Tutorial on How To Use Google Applications

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Table of Contents

Setting up a Google account ................................................................. 2
Using Google Docs & Spreadsheets ....................................................... 6
Using Google Calendar ........................................................................ 9
  Add Event .................................................................................................. 10
Using Google Groups ........................................................................... 12
  Main Group Page ................................................................................... 13
Setting up a Google account

Go to http://www.google.com and click on the 'Sign In' link found in the upper right hand corner as seen below. This will direct you to the Google account login screen.

![Google Home Page](image)

Fig. 1. Google Home Page
On this page, click the ‘Create an account now’ link as seen below in Fig. 2.

NOTE: If you already have a Google Account set up, you can simply log in like you normally would, granted that the email address you sign in with corresponds with the email linked to the MoIAC Google Group.

Fig. 2. Google Account login screen
On this page, fill in ‘Your current email address’ section using the email address that is linked to the MoIAC Google Group, as well as the remaining information on the page. Then click the ‘Accept’ button at the bottom of the page to create your Google Account.

If you are unsure which email address was used for the Google Group, please email Michael Koch at michael.d.koch@hotmail.com to find out.

Fig. 3. ‘Create an Account’ screen
Once your account is created, the screen below will come up letting you know that a verification email has been sent. You must check your email, and click the link provided. Once your account is verified, your Google Account will be set up.

![Email Verification Screen](image)

Fig. 4. Email Verification Screen
Using Google Docs & Spreadsheets

Goto http://docs.google.com and use your new username (email) and password to login. Once you are logged in, you will be taken to a screen similar to the one below. This will show all documents & spreadsheets you currently have stored in Google Docs.

1. To create a NEW document, simply click on the 'New' drop-down menu, then select either Document, Spreadsheet or Folder. This will bring up a blank document in a new window.
2. To OPEN a saved document, simply click on the file name and the document will open in a new window.
3. To SAVE the file to your desktop, select the checkbox next to the file name then click the 'More actions' drop-down menu, then select which file type you want to save it as.
4. To DELETE a file, select the checkbox next to the file name, and click 'Delete'

![Central file viewing area for Google Docs](image)

Fig. 5 Central file viewing area for Google Docs
Once inside a document or spreadsheet, the controls are very similar to that of Word or Excel.

One feature you should be aware of is the SHARE option, circled below. The SHARE option is a very powerful tool, that is and will be used heavily by the IAC. It allows documents to be collaborated on over the internet, with simultaneous editing possible. Please become familiar with how to use this, as it will be integral to the IAC’s success.

Fig. 6 Image of a New Document
Once SHARE button is clicked, the window below will be brought up. On the left, there is a box from which you can invite people as either collaborators (they can edit) or viewers (they cannot edit). On the right, you can see who the document has been shared with and also email all collaborators and create events related to this document.

Fig. 7 Share Tab
Using Google Calendar

Goto http://calendar.google.com and use your new username (email) and password to login. Once you are logged in, you will be taken to a screen similar to the one below. This will show all events you currently have stored in Google Calendar. You should have ones related to the IAC. If not, please contact a Lead Student to have the calendar shared with you.

Fig. 8 Main Screen for Google Calendar
Add Event

To add an event, simply click the 'Create Event' link on the left side of the screen. This will take you to the next screen, found in Figure 10.

Fig 9. 'Create Event’ link
Here you will find the ‘Create Event’ screen. On this page you can add details about the event like date, location, privacy settings, etc.

Also, on the right side, you can invite ‘guests’ to attend the event. This is accomplished by entering that person’s email address, or if that person is in your contact list you can simply type their name.

Fig 10. ‘Create Event’ page
Using Google Groups

Goto http://groups.google.com and use your new username (email) and password to login. You will see a page similar to the one below. In the upper right hand, click 'Sign In'. Once you are logged in, you will be taken to a screen that shows which groups you are currently participating in. If you do not see the IAC group, please contact a Lead Student to be added.

![Google Groups Welcome page](image)

Fig. 11 Google Groups Welcome page
Main Group Page

Below you can see the main page for the IAC Google Group page. From here you can view past emails sent out on the listserve, view members, and files uploaded to the group. These can be accessed thru the taskbar on the right side.

Fig. 12 – MoIAC Main Group page