Google Drive Presentation One-Pager

Google Drive is a free-to-use, cloud-based application suite. It's great for creating presentations, collaborating with your officers and communicating with your members.

Many of the applications are similar to Microsoft Office applications, like Word and Powerpoint, but you are able to access these documents on any device, anywhere, and you are able to share the documents quickly and easily without using confusing, cumbersome email attachments.

How to get signed up for Google Drive:
Do you have a Google account? If yes, then you just need to log in and go to www.google.com/drive. (If you have Gmail, then you already have a Google account.)

If no, then you need to create a Google account. YOU DO NOT NEED TO CREATE A GMAIL TO CREATE A GOOGLE ACCOUNT. You can use your own email address. Visit www.accounts.google.com/signup. Fill out the necessary information. Choose the 'I prefer to use my current email address.'

Google Docs
Google Docs is the text-editor provided in Google Drive. Much like Microsoft Word, it allows users to create and share text documents. Google Docs allows you to share your document without using attachments and you can view changes to the document in real time. You still have the ability to edit the document in Microsoft Word by exporting it via File -> Download As. You can also view the document's changes via File -> Revision History.

Google Forms
Google Forms allows you to create a form and track its results via charts, graphs and spreadsheets. You can use forms to generate a survey, quiz or plan an event! Google Forms allows you to create all kinds of questions and separate those questions into different sections.

Google Slides
Google Slides are similar to Microsoft Powerpoint. However, it is much easier to share Google Slides rather than try to attach a large Powerpoint project to an email. Similar to other Google Apps, adding photos to the slides is easy, as you can either upload your own photo or use a Google search to find copyright-free images.

Questions?
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