

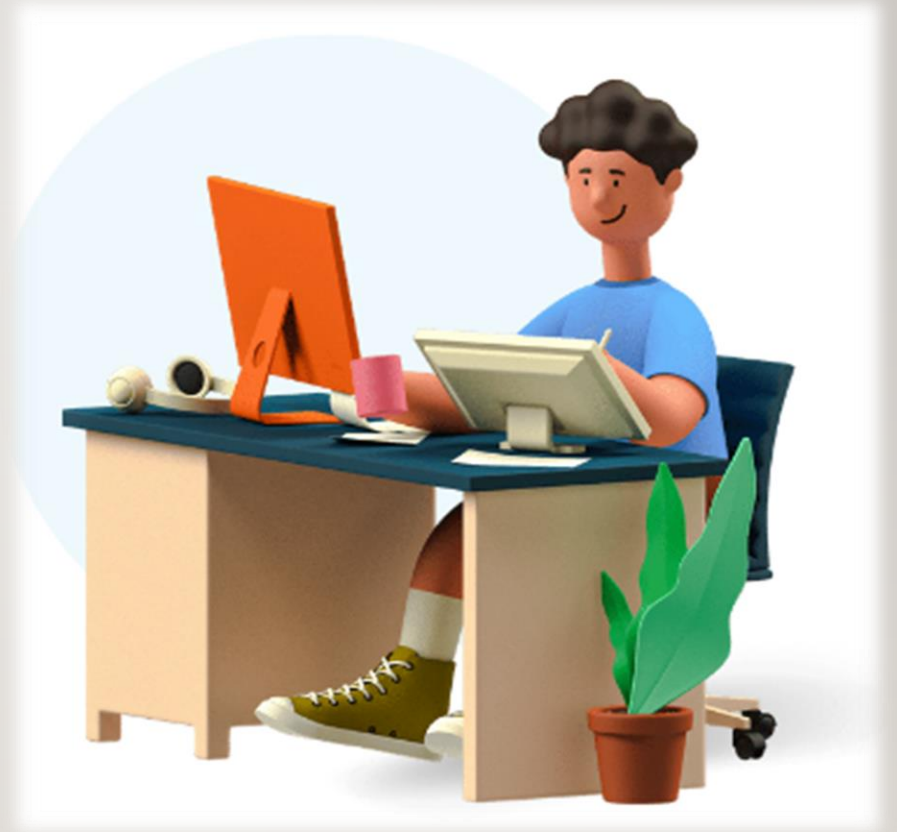
# BASIC KNOWLEDGE OF GOOGLE DRIVE

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*L1 ENGLISH*

# What is Google Drive?

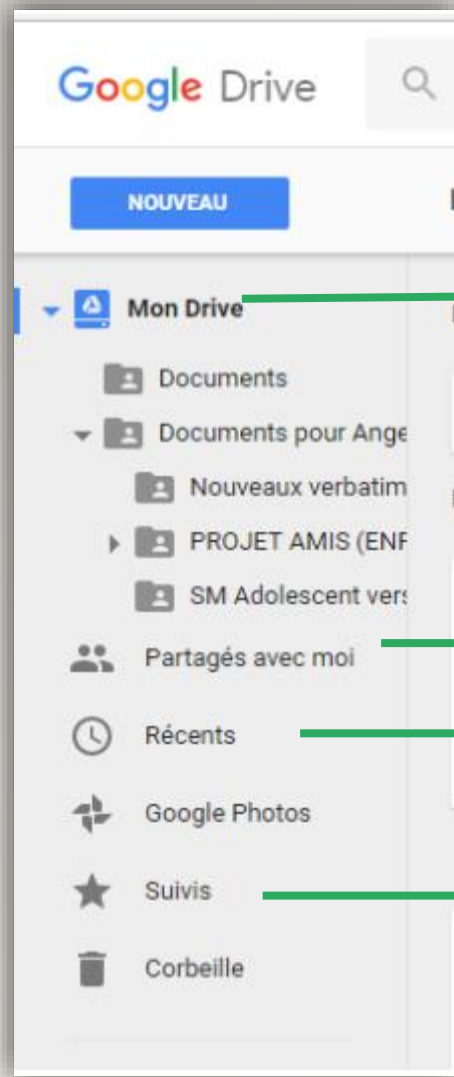
- ❖ Google Drive is an online file storage and sharing service launched by Google.
- ❖ It also lets you open and edit files (doc, ppt, xls, etc.) on any device.
- ❖ Requires a Gmail address, but offers 15GB of free storage and access to office tools.
- ❖ Focuses on sharing and collaborative working
- ❖ Can be installed on the desktop (work offline).



