

Get Your Life Together with Google

Using Google Docs, Calendar, and Forms to organize

What is Google Drive?

- Google Drive is a cloud based storage system.
- Drive is composed of multiple Google programs - Google Documents or Docs (similar to Microsoft Word), Google Calendar, and Google Forms, to name a few.
- You have a Google Drive account if you have a Google or Gmail account.

Program	Features
Docs	<ul style="list-style-type: none">● Collaborate with people on the same document● Share the document● Export to 7 different formats
Calendar	<ul style="list-style-type: none">● Collaborate with people● Share the calendar● Export to iCal or Outlook
Forms	<ul style="list-style-type: none">● Collect data● Begin a database● Collaborate on projects

Notes: