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COMMUNITY SUPPORT PROGRAM

**Training on Google Workspace
Administration (Setup-Training)
(DAY1)**

Trainer: Noura Merhabi

Improving Economic
Opportunities

Reducing Tensions in
Vulnerable Communities

Enhancing the Delivery
of Essential Services



Training Agenda



What is Google Workspace



Create a Gmail account



Use and manage apps



Google Forms



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What is



Google Workspace?





- It's an extensive collection of applications and services for cloud-based work in companies.
- It enables device- and location-independent work and communication.
- It's an intelligent and efficient all-in-one solution for office work that helps companies improve the collaboration for employees that work from anywhere in the world.



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Google Workspace



Top 5 Benefits of Google
Workspace for Your
Online Business



GET ACCESS TO A
WIDE RANGE OF
TOOLS

EMAIL NEEDS
WILL BE
COVERED

COLLABORATION
IS MADE EASY

GOOGLE
WORKSPACE
APPS ARE
AVAILABLE
EVERYWHERE

Unlimited data



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How to create a Gmail account?

Step 1: Visit Google account creation page, accounts.google.com

Step 2: Click on Create account.

Step 3: The sign-up form will appear.
Enter your first and last name.

Google

Sign in

Use your Google Account

Email or phone

[Forgot email?](#)

Not your computer? Use a private browsing window to sign in. [Learn more](#)

Create account

Next



Step 4: Choose a Username for your account. (Here you can also use an existing email address)

Step 5: After choosing a username, enter a password. Type the password again to confirm. (As per Google's instruction always use 8 or more characters with a mix of letters, numbers & symbols)

Step 6: At last tap on Next. (Right corner of the screen)

Step 7: On the next page enter your phone number to verify your account. (It is a two-step verification process for security)



Create your Google Account

First name Last name

Username @gmail.com

You can use letters, numbers & periods

[Use my current email address instead](#)

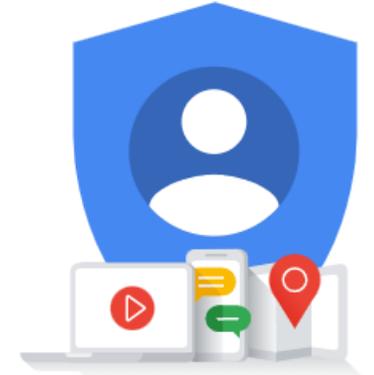
Password Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

Show password

[Sign in instead](#)

Next



One account. All of Google working for you.



Step 8: On the given mobile number you will receive a text message from Google with a verification code. Enter the verification code and tap on Verify.

Step 9: On the next page enter your DOB in the specified fields.

Step 10: Choose a Gender.

Step 11: Tap on Next.

Step 12: Read, Google's Terms of Service and Privacy Policy will appear on the screen and click on I agree.



Help with Google Drive apps

Many Google Drive apps are made by companies that have their own terms of use and privacy policies. To contact the company that made an app





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Help with Google Drive apps



Drive

Search in Drive



Settings

Get Drive for desktop

Keyboard shortcuts

Suggested

Settings

DONE

General

Notifications

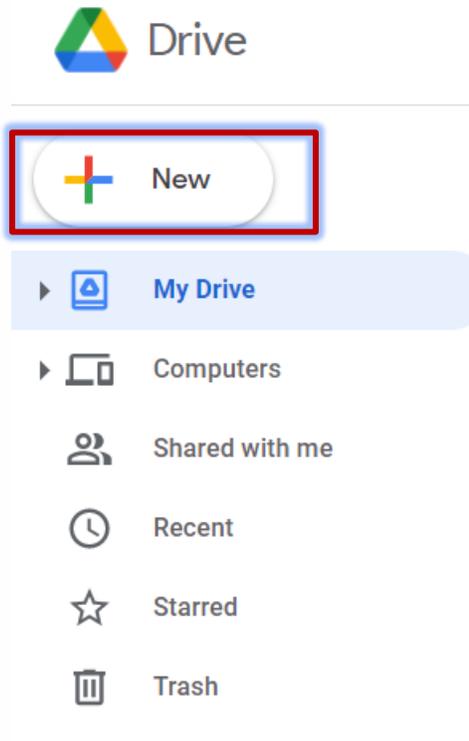
Manage Apps

The following apps have been connected to Drive. [Connect more apps](#) [Learn more](#)

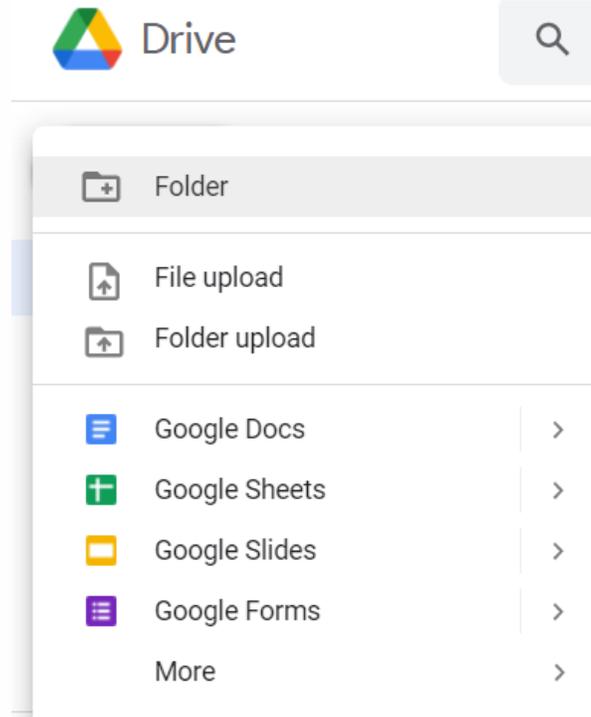
	AppSheet Build a custom mobile app from Google Sheets and Forms. It is easy, take...	<input checked="" type="checkbox"/> Use by default	OPTIONS ▾
	Google Apps Script Create and edit scripts	<input checked="" type="checkbox"/> Use by default	OPTIONS ▾
	Google Colaboratory Colab is a Jupyter notebook environment that runs in the browser using G...	<input checked="" type="checkbox"/> Use by default	OPTIONS ▾
	Google Docs Create and edit documents	<input checked="" type="checkbox"/> Use by default	OPTIONS ▾
	Google Drawings Create shapes and diagrams	<input checked="" type="checkbox"/> Use by default	OPTIONS ▾

