Instructor's Guide to G-Suite: Basics

Compiled by: Ahmed Shareef

The primary source for this compilation is G Suite Learning Center.

Upload files and folders to Google Drive

You can upload, view, share, and edit files with Google Drive. When you upload a file to Google Drive, it will take up space in your Drive, even if you upload to a folder owned by someone else.

Types of files

- Documents

- Images

- Audio

- Video

Upload & view files

On your computer, you can upload from drive.google.com or your desktop. You can upload files into private or shared folders.

1. On your computer, go to drive.google.com.

2. At the top left, click New › File Upload.

3. Choose the file you want to upload.

Drag files into Google Drive

1. On your computer, go to drive.google.com.

2. Open or create a folder.

3. To upload files and folders, drag them into the Google Drive folder.

Share files from Google Drive

Step 1: Find the file you want to share

Share a single file

1. On a computer, go to [Google Drive](), [Docs](), [Sheets](), or [Slides]().

2. Click the file you want to share.

3. Click Share or Share 👤⁺ .

Share multiple files

1. On a computer, go to [drive.google.com]().

2. On your keyboard, hold Shift and select two or more files.

3. At the top right, click Share 👤⁺ .

Step 2: Choose who to share with & how they can use your file

Share with specific people

1. Select the file you want to share.

2. Click Share or Share 👤⁺ .

3. Under "Share with people and groups," enter the email address you want to share with.

   Important: If you share with an email address that isn't a Google Account, they can only view the file.

4. To change what people can do to your doc, on the right, click the Down arrow ▾
   > Viewer, Commenter, or Editor.

5. Choose to notify people.

> If you want to notify people that you shared a doc with them, check the box next to Notify people. If you notify people, each email address you enter will be included in the email.

> If you don't want to notify people, uncheck the box.

6. Click Share or Send.

How to use Google Docs

Step 1: Create a document

To create a new document:

1. On your computer, open the Docs home screen at docs.google.com.

2. In the top left, under "Start a new document," click New + .

You can also create new documents from the URL docs.google.com/create.

Step 2: Edit and format

To edit a document:

1. On your computer, open a document in Google Docs.

2. To select a word, double-click it or use your cursor to select the text you want to change.

3. Start editing.

4. To undo or redo an action, at the top, click Undo ↶ or Redo ↷ .

Note: To edit a document on a touchscreen device, like a Pixel Book, double-tap the document to start typing.

You can add and edit text, paragraphs, spacing, and more in a document.

Step 3: Share & work with others

You can share files and folders with people and choose whether they can view, edit, or comment on them.

1. Click Share on top-right corner.

2. Copy link accordingly.

3. Click Done.

4. Share the link.

How to use Google Sheets

Step 1: Create a spreadsheet

To create a new spreadsheet:

1. Open the Sheets home screen at sheets.google.com.

2. Click New ➕ . This will create and open your new spreadsheet.

You can also create new spreadsheets from the URL sheets.google.com/create.

Step 2: Edit and format a spreadsheet

You can add, edit, or format text, numbers, or formulas in a spreadsheet.

Step 3: Share & work with others

You can share files and folders with people and choose whether they can view, edit, or comment on them.

1. Click Share ![share icon] .

2. Copy link accordingly.

3. Click Done.

4. Share the link.

How to use Google Slides

Step 1: Create a presentation

To create a new presentation:

1. Open the Slides home screen at slides.google.com.

2. In the top left, under "Start a new presentation," click New ![plus icon] . This will create and open your new presentation.

You can also create new presentations from the URL https://slides.google.com/create.

Step 2: Edit and format a presentation

You can add, edit, or format text, images, or videos in a presentation.

Step 3: Share & work with others

You can share files and folders with people and choose whether they can view, edit, or comment on them.

1. Click Share on top-right corner.

2. Copy link accordingly.

3. Click Done.

4. Share the link.