



Google[™]
Docs BETA

Google Docs

E-Business

By Xia cuihua



Agenda

- What are Google Docs?
- Why use Google Docs?
- Traditional Office VS Google Docs
- Create a Google Document step by step
 - More things to know
- Conclusion

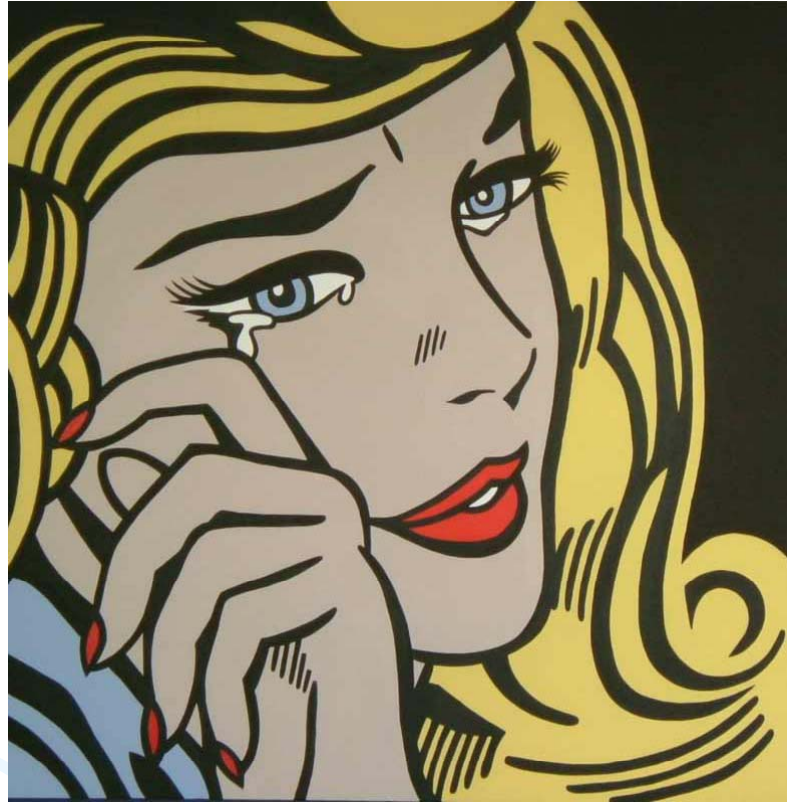


What are “Google Docs”?

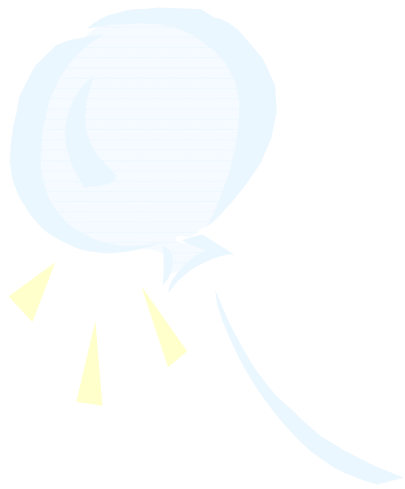
- Free, web based word processor, spreadsheet, presentation offered by Google



Why use Google Docs?



“My document cannot open in Office2007, because it was created in version of 2003.



