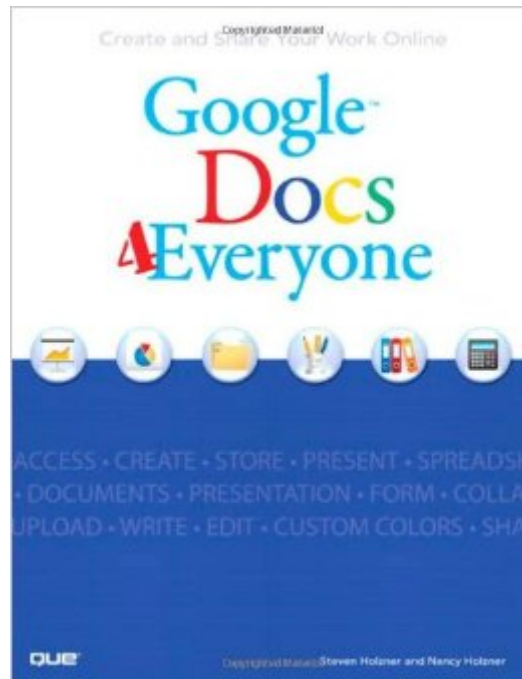


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# Google Docs 4 Everyone



## Synopsis

Who needs expensive, old-fashioned office software? Now, you can do everything online, free, with Google Docs! Experts Steve and Nancy Holzner offer simple, step-by-step instructions and great insider tips for making the most of Google's powerful online word processing, spreadsheet, and presentation tools. You'll get started fast... learn how to create and format professional-quality documents of all kinds... collaborate with colleagues to build better proposals and presentations... use advanced tools like revision history, templates, and charts... discover Google Docs' latest features and shortcuts... and a whole lot more! No matter what kind of documents you create, this book can help you do the job better, faster, and more efficiently... and you'll never pay for office software again! You'll Learn How To

- Get your free Google account and set up iGoogle for instant access to your documents
- Upload and use the documents you've already created with Microsoft Office
- Use Google Spreadsheet to create charts to display spreadsheet data
- Master Google Docs' easy, powerful document-editing and formatting tools
- Insert images into your documents and presentations
- Share documents securely with your colleagues
- Back up your documents offline and edit them when you don't have an Internet connection

Steven Holzner, former contributing editor at PC Magazine, is author of 108 computer books that have sold more than 2.5 million copies. His most recent Pearson book is Facebook Marketing. Nancy Holzner writes and edits technology books from her home in central New York state. Her recent publications include books on Intuit QuickBase and Zoho. Nancy has also worked as a medievalist, a high school teacher, and a corporate trainer.

CATEGORY: Productivity Suites COVERS: Google Docs USER LEVEL: Beginning-Intermediate

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## Customer Reviews

Google Docs started in 2006. This book was written in late 2008. So, it is almost two years out of date. Given that the related programs seemed to be updated every few weeks, I thought this would be a big hurdle for this guide. But, it was not because the programs have not changed that much. This is an excellent guide that beat the Dummies series to the punch. Indeed, the Dummies series released all sorts of guides on Google, Google Apps, etc... but, none focused on Google Docs. There have been a few changes. For instance, within the doc program. The guide mentioned you could save a document as a copy (pg 35); Now, instead you make a copy. Additionally, the document styles are in a completely different area. They were under Edit (pg. 45). It is now located under Format, and it is called Document Settings. After clicking on those menu items, you finally get a Document Styles box that looks the same as in the book. Also, print settings (pg. 41) are a lot more limited than all the choices shown in the guide. Besides those inevitable discrepancies due to the passage of time, the book is excellent. It does a very good job at explaining the detailed workings of each three programs (doc, spreadsheet, presentation) and how to share those documents with others. Google docs is quite revolutionary and is becoming an increasingly relevant competitor to the PC based MicroSoft Office suite. Apparently, numerous corporations have adopted Google docs. I write all my book reviews using docs as I prefer it to Word where I am tired of fighting distracting automated features. Anyone using the internet should give Google docs a try. And, this guide facilitates such efforts.

I bought this in April or May of 2011 and it is, unfortunately, a little outdated, but it is still helpful when you are dealing with procedures Google has not already revised. And it is much better than plowing through thousands of discussions in the Google help section to find the solution to a problem you are having.

Since Google Docs is now called Google Drive, there needs to be a new edition. But the most

annoying thing was the poor editing. My copy had incorrect headings, and chapter 7 repeated itself halfway through.

This book was like going back to school again. Lots of good info put it in a manner that you could easily understand it. I'm still learning so the book is on my desk all of the time

Received the book and I am currently writing lesson plans using it for a class I will teach to the other teachers here.

Essentially a how-to book, and does that very well. A little out-of-date on some of the instructions that it gives.

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