

Google Apps

<https://about.google/products/>

Mankato Computer Technology University
at The VINE, Mankato

What Are Google Apps?

- Cloud-based tools from Google
 - Accessible from any device
 - Built for productivity and collaboration

Google

Search Google or type a URL



Sign in - Goo...



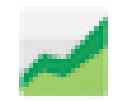
Google



Web Store



Add shortcut



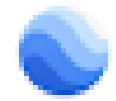
Finance



Slides



Hangouts



Earth

Co



Productivity & Cloud Storage (Google Workspace)

- **Gmail:** Email and messaging.
- **Google Drive:** Cloud storage for backing up and sharing files.
- **Docs, Sheets, Slides:** Cloud-based word processing, spreadsheets, and presentations.
- **Google Forms:** A tool for creating surveys and questionnaires.
- **Google Calendar:** Scheduling, event tracking, and task management.
- **Google Keep:** A streamlined note-taking and checklist app.

Communication & Collaboration



GOOGLE MEET: VIDEO
CONFERENCING AND
VIRTUAL MEETINGS.



GOOGLE CHAT: DIRECT
AND GROUP MESSAGING
FOR TEAMS.



GOOGLE CONTACTS:
ADDRESS BOOK AND
CONTACT MANAGEMENT.

Maps & Travel

Google Maps: GPS navigation, traffic updates, and local business discovery.

Google Earth: Interactive 3D globe and satellite imagery.

Waze: A community-driven navigation and traffic app (owned by Google).

Search, Browse & Utilities

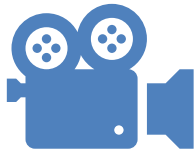
Google Chrome: The web browser used to access the internet.

Google App: The central mobile search bar featuring feed updates and Google Lens (visual search).

Google Translate: Text and webpage translation for over 100 languages.

Google Photos: Secure cloud backup and AI-powered organization for your pictures

Media & Entertainment



YouTube: The global video sharing and streaming platform.



YouTube Music: Ad-supported and premium music streaming.



Google TV: Media aggregator that manages streaming services and digital video purchases.

Mobile & Platforms



Google Play Store: The official app marketplace for Android devices.



Google Wallet: Digital wallet for contactless payments, passes, and transit cards.

Gmail Basics

- Send and receive email
- 99.9% guaranteed uptime with zero scheduled downtime for maintenance
- 15GB of storage space
- 24/7 phone and email support
- Synchronization compatibility with [Microsoft Outlook](#) and other email providers

Google Drive

- users can upload any type of file to the cloud
- share them with others,
- access them from any computer, tablet, or smartphone.
- Users can sync files between their device and the cloud with apps for [Microsoft Windows](#) and [Apple macOS](#) computers, and [Android](#) and [iOS](#) smartphones and tablets.

Google Calendar

Google Calendar is an online calendar intended to help keep track of time and schedules.



Create events

Invite others

Share calendars

Google Docs



Google Docs is an online [word processor](#) and part of the free, web-based [Google Docs Editors](#) suite offered by [Google](#).



Google Docs is accessible via a [web browser](#) as a [web-based application](#) and is also available as a [mobile app](#) on [Android](#) and [iOS](#) and as a [desktop application](#) on Google's [ChromeOS](#).



Create documents

Format text

Comment and collaborate

Google Docs

Google Docs serves as a collaboration tool for the cooperative editing of documents in real-time.

Documents can be shared, opened, and edited by multiple users simultaneously, and users can see character-by-character changes as other collaborators make edits.

Changes are automatically saved to Google's servers, and a revision history is automatically kept so past edits may be viewed and reverted to.

You may use Docs to type up letters, formal work documents such as proposals, pay slips and reports, resumes, and even make brochures.



HeartWorks Weekly Digest

We have a surprise!

Lorem ipsum dolor sit amet, consectetur adipiscing.



introduc
format

The page's
wide image
documents
page break
format for
File → Page

Activate Windows
Go to Settings to activate

Google Sheets

Google Sheets is a spreadsheet program included as part of the free, web-based Google Docs Editors suite offered by Google.

Google Sheets is available as a web application, as mobile apps for Android and iOS, and as a desktop application on ChromeOS. The service is compatible with Microsoft Excel file formats.