❖ To connect, go to: <https://drive.google.com/drive/my-drive>

The screenshot displays the Google Drive web interface. At the top, the browser address bar shows the URL <https://drive.google.com/drive/my-drive>. Below the address bar is the Google Drive search bar with the text "Rechercher dans Google Drive". The main content area is titled "Mon Drive" and shows a list of files and folders. The files are organized into folders: "Documents" and "Documents pou...". The file list includes various documents, spreadsheets, and presentations, such as "1320323203\_polyro...", "66-WorkshopDays(...)", "ACM-Proceedings1...", "Brouillon Rapport d...", "Captureavecfeedba...", "Contacts sponsors...", "Dada.zip", "DARQ Architecture...", "Document sans titre", "Examen-IFT6255-H...", "ExamenINF2160-HL...", and several "Feuille de calcul sa..." files. On the right side, there is a sidebar with a "Mon Drive" header and an "Activité" section. The activity feed shows recent actions, including "Laboratoire ABCs a importé un élément" and "Laboratoire ABCs a créé et partagé un élément dans".

# Using the interface



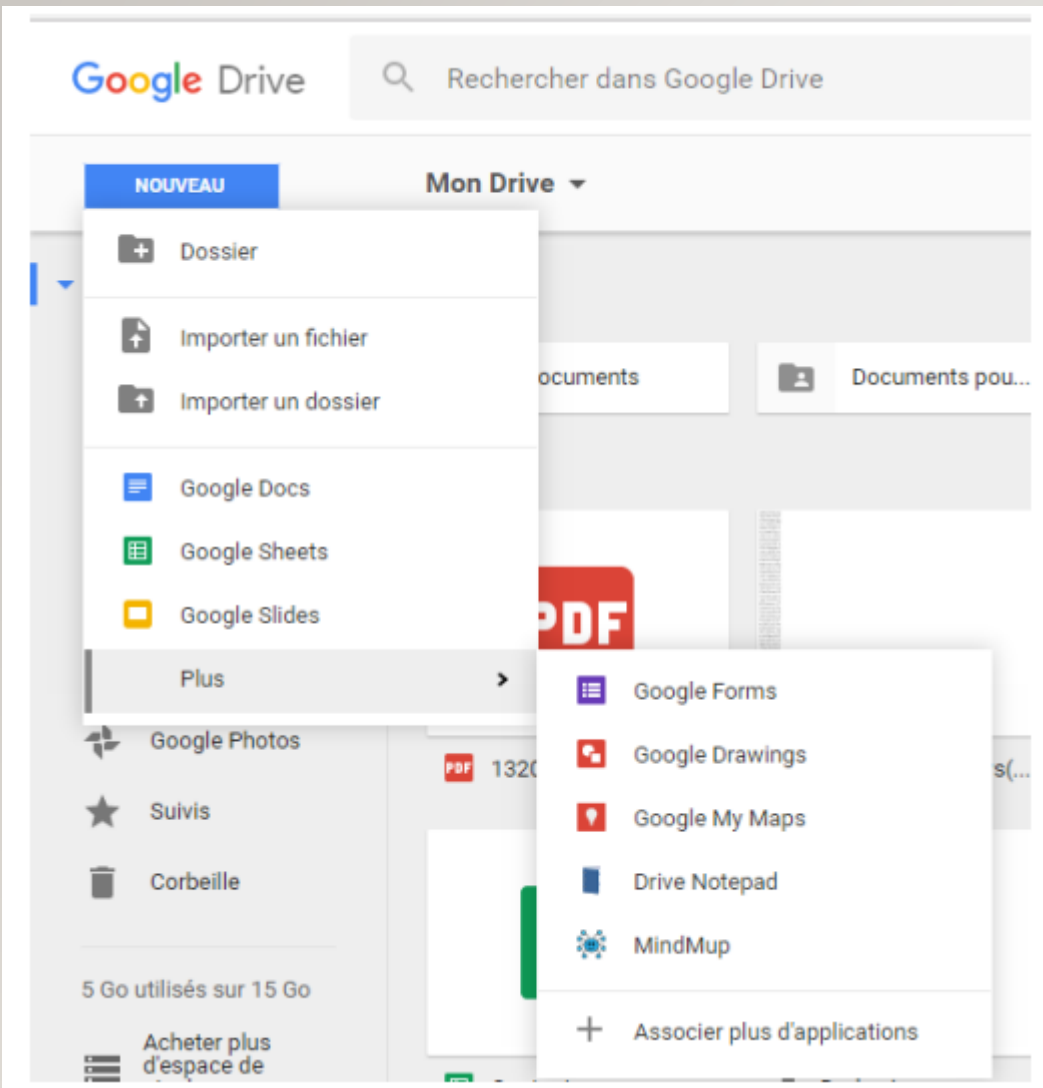
**My drive** Files I own

**Shared with me** files shared with me

**Recent** Files I've recently modified

**Followed** files marked as « followed » as favourites

# Using the interface

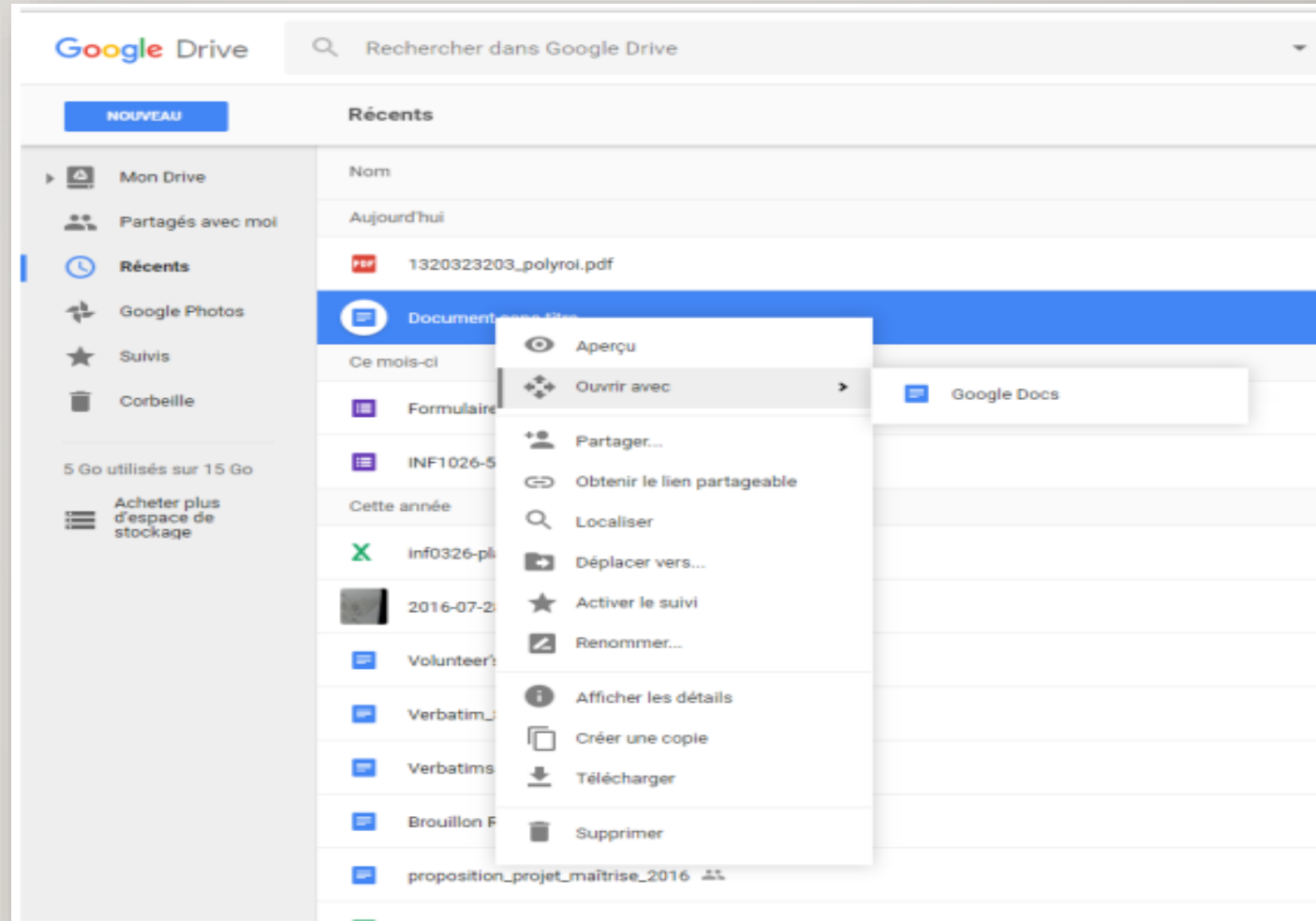


## Creating or importing a document

To import a document / create a folder or other documents (text, table, presentation...), select "new"... All you have to do is choose