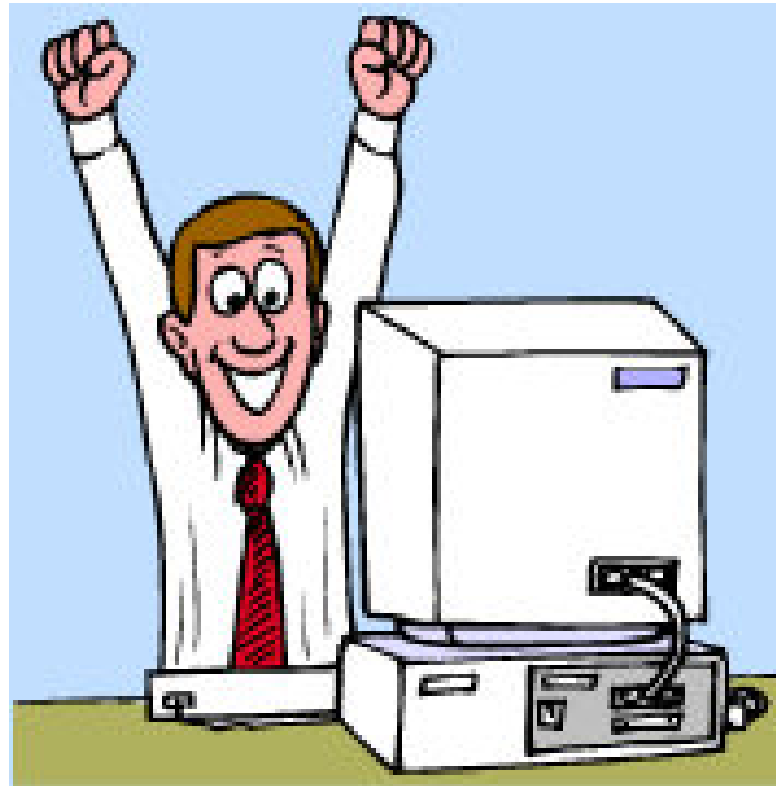
“My u-stick cannot work. There is an important document inside which I need to share with my classmate.



Try to collaborate on a document by sending email attachments, only to have someone chime in at the last moment with corrections to an outdated version?

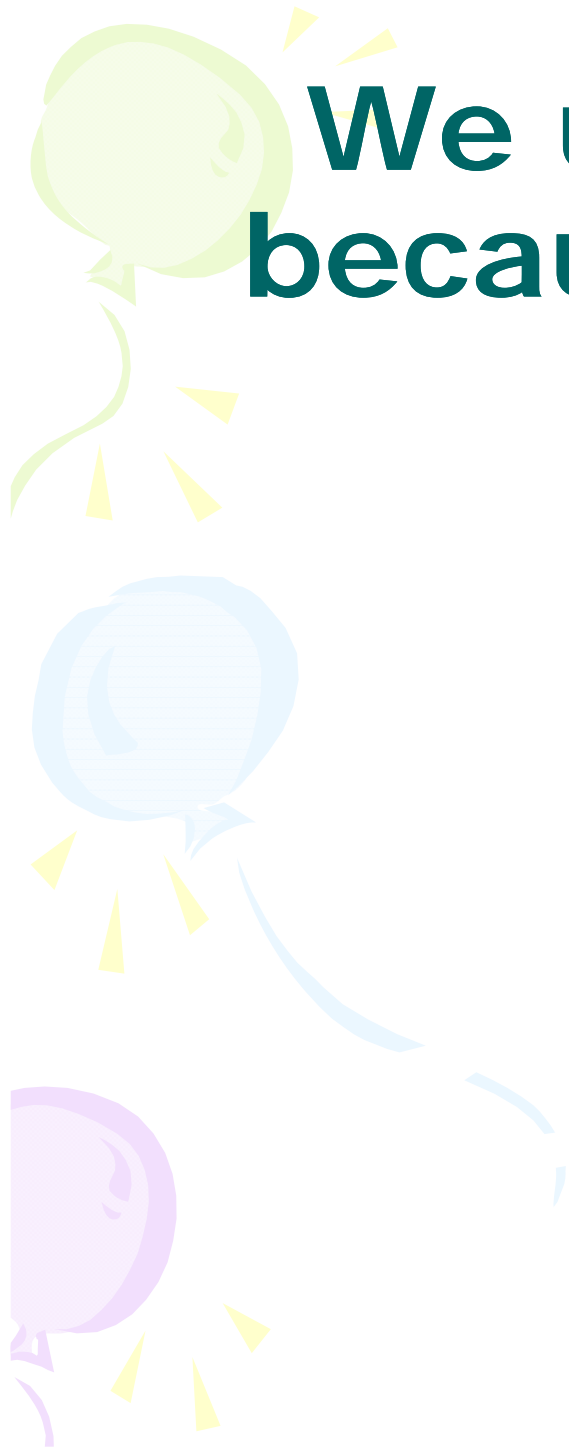


"There's a way I can word process, do a spreadsheet or create a PowerPoint-type presentation and save it online?"



