MODULE 9 - COLLABORATE ON CONTENT

CHAPTER 1

PRESENTATION OF GOOGLE TOOLS

Skills
to
Connect
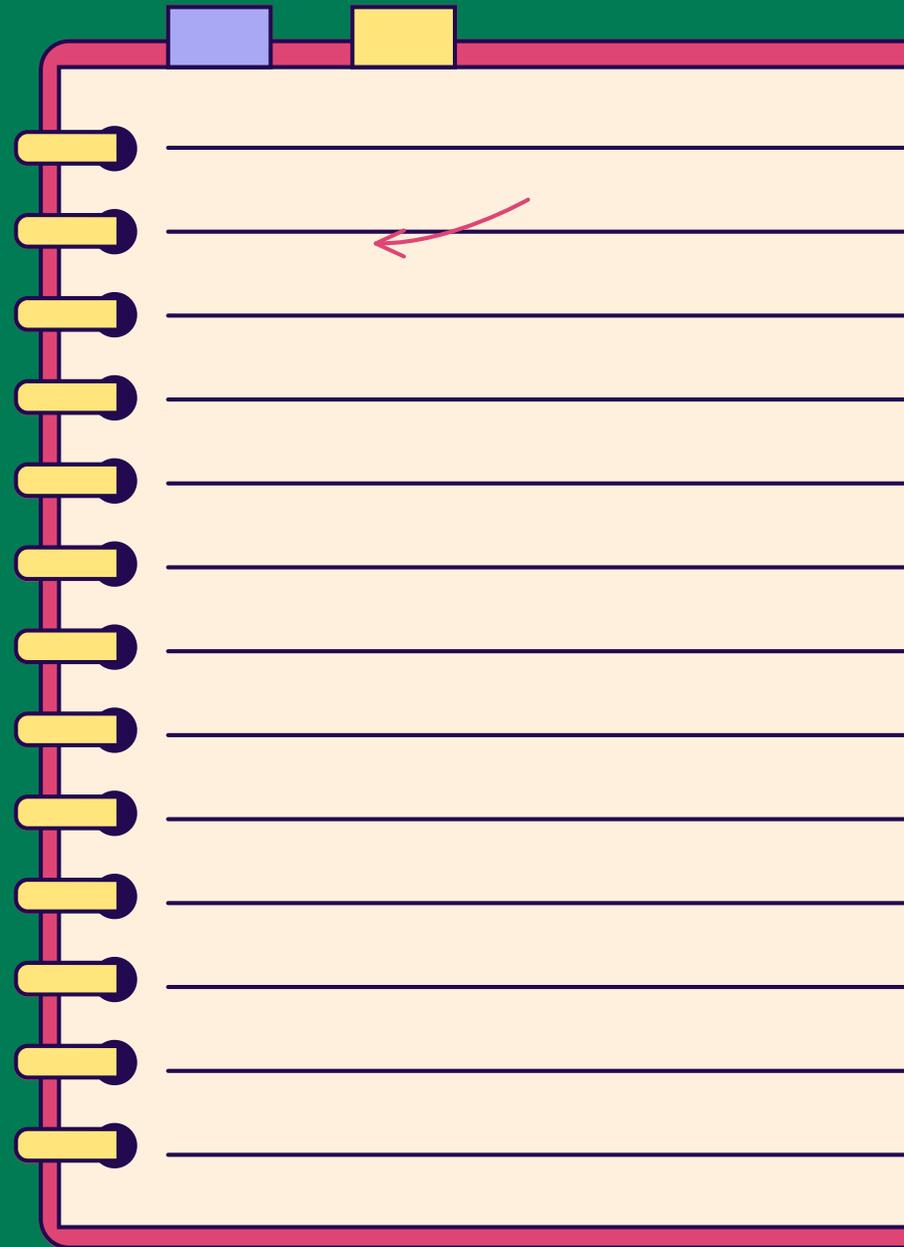
INTRODUCTION

In this chapter, you will learn about different free tools used to collaborate on content. The module starts with a quick overview of the different tools : storage, word processing, questionnaire, and online calendar. Each tool is then presented in detail in the following pages.

We have chosen to present the tools of the Google suite, but other Microsoft companies offer the same free tools.

① PRESENTATION OF TOOLS

CREATE A GOOGLE ACCOUNT

First of all, to access Google tools, you must create a Google account.
To do this, you need an email address (not necessarily GMAIL).
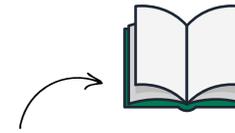
Find out how to create a Google account with this guide!

🔔 **¹** MODULE 5 ALERT   Check out our email module here!

Google Drive	I want to centralize, store and share documents with people - I want to create documents (presentation, text, calculation) - I want to do my accounts - I want to prepare an oral presentation or an animated slide show
Google Doc	I want to write a text document
Google Forms	I want to create a questionnaire and share it
Google Calendar	I want to organize my schedule - I want to have access to someone's schedule - I want to share my schedule

2 GOOGLE DRIVE

MODULE 5 ALERT

WHAT IS GOOGLE DRIVE?
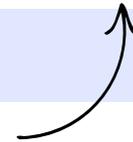
Google Drive is a cloud, which means that it can save all your documents on the internet. This allows you to retrieve, edit and use them at any time, anywhere on the planet. Whether from your smartphone, tablet or PC, you have access to all the documents, images or videos that you have saved as long as you are connected to the internet.

All your saved documents can be found easily and quickly.
You have access to these files on:
your smartphone via the Google Drive application or directly on the Internet
or on any computer by connecting to the internet

You can also add multiple users to the files or folders you choose. This is very useful for collaborative work. You can choose whether the user has full access (edit, add, view) or partial access.

Google has also developed simple and free applications to replace your Word, Excel or PowerPoint (see the rest of the module chapters).

3 GOOGLE DOC

WHAT IS GOOGLE DOCS ?

Google Docs is the free application of the Google suite which corresponds to the Word (Microsoft) or Writer (Open Office) software. It allows you to create a text document.

With this tool you can:
Create text, edit it, change its size, change and format paragraph spacing, background and font color, make text bold or italic, underline or strikethrough, insert a title, table of contents or images.

4 GOOGLE FORMS

WHAT IS GOOGLE FORMS?

Google Forms is a form creation and data collection tool developed by Google as part of the Google Workspace offering. Its main functionality is to allow the creation of questionnaires, surveys, quizzes and other types of forms in a simple and intuitive way. This tool is widely used in educational, professional and personal environments due to its simplicity and integration with other Google applications such as Google Sheets and Google Drive.

The user can manage event registrations, conduct a survey, collect email addresses, create questionnaires, contests and much more. Users can also work in teams, which allows multiple people to work on the same project at the same time.

Google Forms offers various customization options to make forms visually appealing and consistent with the purpose of the form. These options include choosing colors and adding illustrations.
Google Forms also allows users to attach other types of files to the form, such as photos and even YouTube videos.

5 GOOGLE CALENDAR

WHAT IS GOOGLE CALENDAR?

Google Calendar helps you get organized; this tool can replace a paper calendar.

It saves space, is easier to transport, is easy to use, you can separate your personal and professional diary.

You can allow other people to view or share your schedule, it is possible to access it from your smartphone, tablet or computer.

With this tool, no more forgetting birthdays and key dates, you can record information that will be repeated every year and even be notified before the date.