



# Instant Google Drive Starter

*Mike Procopio*

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## **In Detail**

In recent years, we've enjoyed being able to do more and more online and in the cloud. Google Drive brings the power and convenience of working online for you and your files. With Google Drive, you can create and store your files safely in the cloud, share them if desired, and access them from anywhere using a web browser, smartphone, or tablet computer.

"Google Drive Starter" is your companion to getting started with the world of cloud computing and working with your files online. With clear visuals and step-by-step examples, this book shows you how to use Google Drive from start to finish. From creating documents and files in Google Drive to sharing them with others and accessing them anywhere using your web browser, phone, or tablet computer – you'll be working in the cloud.

This book starts with the very basics of cloud computing, providing clear examples for ways you can use Google Drive to work with your files in the cloud, and the benefits of doing so. It will take you step-by-step through all the aspects of using Google Drive to get you quickly working with your files online, accessing them from anywhere using a web browser, smartphone, or tablet computer.

You'll learn how to use Google Drive to create documents, spreadsheets, and presentations, and also how you can upload folders and files from your hard drive into Google Drive using your web browser. Once your files are in Google Drive, this book will show you all the things you can do with them: edit them online from anywhere (including your iPhone, iPad, or Android phone or tablet), and even share them with others if desired. This book will also show you how to use the Google Drive sync program to back up your files to the cloud and keep them automatically in sync between your computer's hard drive and Google Drive.

You will learn everything you need to know to create and store your files safely in the cloud with Google Drive, share them with others if desired, and access them from anywhere using a web browser, smartphone, or tablet computer.

## **Approach**

Get to grips with a new technology, understand what it is and what it can do for you, and then get to work with the most important features and tasks. This book is a Starter which teaches you how to use Google Drive practically.

## **Who this book is for**

This book is perfect for people of all skill levels who want to enjoy the benefits of using Google Drive to safely store their files online and in the cloud. It's also great for anyone looking to learn more about cloud computing in general. Readers are expected to have an Internet connection and basic knowledge of using the internet.

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#### **Martha Royal:**

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