Like other Google Docs Editors, Sheets allows users to create and edit files online while collaborating with other users in real time.

Edits are tracked through revision history, which records which user made each change.

Google Sheets

- Active collaborators are indicated with editor-specific colors and cursors, and a permissions system controls what different users can do.
- Sheets is one of the Google Workspace services provided by Google alongside Google Docs, Google Slides, Google Drawings, Google Forms, Google Sites and Google Keep.
- Enter data
- Use simple formulas
- Sort and filter

Google Sheets

Google Sheets is a free, web-based spreadsheet application that is provided by Google within the Google Workspace suite.

It includes almost all of the same spreadsheet functions as MS Excel—if you know how to use Excel, you'll feel at home in Google Sheets.

It has a clean interface, it's easy to collaborate with people and it integrates with other Google products for everyday use (like Google Analytics and Google Data Studio now Looker Studio).

Anyone who loves dealing with both simple and complex data will love using Sheets as a collaborative data tool. It is quite helpful when it comes to collecting all your data in one place, collating it, making summaries and calculations using formulas, and creating insightful visualizations using charts and graphs.

Here are some common Google Sheets terms:

Cell: A single data point.

Column: A vertical range of cells that runs down from the top of the sheet.

Row: A horizontal range of cells that run across from the left side of the sheet.

Range: A selection of multiple cells that runs across a column, row, or a combination of both.

Function: A built-in feature in Google Sheets that is used to calculate values and manipulate data.

Formula: A combination of functions, columns, rows, cells, and ranges that are used to obtain a specific end result.

Worksheet: Sets of columns and rows that make up a spreadsheet.

Spreadsheet: Entire document that contains Google sheets. One spreadsheet can have more than one worksheet.

Google Slides

Google Slides is a presentation program and part of the free, web-based Google Docs suite offered by Google.

Google Slides is available as a web application, mobile app for: Android, iOS, and as a desktop application on Google's ChromeOS.

The app is compatible with Microsoft PowerPoint file formats.

The app allows users to create and edit files online while collaborating with other users in real-time.

Edits are tracked by a user with a revision history presenting changes.

An editor's position is highlighted with an editor-specific color and cursor and a permissions system regulates what users can do.

Updates have introduced features using machine learning, including "Explore," offering and "tasks to other users."

Google Slides

“An online presentation editor” would be a good way to pick up the Google Slides concept.

A presentation graphics application from Google that is part of its Google Docs suite. Google Slides is similar to Microsoft’s venerable PowerPoint program, and presentations are created from within the browser.

A Google Slides presentation has the same purpose as a PowerPoint presentation: to serve as visual support in an oral presentation. However, Google Slides offers different advantages such as being able to have your presentation in the Google cloud and have access to it from anywhere and from any device, that several users can modify the same presentation at the same time or that all changes are automatically saved thanks to the auto-save feature.



Consulting Proposal

Lorem ipsum dolor sit amet.

Click to add speaker notes

Google Meet

- Google Meet is Google's popular video conferencing solution that can be used for virtual events and meetings as well as team collaboration.
- Years of global disruption have accelerated a shift in how organizations get work done and how people in vast geographical locations, can stay connected in real-time.
- Any video conferencing platform worth its salt, should let you start a meeting instantly, set up one for later or schedule one in your calendar and provide you with a link to invite others to join in. This is exactly what Google Meet can do for you.
- Google Meet offers a wide range of in-demand video conferencing tools, including screen and app sharing, meeting recordings, meeting transcripts, chat, participant spotlight and virtual backgrounds.

You can launch a Google Meet by:

Going to Google Meet and starting it instantly or scheduling it.

From within Gmail using the left navigation panel.

Or schedule to meet with someone by checking their availability on Google Calendar.

Some cool features of Google Meet include:



BREAKOUT ROOMS: SPLIT INTO SMALLER GROUP DISCUSSIONS DURING A MEETING.



LIVE STREAM WEBINARS. LET PEOPLE WATCH WITHOUT JOINING.



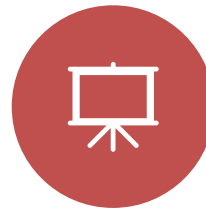
CONDUCT IN-MEETING POLLS.



SET UP Q&A SESSIONS.



SAVE A TRANSCRIPTION OF THE MEETING.



RECORD MEETINGS FOR ON-DEMAND VIEWING.



Mail



Chat



Spaces



Meet

Meet



[New meeting](#)

[Join a meeting](#)

MY MEETINGS



Martin Vs George

Thu, 10:00 AM - 11:00 AM

Martin Vs George

Thu, Jan 12, 10:00 AM - 11:00 AM



[Edit in Calendar](#)



Joining info

Meeting link

meet.google.com/mqr-dhko-aim

Join by phone

(KE) +254 20 3893887

PIN: 567 947 230 1153#

[More phone numbers](#)



Attachments



Notes - Marti...



Organizer

@dev.pawait.co.ke

Google Forms

- Google Forms is a free online software that you can use to create online surveys and quizzes and send them to other people. It's a versatile tool that can be used for various applications, from gathering RSVPs for an event to creating a pop quiz.
- You'll need a Google account to create a Google Form, but you can adjust the settings so that anyone can fill it out, meaning no Google account is required.

Google Forms

This platform is the first-hand retriever of information which can then be stored in a Google Spreadsheet. Forms is an easy and accessible alternative to survey-based software like SurveyMonkey, Airtable, and GravityForms. Google Forms also has a user-friendly interface that allows users to be creative with their outputs. It allows the addition of images, URLs, files, and other audio-visual content.



One very useful feature of the Google Form is the ease of generating responses or answers, Google Form Responses is in charge of that. This feature makes it easier for users to see the gathered, tabulated, graphed, and charted answers and hassle-free retrieving of responses. With this, it is much easier to generate conclusions, check the right answers, and analyze data.

Job application form

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur quis sem odio. Sed commodo vestibulum leo, sit amet tempus odio consectetur in. Mauris dolor elit, dignissim mollis feugiat maximus, faucibus et eros.

Name Short answer

First and last name

Short answer text

Required

Email *

Short answer text

Form navigation sidebar with icons for Add, Edit, Delete, and other actions.

Google Calendar



There is no better tool out there for organizing your personal or work week, month, and/or year, than Google Calendar.



Not only can you fit events, meetings, or reminders into your schedule, but other people can also see how they could fit into your schedule and vice versa. With Google Calendar, you can quickly schedule meetings and events and get reminders about upcoming activities, so you always know what's next.

Here are some of the cool things you can do with Google Calendar:

Create new calendars for different parts of your life or work.

Schedule and launch meetings via Google Meet straight from Calendar.

Find various times to meet or get Suggested times.

View other people's calendars and their availability.

Set your working hours and location.

Hide your event details.

Create team calendars.

Add specific meeting locations and rooms and attach meeting documents..

Get calendar desktop notifications.

Setup appointment slots or an appointment scheduler with a booking page.

from [Date] to [Date]

[Event Name]

at [Venue Name]

Insert

Tr

Text box

Embed

CONTENT BLOCKS

Image

Text

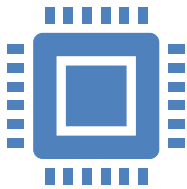
Text

Activate Windows
Go to Settings to activate Windows.

Google Sites

- Google Sites is Google's website builder.
- It is a Google application you might not hear much about. But if you want to create an intranet for employees, a website for your family, or a central spot for a project team, Google Sites might be ideal.
- Comparable to website builders like Wix and Weebly, almost anyone can create a website with Google Sites. You don't need coding knowledge, design talent, or an IT staff. In just a few minutes, you can have a website with multiple pages up and running.

Google Keep



Think of Google Keep as your digital notepad. Thinking of going fully paperless?



With Keep, you can easily and quickly capture what's on your mind and get a reminder later on. Too tired to type it in? Record a voice memo and Keep will transcribe it for you.




By logging in to your Google Account, you can access them anytime using any device.

Ways Keep can be useful:

- Creating a checklist
- Creating a reminder
- Creating a note
- Adding collaborators to your notes
- Labelling your notes
- Adding background colors to your notes for easy identification
- Adding images and drawings to notes
- Copying your notes to a Google Doc

- Notes
- Reminders
- Edit labels
- Archive
- Trash

Take a note...

