

'Intro to the Cloud' Course

GOOGLE DOCS

Lesson Handout

Produced

by

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1) AUDIENCE

Computer users can be divided into five categories:

1. Home user
2. Small office/Home office users
3. Mobile users
4. Large business users
5. Power users.

This guide is aimed at the Home User – Families, school and college Students and Seniors.

A **Home user** spends time on the computer for personal and social/business communications, budgeting and personal financial management, entertainment, and general web browsing.

A **Small Office/Home office user** includes any company with fewer than 50 employees, as well as self-employed people that work out of their home.

A **Mobile user** travels to and from a main office or school to conduct business, communicate, or do homework.

A **Large business user** works for a company that has a large number of employees and computers always connected to a network.

The **Power user** – such as an engineer, architect, or desktop publisher – typically works with multimedia, which combines several media elements into one application, and requires the capabilities of a workstation or other powerful computer.

2) LESSON TOPIC - BOOK A HOLIDAY

The internet is a fantastic resource when it comes to booking holidays. You can book flights, trains, buses, accommodation, car hire online and you can often find great deals available when you book via the internet.

You can also research holiday destinations by reading reviews, checking out hotel websites, visiting tourism websites and looking at photographs before you travel!

For this lesson we are going to book a short city break to a European City of your choice and use the Google Docs Web Apps to keep track of the following activities that should result in a better organised holiday.

- Travel Budget – Google Sheets
- Daily Travel Itinerary – Google Calendar
- Holiday Packing List – Google Docs

As well as the above spreadsheet and documents to help prepare for holiday, the following documentation may also need to be brought on holidays on a mobile device like Laptop, Tablet or Smartphone :-

Document for Travel	Source Format	Mobile Application to Use
Flight Booking Information from Airline	eMail	1. Webmail e.g gmail or Hotmail 2. Copied to OneNote or Evernote before travel
Flight Boarding Card	PDF	Must be printed for Ryanair currently but that may change in the future.
Car Rental Booking	eMail	1. Webmail e.g gmail or hotmail 2. Copied to OneNote or Evernote
Maps of City	Google Maps	1. Google Maps accessible via Wifi hotspot or mobile phone GPRS 2. Copied to OneNote or Evernote before travel 3. Mapswithme App for Android
Directions to Hotel	eMail Website	1. Webmail e.g gmail or hotmail 2. Copied to OneNote or Evernote
Travel Guide for activities and sight seeing opportunities	Website App	1. Travel Guide website like www.roughguides.com or others listed below, accessible via Wifi hotspot or mobile phone GPRS 2. Copied to OneNote or Evernote

		before travel 3. City Guide App for Iphone or Android
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3) OVERVIEW OF GOOGLE DOCS & GOOGLE DRIVE

Google Drive is a free service from Google that allows you to store files from your computer online and access them anywhere using the cloud. Google Drive also gives you access to one of Google's most popular services, Google Docs.

Google Docs is a free, web-based application for creating documents, spreadsheets, and more. In this lesson, you'll will use Google Drive and Google Docs and see how the cloud can help you in your everyday life.

Google Drive is a cloud-based storage system that allows you to keep your documents, photos, videos, and other files online. Whenever you place files on Google Drive, they are stored on internet servers rather than your computer's hard drive. You can then access those files from any computer with an internet connection or even a mobile device, like a tablet or smartphone. Drive even allows you to share files with your family, friends and co-workers.

The roll-out of Google Drive has raised privacy concerns among some users. Despite what you may have heard, Google Drive keeps your files private and secure. However, storing files on the cloud is not without some risk. It's possible that your files could be lost by the server or hacked and viewed by someone else. Though the chances of this happening are very low, you should never keep your only copy of an important document in the cloud.

To Create a Google Drive Account, go to www.drive.google.com and select Sign up now and go through the set-up steps. If you have a Gmail Account already then you will be able to login into Google Drive with the same login details.

4) GOOGLE DRIVE MAIN FEATURES

Below is a list of Google Drive Main Features which you might like to explore which have been selected from Google Drive Help. To access the help document, click on each hyperlink.

