

Gmail

Composing Mail

1. Click **Compose**.
2. Type in a recipient in the **To:** box.
3. Add **CC** or **BCC** if needed.
4. Type in a **Subject**.
5. Type the body of the email message in the white box. Click **Send** when you are finished.

Replying/Forwarding Mail

1. Open an email message
2. Beneath the message, click **Reply**, **Reply All** (if applicable), or **Forward**.
3. If forwarding a message, enter the email address.
4. Add an additional message if needed.
5. Click **Send**.

Message Toolbar

- The arrow that points left brings you back to your inbox.
- The folder icon with the down arrow archives the message.
- The octagon with exclamation icon marks the message as spam.
- The trashcan deletes the message.
- The folder icon allows you to label the message and take it out of your inbox.
- The label icon allows you to label the message while leaving it in your inbox. You can also apply multiple labels using this icon.
- The More button gives you MORE options!

Need more? tinyurl.com/lpssqmailhelp

Docs

Creating a New Doc:

1. From Google Drive, click **New**.
2. Select **Google Docs**.
3. In the top, left corner, click **Untitled document** and type in a name for the document.

Formatting Toolbar Options

You will have most of the formatting options you have in word. Some noteworthy differences:

- Fonts – Click on the drop down menu for fonts and select **More Fonts** at the bottom of the box. Select all of your favorite fonts. They will be available within all of your Google files.
- Inserting Images – You have the ability to do a Google search directly from the insert image option. No more opening new tabs! Google also gives you access to LIFE images and Stock images.
- Inserting Links – Add a hyperlink in your document. Type in a keyword, highlight, and click the **link** icon. Google will search for the site for you and then link it!

Things That Make Us LOVE Google Docs:

- Sharing – Quickly share with 1 person or more, a contact group, or via a link! Click **Share**.
- Real-time Editing – Multiple people can work in a document at the same time from ANYWHERE!
- Commenting – Quickly add comments for other editors to review using the **comment** icon.
- Revision History – See everything that has been typed and deleted within the document, including WHO and what TIME! File – See revision history.

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Sheets

Creating a New Sheet:

1. From Google Drive, click **New**.
2. Select **Google Sheets**.
3. In the top, left corner, click **Untitled spreadsheet** and type in a name for the document.

Spreadsheet Basics:

- Each sheet is made of **columns** and **rows**. **Columns** are labeled with **letters**. **Rows** are labeled with **numbers**. The intersection of a column and a row is a **cell**. A cell is named with the letter of the **column** and **number** of the row (ex: B9).
- At the bottom of the page, there are tabs. Each tab will be a **Sheet** in the workbook. Add additional sheets with the **+**.
- Formatting Toolbar: Use the icons to select cell formats. Formats include date, currency, text, & more!

Working in a Sheet:

- To add a column or row, click **Insert** from the top menu and select **Row above/below** or **Column left/right**.
- To delete a column or row, select the column/row by click on the label (letter or number). Right click and select **Delete column/row**.
- To Freeze a column or row, click in a cell in the column or row you'd like to freeze. Click **View** from the top menu. Click **Freeze**. Select the desired option.

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Google Calendar

Navigation

Use the toolbar above the calendar to change your view and date range.

Adding Events

1. Click on the day/time you'd like to add the event.
2. Depending on your view, add event information:
 - From Month View: In the **What:** box, type in an event title and a time. If you don't put a time, this will be marked as an all day event.
 - From Week/Day View: In the **What:** box, type in an event title.
3. Click **Create event**.
- 4.

Adjusting Events

To adjust an event, click and drag the event on the calendar. You can move an event from one day to another (all views) or adjust the length of the event by dragging the end of the event (week & day view only).

Need more? tinyurl.com/lpssqcalendar

Slides

Creating a Slides Presentation

1. Click **New**.
2. Click **Google Slides**.
3. In the top, left corner, click **Untitled presentation** and type in a name for the presentation.

You will have most of the features you love in PowerPoint.

Adding Slides

Click the **plus** sign in the basic toolbar to quickly add a new slide. If you click the drop down arrow next to the plus sign, you can add a slide with different layouts.

Changing the Theme:

Click **Themes** on the basic toolbar. Select the one you like the most!

Things That Make Us LOVE Google Slides:

All of our favorite formatting options and features that are available in Google Docs are also available in Google Slides. Enjoy!

Need more? tinyurl.com/lpssqooqletools

Forms

Creating a New Form:

1. From Google Drive, click **New**.
2. Click **More**.
3. Select **Google Forms**.
4. In the top, left corner, click **Untitled form** and type in a name for the document.

