Getting to Know Google

Introduction to Google & the Internet

What Is the Internet?

A global network of computers sharing information through websites, email, and apps.

Google's Role

Google helps organize internet information and provides tools to access it efficiently.

Google Account

One login that connects all Google services like Gmail, Drive, and YouTube.

Google Search

Open Google.com

Type google.com in your web browser address bar.

Enter Search Terms

Type words related to what you're looking for.

Browse Results

Click on blue links to visit websites with your information.

Try Voice Search

Click the microphone icon and speak your search.

Gmail (Google Email)

Access Gmail

Go to gmail.com and sign in with your Google account.

Write Emails

Click "Compose" to create new messages.

Send Attachments

Click the paperclip icon to add files or photos.

Organize Inbox

Use labels and stars to sort important messages.

Google Chrome (Web Browser)

Navigate the Web

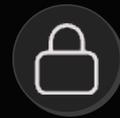Chrome is your window to websites. Type addresses in the top bar.

Save Favorites

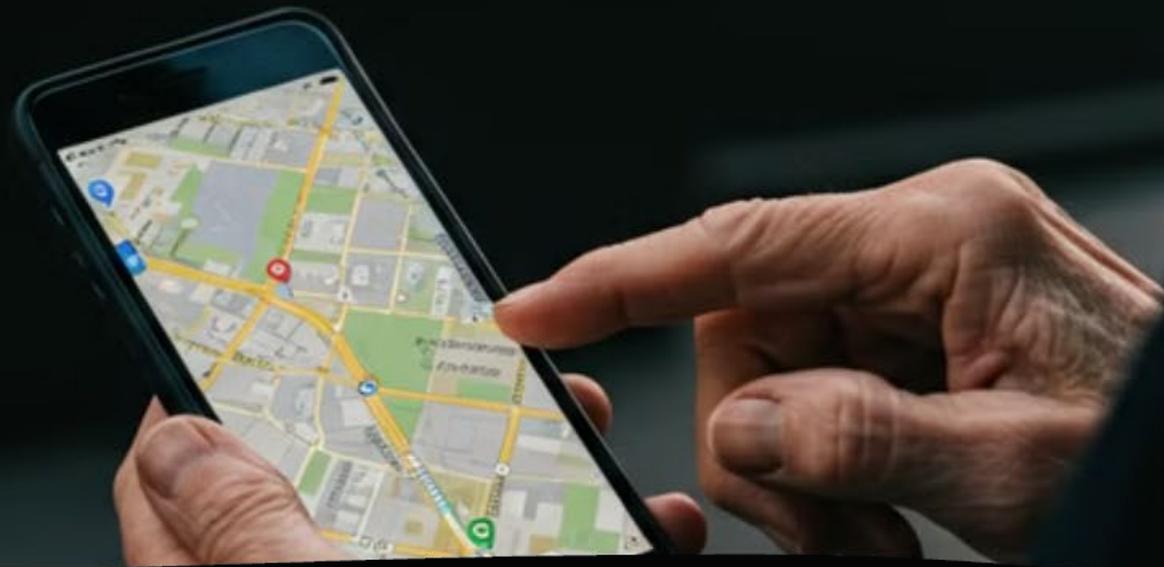Click the star icon to bookmark sites you visit often.

Use Multiple Tabs

Click the + at the top to open several websites at once.

Stay Safe

Look for the lock icon before entering personal information.

Google Maps

Find Places

Type an address or business name in the search box.

Get Directions

Click the blue "Directions" button to plan your route.

Discover Nearby

Find restaurants, stores, and services close to you.

Save Favorites

Star important locations to find them quickly later.

Google Drive

Store Files Online
Access your documents from any device.

Organize with Folders
Keep related files together in named folders.

Share with Others
Let family or friends view and edit your files.

Upload Existing Files
Move documents from your computer to the cloud.