 **Dark theme is here**
Enjoy a more comfortable reading experience. Toggle it on or off in Settings.

[Got it](#) [Turn it on](#)

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Google Chat and Spaces

- Google Chat is an instant messenger within Gmail.
- Chat as a collaboration tool can be used right in Gmail or as a standalone app to help you keep track of all your work communications and choose the right channel for every communication.
- From direct messages to group conversations, Google Chat and Spaces can be a central place for teams and individuals to engage in topic-based discussions, share knowledge and ideas, move projects forward and build communities and team culture.
- Google Chats especially comes in handy, for internal company conversations. No need for back-and-forth email exchanges. Send over instant messages to your colleagues or classmates with formatted text options, emojis, GIFs, and file attachments.
- You can attach files from Google Drive, send over a calendar invite and even launch a Google Meet right from Chats.
- By turning History on/off, you can control whether Chats should delete messages after every 24hrs.



Mail



Chat



Spaces



Meet

Person, space, or app

 Start group conversation

 Create a space

 Browse spaces

 Find apps

 Message requests

FREQUENT



John Doe

john@dev.pawait.co.ke

Google Jamboard



Google Jamboard is a digital whiteboard that allows for remote or in-person collaboration in a shared space. Students or colleagues can sketch out ideas, problem-solve, or draw collaboratively and synchronously. “Jams” can be saved directly to Google Drive or exported as PDFs.



You can share a jam session with collaborators whether they are on a Jamboard device, mobile app, or web browser.



People in up to 50 user sessions can work on a jam at once. When using a web browser, each Jamboard browser tab counts as a session.

Using Jamboard on a computer, you can use a web browser to:



WRITE AND DRAW
USING A MOUSE OR
TRACKPAD.



SEARCH GOOGLE
AND INSERT IMAGES
OR WEBPAGES.



DRAG AND RESIZE
TEXT AND IMAGES.



PRESENT YOUR JAM
TO A GOOGLE MEET
VIDEO CALL.



OPEN YOUR JAM ON
A JAMBOARD DEVICE.



This is a
Jamboard

$$\begin{array}{r} 39 \\ \times 48 \\ \hline 312 \\ 1560 \\ \hline 1872 \end{array}$$

Activate Windows
Go to Settings to activate Windows.

Google Apps Script

- Apps Script is a low-code platform that makes it quick and easy to build business solutions that integrate, automate, and extend Google Workspace.
- It means you write small programs with Apps Script to extend the standard features of Google Workspace Apps. It's great for filling in the gaps in your workflows.
- With Apps Script, you can do cool stuff like automating repeatable tasks, creating documents, emailing people automatically and connecting your Google Sheets to other services you use. One great use case, would be to write a script that creates a mail merge using Gmail and Sheets, enabling you to send a singular email template to multiple recipients but customized for each.
- Apps Script lets you build with HTML, CSS and JavaScript—no need to learn a new proprietary framework.

Apps Script MX Record Lookup

Files
Run Debug MXLookup Execution log

Code.gs

Libraries

Services

```

1 function MXLookup(domain) {
2
3   try {
4     var url = "https://dns.google.com/resolve?name=%FQDN%&type=MX".replace("%FQDN%", domain);
5
6     //var url = "https://dns.google.com/resolve?name=e-mercy.com&type=MX"; // USED FOR TESTING ONLY
7
8     Utilities.sleep(100);
9     var result = UrlFetchApp.fetch(url, {muteHttpExceptions:true});
10    var rc = result.getResponseCode();
11    var response = JSON.parse(result.getContentText());
12
13    if (rc != 200) {
14      throw new Error( response.message );
15    }
16
17    if (response.Answer[0].data == null) {
18      var mxRaw = response.Authority[0].data;
19    } else {
20      var mxRaw = response.Answer[0].data;
21    }
22
23    var mx = mxRaw.toLowerCase();
24
25    if (mx.indexOf("google.com") >= 0 || mx.indexOf("googlemail.com") >= 0) {
26      var emailProvider = "Google Apps";
27    }
28    else if (mx.indexOf("outlook.com") >= 0) {
29      var emailProvider = "Office 365";
30    }
31    else emailProvider = "Other";
32
33    return emailProvider;
34  }

```

Conclusion

- With all the collaboration tools we've gone over, Google Workspace, provides the tools to do almost everything you need