

How to Use Google Docs

NYS PTA Summer Leadership Conference
July 23, 2016

Google Apps

❖ Many options available!

- Gmail
- Drive
- Calendar
- Maps
- Sites
- And more!



Google Docs

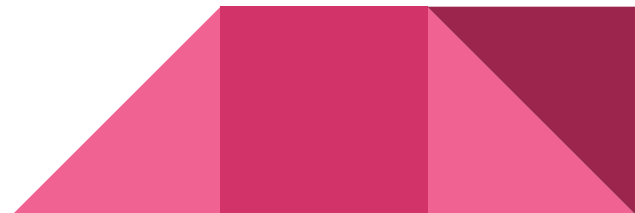
- ❖ Create and Store documents, spreadsheets and slides
 - Drive has 15 GB of free storage so you can keep anything you want.
- ❖ Share Files and Folders
 - Share your documents with your officers and members.
- ❖ See your files anywhere!
 - You can access your files from your smartphone, tablet, or computer.



Clean up your PTA life!

Like most people, you probably have jump drives, disks, cds, etc., floating around your home office.

With Google Docs you can store everything you need in one place.



Files and Folders

You can store all of your documents forever!

❖ Examples:

- Agendas
- Minutes
- Treasurer Reports



So let's get started!



A Good Place to Start -

“Get Started with Google Drive”

<https://support.google.com/drive/answer/2424384?hl=en>



What happens after I log into Google????

- Click on the Google Apps icon in upper right corner
- Click on existing document or create new
- Document automatically saves
- You can share, edit, comment, etc.

