



Google Drive How To

Steven Dota



Google Drive How To:

Das Google-Drive-Buch Thomas Raukamp, 2014-09-01 Google Drive ist die bekannte Cloudlösung von Google. Neben einem riesigen Online-Speicher bringt sie das umfangreiche Office-Paket Google Docs mit, das sich in Funktionalität und Umfang mit Microsoft Office Co messen lassen kann. Textverarbeitung, Tabellenkalkulation, Präsentationen und und und. Die Programme haben nicht nur viele Funktionen an Bord, sie unterstützen auch andere Formate. So können etwa Word- und Excel-Dateien anstandslos nativ bearbeitet werden. Und wie es sich für ein Kollaborationstool dieses Kalibers gehört, ist die Arbeit im Team ganz komfortabel und einfach, ob zu Hause auf dem PC oder unterwegs auf mobilen Geräten. Chat- und Kommentarfunktionen erleichtern noch die Zusammenarbeit. Um diese Tools in ihrem gesamten Umfang erschöpfend anwenden zu können, braucht es das passende Buch, das alle Facetten der Produktivitätssuite erklärt. Thomas Raukamp ist Google Drive-Experte. Er beschreibt, wie sich die einzelnen Programme am effektivsten nutzen lassen, und wie man wirklich alles aus Googles Kollaborationsgenie herausholt, nicht nur für Einsteiger, sondern auch für Profis, die noch mehr Funktionen kennenlernen wollen.

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AND DOCS 2020 Edition William S Page, 2020-09-19 Google Drive and Docs are Google products built by the company to carry out some tasks. These two products are great applications which can be used as web, Android, iOS, and Windows apps. When they are opened through the internet using a web browser, they are called web applications. The author in this book explained in detail on how to use these two powerful products. This book is a guide for people that want to learn how to use the products. In this book, you will learn the following: Basic information in Google Drive and Docs; How to use Google Drive on the web and in smartphones as applications; Step-by-step guide in installation of Google Drive and Docs for computers, Android, and iOS devices; Color coding of folders in Google Drive; How to sync between files in your computer with Google cloud; Tricks in using Google Drive and Docs in your computer and smartphones; Step-by-step guide in accessing and using settings section of your Google Drive and Docs; How to share, upload, and download files in Drive and Docs; What to do when you run into error in using Google Drive and Docs; Understanding the tools available in Docs; How to start use bullets and format files in Google Docs; Switching theme modes in Drive and Docs. There are many things you will learn from this book. Gently scroll up and tap Buy Now and enjoy this great book. **Google Drive And Docs In 1 Hour** Derrick

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