1. Set-up Google Drive
 - a) [Install Google Drive on your Computer](#)
2. Basic Features
 - b) Organise and View Files
 - i) [Customize how you view files in Google Drive](#)
 - ii) [Create or delete a folder](#)
 - iii) [Restore File from Trash](#)
 - iv) [Search Google Drive](#)
 - v) [Sort Files in Google Drive](#)
 - vi) [Preview Files](#)
 - a) [Sync and Files and Folders with Local Google Drive](#)

Everything in [My Drive](#) will sync to your Google Drive folder, unless you choose to sync individual folders – see Sync Options on Local Google Drive
 - b) [Upload Files](#)
 - c) [Converting a file to a Google document, spreadsheet or presentation](#)

Converting a file to a Google document, spreadsheet, or presentation allows you to edit, collaborate on, and share it online. When you convert a file, the original file will remain intact and accessible from Google Drive on the web.
 - c) Share and Collaborate
 - i) [Share a File and Folder](#)
 - ii) [Remove a Collaborator Access](#)
 - iii) [Real-time Collaboration](#)

Misc

1. [Google Docs, Sheets and Slides Size limits](#)
2. [Sync Microsoft Office Files with Google Connect](#)
3. Downloading Google Doc File Types in MS Office formats

5) ACTIVITIES TO EXPLORE GOOGLE DOCS

The first activity before planning any sort of holiday is to prepare a travel budget so that we know from the outset how we are going to spend our available funds we have set aside for the trip.

Activity 1

Fill out a Travel Budget

In this Activity we will be using the **Travel Budget** Spreadsheet in the shared directory on Google Drive – [Intro to Cloud – Activity Files](#)

1. The first step in filling out the Travel Budget is to decide in advance what your initial estimate for the trip will be.

To begin, enter budgeted airfare for two adults travelling to Paris and any other transport expenses like Parking at Airport.

	A	B	C	D
1	Travel Budget Worksheet			
2				
3				
4	Transportation	Budget	Actual	Difference
5	Airfare Adults	180.00		-180.00
6	Airfare Children			
7	Parking at Airport	20.00		-20.00
8	Car Rental			
9	Car Rental Extras (child seats, ins, Satnav)			
10	Petrol [price x miles / MPG]			
11	Road Tolls			
12	Bus Tickets	20.00		-20.00
13	Ferry			
14	Other			
15	Sub-Total	€220.00	€0.00	-€220.00

2. Continue to fill out the Transport section and also the other remaining sections which include Insurance, Lodging, Things to buy before Travel, Things to Buy on Holidays, Food and Drink and Tickets

Keep an eye on this Total Expenses figure at end of worksheet to ensure it does not exceed your initial estimate.

56	Tickets	Budget	Actual	Difference
57	Museums			
58	Amusement			
59	Night Club Covers			
60	Sport Club Fees			
61	Sub-Total	€0.00	€0.00	€0.00
62	Summary Calculation	Budget	Actual	Difference
63	Total Expenses	€780.00	€0.00	-€780.00

3. If you have a Iphone or Android smartphone, download the Google Drive App and view your Travel Budget Spreadsheet while you are on your trip using software like Kingsoft Office or SmartOffice for Android.

Activity 2

Book a Flight

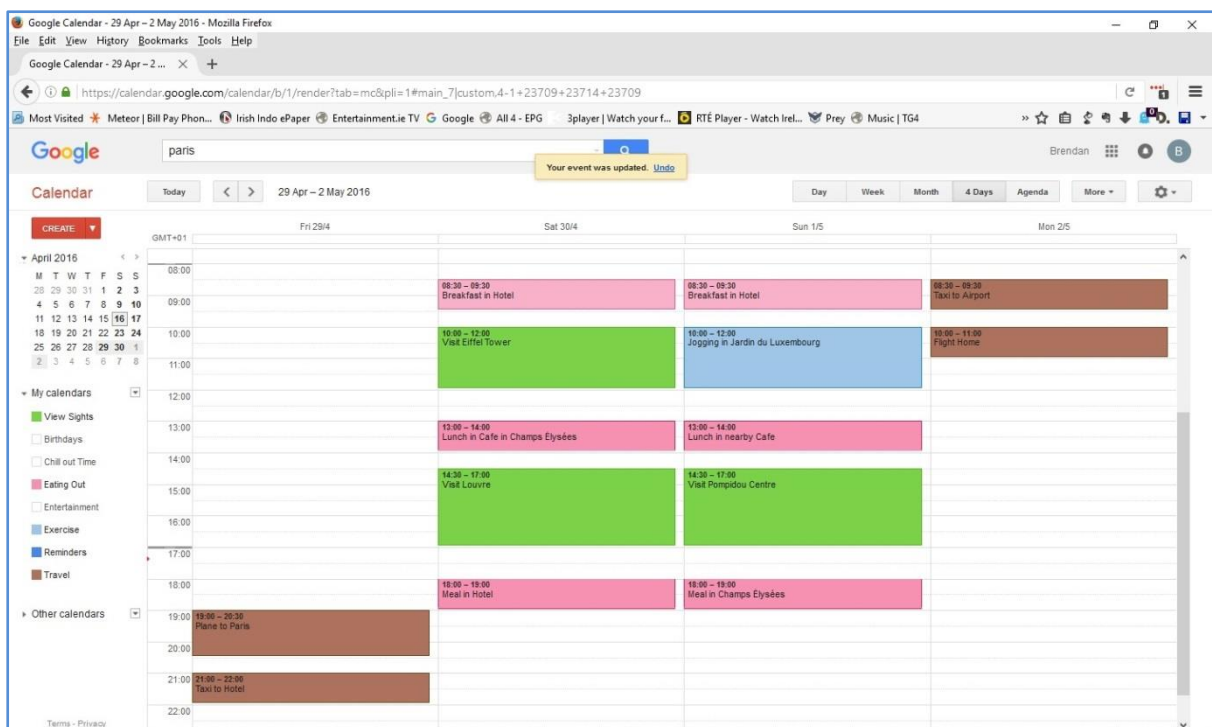
In this activity you will use RyanAir website to get Flight Costs to enter into Travel Budget as this will be one of the main expenses when deciding to travel and it may determine when you are able to travel as prices are seasonal.

