Google Tools: Google's not just for searching anymore

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Google's not just for searching anymore

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Get started with Google

- Create a Google account
- Choose your tool

Don't have a Google Account?

Get started

Calendar
Organize your days

Docs
Create and edit documents

Gmail
Fast, search

Groups
Create mailing lists

Orkut
Meet new people

Picasa
Find, edit and organize photos

Reader
Get all your feeds in one place

It's just that easy to get started!
Google Docs

- Replacement/substitute for Microsoft Office (Word, PowerPoint, Excel)
- Work online or off
- Work collaboratively
- Publish documents online
- Share documents via email

Google Docs in Plain English

go to Google Docs
Google Docs works like other Word Processing programs.

Google automatically saves your document as you make changes.

Editing tools are similar to those in other Word Processing programs.

Sharing makes Google Docs different!

go to Google Docs
Google Calendar

- Make a public calendar
- Share calendars with other Gcal users
- Add public calendars (weather, team schedules, events)
- Use Gcal to send invitations for scheduled events
- Sync your Google Calendar with Outlook & vice versa
Google Calendar has easy to use features

- Easily create events or add dates with the click of a button
- Search your own calendar, or find public calendars
- Add public calendars to your personal calendar
Schedule events for yourself or for groups

Google Calendar

- Create Event
- Quick Add

- My calendars
  - Jenn
  - Josh
  - Settings
- Other calendars
  - Add a friend's calendar
  - Chicago White Sox
  - Library Closings
  - Phases of the Moon
  - S.O.S. Workshops
- Options
  - Reminder
    - Pop-up
    - 10 minutes
    - remove
  - Add a reminder

- Search My Calendars
- Search Public Calendars
- Show Search Options

Use Google Calendar to create events and invite others
Google Reader

- An easy to use feed aggregator
- Subscribe to blogs, podcasts, videos: any content with an RSS feed
- Organize your subscriptions easily
- Share items with friends and colleagues

Google Reader in Plain English

Go to Google Reader
Google Reader Collects Everything You Want to Keep Track of in One Place

- **Add subscription**: Enter a search term to find feeds or paste a feed.
- **Just Click "Add"**: Easily add new subscriptions using website names or URLs.
- **Share and Save**: Google Reader works with other Google tools to help you spread the word when you find something good.
- **One Stop Shopping**: Read online content from multiple sources in one convenient place.

Go to Google Reader
Bonus Tool: iGoogle

When you are signed in, iGoogle can be your homepage, your repository for all Google tools, and a collection of fun widgets. You can also easily customize the page and make it your own.
Google Tools Resources

● 7 Things You Should Know about Google Apps

● Useful Google Tools You've Never Heard Of

● Getting Started with Google Docs (tutorial)

● Google Reader in Plain English (video)

● Google Docs in Plain English (video)