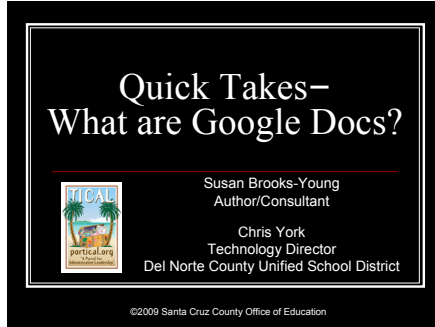
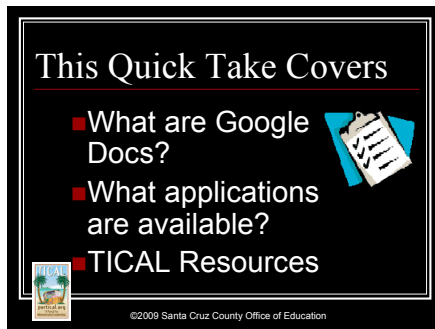


Slide 1



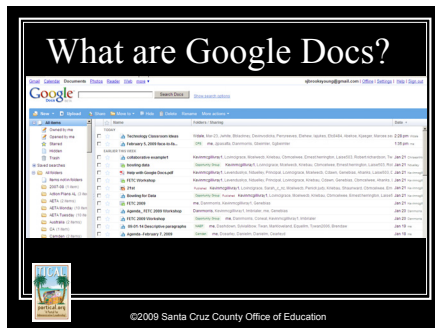
Hello! My name is Susan Brooks-Young. I have 23 years experience working as a teacher and administrator in public and private education. Now I work with educators internationally on various aspects of technology use in schools. TICAL cadre member, Chris York and I collaborated to create this presentation, one of a series of Quick Takes that provides a brief overview of one emerging technology along with further information available in the TICAL Resources Database.

Slide 2



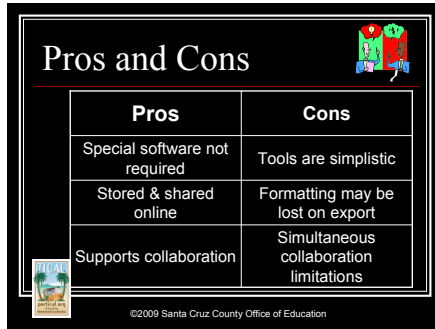
The ability to create online content and work collaboratively is a signature of Web 2.0 tools. This Quick Take focuses on tools that enable users to create and share Web-based word processing documents, spreadsheets and presentations. We will answer the question, "What are Google Docs," view each application, and see a listing of resources related to Google Docs found in the TICAL Resource Database.

Slide 3



Google Docs is a suite of free, Web-based applications offered by Google. Users are able to create and share word processing, spreadsheet, and presentation files. And, one of the most exciting features is the ability for collaborators to view and edit these online documents simultaneously!

Slide 4



The image shows a slide titled "Pros and Cons" with a table comparing the advantages and disadvantages of Google Docs. The table is set against a black background with white text. There are small icons in the top right and bottom left corners of the slide area. A copyright notice is at the bottom center.

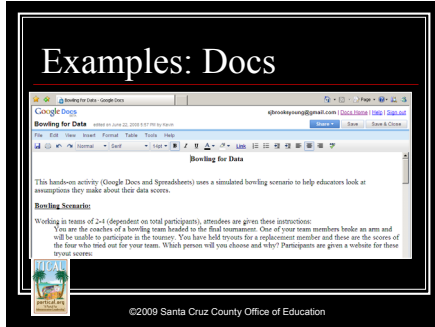
Pros	Cons
Special software not required	Tools are simplistic
Stored & shared online	Formatting may be lost on export
Supports collaboration	Simultaneous collaboration limitations

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Google Docs make it possible for educators and students to create, edit, and share documents without having to have special software installed on their computers. Because these files are saved online, they do not need to be attached to an email to be shared. The original author of these files is able to invite other users to both view and edit documents-supporting anytime, anywhere online collaboration. It's even possible to use a tool called Google Gears to edit files offline, then synchronize the changes the next time the computer is connected to the Internet.

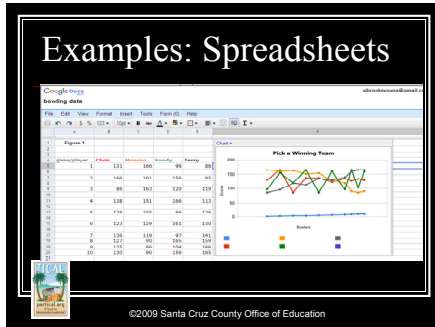
Web-based files can present some drawbacks. Some of the tools are simplistic. For example, tables in the word processing document support just limited formatting and the presentation tool offers little in the way of animations and transitions. Formatting done in Google Docs may be lost when a file is exported to another program like Microsoft Office or Open Office. Finally, there are limitations on the numbers of people who can edit a document simultaneously.

Slide 5



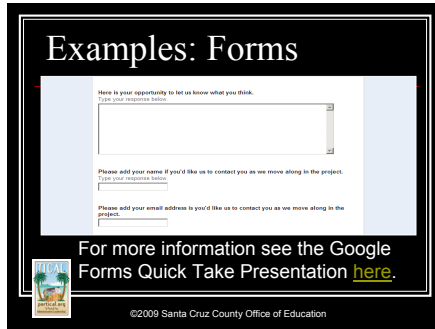
Getting started with Google Docs is easy. Sign up for a free account and you're ready to go. You can upload existing word processing files or create new documents online. Use the online editor to format the document, and then invite others to view and edit the document using the Share feature. The revision history enables you to view changes made in the document and revert to an earlier version, when necessary. When a document is finished, you can publish it to the Web or download it in a variety of formats. This is a great tool for committee work or to facilitate peer editing of student work.

Slide 6



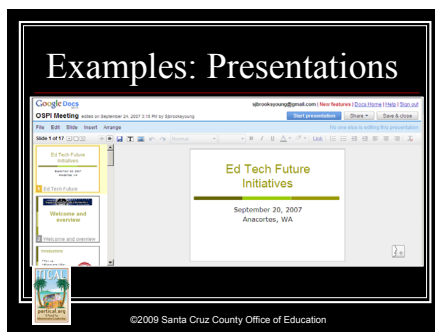
Need to work collaboratively on a school budget? Google's spreadsheet tool is a perfect solution. It's easy to upload spreadsheet files in .xls, .csv, .txt or .ods formats or create a new spreadsheet file in Google Docs. Navigation and editing is nearly identical to traditional spreadsheet programs, and you can do some simple analysis of data online. Need more sophisticated features? Export your file to a full-feature spreadsheet and keep working!

Slide 7



An especially interesting feature of spreadsheets is the ability to create Forms which are online surveys. Simply select Forms from the New documents options, follow the prompts in the Forms wizard to add your questions, and email the survey or embed it on a Webpage. As the survey is completed, responses are automatically dropped into a spreadsheet where you can generate a simple report of responses. This is a great way to quickly and easily survey staff, community members, students, and other stakeholders.

Slide 8



There may be times when you want to work on a presentation file with one or more other people. You could call a face-to-face meeting and share one computer to do this, or you could use Google Docs' presentation tool. You either upload an existing PowerPoint file or build your slides online; then invite one or more collaborators to view and edit the slides from any Internet-connected computer. When you're finished, view the presentation online or download it for offline use. Transitions and automations are limited, but the ability to work collaboratively offsets drawbacks.

Slide 9


Learn more 

- Google Docs  
(<http://docs.google.com/>)
- Google Docs in Plain English video  
(<http://www.youtube.com/watch?v=eRqUE6IHTEA>)


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This slide and the next show items found in the TICAL Resources Database that will give you more information about Google Docs. Here are links to the Google Docs Home page and to a video that explains the premise behind sharing Google Docs.

Slide 10

Learn more 


- Official Google Docs Blog  
(<http://googledocs.blogspot.com/>)
- How to Use Google Documents videos  
([http://www.expertvillage.com/video-series/4204\\_google-documents.htm](http://www.expertvillage.com/video-series/4204_google-documents.htm))
- All [Google Resources](#) in TICAL Database


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This slide provides links to additional Google Docs resources. All the tools can be found in the TICAL Resource database.

Slide 11

Thank you!



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Google Docs offer a great way for educators and students to work collaboratively and share information. I hope this Quick Take inspires you to learn more about Web 2.0 tools.