Create Folders

1



2



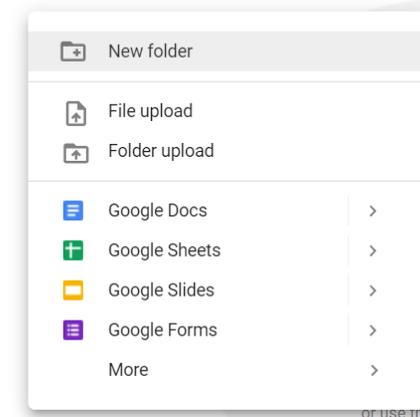
3

New folder

Untitled folder

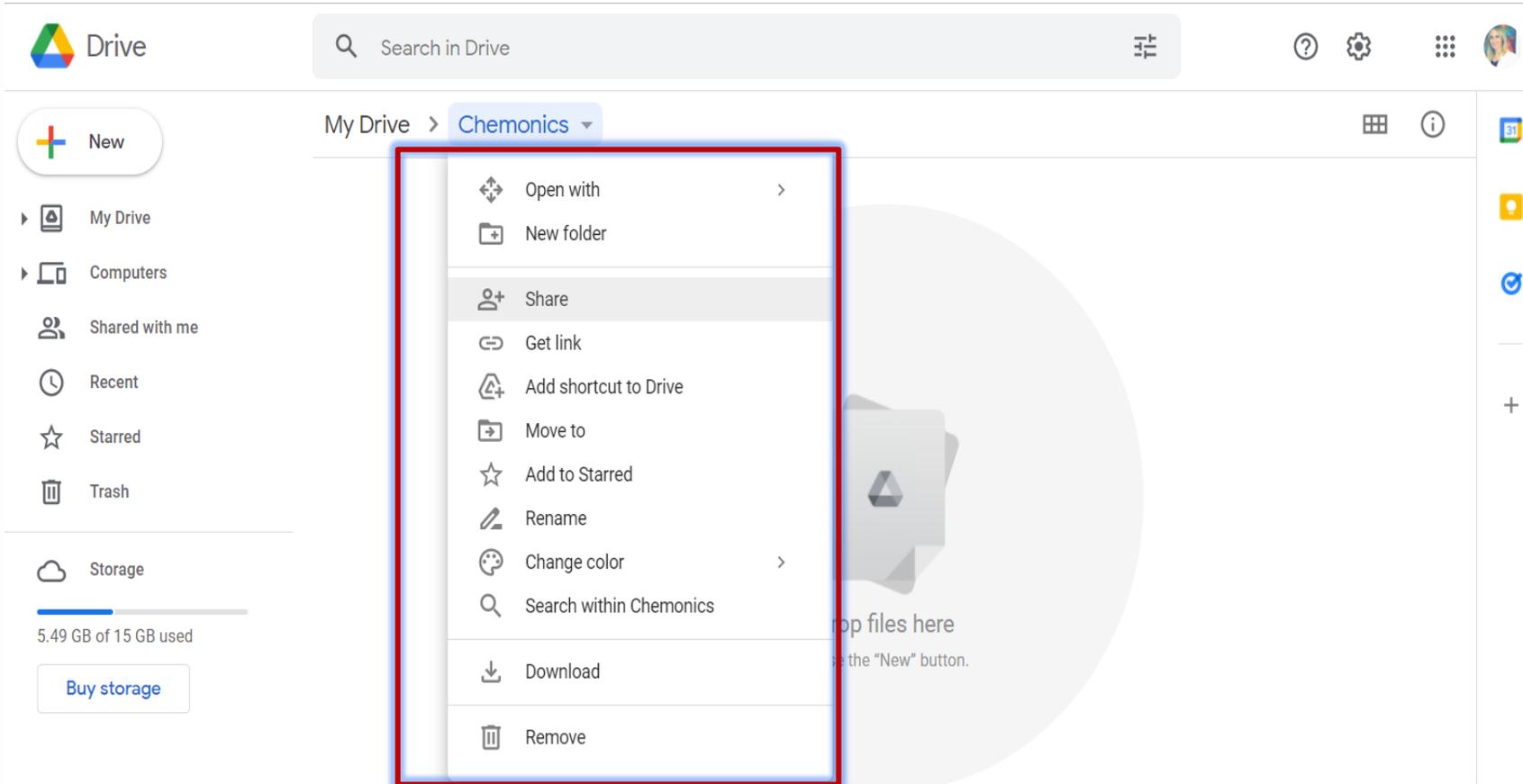
4

Cancel Create
My Drive > Chemonics ▾



I Can Create Folders inside my Folder to Organize my work and documents

How to use Google Drive



Step 1: Go to drive.google.com. On your computer, go to drive.google.com. ...

Step 2: Upload or create files. You can upload files from your computer or create files in Google Drive. ...

Step 3: Share and organize files. You can share files or folders, so other people can view, edit, or comment on them.



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TIPS TO
ORGANIZE
YOUR **GOOGLE**
 **DRIVE**



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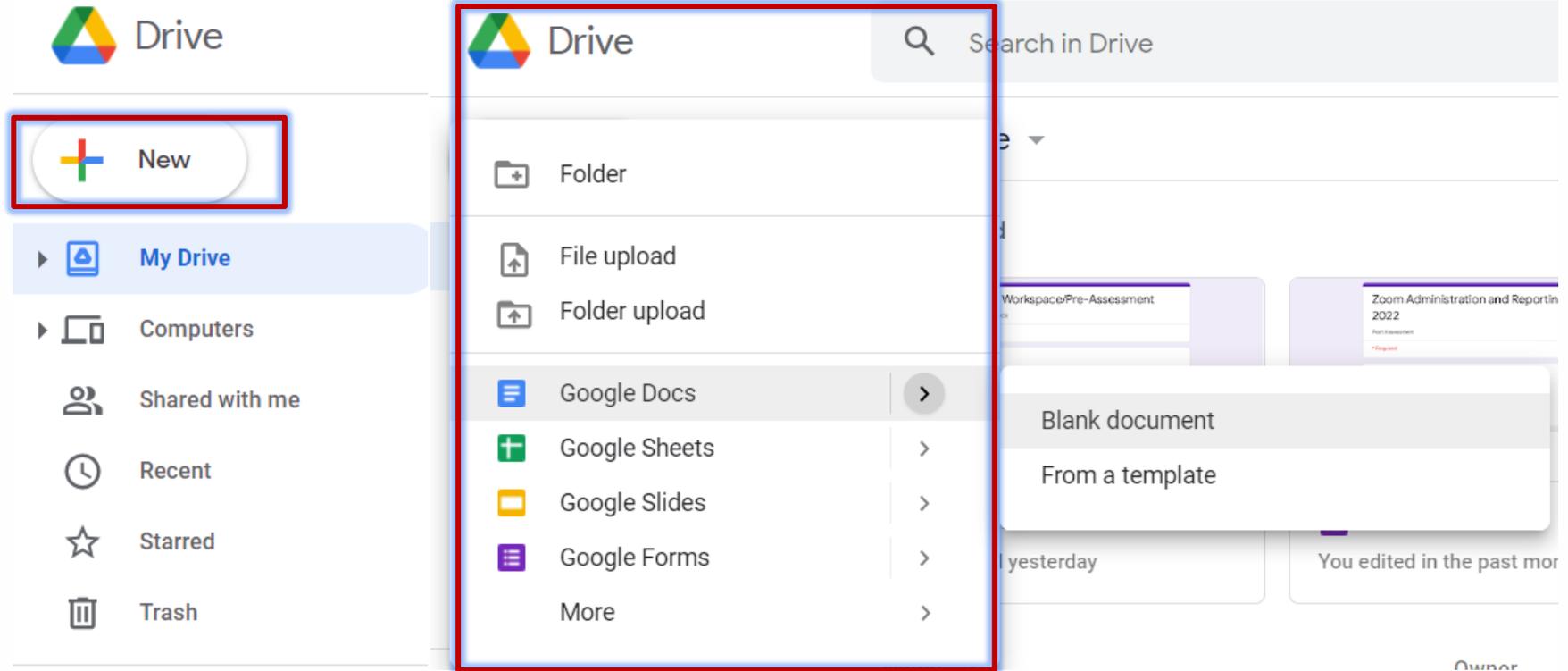
1. Use Consistent Naming Conventions
2. Organize into Folders and Subfolders
3. Use File and Folder Descriptions
4. Create a Master Folder for Each School Year
5. Color-Code Your Folders
6. Try a Numbering System
7. Add Emoji and Special Characters
8. Try Hashtags



Create files

- On your computer, go to www.drive.google.com
- On the left, click New.
- Choose an app.
- After you save your file, you can find it in "My Drive."

