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Google Tools for Beginners

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Staff Technology Workshops: Google Tools for Beginners October 4, 2011

Introduction



Personal Google accounts:

You get: fast, free tools available online anywhere, mobile apps, new tools

Google gets: data mining (aggregate collection), advertising, pay for upgrades

Concerns: hacked accounts (use a strong password), rare outages, version changes may alter or remove features (especially in more experimental tools)



University Google Apps for Education:

IIT gets: Google tools for groups on campus, with privacy & security controls

Google gets: no data mining, no advertising – just more users

Concerns: Some tools are available only with personal Google accounts.

Please Note: IIT main campus introduced Google Apps for Education this year. Not all groups have the same access. Students may see one set of tools, while staff see a different set. For now, you can see Google Apps in myIIT, but that may change. Choosing and setting up tools from Google Apps takes time and careful planning.

Basic Google Tools



Gmail:

Basics: Search, contacts, groups, spam filter

Organization tools: Conversation view, labels, filters, “stars”

Collaboration: Easy import, forwarding options, shared access

Learn more: <http://mail.google.com/mail/help/about.html>



Calendar:

Basics: Create events or appointment slots, search, quick views & print

Organization tools: multiple calendars, color coding, task list

Collaboration: invitations, shared calendars, public/private options

Learn more: <https://www.google.com/support/calendar/>



Google Docs:

Basics: Create documents, spreadsheets, presentations, forms, and more

Organization tools: Full search, collections, sorting, display

Collaboration: Sharing editing or shared viewing, publically or privately

Learn more: <https://docs.google.com/support/>