# 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

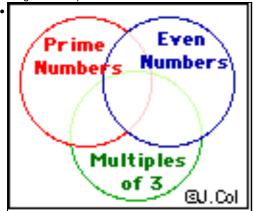
- In this task the teachers have shared a couple of documents with you to work in groups.
- The entire classroom will work with the same two documents.
- The teachers just shared the link associated with the documents, and they do not required your google accounts.

- 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

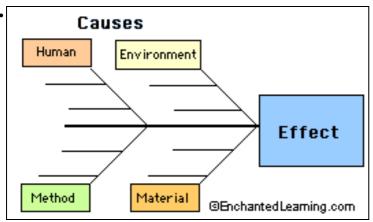
## 1.4 TASK 2: Login and create your own documents and share them

- 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.baldonedo@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

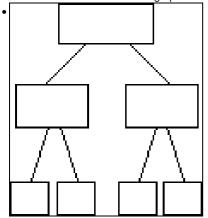
• Diagram examples



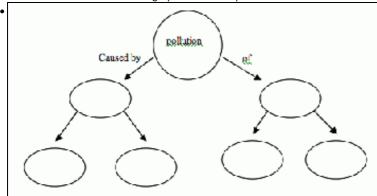
Team 1: Name document and graphic: Venn Diagram



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:
    - $\Diamond$  Name of the document: The province .... (Your choice).
    - ♦ First slide: Title, authors and date
    - $\Diamond$  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")

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	
<ul> <li>At home, you can install in your computer Google Dive App, and you can have everything also in your computer a you don't have internet conection.</li> </ul>	nd you can <b>work offline</b> if
1.6 Exit Card	
<ul> <li>When you finish your tasks please give us feedback answering the following Exit Card.</li> <li>This Exit Card was created using one of the Google Drive applications: Google Forms.</li> </ul>	
https://drive.google.com/open?id=1K4pvJpQ9a9C2HeaZNVptfwmsIPM6QqoowFdTHsnBIiY&authuser=0	
1.7 Credits	
PIALE PROGRAM     Ottawa, July 2014	
Belén Baldonedo Del Río     Adolfo Saá Sarria     Carlos Carrión Álvarez	
• The making of	
That's all folks!!! - The devil is in the detail	