"I can access it at any computer connected to the internet and can collaborate with others on the same document?"

**We use Google Docs
because it makes us...**



Traditional Office Google Docs



Software based

One author at a time

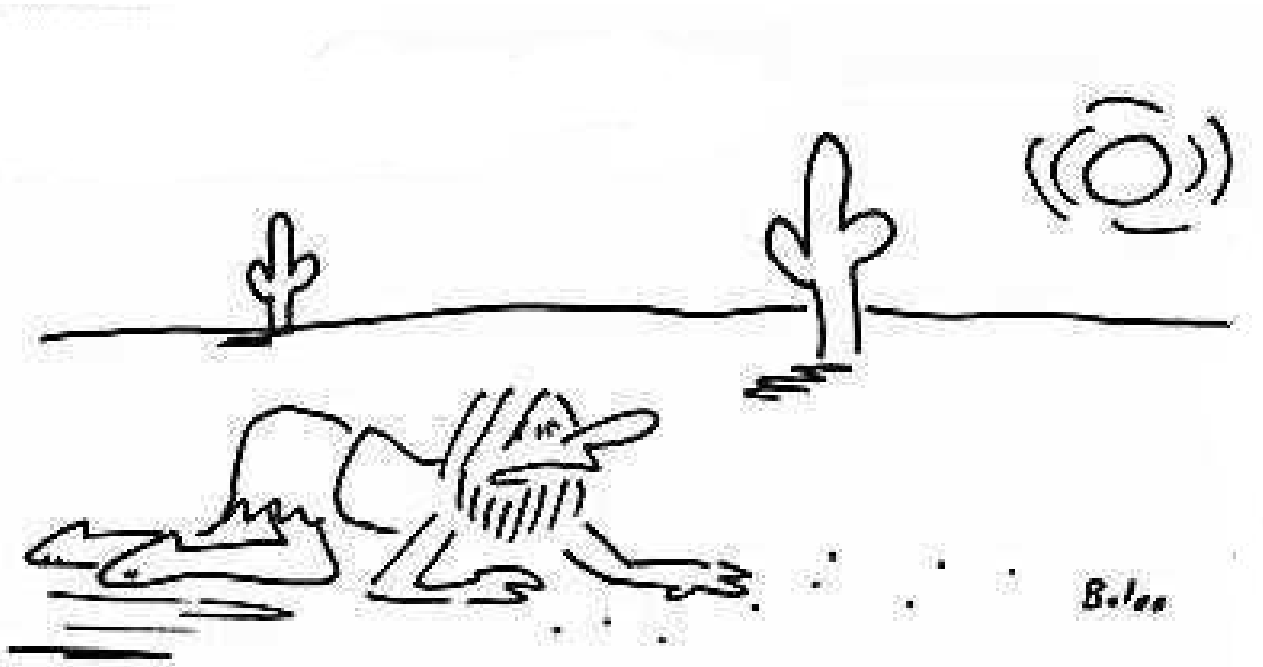
save
&
print

Web based

**Invite others and
they can also edit
at the same time**



Your first Google doc...




"Internet access... internet access..."



Your first Google doc...



- [Docs.google.com](https://docs.google.com)




Sign in to Google Docs with your
Google Account

Email:

Password:

Remember me on this computer.

[I cannot access my account](#)



Don't have a Google Account?

Your first Google doc...



The screenshot shows the Google Docs interface. At the top, there is a navigation bar with links for Mail, Calendar, **Documents**, Photos, Reader, Sites, Web, and more. Below this is the Google Docs logo and a search bar with a 'Search Docs' button and a link to 'Show search options'. The main content area is divided into a left sidebar and a right sidebar. The left sidebar has a 'New' button and an 'Upload' button, followed by a list of categories: 'All items' (Owned by me, Opened by me, Starred, Hidden, Trash), 'Saved searches' (No saved searches), 'All folders' (Items not in folders), and 'Items by type' (PDFs, Documents). The right sidebar has a 'Folders / Sharing' section with 'Published me' and a list of users: 'me', 'me, Smilingkingfish, Apple9274144,'. A red callout box with a white background and a red border points to the 'Documents' link in the navigation bar. Inside the callout box, the text reads: **Click " Documents " to get started !**

Your first Google doc...



