

Open for Business: Increase Productivity Using Free Google Apps January 11, 2017

These links will bring you to “view only” documents. You can save a copy to your own Drive and make changes.

1. Log into your Google Account
2. Open up an internet browser. I recommend Chrome, but others will work too.
3. Select the URL address from this document, copy it, and paste it into the browser. Or retype the address.
 - a. To select text, left click and hold down the mouse button on one side of the URL, drag it across the whole URL and finally release the button. The text should now be highlighted.
 - b. To copy on a PC: press the Control key and the “c” key at the same time **<Ctrl + c>**
 - c. To copy on a Mac: press the command key **⌘** and the “c” key **<⌘ + c>**
 - d. To paste on a PC: **<Ctrl + v>**
 - e. To paste on a Mac: **<⌘ + v>**
4. Press the Enter key.
5. To create your own copy to try new things:
 - a. Click on File in the toolbar on the left side
 - b. Put your mouse over “Make a Copy” and left-click.

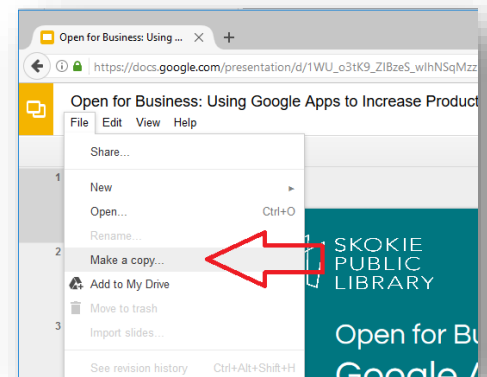


Figure 1 make your own copy

Class materials:

Slides presentation: <http://tinyurl.com/gmka9bv>

The finished product: <https://goo.gl/forms/tko5EY5SIXB74kZk1>

The code behind it: <http://tinyurl.com/huohyeg>

The data created by the form: <http://tinyurl.com/gwqmouy>

Google Forms cheat sheet: <http://tinyurl.com/jnhctr8>

Example of a billing system: <http://tinyurl.com/je27gbz>

Google Learning Center: <https://gsuite.google.com/learning-center/>