



Unit 1: Drive



Lesson 1.1

Getting Started

Managing and Organizing Your Files

Access Google Drive • Create a Folder • Change Folder Color • Change View • Create a File •
Rename a File • Close a File • Move a File



Lesson 1.2

Sportsmanship Message

Sharing Your First Document

Enter Text • Share a Document • Assign Permissions • Add a Note • Download as a PDF •
Sort Files • Open a File Shared with You • Delete a File



Getting Started

Managing and Organizing Your Files

Overview

Google Drive is a cloud-storage service which allows you to store your files and access them from any computer or device with an Internet connection. Google Drive also allows you to create, share, and manage files, as well as collaborate with others while using its productivity apps such as Docs, Sheets, Slides, Forms, and Drawings to name a few.



New Skills

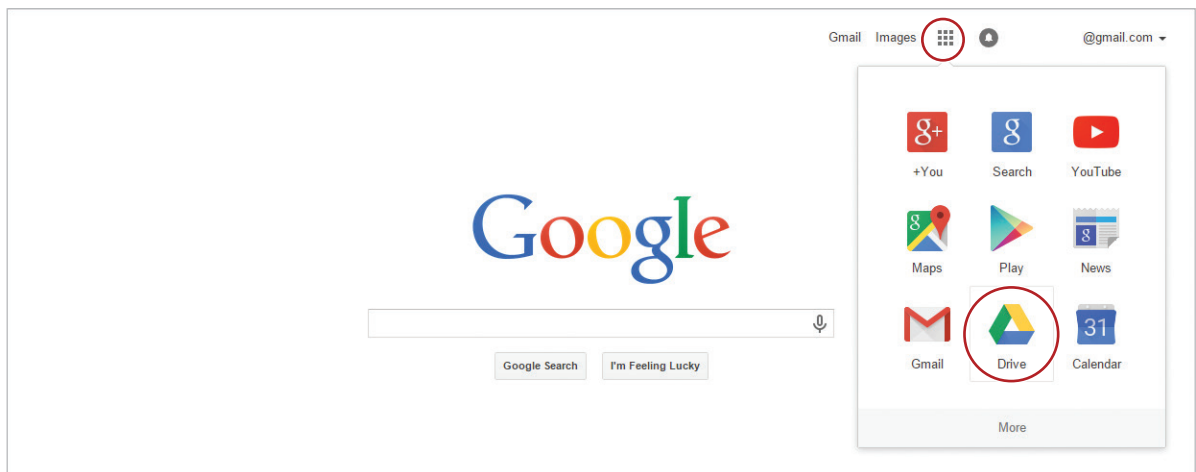
Access Google Drive • Create a Folder • Change Folder Color • Change View • Create a File • Rename a File • Close a File • Move a File

In this lesson, you will create folders to organize your files as you complete each lesson in this textbook.

Instructions

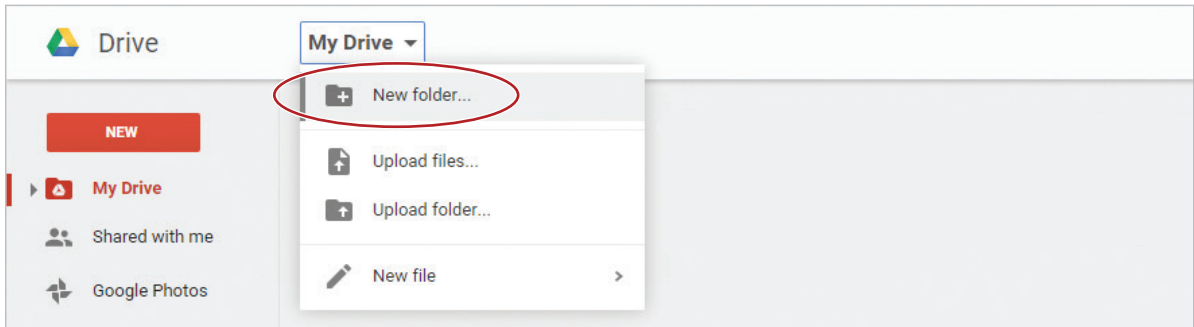


1. **Access Google Drive.** To access Google Drive, sign into your Google account, click the **Google Apps** icon, then select **Drive**.