Note: Not all Google Drive apps will be able to create files in Drive.



The screenshot shows the Google Drive web interface. On the left sidebar, the 'New' button is highlighted with a red box. Below it, the 'My Drive' folder is selected. The main content area shows the 'New' menu, which is also highlighted with a red box. The menu options are: Folder, File upload, Folder upload, Google Docs, Google Sheets, Google Slides, Google Forms, and More. The 'Google Docs' option is selected, and a sub-menu is open showing 'Blank document' and 'From a template'.



Save files

Your Google Drive app files are automatically saved after you:

- Edit a file.
- Choose "Export to Google Drive."
- Choose "Save a copy."
- Choose "Send to Drive."



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Will Google Drive delete my files if I don't pay?

- You will still have access to all your files but, if you have used all storage you won't be able to add or create NEW files until you have space available. **Files will not be deleted.**



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1

- Home
- Personal info
- Data & privacy**
- Security
- People & sharing
- Payments & subscriptions
- About

2

Your data & privacy options

- Things you've done and places you've been
- Info you can share with others
- Data from apps and services you use**
- More options

Google Takeout

3

Download or delete your data

- Download your data**
Make a copy of your data to back it up
- Delete a Google service
Remove a service you no longer use

4

1 Select data to include 43 of 44 selected

YouTube and YouTube Music
Watch and search history, videos, comments and other content you've created on YouTube and YouTube Music [More info](#)



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Training Agenda



Creating Google forms



Creating Google sheets



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What do you use Google Forms for?

Customer
feedback
surveys

Job
applications

Assessments

Order forms

Time off
requests





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5 Steps to a



5

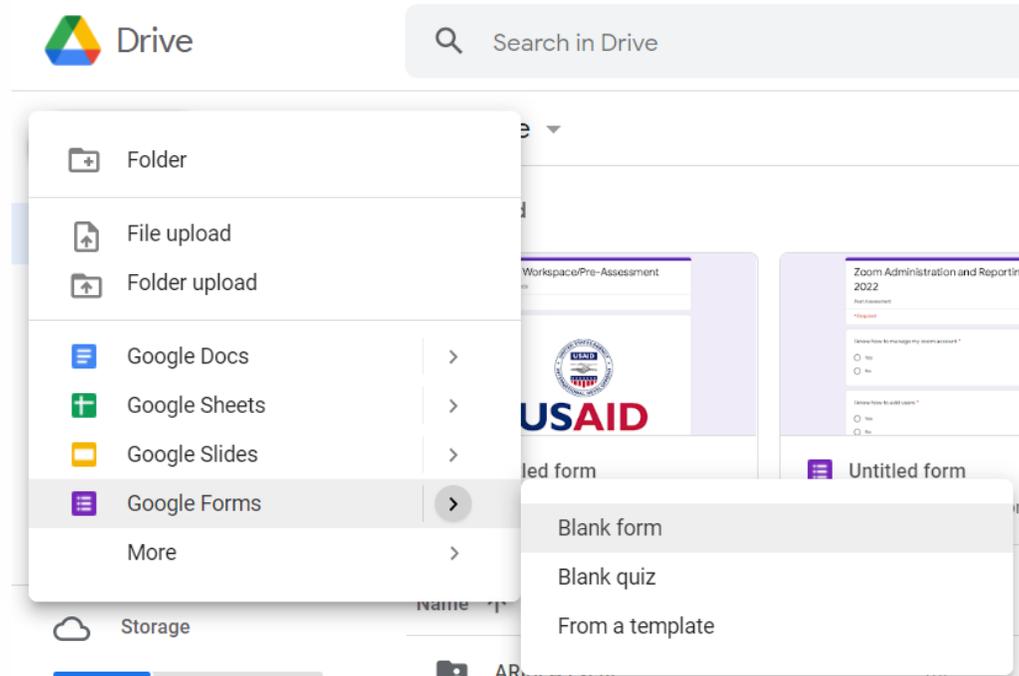


Google Form



1. Create a Form

There are multiple ways to create a Google Form. One is to go to Google Drive and click on the New button and create a new Form. If you go to forms.google.com you can see a filtered list of your Forms as well as template options for creating a new form.





2. Title the Form

Title the Form and then in the upper left click where it says “Untitled Form.” This will match the Form title.

A screenshot of a form editor interface. The main form area is white with a purple border. At the top, there is a text input field containing "Untitled form" with a vertical cursor. Below it is a "Form description" field. The second section is titled "Untitled Question" and contains a radio button followed by the text "Option 1". On the right side, there is a vertical toolbar with icons for adding (+), deleting (trash), text formatting (T), image (img), video (play), and a list icon.



3. Type Your Question

Google Forms is super smart. It can pretty accurately guess what type of question you want to use. Type the question and see if it guesses correctly that you want multiple choice or short answer.

A screenshot of a Google Form question editor. The question title is "Untitled Question". To the right of the title is a dropdown menu currently set to "Multiple choice". Below the title are two radio button options: "Option 1" and "Add option or ADD 'OTHER'". At the bottom right of the question editor, there is a "Required" toggle switch which is currently turned off. A red callout box with a white border points to the "Multiple choice" dropdown menu and contains the text "Default Multiple Choice".

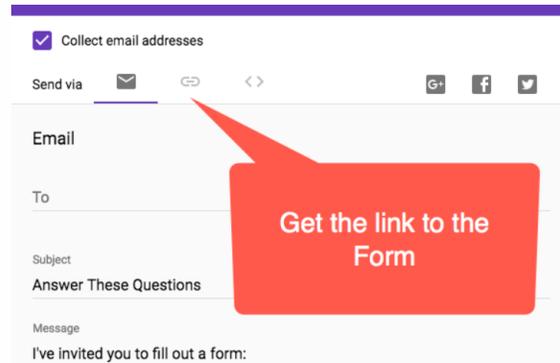
Notice when I typed "What is your name" the Google Form automatically changed from Multiple choice to Short answer.

A screenshot of a Google Form question editor. The question title is "What is your name?". To the right of the title is a dropdown menu now set to "Short answer". Below the title is a text input field with the placeholder text "Short answer text". At the bottom right of the question editor, there is a "Required" toggle switch which is currently turned off. A red callout box with a white border points to the "Short answer" dropdown menu and contains the text "Automagically changes to short answer".

