





Learning How To Drive
Using **Google Drive**



About Me

Computer Teacher
TAN XUJHS, CDO

Member / Volunteer
Michael Dave's

Group - CDO

LET ME KNOW YOU BETTER

<http://goo.gl/forms/YzWxDCELAV>

The Google logo is centered within a blue circle, which is part of a larger decorative background of colorful circles.

Getting To Know You

Hi, please take time to answer these simple questions for me to know you better :)

**Required*

Full Name *

Your answer

School *

Your answer

Position/Subject *

Your answer




Get Started

The logo consists of three overlapping triangles: a green one on the left, a yellow one on top, and a blue one on the bottom.

What is Google Drive?

A file storage and synchronization service that allows users to store documents in the cloud, share files, and edit documents with collaborators.



The Google Apps for Education Suite

Tools that your entire school can use, together



Classroom



Gmail



Drive



Calendar



Docs



Sheets



Slides



Sites

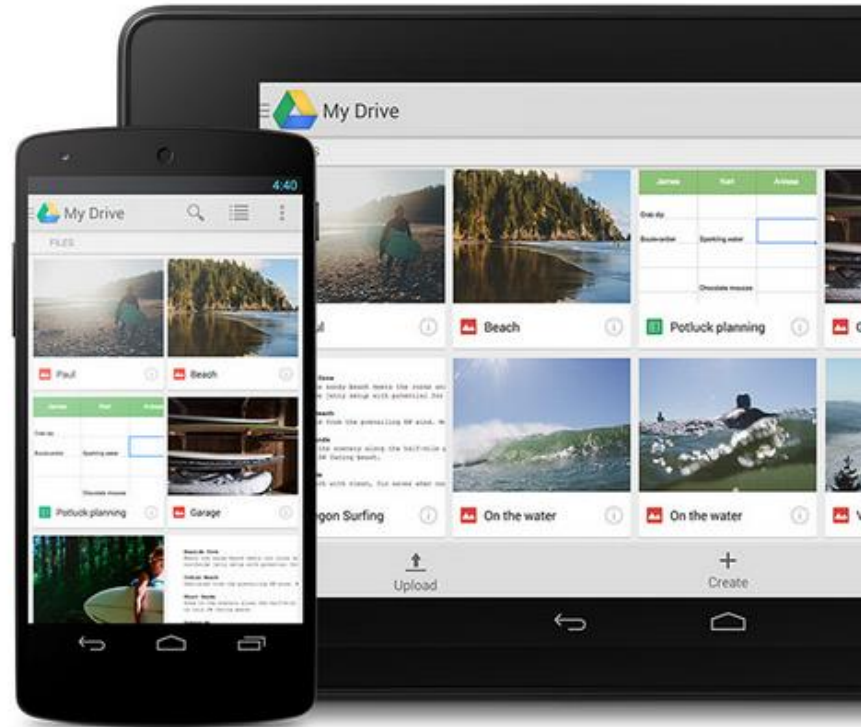


Store any file

Drive starts you with 15 GB of free Google online storage, so you can keep photos, stories, designs, drawings, recordings, videos – anything.

See your stuff anywhere

Your files in Drive can be reached from any smartphone, tablet, or computer. So wherever you go, your files follow.





Share files and folders

You can quickly invite others to view, download, and collaborate on all the files you want—no email attachment needed.



START

STEP
ONE



Log into your
Google Accounts

<http://www.mail.google.com>
<http://drive.google.com>

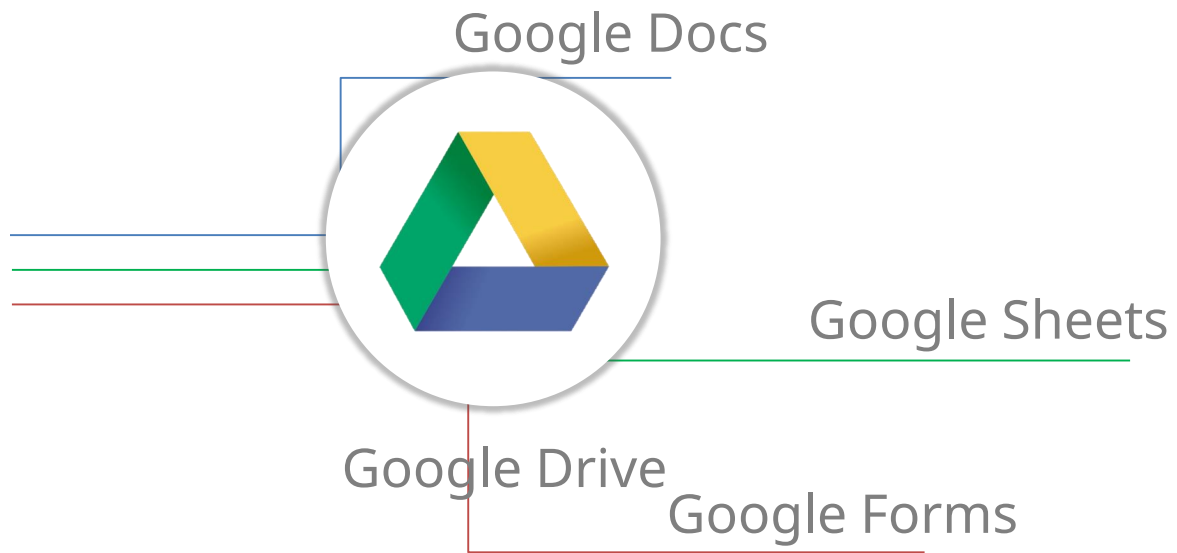
STEP TWO

Upload files in
TWO EASY WAYS:

- “New” Button
- Drag and Drop

STEP
THREE

Create **folders**
to **arrange** your
files





Google Drive

How will Google Drive
help you in the challenges
of the 21st Century?



Thank you
for Listening!



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