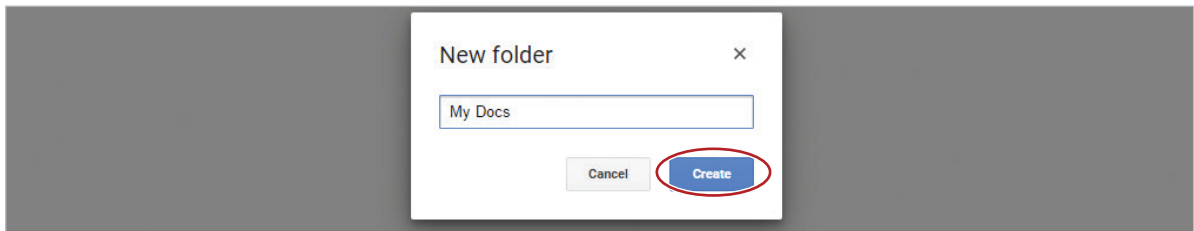


Note: Your drive may or may not be empty, however this is where you will view, manage, and organize your files.

- 2. **Create a Folder.** To create a folder in which to keep your files organized, do the following:
 - a. From the **My Drive** drop-down menu, select **New folder**.



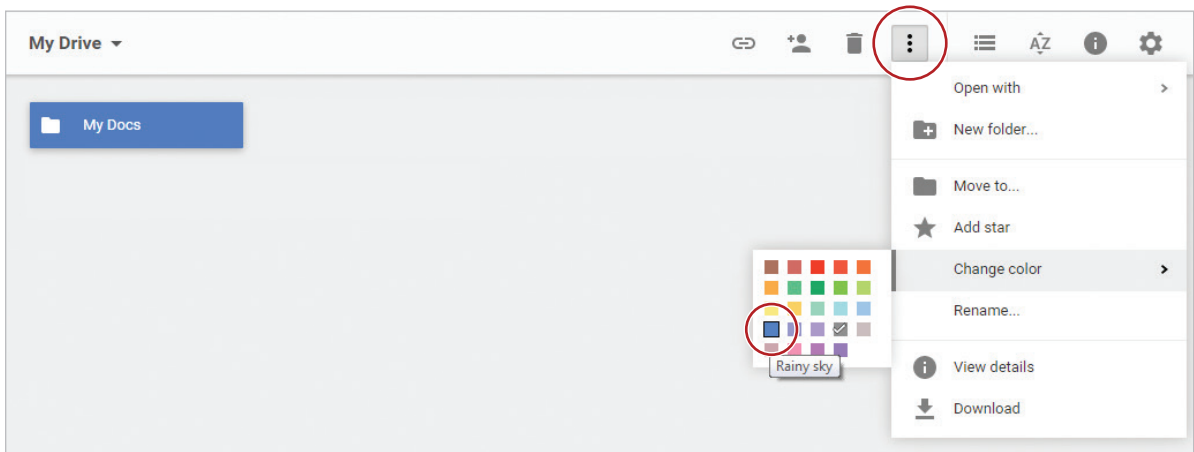
- b. In the **New Folder** dialog box, type [My Docs], then click **Create**.



- 3. Create four additional folders and name them as follows: [My Sheets], [My Drawings], [My Forms], and [My Slides].

Note: Throughout this book, you will be required to type text that is shown in brackets. Do not type the brackets.