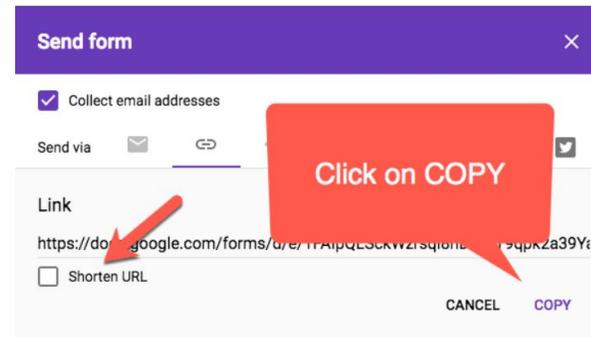


4. Click on Send to Share

The Send button at the top right gives you multiple options for how to distribute the Form. Sorry, no option to share to Google Classroom! The default is to have you send the Form via email. Notice the link icon to get the link to the Form.



This will give you an option to Copy the link to the Google Form. You can choose to share a short URL if you prefer.

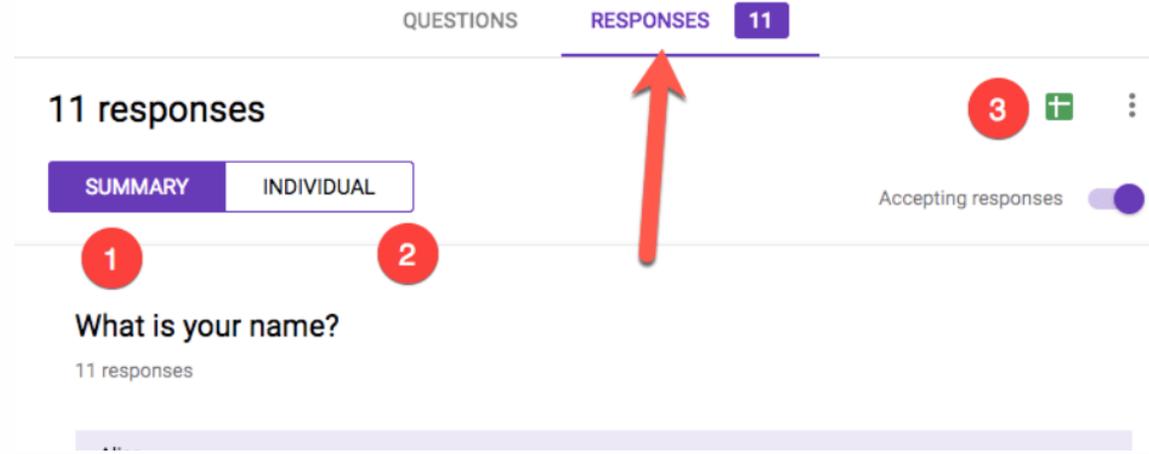




5. View Responses

After distributing the Form you would like to see what the responses were. You need to be in the Edit screen of the Google Form to view the responses. Go to either forms.google.com or Google Drive and locate the Form.

Locate the Responses tab in the Form. There are 3 ways to view the results. The default is “Summary.” Charts and graphs are automatically created. To view the specific responses of an individual click on the “Individual” button. In my opinion the BEST way to view Google Forms responses is in the spreadsheet. Click on the green spreadsheet icon to view all responses at once.





Advanced Google Forms Tips and Tricks

- Choose Your Response Destination. ...
- Receive Notification for Submissions. ...
- Insert Google Forms Multiple Pages. ...
- Embed an iFrame of Your Form. ...
- Create an Auto-Grading Quiz. ...
- Obtain a Pre-Filled Link. ...
- Adjust Defaults for Emails, Required Questions, and Point Values. ...
- Add Logic Branching.



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Training Agenda



Google Docs



Google sheets



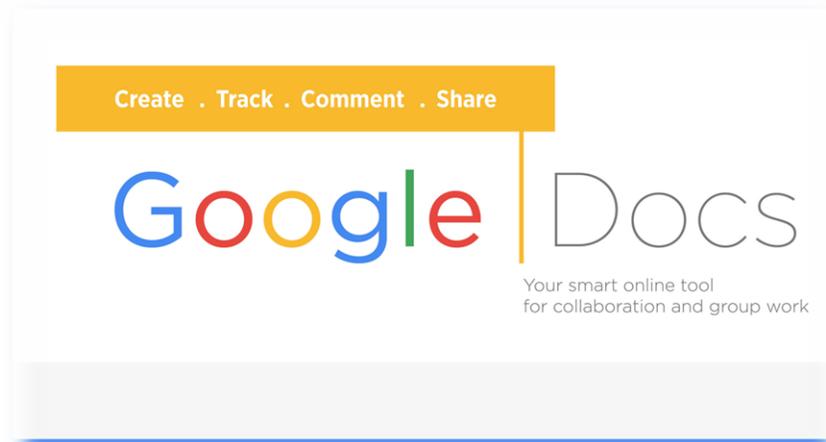
Google slides



How do Google Docs work?

With Google Docs, you can create and edit text documents right in your web browser—no special software is required.

Even better, multiple people can work at the same time, you can see people's changes as they make them, and every change is saved automatically.





Creating a document in GoogleDocs:

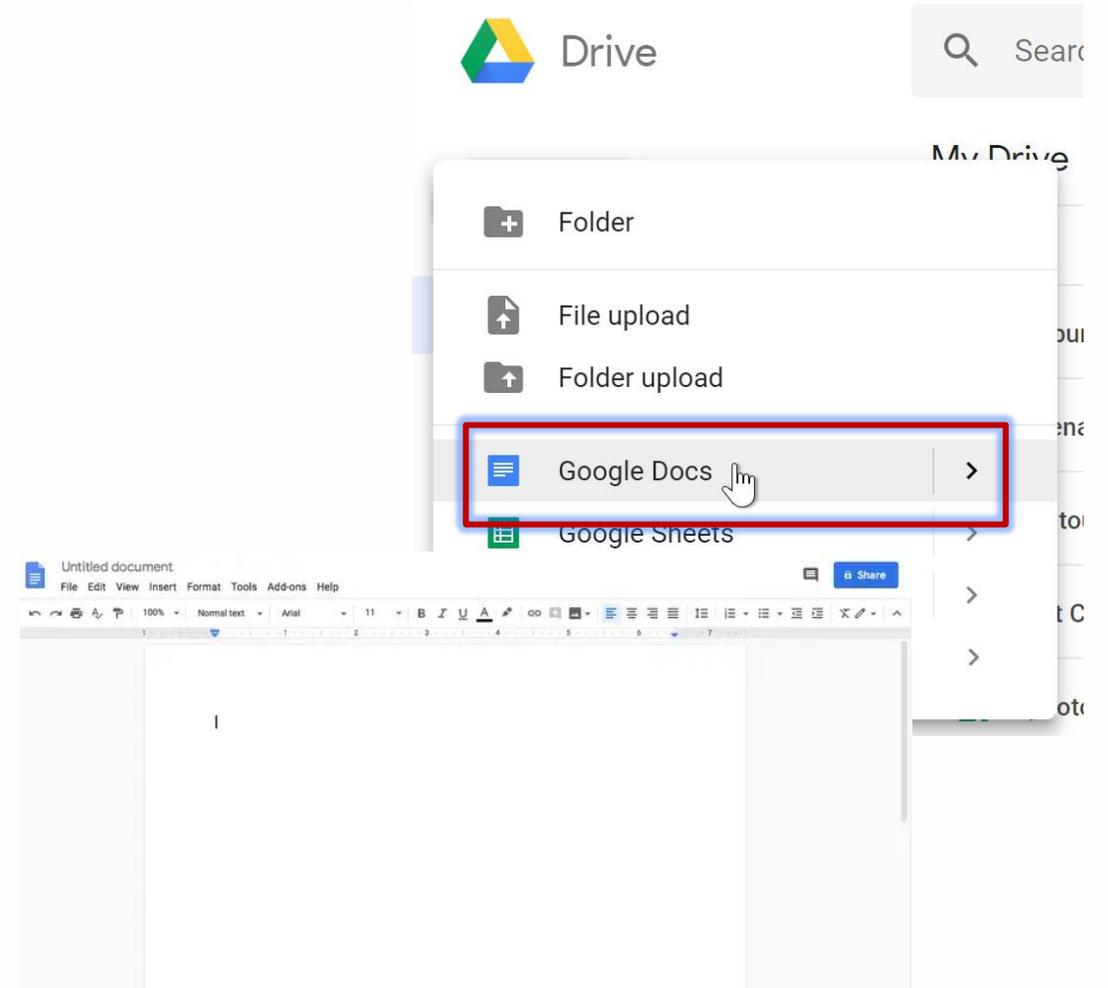
Login to your Google account/Gmail account