Mail Calendar **Documents** Photos Reader Sites Web more ▾

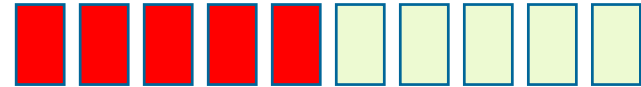
Google™ Search Docs [Show search options](#)
Docs BETA

New Upload Share Move to ▾ Hide Delete Rename More actions ▾

All items	Name	Folders / Sharing
EARLIER THIS MONTH		
Owned by me	my favorite festival	Published me
Opened by me	haha,im new, im so excited!	me
Starred		me, Smilingkingfish, Apple9274144,
Hidden		
Trash		
Saved searches		
No saved searches		
All folders		
Items not in folders		
Items by type		
PDFs		
Documents		

Select "New"

Your first Google doc...



Mail [Calendar](#) **Documents** [Photos](#) [Reader](#) [Sites](#) [Web](#) [more](#) ▼

Google™
Docs BETA

New Upload Share Move to Hide L

- Document
- Presentationn
- Spreadsheet
- Form
- Fulder
- From template...

No saved searches

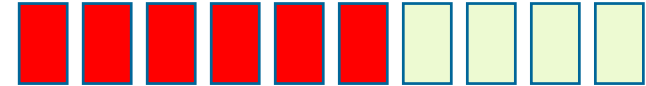
- All folders
- Items not in folders
- Items by type
 - PDFs
 - Documents
 - Presentations

Name
EARLIER THIS MONTH
my favorate festival
haha,im new, im so excited
TRIPPLAN ITALY&SPAIN

Select "Document"




Your first Google doc...



Google Docs
BETA

This is so easy, just like a r... saved on 5/23/09 1:00 AM by lillian xia

File Edit View Insert Format Table Tools Help

Styles Verdana **B** *I* U   [Link](#)        

This is so easy, just like a regular word processor,

Choose font, size, styles...

Save, open, print...



Your first Google doc...



This is so easy, just like a r... saved on 5/23/09 1:00 AM by lillian xia

« [Back to editing](#) Share this document

Invite people

as collaborators as viewers

"lillian xia" <apple9274144@gmail.com>, |

Separate email addresses with commas.
[Choose from contacts](#)

Advanced permissions

- Collaborators may invite others
Only the owner may change this
- Invitations may be used by anyone
Allows mailing lists [Learn more](#)

Invite people to edit or read your document

Additional levels of permission that you can set

Your first Google doc...



This is so easy, just like a r... saved on 5/23/09 1:00 AM by lillian xia

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[Share this document](#)

Invite people

as collaborators as viewers

"lillian xia" <apple9274144@gmail.com>,

Separate email addresses with commas.

[Choose from contacts](#)

[Invite collaborators](#)

Type email address here

Advanced permissions

- Collaborators may invite others
Only the owner may change this
- Invitations may be used by anyone
Allows mailing lists [Learn more](#)

Your first Google doc...



Google Docs BETA apple

This is so easy, just like a r... saved on 5/23/09 1:00 AM by lillian xia

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Invite people

as collaborators as viewers

Separate email addresses with commas.
[Choose from contacts](#)

Advanced permissions

Collaborators may invite others
Only the owner may change this

Invitations may be used by anyone
Allows mailing lists [Learn more](#)

Tell these people about the document? ✕

To: "lillian xia" <apple9274144@gmail.com>

Subject:

Message: *Note: a link to the document will be included in the message*

Paste the document itself into the email message.
 CC me

Click here

Add a personal message if you like

Your first Google doc...



apple9274144@gmail.com | [Docs Home](#) | [Help](#) | [Sign out](#)

Share ▾

Save

Save & Close

This document is currently shared.

[Preview document as a viewer](#)

[View RSS feed of document changes](#)

Collaborators (3) - [remove all](#)

Collaborators may edit the document and invite more people.