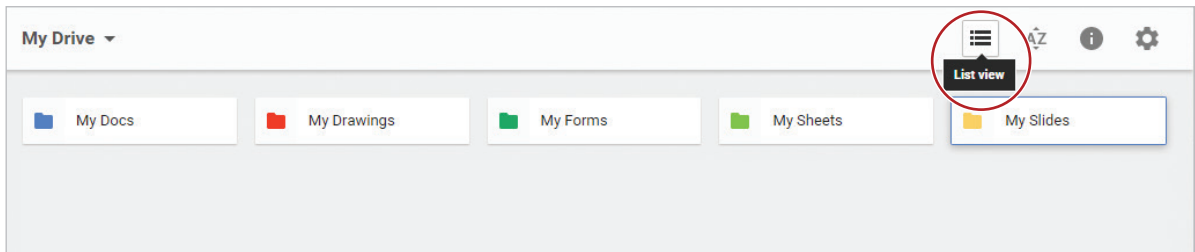
- 4. **Change Folder Color.** To make folders easily identifiable by color, click the **My Docs** folder, click the **More actions** icon, select **Change color**, then select **Rainy sky**.



- 5. Change the color of your other folders as follows:

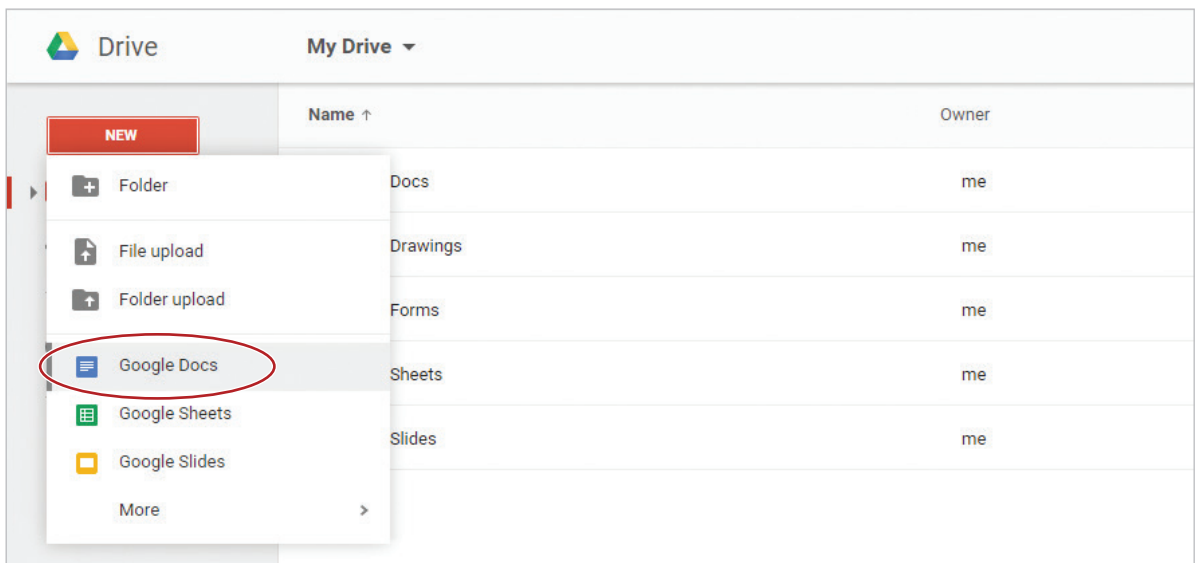
- My Sheets – Asparagus
- My Drawings – Cardinal
- My Forms – Vern fern
- My Slides – Macaroni

6. **Change View.** To change the way your folders and files are displayed, click the **View** icon.



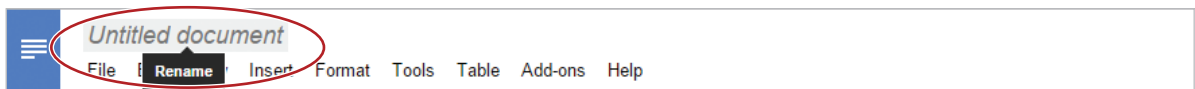
7. **Create a File.** To create a file using one of the productivity apps (Docs, Sheets, Slides, Forms, or Drawings), click the **NEW** button and select **Google Docs**. To easily navigate between your Drive and your document, notice that they appear in separate tabs.

Note: Depending on the browser being used, tabs may differ in appearance.