Choose “More” and then “Documents” on the top left of the screen

Choose “Create”

Choose what type of document you would like to create: document, spreadsheet, presentation, form (survey type document), or drawing

Once the document is open on your screen, rename it by clicking on the title bar on the top left of your screen - documents will automatically save as changes are being made





How do I save a Word document to Google Docs?

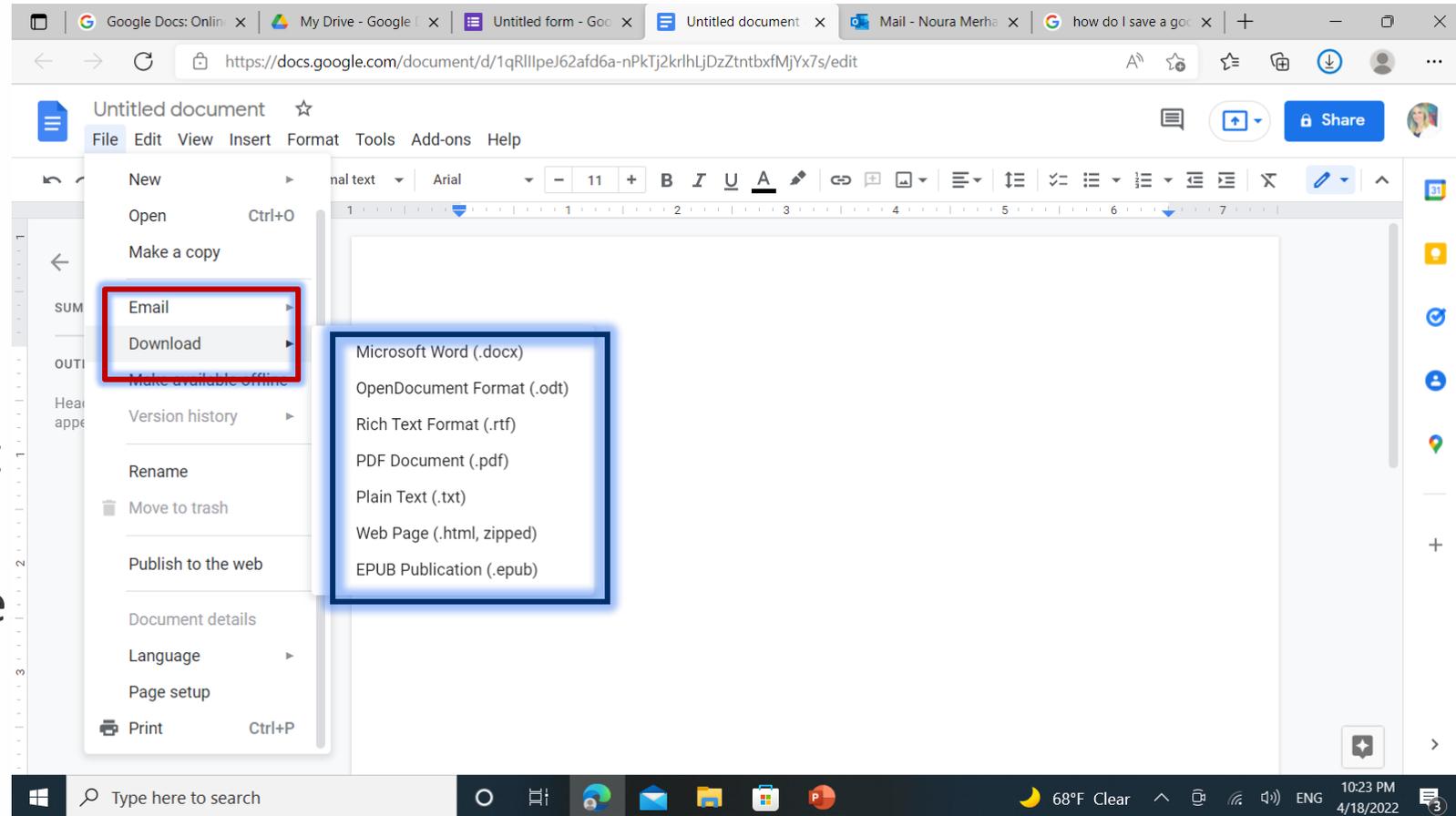
Select the Word document and then select Edit in Google Docs.

Select File > Save as Google Docs.

To download a file from Google Docs,

Go to File > Download and select a file format.

Choose a location and select Save





How do I attach a Google Doc to an email?

On your computer, open Gmail.

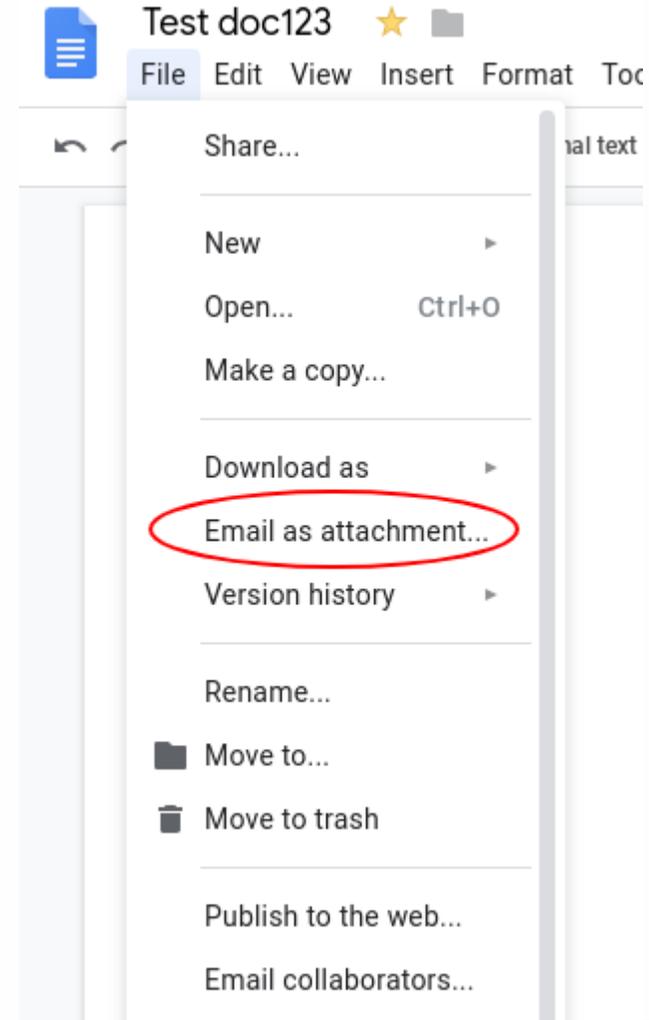
At the top left, click Compose.

Click Google Drive .

Select the files you want to attach.

At the bottom of the page, decide how you want to send the file: ...

Click Insert





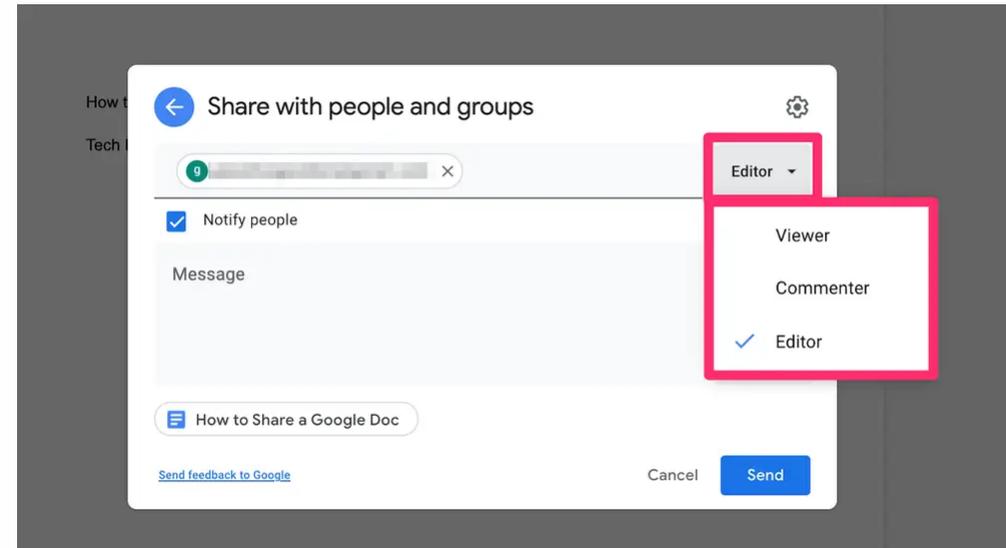
Sharing and collaborating with a document in GoogleDocs:

With the document open, click on “share” on the top right of your screen

In “add people” box, type email addresses for the people you would like to share the document with (all collaborators must have a Google Docs account as well)

Choose whether the people you are sharing with can either “view”, “edit”, or “comment”

When finished adding people, choose “Share & save”





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- **If you choose the “Notify people via email” option, people you send the document to will receive an email alerting them that you have shared the document with them. If you do not choose that option, the document will just be seen by them the next time they open their Google Docs account. You may also click the “Add message” link to include a message with the email being sent to them alerting them of the document being shared with them - this is an opportunity to bring clarity to the shared document, if you anticipate any confusion, or would like to give further directions as to what the document is for.**
- If you shared the document with others so that they could “edit” it, anyone you shared the document with will be able to edit the document with you simultaneously



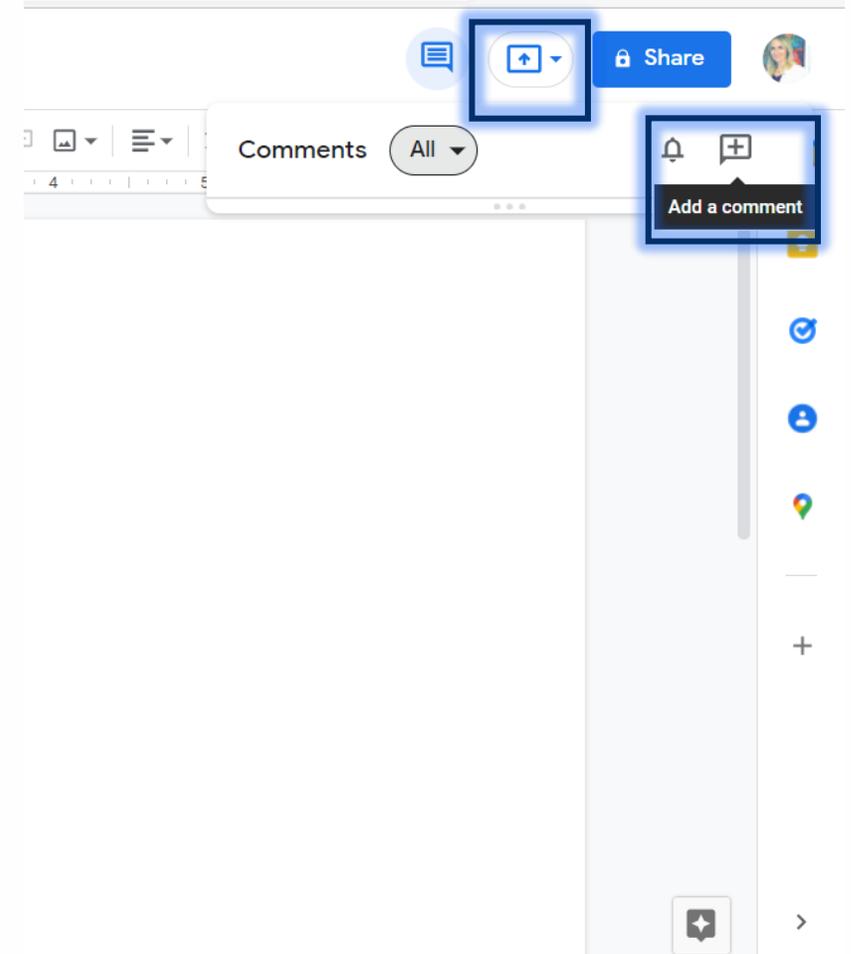
NOTE !!

- Google Docs Documents can be viewed and edited by up to 200 people simultaneously
- Google Docs Spreadsheets can be viewed and edited by up to 50 people simultaneously (but shared with up to 200 people)
- Google Docs Presentations can be viewed and edited by up to 10 people simultaneously (but shared with up to 200 people)



Making comments on someone else's document:

- Open the document that has been shared with you in either “edit” or “comment” mode
- Select the cell or text that you would like to comment on
- Select “insert” and then “comment” (there are shortcuts for this command as well)
- Write your comment in the yellow box that appears
- Your colleague or student will see comments the next time he or she opens the document
- To remove a comment, click on the yellow box in document or presentation and click “resolve”. In spreadsheet, simply delete all of the words in the comment and the box will disappear





Uploading documents to GoogleDocs/Using GoogleDocs as an online hard drive:

The screenshot shows the Google Drive web interface. A dropdown menu is open, with 'File upload' highlighted in a blue box. Below the menu, there is a list of files and folders. The storage usage is shown as 5.51 GB of 15 GB used.

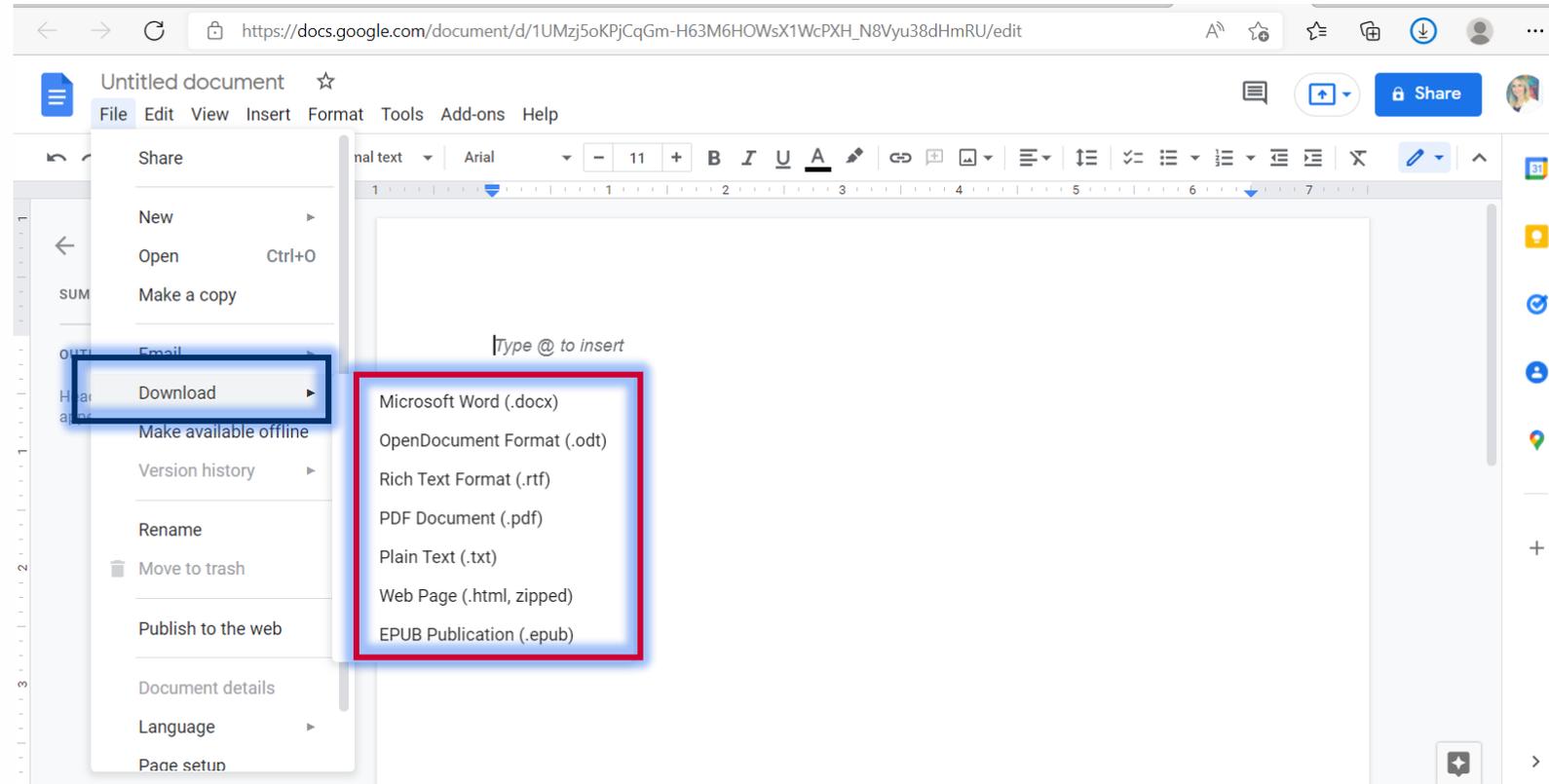
Name	Owner	Last modified	File size
ARISPA Event	me	May 28, 2021	me
Chemonics	me	7:30 PM	me
DT Logos	me	Jun 24, 2021	me
DT Network Event	me	Feb 24, 2021	me

- Once the document is uploaded
- Double click on it
- It will open on Google Doc
- You can share it with anyone to Edit it with you



Downloading documents from GoogleDocs to different formats:

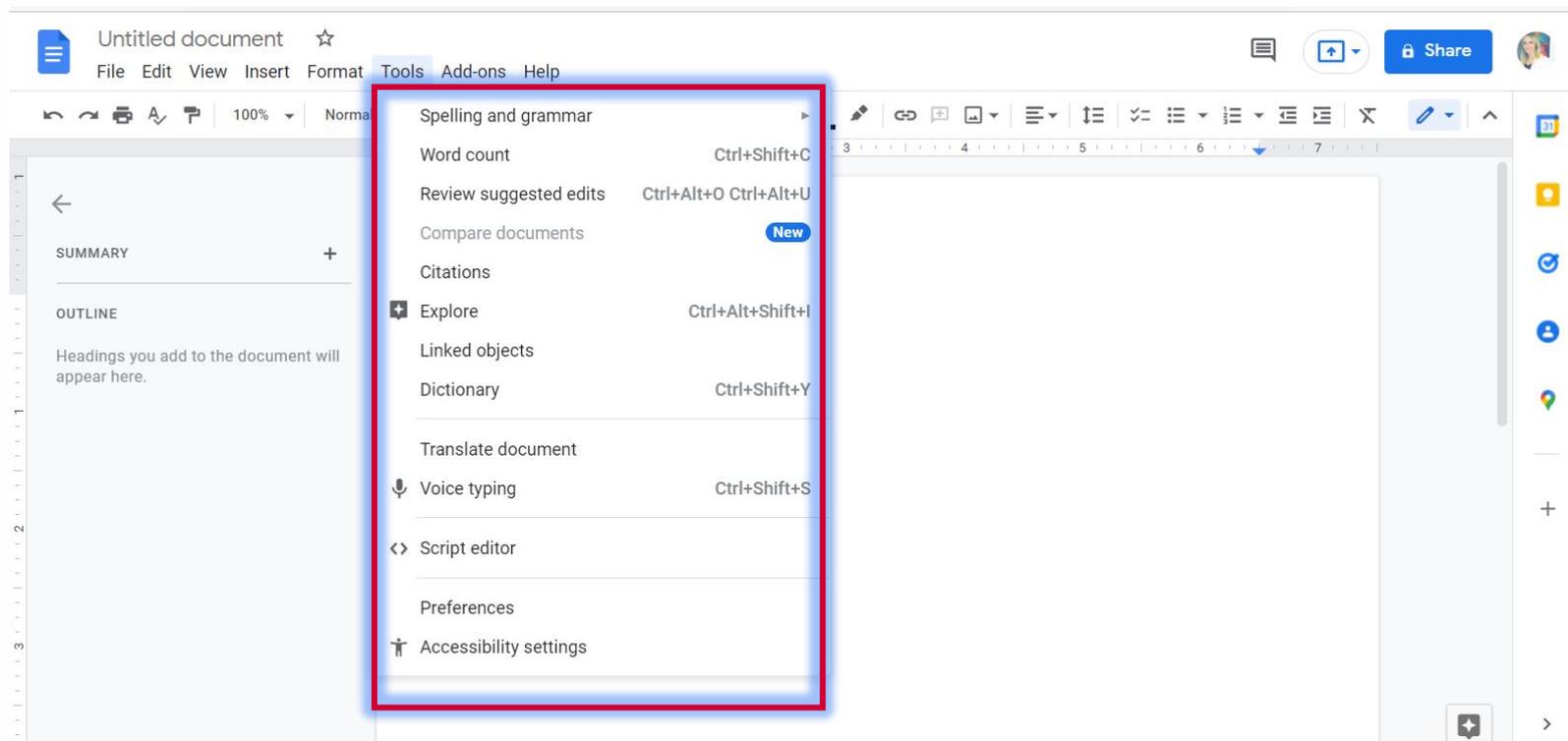
- Open the document you would like to download
- Choose “File”
- Then “Download as”
- Choose the file format you would like:
 - ODT = OpenOffice
 - PDF = Portable Document Format
 - RTF = Rich Text Format
 - Text File
 - Word
- Save it where you would like
- Email the finished document to people without a Google Docs account if you choose





Accessing an earlier version of a document (because your document is constantly saving):

- Open the current version of the document
- Choose “File” and “See revision history”
- Choose “Show more detailed revisions” on the bottom
- Click through the previous versions until you find the one you would like
- Choose “Restore this revision”





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What is Google Sheets used for?

Google Sheets is an online spreadsheet app that lets you create and format spreadsheets and work with other people.



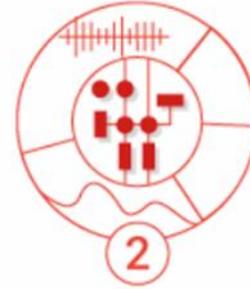


5 reasons your business should try Google Sheets



Your data always stays up to date.

Working in the cloud means your data can easily stay up to date because information is automatically saved as it's typed. Multiple team members can collaborate in real-time from their phone, tablet or computer (online and offline)



You can use Google's artificial intelligence to speed up analysis.

Powered by Google's machine intelligence, Sheets does a lot of the heavy lifting for you when it comes to data analysis. You can ask a question about your data and Sheets will return an answer using natural language processing. Sheets also builds charts, suggests formulas and creates pivot tables for you.

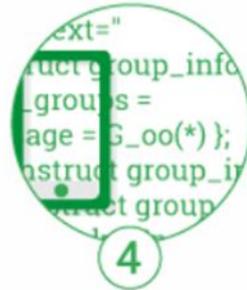


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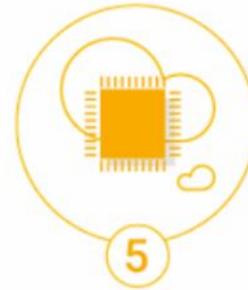


You can help keep your data secure

Security features across G Suite helps you manage your most sensitive business information. Sheets is no exception.



You can work the way you're used to working



You can automate processes

When information is in one place, it's easier to automate processes. Let's say you need to order supplies for your office. Instead of emailing back-and-forth to coordinate purchases you can use G Suite apps instead.

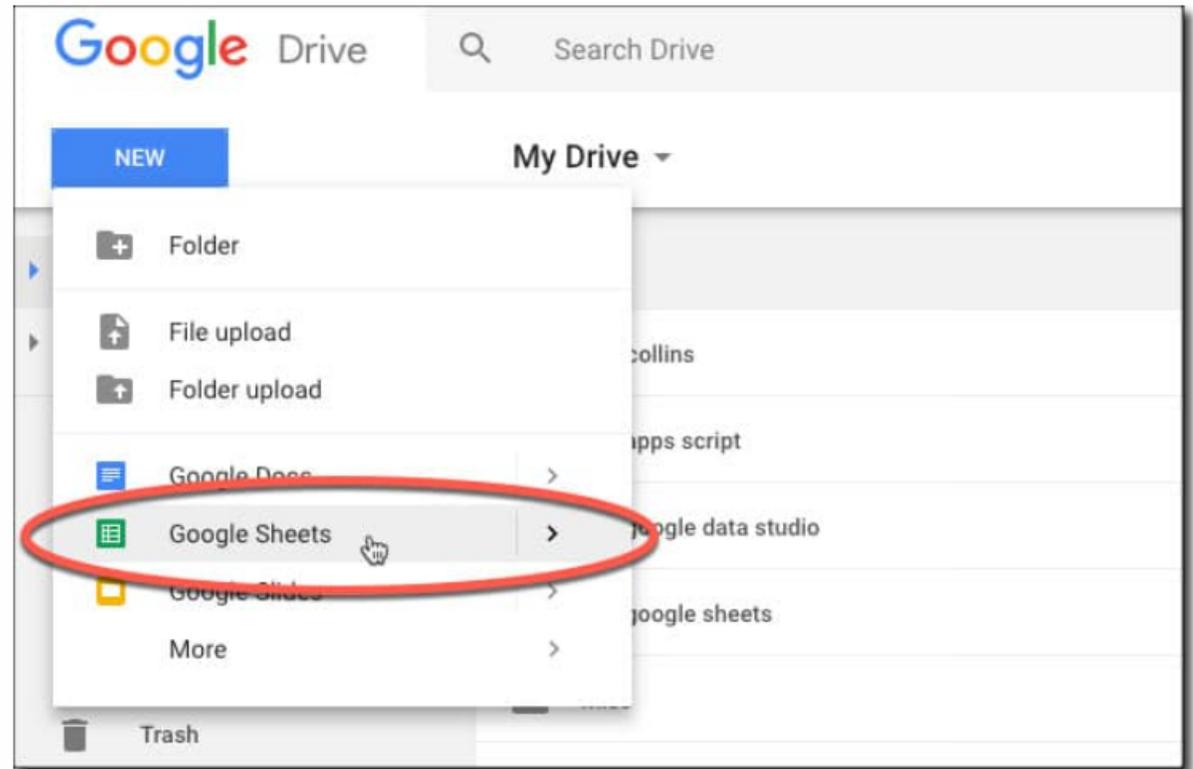


How to create your first Google Sheet

You can create new Google Sheets from your Drive folder by clicking on the blue NEW button:

When you create a new Google Sheet, it'll be created in your main Drive folder (your root folder)

(Note: Don't panic if you don't see the Sheet yet, it may not show up until you've renamed it. See next step on how to do this.)





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