

















# Google Apps Quick Reference Guide

	Name	Description
	Docs	Word processing, collaborative, revision history, etc.
	Sheets	Spreadsheets, graphs, collaborative
	Slides	Presentations, collaborative
	Forms	Collect info, data, reflections, reviews, etc.
	Drawings	A blank slate tool good for posters, flyers, etc. Use text, images, lines, shapes, and more.
	Drive	The hub of Docs, Sheets, Slides, Forms, and Drawings. Organize all of your files - Google and non-Google. Share individual files or folders.
	<a href="#">formRanger</a>	[Forms Add-on] Connect the checkbox, grid, and multiple choice options in a Google Form to data in another sheet. Gives you power to dynamically control options.
	<a href="#">FormLimiter</a>	[Forms Add-on] Allows you stop accepting responses based upon number of responses or at a specific time.
	<a href="#">Autocrat</a>	[Sheets Add-on] Takes data from a Form and allows you to create a custom Doc or PDF with information from a single row. Can be auto-triggered.

	<a href="#"><u>FormMule</u></a>	[Sheets Add-on] Create an automated and customized email response to entries in a Sheet - either from a Form or manually entered. Can be auto-triggered.
	<a href="#"><u>formRouter</u></a>	[Forms Add-on] Based upon the submission of the form, you can route the responses to other spreadsheets for specific people or groups.
	<b>Calendar</b>	Schedule, arrange, and manage your time. Can have multiple calendars for different groups, rooms, etc.
	<b>Sites</b>	A website for everyone and everything. Teacher, student, project, club, department, school, and district websites. Can embed and integrate all other Google tools.
	<b>Blogger</b>	One of the original blog engines, Blogger continues to offer a simple solution for anyone wanting to blog. It's RSS feed can be embedded into Sites.
	<b>Picasa</b>	Photo albums for everyone. Has been integrated into Google +.
	<b>Google +</b>	A social network that is Facebook-like in nature.
	<b>Communities</b>	Groups of people gathered together to discuss ideas and share resources. Can have open communities or closed ones. Part of Google +
	<b>Hangouts</b>	Video conferences with up to 10 people. Part of Google +.
	<b>Groups</b>	Email lists and threaded discussions. Can also control access to various Google services by using a Group - then inviting or sharing item with the Group instead of individuals.

	<b>YouTube</b>	All your organization's videos can be shared on YouTube (if it is blocked, you can do YouTube for EDU or upload videos to Drive).
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