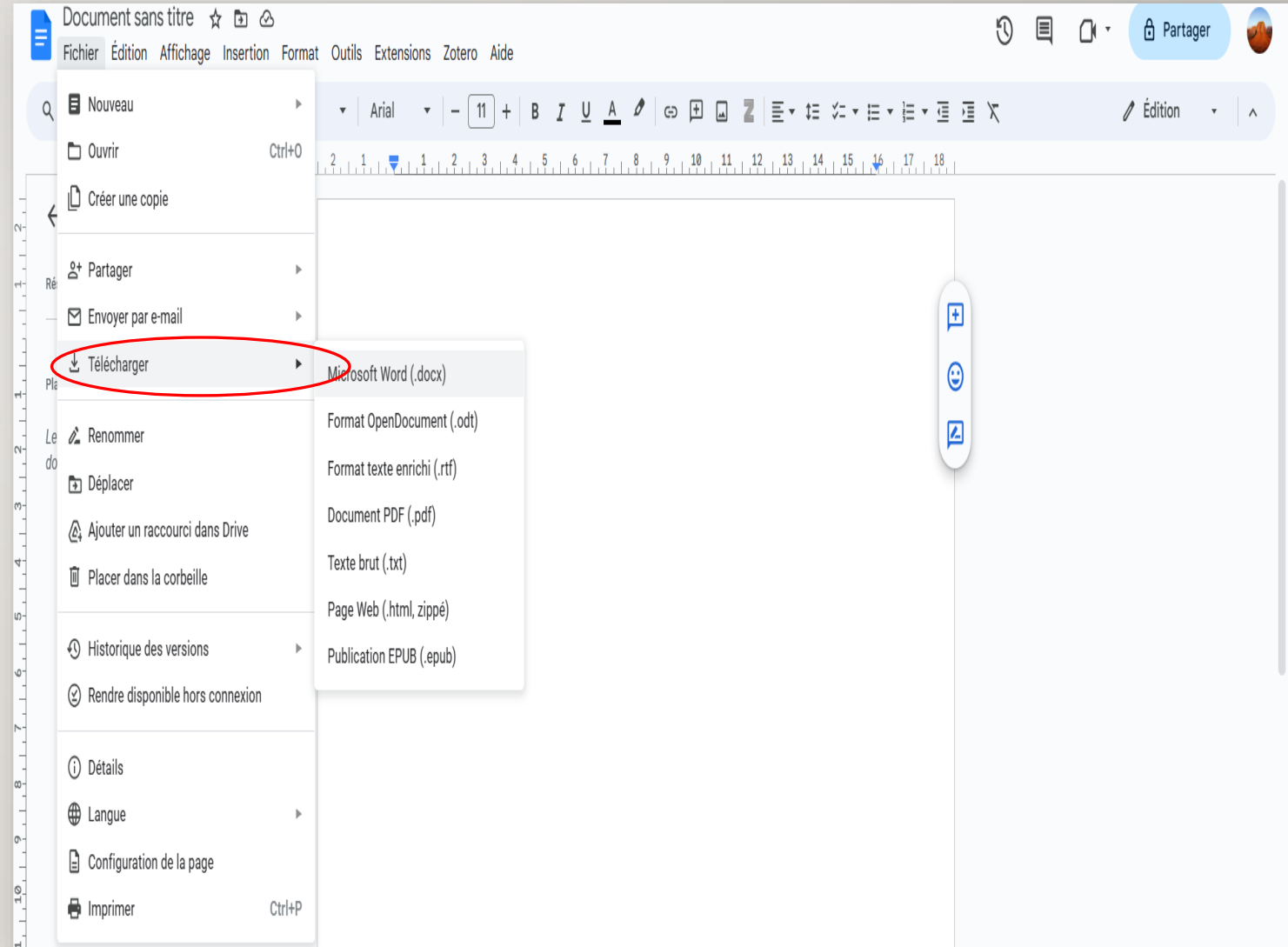
# Editing an existing document

- If the file you've imported is an editable document (Word, Excel, PowerPoint), you can edit it from Google Drive. To edit the document, right-click on its name, and select "Open with ..." as shown below:



# Importing a document

▪ You can retrieve a document from Google Drive at any time and save it as a Microsoft Office or PDF file on your personal computer. Microsoft Office version or as a PDF on your personal computer. To do this, open the document you want to retrieve, then click on "File", "Download in format", and select the format in which you would like to you wish to export your document.







