



Google Drive & Docs in 30 Minutes (2nd Edition): The unofficial guide to the new Google Drive, Docs, Sheets & Slides

Ian Lamont

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All-new 2nd Edition of this popular Google Drive and Google Docs tutorial! Do you have 30 minutes to spare? It's all you'll need to get up to speed with Google Drive, Google Docs, Google Sheets, and Google Slides, the free online productivity suite and Microsoft Office alternative. **Millions of people use the software every day on their computers and mobile devices.** You, too, can use Drive, Docs, Sheets, and Slides to perform the following tasks:

- Write reports and letters with Google Docs
- Crunch numbers and create online data entry forms using Google Sheets and Google Forms
- Use the Google Drive app and the Google Docs app on your Android phone or tablet, or iPhone or iPad to create and edit files on the go
- Give presentations online or on your phone or tablet with Google Slides
- Collaborate online with classmates and colleagues
- Convert Microsoft Office documents to Google formats, and vice versa
- Perform limited editing of Microsoft Word, Excel, and PowerPoint documents
- Print documents, drawings, and spreadsheets using Google Cloud Print
- Revert to earlier versions of files using Google Drive
- Export PDFs
- Make pie charts, bar charts, and simple tables
- Use Google Forms to gather data
- Publish documents and spreadsheets online

The second edition of this popular guide covers the new Google Drive basics as well as the updated mobile and desktop interfaces for Docs, Sheets, and Slides. **The tone of this Google Drive book is friendly and easy to understand, with lots of step-by-step instructions and examples and nearly 50 screenshots.** The guide can be used by anyone with a PC, Mac, or Chromebook. It also includes instructions for using Google Drive, Docs, Sheets, and Slides apps on iPhones, iPads, and Android phones and tablets. In addition to serving as a solid introduction to new users, it's a great reference manual for more experienced users as well as for people making the transition from Microsoft Office, not to mention teachers using Google Drive for education and Google Docs in the classroom. It includes a glossary of keyboard shortcuts, as well as sections on document formatting, organizing and syncing files, offline documents, collaboration, and Office Compatibility Mode for Microsoft Office documents.

What readers are saying

Thousand of people have turned to *Google Drive & Docs In 30 Minutes* since the first edition was released. Here are some real reviews: **Bob:** *"This little booklet should get a novice off and running using Google Drive and Docs. Even a pro will pick up a trick or two."* **Anonymous:** *"My son gave me a Chromebook to replace my Netbook. He helped me prepare a slide presentation at work and transfer it to Slides. I understand it more now."* **D. Alan:** *"[The author's] claims to get readers up-to-speed with new technical jargon holds true. Many of the tips now seem intuitive, but I needed a launchpad from which to spring, and*

his book met my demands.” **Michael:** “I’m glad there is an entire chapter on collaboration, including setting it up, how it works, and what it looks like in operation. ... Collaboration is truly a killer app and Google has made it easily accessible.” **Darlene:** “Excellent introduction to Google Drive. Well researched, easy to read, nicely organized.” **Diane:** “I gave a Google Drive workshop and knew that many of the participants would want step-by-step instructions for things that I was only quickly able to show them in the workshop. This little book fit the bill perfectly.” Note: *Google Drive & Docs In 30 Minutes* is not affiliated with “For Dummies” books, Google Drive, or other Google and Microsoft services referenced in the guide. In 30 Minutes® is a registered trademark of publisher i30 Media Corp. All rights reserved.

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