
 **All Things Google**

- Calendar
 - sharing
- Docs
 - Word processing
 - Spreadsheets
 - forms


Geri carter
Spring 2011

•Calendar

Gmail Calendar Documents Photos Reader Web more ▾



*Access calendar from top Gmail menu

 **All Things Google**

Google accounts

Welcome to Google Calendar

Welcome back, geri. Before using Google Calendar, we need to know a little more about you.

If you want to use the Google Calendar service as part of a separate Google Account, [click here](#).

Get started with Google Calendar

First name:

Last name:

Location:

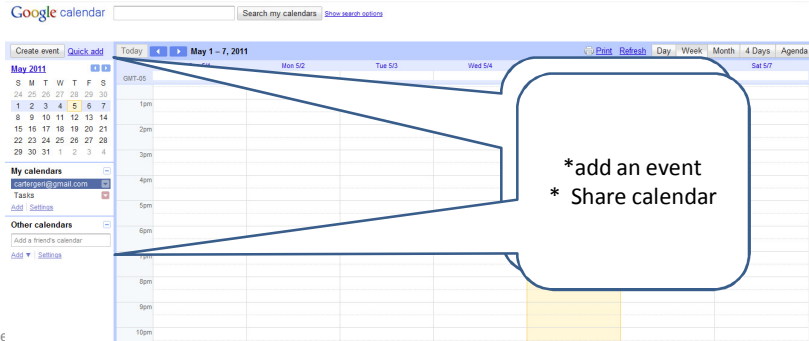
Time zone:

*Fill out

Geri carter
Spring 2011



All Things Google



Ge
Spring 2011



All Things Google

*DOCS
Access docs from
"More"

Communicate, show & share

- [Blogger](#)
Share your life online with a blog - it's quick, easy and free
- [Bookmarks](#)
Access your bookmarks and starred items
- [Calendar](#)
Organize your schedule and share events with friends
- [Docs](#)
Create and share your online documents, presentations and spreadsheets
- [Fusion Tables](#) ^{New!}
Visualize, combine, host, and share your data tables
- [Groups](#)
Create mailing lists and discussion groups
- [Knol](#)
Share what you know
- [Google Mail](#)
Fast, searchable email with less spam

Geri carter
Spring 2011

UMASS BOSTON

All Things Google



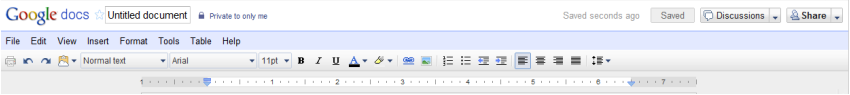
The screenshot shows the Google Docs interface. At the top left is the UMASS Boston logo. The main heading is "All Things Google". Below that is the Google Docs logo. There are two buttons: "Create new" and "Upload". A sidebar menu is visible with the following items: Home (highlighted), Starred (with a star icon), All items, Trash, Owned by me, My collections (with a checkmark), No collections, and Collections shared with me (with a checkmark).

*Create new or upload
(you can upload whole folders)

Geri carter
Spring 2011

UMASS BOSTON

All Things Google



The screenshot shows the Google Docs editor interface. At the top left is the UMASS Boston logo. The main heading is "All Things Google". Below that is the Google Docs logo. The document title is "Untitled document" and it is set to "Private to only me". There are buttons for "Saved seconds ago", "Saved", "Discussions", and "Share". A menu bar is visible with the following items: File, Edit, View, Insert, Format, Tools, Table, Help. Below the menu bar is a toolbar with various icons for text formatting and editing.

*Let's choose document
*Let's go through the file menu

Geri carter
Spring 2011