# Google Slides

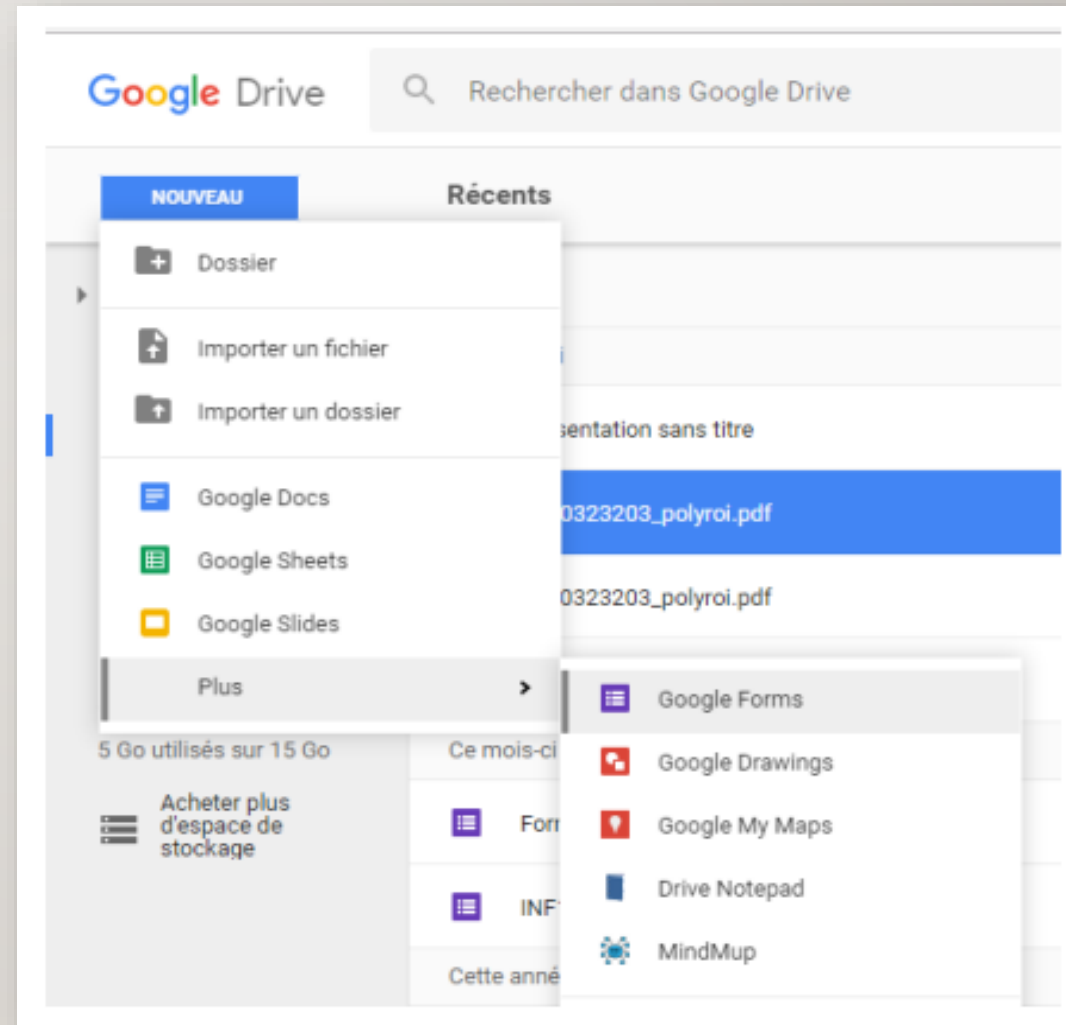
## Creating a new presentation

The screenshot displays the Google Slides interface for a new presentation titled "Présentation sans titre". The top menu bar includes "Fichier", "Édition", "Affichage", "Insertion", "Format", "Diapositive", "Réorganiser", "Outils", "Extensions", and "Aide". The right side of the top bar features a "Diaporama" dropdown and a "Partager" button. Below the menu is a toolbar with various editing tools, including a search icon, a plus sign, undo, redo, print, link, zoom, and a selection tool. The main workspace shows a single slide with a large text box containing "Cliquez ici pour ajouter un titre" and a smaller text box below it containing "Cliquez ici pour ajouter un sous-titre". A vertical ruler on the left side of the slide indicates the height of the content area. On the right side, a "Thèmes" panel is open, showing three theme options: "Clair simple" (white background), "Sombre simple" (black background), and "Clair gris" (light gray background). Each theme preview shows the same text layout as the current slide. At the bottom of the theme panel, there is a yellow button labeled "Importer un thème". The bottom status bar contains the text "Cliquez pour ajouter les commentaires du présentateur".

# Google Forms

## Creating a new form

Google Forms can be used to create satisfaction surveys and polls, and to access the responses in various forms (graphs, Excel files, etc.). access responses in different forms (Graphs, Excel File, etc.). To create a new form, click on Google Forms as shown below:



# Google Forms

## Creating a new form

استبيان حول التعليم عن بعد "جامعة محمد خيضر بسكرة" ★

Toutes les modifications ont été enregistrées dans Drive

Questions Réponses 35 Paramètres

26. قسم التدريب الرياضي

27. قسم التربية الحركية

Question \*

ضع علامة على كل مستوى قمت بتدريسه عن بعد

|                | الأولى ليسانس            | الثانية ليسانس           | الثالثة ليسانس           | الأولى ماستر             | الثانية ماستر            |
|----------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| المستوى المدرس | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

