

A Beginner's Guide to Utilizing Google Drive

GoSkills online course syllabus

Skill level

Beginner

Lessons

15

Pre-requisites

No prior experience needed

Video duration

53m

Estimated study time

53m 44s

Instructor

Oliver Schinkten

Introduction

1 Using Google Drive at work

An understanding of Google Drive will prepare you for success in work projects, home tasks and so much more.

Store Files in the Cloud

2 Uploading and storing files

Ready to save your files into the cloud for use later?

3 Organizing your files

Difficulty locating files or documents will inject inefficiency into your workday, and could leave you frustrated and stressed.

4 Managing your files

With Google Drive, you are in control of all files and assets and can update, change, or delete as you best see fit.

5 Sharing files and folders

Sharing files and folders with colleagues or friends has never been easier than with Google Drive capabilities.

Create and Collaborate

6 Creating resources with Google apps

The suite of Google Apps allows for creative and efficient development of resources for any type of project.

7 Collaborating in real time

Sometimes there are multiple stakeholders all working together on a file, but with many different versions being created, your team can easily become confused and frustrated.

8 Managing version history

Since multiple people can collaborate on the same document, there may be times where you need to find information that was included on an earlier version but has since been removed from the document.

9 Integrating Shared Drives

Teams may need to collaborate over a set of documents, sheets, slides or forms and want to keep all of those resources together under one common drive.

10 Utilizing Google Workspaces

All company needs for collaborating, including email, video chat, and calendars, can be utilized within a Google Workspace.

Create Resources with Google Apps

11 Collaborating with Google Docs

Google Docs is a tool that allows users to create, share, and save documents for the entire team.

12 Managing data with Google Sheets

Google Sheets are spreadsheets that will organize data and assist with the understanding of what the data means about your business.

13 Creating presentations in Google Slides

Google Slides are slideshow presentations that can be shared and collaborated on with other team members simultaneously.

14 Gathering feedback with Google Forms

Google Forms are surveys that allow you to capture information and ensure you are learning what you need to move forward.

Conclusion

15 Start using Drive

Thanks for watching this course!

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