



## Google Drive and Docs in 30 Minutes

By Ian Lamont

I30 Media Corporation, United States, 2015. Paperback. Book Condition: New. 2nd. 228 x 153 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*. The top-selling guide to Google's free online office suite is now available in a revised and expanded second edition! Thirty minutes is all you'll need to get up to speed with Google Drive, Google Docs, Google Sheets, and Google Slides, the free online productivity suite and alternative to Microsoft Office. Millions of people use the software every day, including teachers, business owners, professionals, and home users. You can use Drive, Docs, Sheets, and Slides to perform the following tasks: Write letters and reports. Crunch numbers and create online data entry forms. Give presentations. Collaborate online with classmates and colleagues. Convert Microsoft Office documents to Google formats, and vice versa. Print documents, drawings, and spreadsheets. Export PDFs. Make pie charts, bar charts, and simple tables. Publish documents and spreadsheets online. After covering registration, file creation and other basics, Google Drive and Docs In 30 Minutes zeroes in on the most important time-saving tips and productivity tools. Highlights include: Converting files between Microsoft Office and Google formats. Best practices for organizing files in Google Drive....

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