

Google Docs and Drive exercises - online version

These exercises are designed to go with the Google Docs and Drive session and slides, when being completed remotely. You need to be logged in to a **University of York Google account** to find the files and folder.

They work best if you can **collaborate** either with a colleague (using video call or another communication tool if you can't physically be in the same place) or with another Google account (logged in using an incognito window), with one account designated as the 'administrator'. If you can't collaborate, work through as if you are the 'administrator'.

Organising and navigating Drive and collaboration

1. Open the [Google Docs and Drive session slides](#) and add a **shortcut** to the file to 'My Drive', so you can find the slides again.
2. In Google Drive, search for the document '**Google Docs and Drive - Local Info fact sheet**' that has been shared with everyone in the University domain (**hint**: you will need to use the advanced search tools to look for items visible to everyone in york.ac.uk and search via 'Item name').
3. Open the document and see if you can fill in any of the blanks. If the blanks are already filled, try changing them or adding comments. See what happens if someone else is editing at the same time.

Working with Shared drive

1. Administrator: create a new **Shared drive**, and add any collaborators to it.
2. Create two Google Docs in the Shared drive, and get all collaborators to **edit** them.
3. Administrator: change the collaborators' level of access to the Shared drive to **Viewer**, then any collaborators go in to see that they can no longer edit the files.

Working with folders and sharing

1. Administrator: create a folder on **My Drive**, with a sensible name, and share it with any collaborators with 'edit' access.
2. Create two files within that folder, and see how the permissions are **inherited** so everyone can edit those documents.
3. Search for 'collection of magical monkeys' on Drive (**hint**: you will need to use the advanced search tools to look for items visible to everyone in york.ac.uk) to find a folder containing files. Pick one (you probably want to divide them between collaborators) and **copy** that file into your new Drive folder.

4. **Extension:** in the Shared drive created earlier, add a shortcut to one of the documents or the folder created in this section.

Using Google Docs

1. Go into one of the new files in your folder. Change from **editing** mode to **suggesting** mode (**hint:** this is not to do with the sharing settings) and suggest some changes to the document, as well as adding comments.
2. Find others' suggestions and comments (if possible) and resolve them, or change back to editing mode and resolve your own suggestions.

Now you've completed the Docs and Drive exercises, make sure you've read through [our guide to using Styles in Google Docs](#), which will ensure your Google Docs are accessible, well-structured, and easy to navigate.