

Bolingbrook Public Library

Google Drive Training Resources

August 3rd, 2018



Link to Resources: bit.ly/bbldrive

Agenda

1. Sign Into Chrome
2. Help Resources
3. Sharing Drive Files
4. Organizing and Searching
5. Collaboration / Commenting
6. Apps, Add-Ons, & Extensions

A Few Quick Tips to Wow and Amaze Your Friends and Family

Ctrl + Shift + t (Open Closed Tabs)
.
(Share Selected Items in Drive)

Shift + z (Add File to Multiple Folders)
Shift + t (Create a New Document)

Steve Wick
Neuqua Valley High School
Twitter: @WickedEdTech
wickededu@gmail.com

Bolingbrook Public Library

Google Drive Training Resources

August 3rd, 2018



Link to Resources: bit.ly/bbldrive

Today's Agenda

1. Sign Into Chrome
2. Help Resources
3. Sharing Drive Files
4. Organizing and Searching
5. Collaboration / Commenting
6. Apps, Add-Ons, & Extensions

A Few Quick Tips to Wow and Amaze Your Friends and Family

Ctrl + Shift + t (Open Closed Tabs)
.
(Share Selected Items in Drive)

Shift + z (Add File to Multiple Folders)
Shift + t (Create a New Document)

Steve Wick
Neuqua Valley High School
Twitter: @WickedEdTech
@WickedEdTech
wickededu@gmail.com