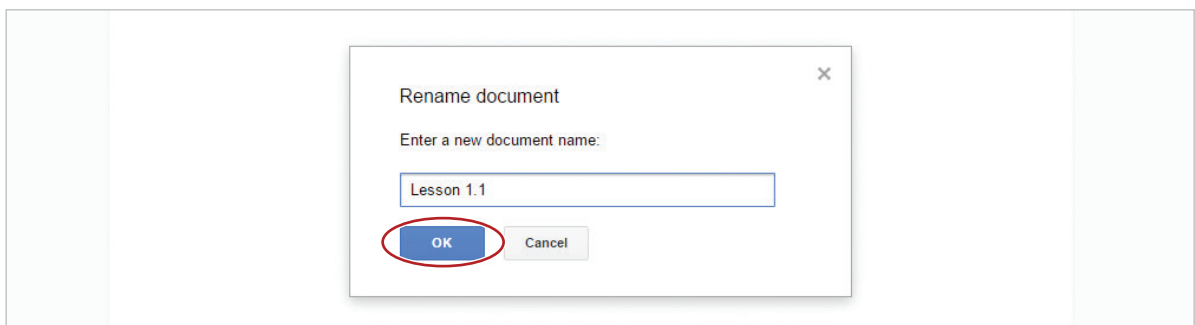


8. **Rename a File.** To give your file a name, do the following:

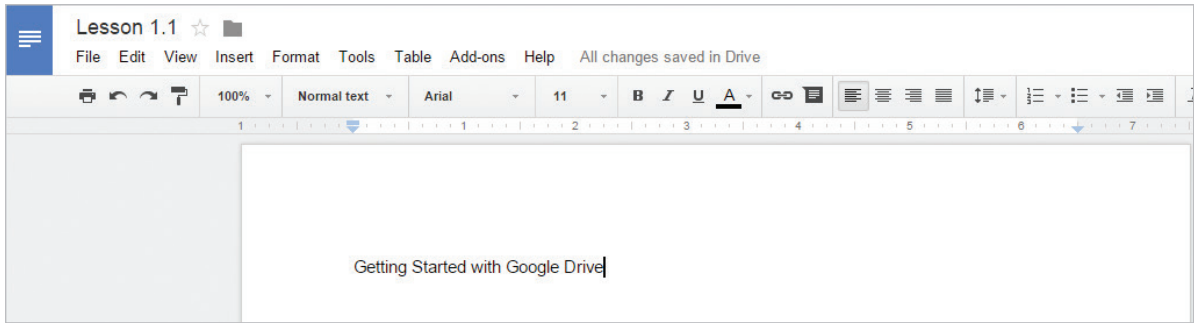
- a. Click on **Untitled document**.



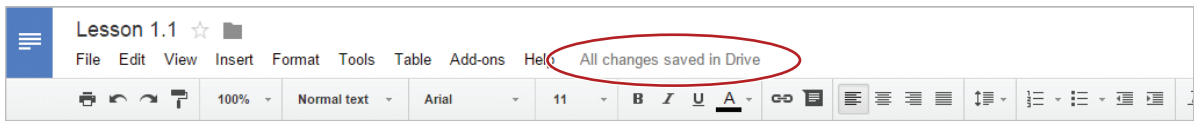
- b. Type [Lesson 1.1] in the box and click **OK**.



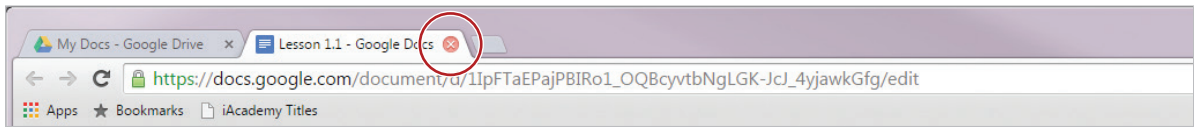
9. On the first line of your document, type [Getting Started with Google Drive].