Google Docs

Create a Document

Open Drive and click "New" then "Google Docs" for a blank page.
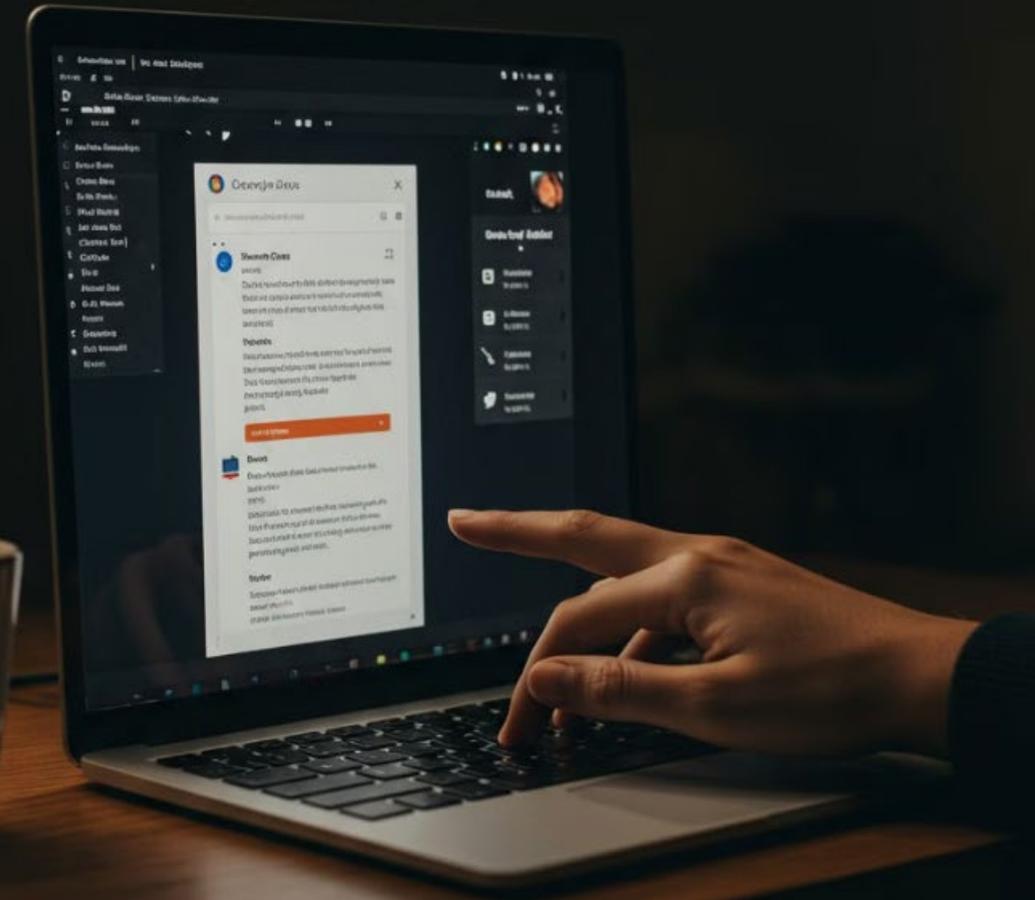
Add and Format Text

Type your content. Use the toolbar to change fonts, sizes, and colors.

Share Your Work

Click the blue "Share" button to collaborate with others.

Print or Download

Use File menu to print or save in different formats like Word or PDF.

Google Sheets

Simple Spreadsheets

Create organized lists, budgets, or schedules with rows and columns.

- **Track expenses**
- **Make to-do lists**
- **Plan events**

Basic Formulas

Let Sheets do math for you automatically.

- **Add numbers**
- **Find averages ()**
- **Count items**

Collaboration

Work on the same spreadsheet with family members or colleagues.

- **See changes in real-time**
- **Control who can view or edit**
- **Add comments for others**

Google Slides

Create a Slideshow

Start a new presentation from Drive or slides.google.com.

Add Content

Each slide can contain text, images, shapes, and more.

Present and Share

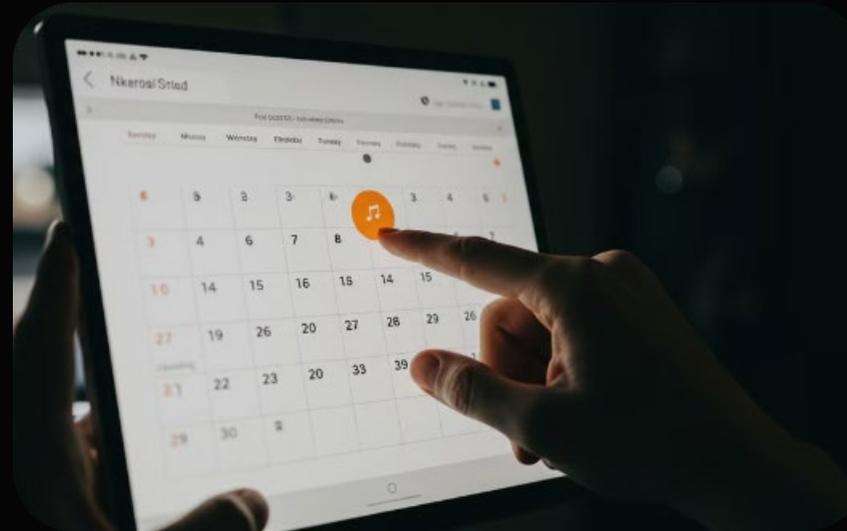**Click "Present" to show your slideshow or share with others.**

Apply a Theme

Choose a design template for consistent, professional slides.