Me - owner

Apple9274144

Stbc1

[Email collaborators](#)

[Create event with collaborators](#)

Viewers (0)

Viewers may see the document but not edit it.

Now others can
collaborate with
you !



Things to know(1)

- Edit document from scratch
- Import existing document
- Export document to your computer




Things to know(2)

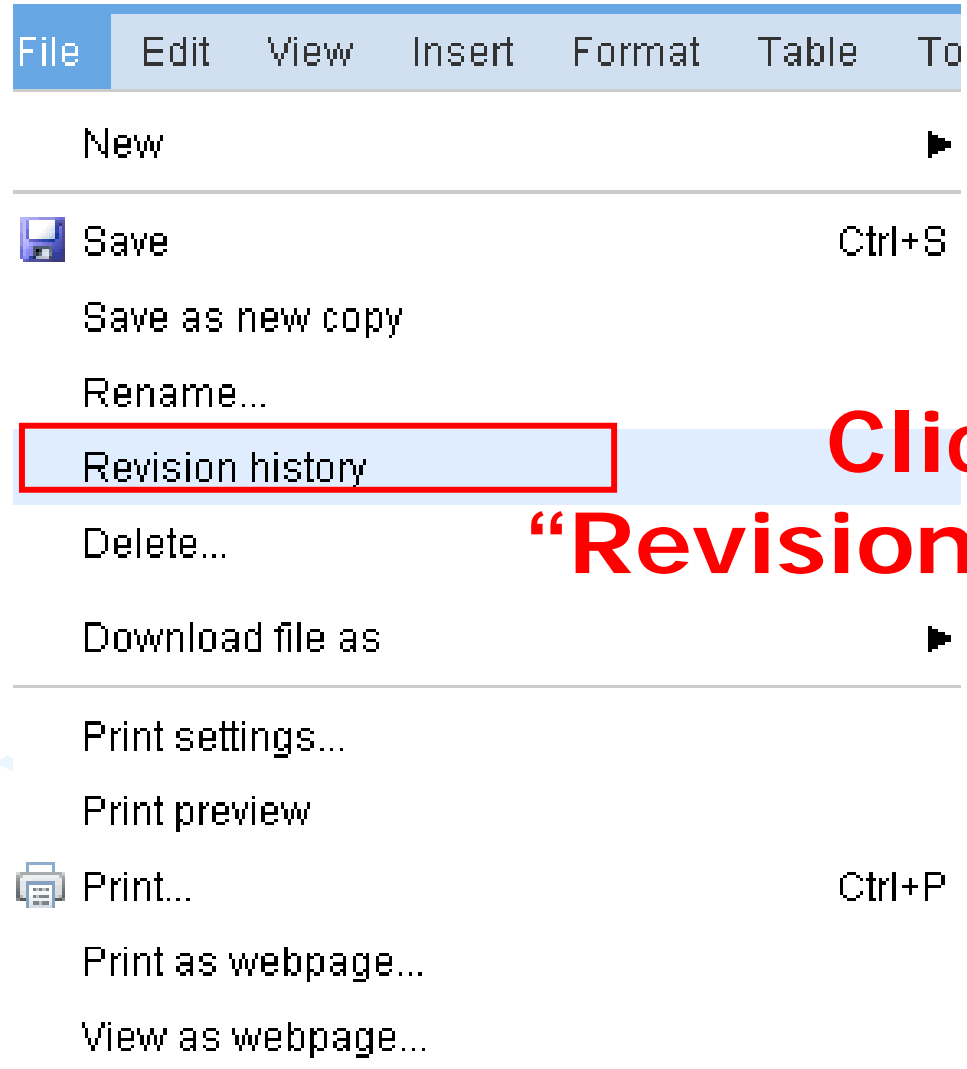
- Revision History



Google Docs tracks:

- Who makes edits
 - What they write/ erase
 - When they write/ erase
 - Everything is time/ date stamped!
- 

it is so easy to write in Goo... edited on



Click

“Revision history”



it is so easy to write in Goo...