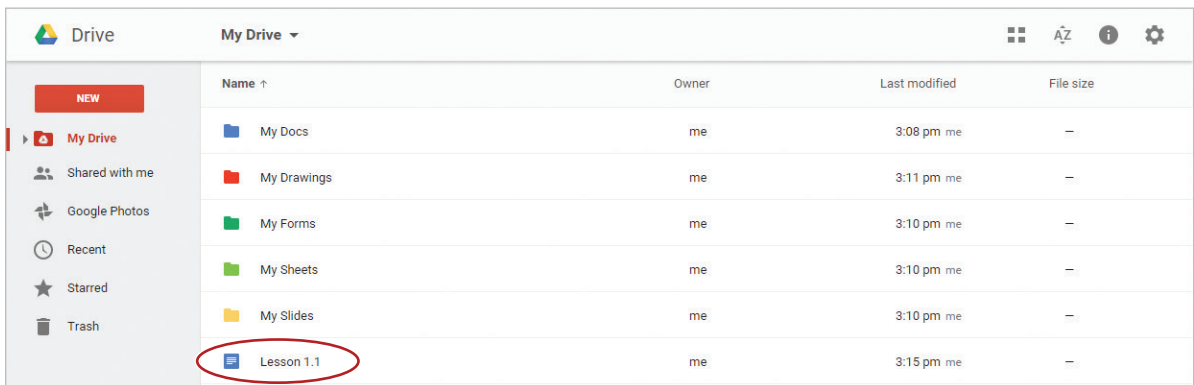
10. In most applications, saving a file is an important step so that you can retrieve it at any time. Google Docs automatically saves your file as you are working and it can be retrieved at a later time as well.



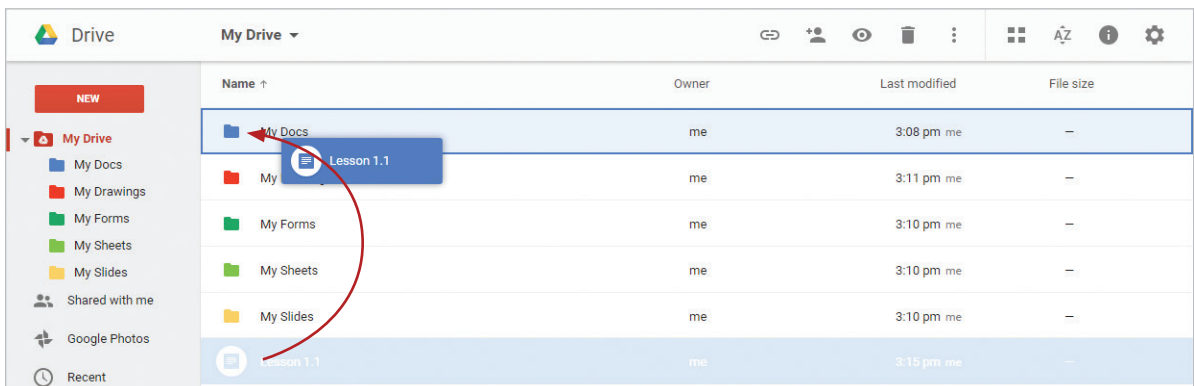
11. **Close a File.** To close your document, click the **X** on the document tab.



12. You should now see the document in your Drive.



13. **Move a File.** To move a file into an existing folder, click and drag your document onto the My Docs folder.





Sportsmanship Message

Sharing Your First Document

Overview

Prior to the start of each new sports season, the athletic department conducts a presentation to the student body to promote sportsmanship for both athletes and fans alike. You recently met with Athletic Director, Mr. Pearlman, to review some of the highlights he is planning to discuss. He has asked you to prepare a document based on this discussion. Before sending the document to Mr. Pearlman, you would like a classmate to review your work.

New Skills

Enter Text • Share a Document • Assign Permissions • Add a Note • Download as a PDF • Sort Files • Open a File Shared with You • Delete a File



In this lesson, you will type a paragraph and share a document with a classmate.

