

# 1 Do it yourself ...

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## 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 teachers have shared a couple of documents with you to work in groups.
- The entire classroom will work with the same two documents.
- The teachers just shared the link associated with the documents, and they do not required your google accounts.

- Each team has been given a number (see the number in the top of your computer).
- 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/1UHVercWUeBht20jSn5UQBdIVz463dosSs-lw7BdSTRg/edit?usp=sharing>

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

- ♦ [https://docs.google.com/spreadsheets/d/1enDUfAuDdhU34ee4cNCOiO7p\\_4-PJg6LfsrLjXm5TB8/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1enDUfAuDdhU34ee4cNCOiO7p_4-PJg6LfsrLjXm5TB8/edit?usp=sharing)

## 1.4 TASK 2: Login and create your own documents and share them

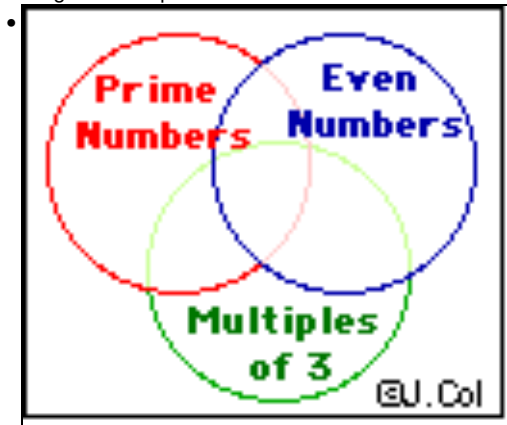
- In this task the member of the team with less experience in Drive will login to Google Drive (<http://drive.google.com>) or login to Gmail and choose the Drive App.
- If you have the Spanish language, change it into English language in "Configuración".
- Create a folder named **Team<X>-Task2**. (Change X for your team number)
- Share it with the teachers in **read/view** way (belen.baldonado@gmail.com;adolfo.saa.sarria@gmail.com;carrion@edu.xunta.es)
- 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).

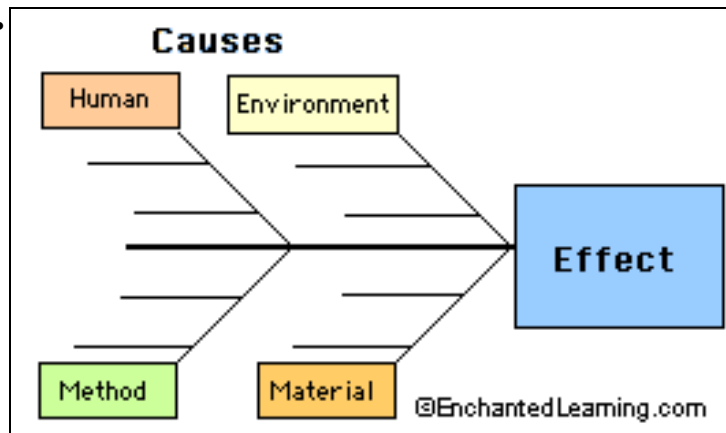
- **Odd-numbered Teams (1,3,5,7):** (Google Drawings)

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

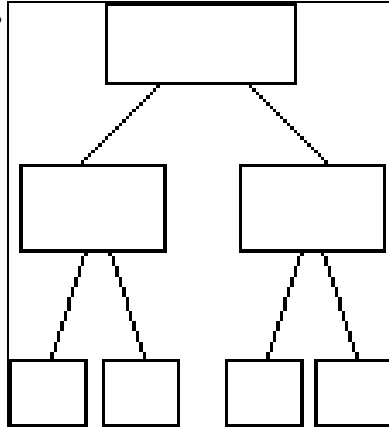
- Diagram examples



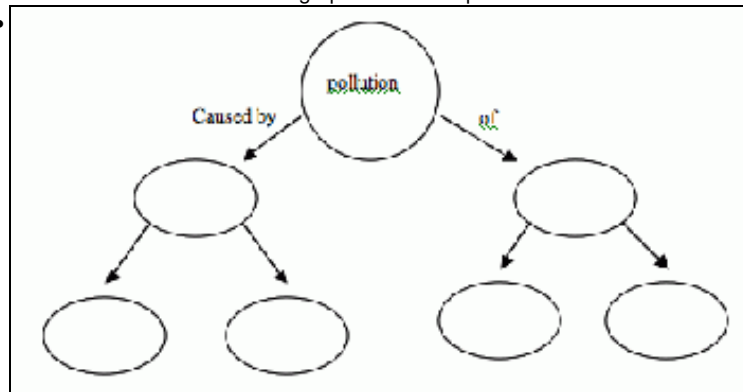
**Team 1:** Name document and graphic: Venn Diagram



**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)

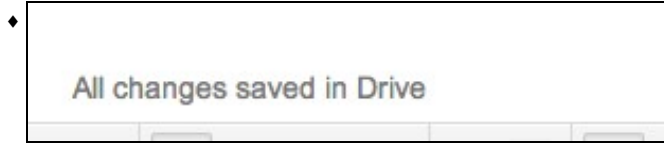
- ♦ Create a two-slide presentation using Google Slides, that includes:
  - ◊ **Name of the document:** The province .... (Your choice).
  - ◊ **First slide:** Title, authors and date
  - ◊ **Second slide:** The images of arms and flags of the province chosen.

• 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 Optional tasks

- 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:Phase\\_B.-\\_Vocabulary\\_20140707.odt](#) to your computer.
- ♦ Import it to any folder in your Google Drive Account
- ♦ Convert it to Google Format
- ♦ Find the word appearing in row 39, on the third page.
- ♦ 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

- 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

- 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://drive.google.com/open?id=1K4pvJpQ9a9C2HeaZNVptfwmsIPM6QqoowFdTHsnBIiY&authuser=0>

## 1.7 Credits

- PIALE PROGRAM
- Ottawa, July 2014

- 
- Belén Baldonado Del Río
  - Adolfo Saá Sarria
  - Carlos Carrión Álvarez

- 
- The making of

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