[« Back to editing](#)

Compare Checked

Revision	Last Edited	Changes
<input type="checkbox"/> Revision 11	2 hours ago by Junxiwang2	我也在编辑呢，时间是18: 46 But Lilian looks like a little child
<input type="checkbox"/> Revision 10	2 hours ago by Junxiwang2	But Lilian looks like a little child, she wants to see which of u
<input type="checkbox"/> Revision 9	2 hours ago by Me	我也在编辑呢，时间是18: 46
<input type="checkbox"/> Revision 8	2 hours ago by Me	<i>no text added</i>
<input type="checkbox"/> Revision 7	2 hours ago by Me	now i would like to know
<input type="checkbox"/> Revision 4	46 hours ago by Me	it is so easy to write in Google Documents. Choose font, colc

[« Back to editing](#)

Compare Checked

Pick one of them and roll back to that version if you like!



Things to know(3)

- Publish document as Web page or post to your blog
- allow access to a wide audience






Documents

- Upload Word documents, RTF, HTML or text (or create documents from scratch).
- Use our simple WYSIWYG editor to format your documents, spell-check them, etc.
- Invite others (by e-mail address) to edit or view your documents and spreadsheets.
- Edit documents online with whomever you choose.
- View your documents' and spreadsheets' revision history and roll back to any version.
- Publish documents online to the world, as Web pages or post documents to your blog.
- Download documents to your desktop as Word, RTF, PDF, HTML or zip.
- Email your documents out as attachments.



Spreadsheets

- Import and export of .xls, .csv, .txt and .ods formatted data (and export functionality for .pdf and html).
 - Enjoy intuitive navigation and editing, like any traditional document or spreadsheet.
 - Use formatting and formula editing in spreadsheets so you can calculate results and make your data look the way you want it.
 - Chat in real time with others who are editing your spreadsheet.
 - Embed a spreadsheet, or a piece of a spreadsheet, in your blog or website.
- 



Presentations

- Share and edit presentations with your friends and coworkers.
- Import existing presentations in .ppt and .pps file types.
- Export your presentations using the Save as PDF and Save as PPT features from the File menu.
- Edit your presentations using our simple WYSIWYG editor.
- Insert images and videos, and format your slides to fit your preferences.
- Allow real-time viewing of presentations, online, from separate remote locations.
- Publish and embed your presentations in a website, allowing access to a wide audience.

Google Docs VS Microsoft Office Live Workspace

	Google Docs	MS Office Live Workspace
Come to market	Feb.2007	Mar.2008
Software	No	MS Office installed
Storage Space	5000 documents (not specified in MB)	500 MB≈ 1000 Microsoft Office documents.
File Types	Limited	No limited
Sharing	"Collaborators" or "Viewers."	"editors" or "viewers"
Collaboration	real-time	not real-time
Versioning	Yes	Yes
Batch Uploads	Yes	Yes
Mobile Access	Yes	No



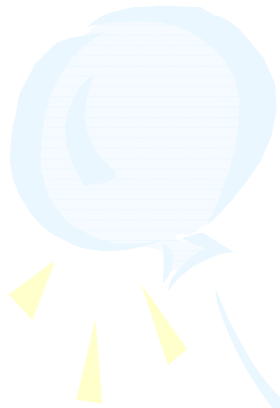
Conclusion

- Google Docs is a web based word processor, spreadsheet, presentation offered by Google.
- We use Google Docs for edit online and collaborate with others
- Steps to create and share a document in Google Docs
- Functions we need to know



References

- Google Apps Hacks, by Philipp Lenssen. Copyright 2008 O'Reilly Media, Inc., 978-0-596-51588-1.
- <http://www.google.com/intl/en/press/annc/docsspreadsheets.htm>
- <http://itknowledgeexchange.techtarget.com/channel-marker/microsoft-office-live-workspace-vs-google-docs-who-will-win/>
- http://www.readwriteweb.com/archives/office_live_workspace_vs_google_docs_feature_by_feature.php
- <http://www.crn.com/small-business/202103930;jsessionid=KLCGMVWD4JLNEQSNDLPSKHSCJUNN2JVN>



THANK
YOU!