Instructions

1. Open your My Docs folder, create a new Google Docs document, and name it Lesson 1.2.



2. **Enter text.** At the top of your document, where the Insertion Point (cursor) is flashing, type the following:

As we begin a new school year at Jackson High School, I'd like to take the time to review and express the importance of good sportsmanship. As competitors and spectators, it's important to show good sportsmanship to our fans, opponents, and officials. By demonstrating good sportsmanship, we promote fair play in a positive atmosphere which will ensure a fun experience for everyone. Being a good role model is a great way to promote good sportsmanship. Ways to express good sportsmanship include respecting decisions made by officials; respecting athletes, coaches, and fans; and refraining from taunting, booing, and using inappropriate language. If we all do our part, I'm confident that Jackson High School will continue to be a positive role model at all of our athletic events this year.

3. Proofread your document for accuracy.

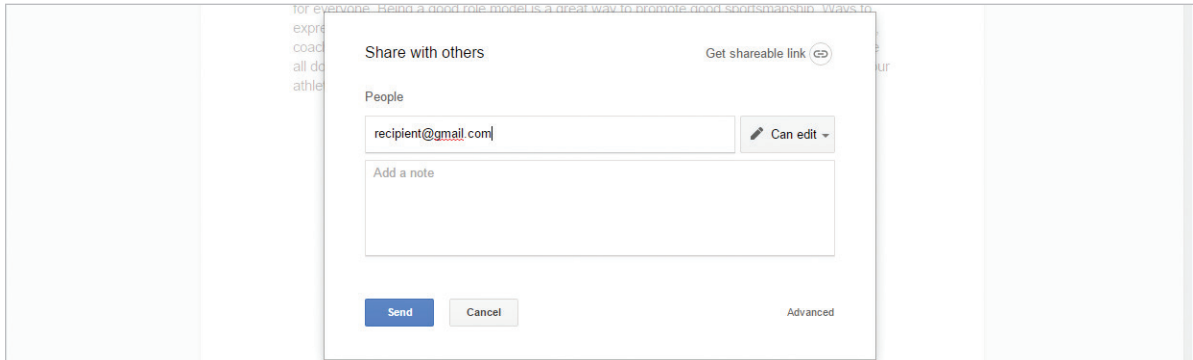


4. **Share a Document.** To share this document, do the following:

- a. Click the **Share** button.

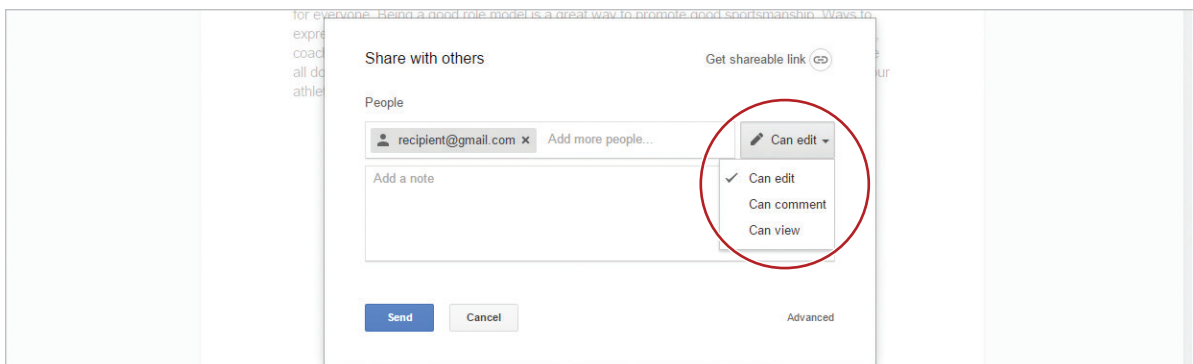


- b. Type the email address of a classmate that you would like to share your document with, who will, in turn, share their document with you.



5. **Assign Permissions.** To give this recipient permission to view, comment on, or edit your file, do the following:

- a. To give this recipient permission to only **view** the document, from the **permissions** drop-down menu, select **Can view** as shown below.
- b. To give this recipient permission to comment on the document, from the **permissions** drop-down menu, select **Can comment** as shown below.
- c. To give this recipient permission to edit the document, from the **permissions** drop-down menu, select **Can edit** as shown below.