Google Calendar

View Options

Switch between day, week, or month views to manage your schedule.
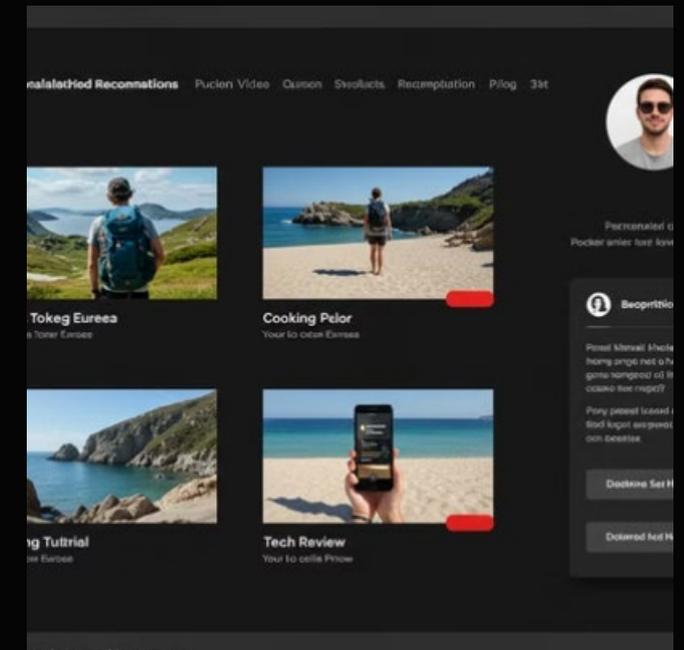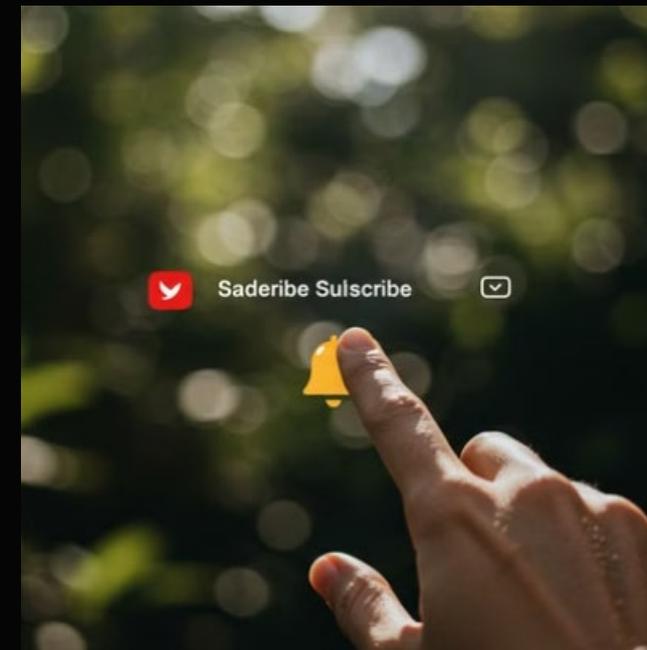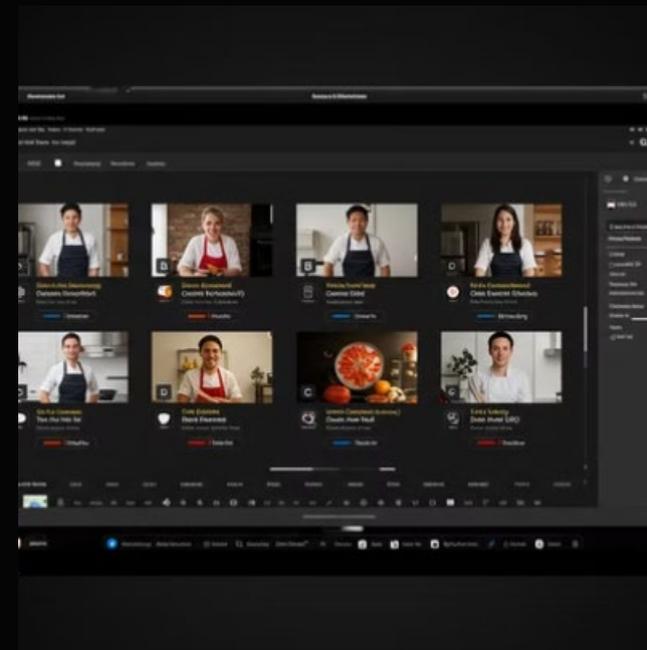

Create Events

Click on any date to add appointments, meetings, or reminders.