Getting Started:

1. Edit the form name (if needed) and type in a description (if needed).
2. Your first "question" will automatically appear. If you'd like to change the question type, select the type you'd like from the drop down menu next to **Question Type**.
3. Type in the question. If you selected multiple choice, checkboxes, choose from a list, scale, or grid enter the additional information needed.
4. Check off **Required Question** if applicable. If this is checked off for a question, people will not be able to click submit unless the question has been completed.
5. Click **Done**.
6. To add additional questions, click the **plus sign** to the right of the question box.
7. Select the question type from the list.
8. Repeat steps 3-5 for each added question.

Need more? tinyurl.com/lpssforms

Drawings

Creating a New Form:

1. From Google Drive, click **New**.
2. Click **More**.
3. Select **Google Drawings**.
4. In the top, left corner, click **Untitled drawing** and type in a name for the document.

Basics

Think of Drawings as an online poster. You can add backgrounds, images, text, and shapes.

- To change the background color, right click on the page and select background.
- To insert an image, click on the **image icon** on the toolbar or **Insert – Image**. You can add an image from your computer, Google Drive, or Google Search!
- To add text, click the **text icon** on the toolbar or **Insert – Textbox**. You can change the font and color. Add text as needed.
- To add shapes, click on the shape icon on the toolbar. Select the shape you'd like to add. On the drawing page, left click and hold while dragging out to "draw" the shape. You can change the line color and fill color as needed.
- To add word art, click **Insert** and select **Word art**. A box will pop up at the top, center of the screen. Type your text and press enter. Once on the page, you can resize and edit.

Sharing

To Share a Document, Presentation, or Spreadsheet:

If you are inside of a document, presentation, or spreadsheet, click the **Share** button in the top, right corner of the screen. Your options will appear.

To Share a Form:

If you are inside of a form, click **File** and select **Add Collaborators**. Your options will appear.

To Share a Folder or File:

From your Drive, select the folder you'd like to share with a single click. Click on the **Share Man** that will appear in the top, right corner. Your options will appear. **NOTE:** You can also share any item that you have in your drive in this way. You do not have to open the item to access the share options.

Quick Sharing:

In the share with others box, type in the names of the people/group(s) with whom you'd like to share. Select their rights and click **Send**.

More Share Options:

You have 5 options. Select the one that will be most appropriate for the item you're sharing. To view these options, click **Advanced**. You'll then click **Change...** Sharing options include: Public, Anyone with the link, and Private.

Need more? tinyurl.com/lpssgooglesharing

Classroom

Accessing Classroom:

To access Google Classroom, go to classroom.google.com.

Creating a Class:

1. In the top right corner, click the **plus (+) sign**.
2. Select **Create Class**.
3. In the pop up window, enter the **class name** and **section**.
4. Click **Create**.

Enrolling Students:

The easiest way to add students is to give them the class code. This is visible on the Stream and Students page of your class. Students will log in to Google Classroom, click the plus sign and select join class. They enter the class code and they are automatically enrolled.

Posting Announcements, Assignments, and Questions:

To add anything (announcement, assignment, question, etc.) to the stream, click the plus sign in the bottom, right corner. Select the option needed. Add the required information and post!

Need more? tinyurl.com/lpssgooglegclassroom

Chromebooks

Chromebooks are similar to laptops but strictly run on the Google Chrome OS. Once users logs onto the device with a Google account, they have access to all of their Google apps, bookmarks, extensions, and tools.

Some Tips:

- Use 2 fingers on the track pad to scroll up/down and side/side.
- Use the magnifying glass key (where cap locks usually is) to quickly do a Google search or access your apps.
- Enable offline mode for Google Drive and Gmail so that you can continue to work even when Internet is not available.
- Add apps! Chromebooks can now run Android apps from the Google Play store! Install and enjoy.

Google

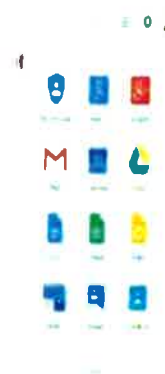
for Educators

Google Apps

Once you've logged into your Google Account, you will have access to ALL of your Google Apps.

This includes:

- Gmail
- Calendar
- Drive
- Sites
- Contacts
- Classroom
- And MORE!!!



To access these apps, click on the Apps grid that appears next to your name in the top, right corner of the screen. Click **More** to reveal more Google Apps!

Google Drive

Creating Folders

1. Click **New**.
2. Click **Folder**.
3. Type in a name for the folder.
4. Click **Create**.

Shared Files

To access files that someone has shared with you through Google, click **Shared with me** on the left navigation menu. A list of items will appear. If you delete something from this area, you will no longer have access to it. You can organize the files into existing folders in your drive. Simply select the file(s), click the Drive icon that appears on the toolbar and select drive or a specific folder. By organizing the files from **Shared with me**, you won't have trouble finding them as your shared list gets longer.

Starred Files

Have files you use frequently and you'd like to have quick access to it? STAR it (right click – **Add star**)! Starred items are like bookmarked websites or favorites. You can quickly access those files from the left navigation menu.

Created by:

