

# 1 Do it yourself ... -

## 1.1 Sumario

- 1 Introduction
- 2 Task 1: Work in a shared document without login
- 3 Task 2: Login in Google and create your own documents and share them
- 4 Task 3: Going deeper in Google Drive
  - ◆ 4.1 Task 3.1: Import and convert a document
    - ◇ 4.1.1 Google Docs helps you in English, or other Languages
  - ◆ 4.2 Task 3.2: Other documents
  - ◆ 4.3 Task 3.3: Mobile devices
  - ◆ 4.4 Task 3.4 - Google Drive app for your computer
- 5 Exit Card
- 6 Credits

## 1.2 Introduction

- In this activity you'll accomplish several tasks which will enable you to use Google Drive Documents:
  - ◆ Folders
  - ◆ Text docs
  - ◆ Spreadsheets
  - ◆ Presentations
  - ◆ Draws
  - ◆ Share folders/documents
  - ◆ Permissions
  - ◆ Import and convert to Google Drive format docs previously created:
    - ◇ Text docs: Word (doc, docx), LibreOffice, OpenOffice (odt)
    - ◇ Spreadsheets: Excel (xls,xlsx), LibreOffice, OpenOffice (ods)
    - ◇ Presentations: Powerpoint (ppt, pptx), LibreOffice (odp)
- Also this is a way to forget your USB Stick and have everything synchronized



Do it in pairs (or more) ... *with a little help from your friends* (<https://www.youtube.com/watch?v=bRzKUVjHkGk>)

## 1.3 Task 1: Work in a shared document without login

- In this task the teacher will share a couple of documents with you to work in groups.
- First of all log out of google apps if you are in.
- The entire classroom will work with the same two documents.
- The teacher will just share the link associated with the documents, and they do not require your google accounts.

- Each team of two has been given a number by the teacher.
- Press the link that matches your team number and follow the instructions:

- **Odd-numbered Teams (1,3,5,7):** (Text document)

- ◆ <https://docs.google.com/document/d/1jyOli26Bs07vTgNptyxrmCp1pJ3tiqLIYVtSddxyTE/edit?usp=sharing>

- **Even-numbered Teams (2,4,6,8):** (Spreadsheet document)

- ◆ <https://docs.google.com/spreadsheets/d/1smFRlad3r0PnpOtl4ZHSCXm37r9RUUpOcNFP70Un75yc/edit?usp=sharing>

## 1.4 Task 2: Login in Google and create your own documents and share them

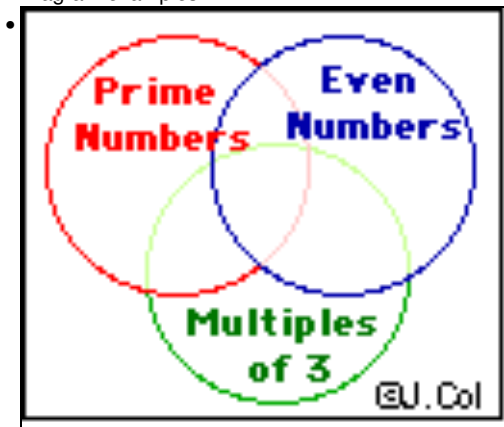
- In this task the member of the team with less experience in Drive will login to Google Drive (<http://drive.google.com>) or login to Gmail and choose the Drive App.
- If you have the Spanish language, change it into English language in "Configuración".
- Create a folder named **Team<X>-Task2**. (Change X for your team number)
- Share it with the teachers in **read/view** way (ask your teacher his/her mail account)
- Share it with your partner in **write/edit** mode.
- Share it with one member of another team in **write/edit** mode, as follows:
  - ◆ Team 1 <-> Team 2
  - ◆ Team 3 <-> Team 4
  - ◆ Team 5 <-> Team 6
  - ◆ Team 7 <-> Team 8

- Each team has a number (see the number in the top of your computer).

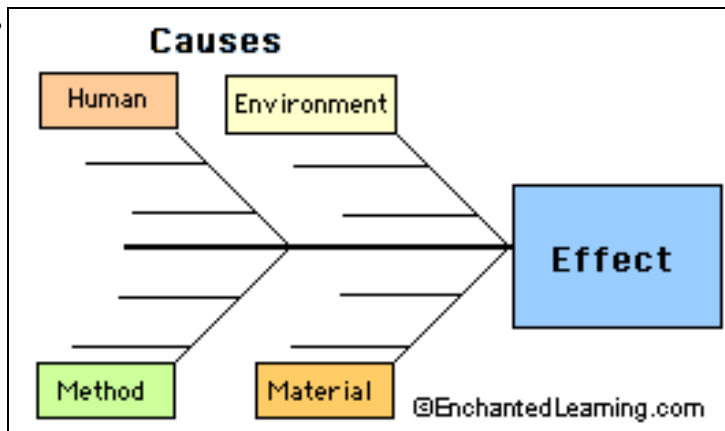
- **Odd-numbered Teams (1,3,5,7):** (Google Drawings)

- ◆ Create a graphic organizer using Google Drawings
- ◆ You can use these images as examples or create your own diagram

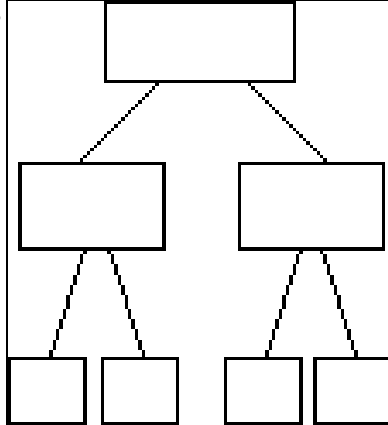
- Diagram examples



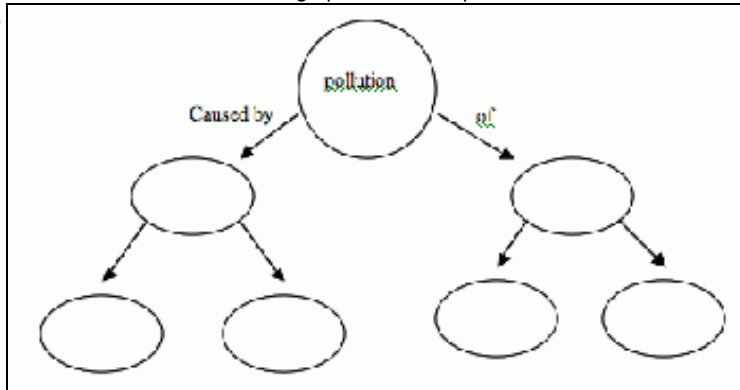
**Team 1:** Name document and graphic: Venn Diagram



**Team 3:** Name document and graphic: Cause / Effect



**Team 5:** Name document and graphic: Tree Graphic



**Team 7:** Name document and graphic: Concept Map

• **Even-numbered Teams (2,4,6,8):** (Google Slides)

- ◆ Create a two-slide presentation using Google Slides, that includes:
  - ◇ **Name of the document:** The province .... (Your choice).
  - ◇ **First slide:** Title, authors and date
  - ◇ **Second slide:** The images of arms and flags of the province chosen.

• Share your experiences with the group designated below:

- ◆ Team 1 <-> Team 2
- ◆ Team 3 <-> Team 4
- ◆ Team 5 <-> Team 6
- ◆ Team 7 <-> Team 8

- **Questions:**

- ◆ Can members of one team edit the documents of the other team?
- ◆ Can you check who modified the document and when? (Click on "All changes saved in Drive")



- ◆ Can you modify the permission for only View the document?

## 1.5 Task 3: Going deeper in Google Drive

- You can keep on practising by choosing one or more of the following additional tasks.

### 1.5.1 Task 3.1: Import and convert a document

- You have a lot of documents (Text, Presentations, Spreadsheets) created with tools like MS Word, MS Excel, MS Power Point, LibreOffice, OpenOffice, etc,
- You may wish to import your own stuff to your Google Drive account.
- You can do it, by using "Drag & Drop" or uploading it.
- Also, you can convert those documents to Google Format and then you can manipulate them as you like, wherever you are, and within any device.
- There's no need to be concern about having to save your document or synchronize your data.
  - ◆ After importing a document (Text document for example) just right click on it and select: **Open with ... -> Google docs**. And you'll have both documents, the original and the new one in google format, to continue working on.
  - ◆ If you want, you can now delete the original one.

- **Practice:**

- ◆ Download this file: [Media:Piale\\_Phase\\_C\\_Vocabulary.odt](#) to your computer.
- ◆ Import it to any folder in your Google Drive Account
- ◆ Convert it to Google Format

#### 1.5.1.1 Google Docs helps you in English, or other Languages

- - ◆ Open the last converted document.
  - ◆ Find the word appearing in row 12.
  - ◆ Right click on this word and click **Define ...'** to get the definition of the word.
  - ◆ Copy the definition under the proper column.

### 1.5.2 Task 3.2: Other documents

- There are many applications around Google Drive, that you can easily add to your account.
- Just click **New -> More -> Connect more apps ...** .
- For example:
  - ◆ **Database:** Google Fusion Tables
  - ◆ **Flow charts and diagrams:** Lucid Charts
  - ◆ **Convert PDFs:** several apps.
  - ◆ Etc.

- **Practice:**

- ◆ Use one of those applications to develop whatever document you like.

### 1.5.3 Task 3.3: Mobile devices

- Install in your mobile device or tablet the Google Drive App and check that you have all your work on it.

### 1.5.4 Task 3.4 - Google Drive app for your computer

- At home, you can install in your computer Google Dive App, and you can have everything also in your computer and you can **work offline** if you don't have internet conection.

## 1.6 Exit Card

- When you finish your tasks please give us feedback answering the following Exit Card.
- This Exit Card was created using one of the Google Drive applications: **Google Forms**.

<https://docs.google.com/forms/d/1LusiSYK0dc-UGRyBWIs-YRNfi5MvVP-CHU2VhplSFH0/viewform>

## 1.7 Credits

- PIALE 2014 PROGRAM - PHASE C

- José Ricardo Paredes Pampín
- Belén Baldonado Del Río
- Adolfo Saá Sarria
- Carlos Carrión Álvarez

---

*That's all folks!!! - The devil is in the detail*