Set Alerts

Never miss important dates with customizable reminders and notifications.

YouTube (A Google Product)

YouTube offers millions of videos for learning and entertainment. Search for tutorials, music, or hobbies. Subscribe to channels you enjoy to see their new content.

Google Photos

Upload Photos

Add pictures from your phone or computer to your online collection.

Create Albums

Group related photos together like "Family Reunion" or "Vacation 2023."

Share Memories

Send albums to friends and family without email attachments.

Simple Editing

Enhance photos with one-click fixes for brightness, color, and cropping.

Google Meet

1

Join a Meeting
Click a link or enter a meeting code at meet.google.com

2

Start a Call
Create your own meeting and invite others by email

3

Control Settings
Turn your camera or microphone on/off with bottom buttons

4

See Everyone
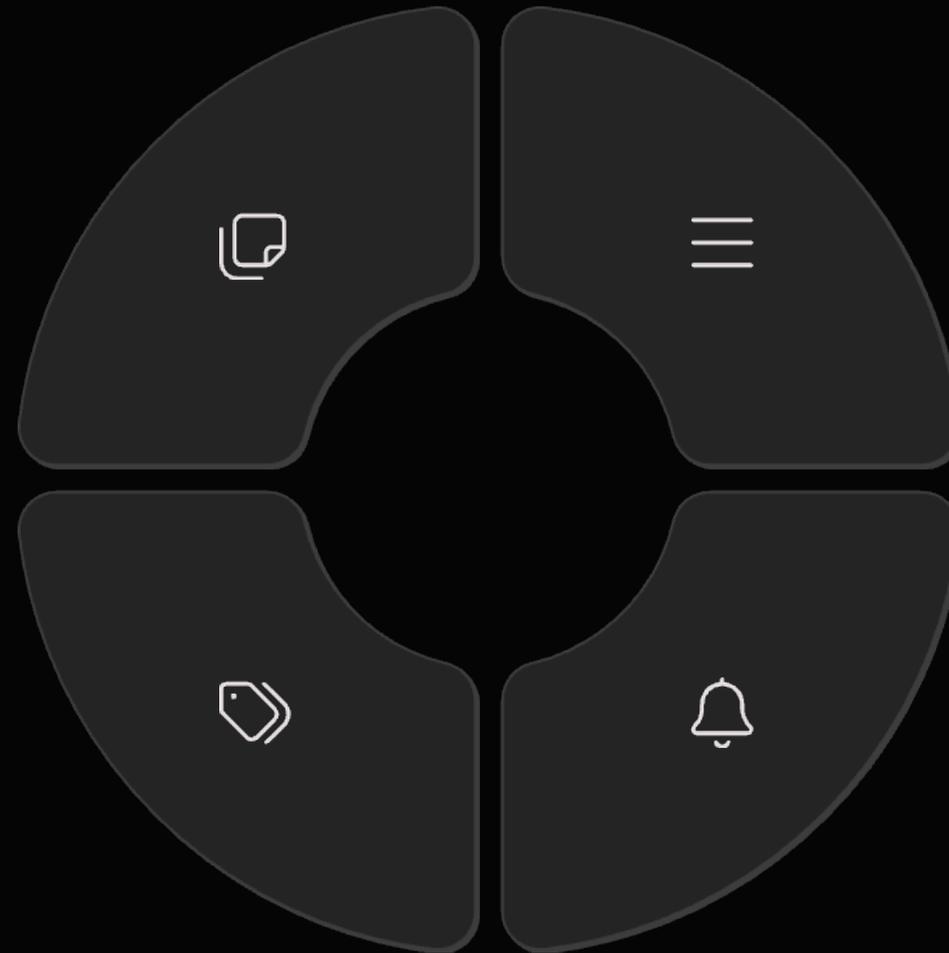View all participants at once in the grid layout

Google Keep and Notes

Quick Notes
Jot down ideas, lists, or reminders anywhere, anytime.

To-Do Lists
Create checklists for shopping, tasks, or packing.

Color Coding
Organize with different colors for different types of notes.

Reminders
Set time or location-based alerts for important tasks.

Staying Safe with Google

Phishing Emails	Be suspicious of unexpected emails asking for personal information or passwords.
Privacy Settings	Visit myaccount.google.com to control what information Google stores.
Two-Step Verification	Add an extra layer of protection requiring both password and phone.
Password Manager	Let Google create and remember strong, unique passwords for you.