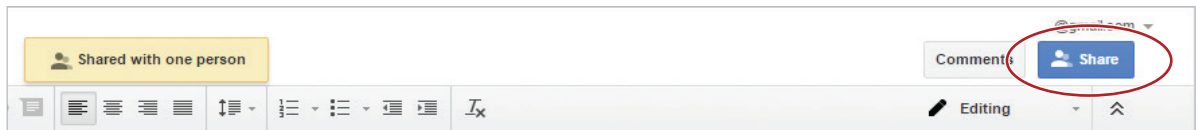
6. Give this recipient permission to **View** the document.



7. **Add a Note.** To add a note to a shared file, type [Please proofread before I send to Mr. Pearlman.] in the Add a note field, then click **Send**.

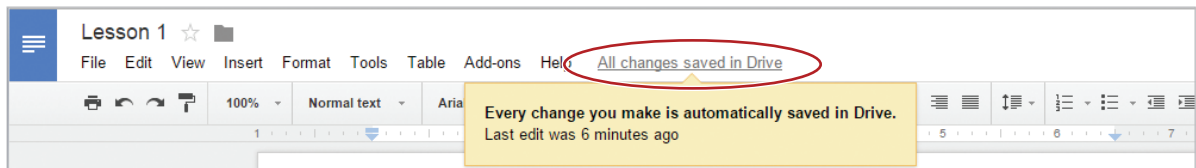


8. Notice that the Share button has changed to indicate your document has been shared.



9. The recipient will receive an email inviting them to view your file.

10. Hover your cursor over **All changes saved in Drive** to see when your last edit was saved.

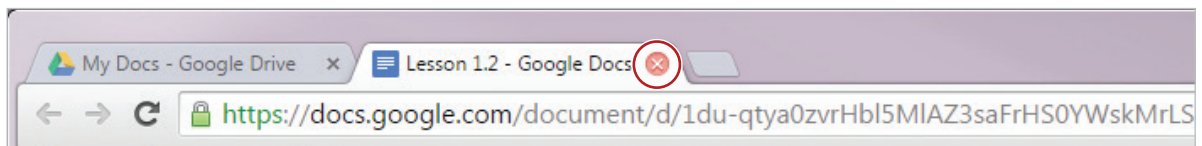


11. **Download as a PDF.** To download your document with a different file format (for example, .pdf, .png, .docx, or .jpg), from the **File** menu, select **Download as**, and select the desired format. In this case, select **PDF Document (.pdf)**.

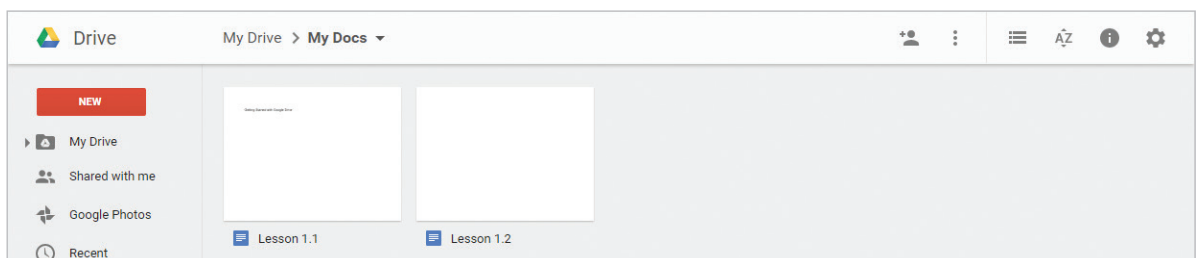
Note: File formats vary depending on the application.

Hint: The settings of your browser will determine the location of the downloaded file. Typically, the file is saved to your Downloads folder.

12. To close your document, click the **X** on the Lesson 1.2 tab.



13. You should now see Lesson 1.1 and Lesson 1.2 in your My Docs folder.



14. **Sort Files.** To organize files in your My Docs folder to have the most recently saved file appear first, click the **Sort** icon, then select **Last modified**.

