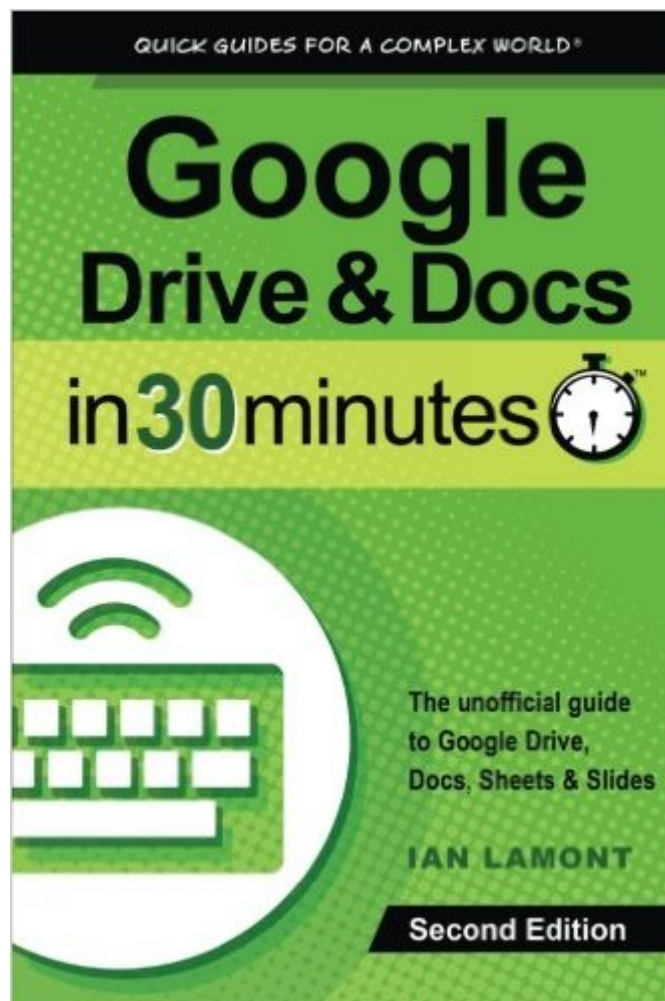


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# Google Drive & Docs In 30 Minutes (2nd Edition): The Unofficial Guide To The New Google Drive, Docs, Sheets & Slides



## Synopsis

All-new 2nd Edition of this popular Google Drive and Google Docs tutorial, updated in 2016! Do you have 30 minutes to spare? It's 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 Microsoft Office alternative. Millions of people use the software every day on their computers and mobile devices. You, too, can use Drive, Docs, Sheets, and Slides to perform the following tasks: Write reports and letters with Google Docs Crunch numbers and create online data entry forms using Google Sheets and Google Forms Use the Google Drive app and the Google Docs app on your Android phone or tablet, or iPhone or iPad to create and edit files on the go Give presentations online or on your phone or tablet with Google Slides Collaborate online with classmates and colleagues Convert Microsoft Office documents to Google formats, and vice versa Perform limited editing of Microsoft Word, Excel, and PowerPoint documents Print documents, drawings, and spreadsheets using Google Cloud Print Revert to earlier versions of files using Google Drive Export PDFs Make pie charts, bar charts, and simple tables Use Google Forms to gather data Publish documents and spreadsheets online

The second edition of this popular guide covers the new Google Drive basics as well as the updated mobile and desktop interfaces for Docs, Sheets, and Slides. The tone of this Google Drive book is friendly and easy to understand, with lots of step-by-step instructions and examples and nearly 50 screenshots. The guide can be used by anyone with a PC, Mac, or Chromebook. It also includes instructions for using Google Drive, Docs, Sheets, and Slides apps on iPhones, iPads, and Android phones and tablets. In addition to serving as a solid introduction to new users, it's a great reference manual for more experienced users as well as for people making the transition from Microsoft Office, not to mention teachers using Google Drive for education and Google Docs in the classroom. It includes a glossary of keyboard shortcuts, as well as sections on document formatting, organizing and syncing files, offline documents, collaboration, and Office Compatibility Mode for Microsoft Office documents.

What readers are saying  
Thousand of people have turned to Google Drive & Docs In 30 Minutes since the first edition was released. Here are some real reviews:

- Bob: "This little booklet should get a novice off and running using Google Drive and Docs. Even a pro will pick up a trick or two."
- Anonymous: "My son gave me a Chromebook to replace my Netbook. He helped me prepare a slide presentation at work and transfer it to Slides. I understand it more now."
- D. Alan: "[The author's] claims to get readers up-to-speed with new technical jargon holds true. Many of the tips now seem intuitive, but I needed a launchpad from which to spring, and his book met my demands."
- Michael: "I'm glad there is an entire chapter on collaboration, including setting it up, how it works, and what it looks like in operation. | Collaboration is truly a

killer app and Google has made it easily accessible.â • Darlene: â •Excellent introduction to Google Drive. Well researched, easy to read, nicely organized.â • Diane: â •I gave a Google Drive workshop and knew that many of the participants would want step-by-step instructions for things that I was only quickly able to show them in the workshop. This little book fit the bill perfectly.â • Note: Google Drive & Docs In 30 Minutes is not affiliated with â œFor Dummiesâ • books, Google Drive, or other Google and Microsoft services referenced in the guide. In 30 MinutesÂ® is a registered trademark of publisher i30 Media Corp. All rights reserved.

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## **Customer Reviews**

Disclosure: I won this book in an IT World promotion. The author subsequently contacted me and asked me to review it. I have used what is now called "Google Drive" for several years, mostly the spreadsheet. The extent of my knowledge is hands-on experience and transferring Microsoft Office concepts to a new ecosystem. Google Drive & Docs in 30 Minutes is the first sustained effort I've made to get my hands around the software. Even if you've used it awhile, you likely haven't dug into niches nor kept up with changes Google has made. You don't know what you don't know. The book is a march from setting up a Drive account -- the author notes that if you have an existing GMail account you're good to go -- through working with the start screen and applications. The good news is that it's never dry or tedious. The author writes well and the book hits its target audience while straddling the line between obtuse and condescending. The bad news is you're going to spend substantially more than 30 minutes, particularly if you work through the examples, which I suggest.

Drive is a comprehensive suite that the book covers in some detail. There is just no way around investing the time; coming across something useful to you is the reward. I'm glad there is an entire chapter on collaboration, including setting it up, how it works, and what it looks like in operation. The product deserves one; collaboration is truly a killer app and Google has made it easily accessible. The final chapter covers offline storage and versioning. I can't fault the author for adding something he believes is useful to readers but these are esoteric subjects for a "30 Minutes" book. One significant omission is discussion of shortcut keys in any of the apps. For a suite you might use all day long, the productivity gain is considerable. I would throw in basic shortcuts common to each O/S while I was at it. Another omission is the lack of references to external help and additional resources. This is an introductory book. As you use the product you'll have questions; I do. The apps themselves have help menus but how difficult could it be for the author to list the URLs of Google and third-party sites he recommends? My other complaint is with the screen shots, which are often grainy and suffer from low contrast.

I am so glad this was made! I've been using Google Docs for a while now and have been encouraging my teacher colleagues to do so as well to facilitate collaboration. It has become my go-to text book to help new users understand quickly. If you're new to Google Drive or Google Documents, this will help you. If you're experienced, and want something to help those who come to you with questions, this is a nice tool to help them remember what you show them. I highly recommend it.

My laptop crashed! As a busy writer, I needed something to help manage my written words and social media communications. Emails alone consume a lot of time, and searching the internet aids in some research. A purchase of a Google Chromebook was a wise investment to meet my immediate needs, but I would have to learn the new Chrome OS. Enter Ian Lamont. His claims to get readers up-to-speed with new technical jargon holds true. Many of the tips now seem intuitive, but I needed a launchpad from which to spring, and his book met my demands. This author also provides several smaller shortcuts and advice about using the Docs, making my writing easier while learning the new OS. To other readers/potential buyers: do not be dismayed about learning the Chrome OS or using shared documents with the (free!) software, because Lamont provides busy writers and professionals that with which the need to immediately learn over a lunch break. This book is highly recommended, and the author also provides teasers for other books in his "...in 30 Minutes" series.

I just got a new position that requires record keeping. Having used Google Docs in the past, I decided to update my knowledge. I googled "Docs for dummies" and this was one of the results. I liked the concept that the title implies - a concise guide that will distill what I need and allow me to complete a task quickly (even if it takes longer than 30 minutes). I found it very easy to follow, and have since created forms for my record keeping that the people I have to send them to have told me are easy to use. They also greatly simplify my record keeping responsibilities. The book helped me do what I needed it for, so I'm very happy with it. I'm glad I chose it over the "dummy" series, books that I have found to have varying degrees of intuitiveness in the past.

I just completed a course on Maximizing Microsoft: Beyond the Basics and was introduced to the usefulness of Google Drive there, prompting me to reach for this book. I completed the whole book in one sitting while setting myself up and a couple of other people on Google Drive, immediately putting the collaboration tool into action on a report. I even set up my Chrome browser for offline editing and to default to other features I prefer by simply following the steps in the book. I think people who are already familiar with word processors, spreadsheets and the like, and are quite comfortable with the mobile, digital life will find this book most useful for learning another way to maximize their productivity. Those new to these ideas might need someone around to answer the basic questions.

I gave a Google Drive workshop and knew that many of the participants would want step-by-step instructions for things that I was only quickly able to show them in the workshop. This little book fit the bill perfectly.

A clear and concise explanation of how to navigate your way through google docs. This was a wise purchase. I would recommend this manual to a prospective buyer.

The right size and language for someone who's not a tech-y, but has to be familiar with google drive and docs for work or for personal use. The author's language and illustrations are a good fit for this reader. I'd recommend this book. I am pleased to see it available in an updated edition-- as I've often purchased guides that fail to keep up with the product they are explaining.

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