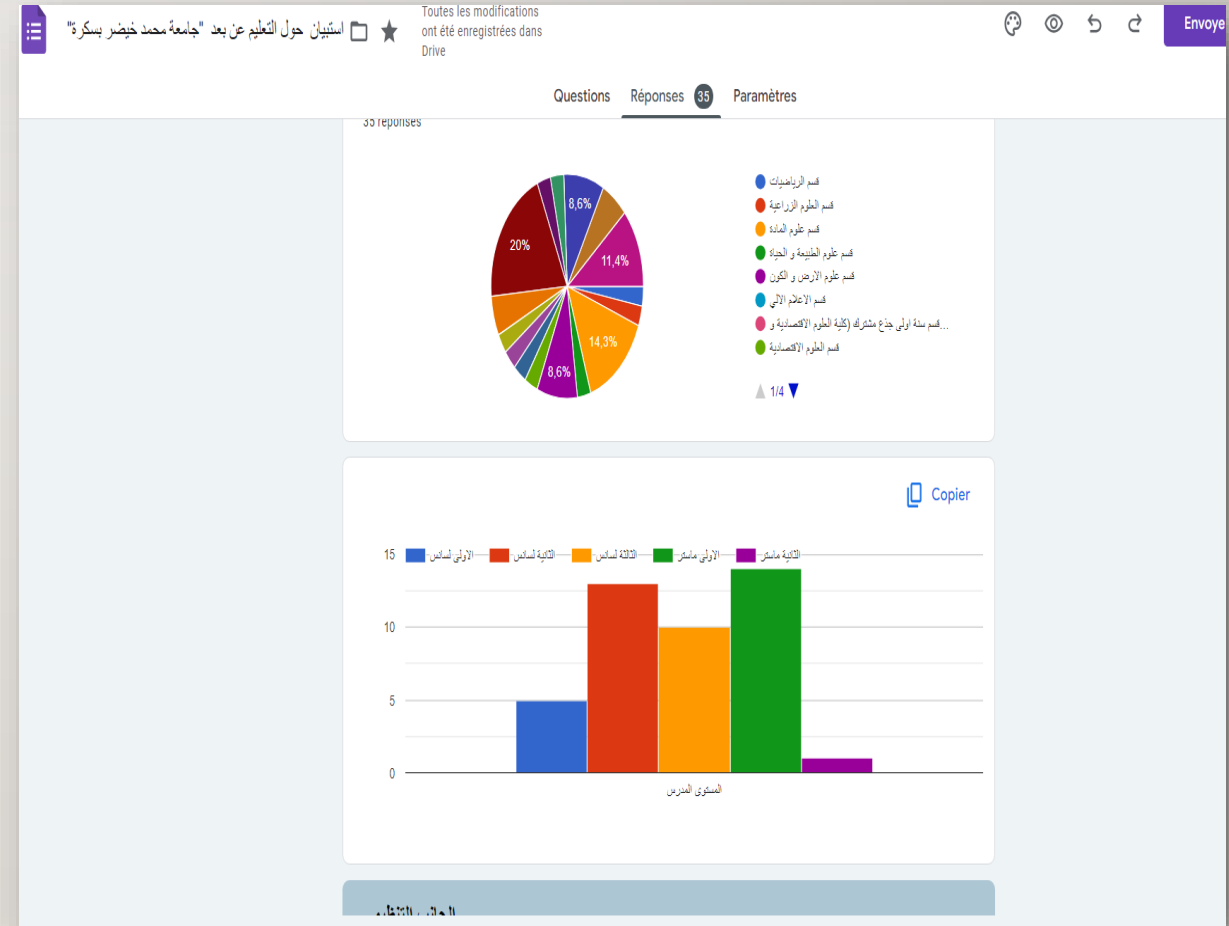
Après la section 2. Passer à la section suivante

Rubrique 3 sur 5

الجانب التنظيمي

Description (facultative)

## The survey results are presented in several ways



# Sharing the interface with a colleague

- To share a document, select a document and click share. You simply enter the user's Gmail address. You can allow them to read-only access to the document, with the option of making comments, or give them full access to the document with editing rights. modification rights.

