

# Google Apps @ VCCCS: Let's Do Cloud Computing

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# Google Apps Services You Know

- Google Email
- Google Documents
- Google Calendar
- Google Sites
- Google Contacts

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**BUT there is so much more!!**

**And Google is adding every day --**

**Cloud computing is here and it's free....**

# Agenda

Email

G-Mail Video Chat

Data collection using Google Forms

Document Collaboration and Revision History

Google Apps Presentations to conduct webinars

Syncing Microsoft Office with Google Apps

# Google Video Chat using GMail

Use Contacts in GMail and make the call!!

See the person and hear what they have to say.

From Google -- the how-to:

- [Download](#) the voice and video chat plug-in, quit all open browser windows, and install the plug-in.
- Sign in to Gmail, iGoogle.
- In your chat list, select the contact you want to call.
  - If they have a camera icon next to their name, you can make a voice or video call to them; just click the **camera** icon to place a video call or the **phone** icon to place a voice call.

Let's call Carrie



# Spreadsheets plus Data Collection

- Import and convert .xls, .csv, .txt and .ods formatted data.
- Export .xls, .csv, .txt and .ods formatted data and PDF and HTML files.
- Use formatting and formula editing so you can calculate results and make your data look the way you want it.
- Chat in real time with others who are editing your spreadsheet.
- Embed a spreadsheet, or individual sheets of your spreadsheet, in your blog or website.
- Does **NOT** support macros
- Form creation and collection made easy



# More Collaboration

## Training included



# A webinar is

A presentation like PowerPoint to guide the training

A call-in number to hear the presenter

A chat to enter questions and see attendee names

# Presentations -- a quick overview

- Share and edit presentations with your friends and coworkers.
- Import and convert existing presentations in .ppt and .pps file types.
- Download your presentations as a PDF, a PPT, or a TXT file.
- Easily edit your presentations.
- Insert images and videos, and format your slides to fit your preferences.
- Allow real-time viewing of presentations, online, from separate remote locations.
- Publish and **embed your presentations in a website**, allowing access to a wide audience.
- **You can explicitly share your presentation with up to 200 combined viewers and collaborators; however, if you publish your presentation, anyone will be able to access it.**
- Up to 10 people may simultaneously edit and/or view a presentation

# Create a webinar presentation

Just a quick and dirty presentation to demo the steps

1. Google Docs -> Presentation
2. Select a template
3. Select a theme
4. Speaker Notes
5. Import slides
6. Add Clipart
7. Share for webinar attendees

# Join me for a webinar!

The url to join me is

[https://docs.google.com/a/email.vccs.edu/present/view?id=djwjtj58\\_45z3pfbkhp](https://docs.google.com/a/email.vccs.edu/present/view?id=djwjtj58_45z3pfbkhp)

Be sure to set the Share settings so that others can join you!!

# Google Cloud Connect

## What have you heard?

## How does it work?

- **Syncing and sharing documents:** Google Cloud Connect tracks, manages, and syncs all changes on your Microsoft Office documents into one updated version for each document. Each document that you sync through Google Cloud Connect gets a unique URL or web address that you can share with collaborators through IM or email. Depending on the privacy setting you've selected for the document, other people will be able to click this link and view the document in the browser.  
[http://tools.google.com/dlpage/cloudconnect#utm\\_campaign=launch&utm\\_source=en-na-us-gdb-GCC-Appsperience\\_02242011&utm\\_medium=blog](http://tools.google.com/dlpage/cloudconnect#utm_campaign=launch&utm_source=en-na-us-gdb-GCC-Appsperience_02242011&utm_medium=blog)
- **Collaborating simultaneously on documents:** Google Cloud Connect for Microsoft Office lets you easily share documents with other people. When you add other people as editors to a document, they receive an email letting them know that you've shared a document with them. From there, they can open a link to view the document in the browser, or if they want to make edits, they can download the document and open it in Microsoft Office. When an editor makes changes to a document in Microsoft Office, all changes get synced and appear on your screen.
- **Revision history:** Using Google Cloud Connect, you can edit a document online and offline. Every time you sync a document, the revisions of a document are stored so you can easily roll back to a previous version. You can go back to any prior revision of a document at any time.

# Resources..... and there are tons

[Google Apps for Business YouTube video](#)

[Google sponsors a Google Docs "channel" on YouTube](#)

[Google Docs Community](#)

<http://docs.google.com/support/>

[Sharing, Collaborating, Sharing](#)

Link to view presentation:

<http://tinyurl.com/4pshzkw>



## ***QUESTIONS AND COMMENTS***

