING

- Sort Files by Name and/or Group by Type.
- Find Files Based on Name, Type and Contents.
- Search Tool to Find Files Based on Attributes.

### FILE VERSION HISTORY

- Display a List of Previous Versions of Any File.
- Download a Previous Version of a Specific File.
- Restore Past Versions of Any File and Make That Version the Current Version for That File.

### SHARING FILES STORED ON DRIVE

- Share Files with Specific People or Groups.
- Notice the Indicators Alerting You to Which Files are Being Shared with Others... and See the List of People a File is being Shared With.
- Limit Access and Editability with Shared Files.
- Receiving a Share Request and Proper Handling.
- Change or Stop Sharing
- Display All Files Currently Being Shared with You.
- Review Files You Have Shared to See What Changed Each Collaborator Has Made.

### DRIVE AND OFFICE ONLINE

- Tips on How OneNote Notebooks are Stored.
- Creating Files with the Google GSuite Apps including Sheets, Docs, Slides and Others.
- Display Other Collaborators Working on the Same File You Have Open... Very Kuul.
- When Opening a File, Choose Whether to Open with Online Version or Desktop Version... Since the Online Versions Have Lesser Features.