



Google Drive Basics

By:Henry Dennis



Drive Storage

When you log in, you will notice that it will say something along the lines of “Nothing in Drive” (assuming you have never used Google Drive before). You can hit the red plus button, and click the folder to help organize things you are about to make, if you want. You can rename the folder as you wish.





How To Make A Google Document

Once you login to Google Drive, you will see a big red plus sign. If you click on it, you can create multiple types of styles to present things, one way is a Google Doc. A Google Doc is basically an online set of papers where you can write and add pictures. Once you click Google Doc, then you can set it up how you like, and it will automatically store in your drive.





How To Make A Google Slide

Once you login to Google Drive, you will see a big red plus sign. If you click on it, you can create multiple types of styles to present things. One way is a Google Slideshow, which was used to make this tutorial. You can select multiple themes, which change the way things look and the way the title page is organized (I chose the theme “Focus”). There are multiple types of slide designs to choose from. There is a plus button in the top left corner and you can choose how you want your next slide to look (I always do title and body).





How To Make A Google Spreadsheet

Once you login to Google Drive, you will see a big red plus sign, if you click on it, you can create multiple types of styles to present things. One way is a Google Spreadsheet which, from my personal experience, are mainly used for organizing data and working out schedules. You can make them as big or small as you need!





Animation

You can animate certain things in Google Slides if you like. There should be a button that says “Insert,” then you can scroll to “View Animations.” Once you click on it, you can animate pictures or text boxes to show up and go away however you like!



Now You Know The Basics!

Now you know the basics of Google Drive and can figure out the more advanced functions on your own or look them up!