Go to www.ryanair.ie in your internet browser and go through the process of booking a flight. When you get the total cost of the flights enter it into the Travel Budget as an actual expense as this is what the flight costs if you were to go ahead and book it.

Activity 3

Produce Daily Travel Itinerary

It is very worthwhile to produce a Daily Travel Itinerary for each day of your trip within a week or two before you travel. This means that you are more likely to decide what you want to get out of the holiday and you will then enjoy it more as a result.



Refer to one of the Travel Guide websites listed in [Travel Websites for you to visit](#) and decide on what are the main attractions that you would like to visit.

For the above Paris sample Itinerary, I referred to the Frommer's Website – see link - [Frommers - Paris Travel Guide](#)

1. Update your Google Calendar for each day of your holiday with the attractions you wish to visit. While you are at it, you may like to also add eating out, entertainment and even chill out time when you may like to pursue leisure activities like reading, watching movies on a laptop or tablet etc
2. In the case of Entertainment which may include Theatre or Shows in the evening, you can check out the link – [Frommers - Nightlife](#).

If you have an iPhone or Android smartphone, then install an App like Business Calendar which syncs with Google Calendar so that you can view your Travel Itinerary at the start of each day to make final preparations like where to get bus or how to get there by walking etc

Activity 4

Book a Hotel

The first step is to identify the location of the airport on a map of Paris so go to the following website and identify the airport that Ryanair Flies into :-

http://en.wikipedia.org/wiki/Ryanair_destinations

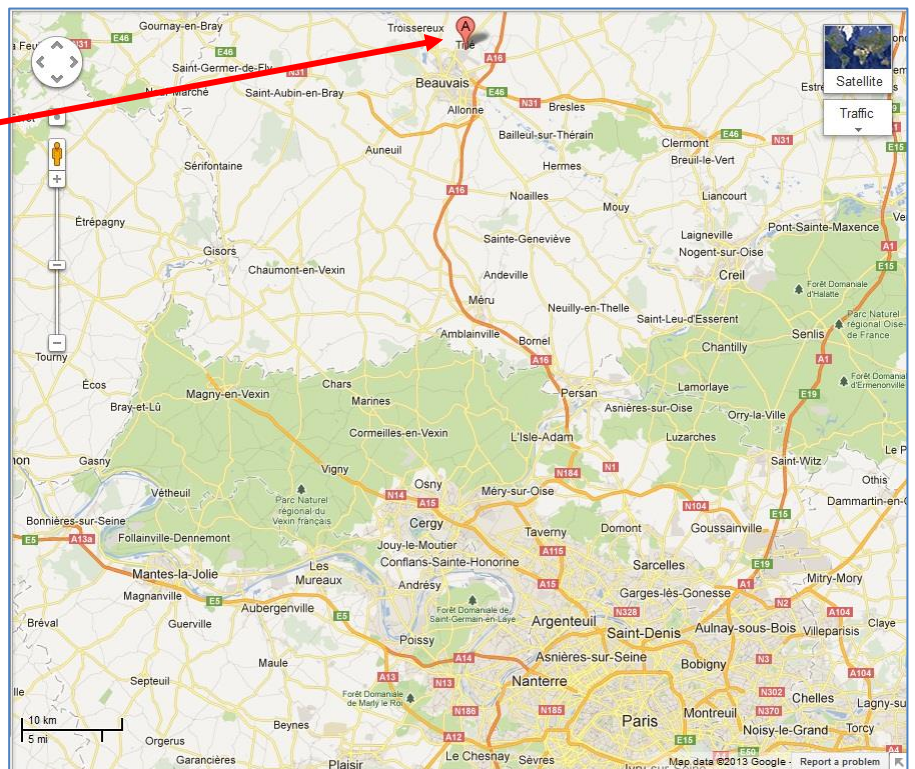
Select the airport for Paris from the list of airports in France

France

- Beauvais - Beauvais-Tillé Airport - As "Paris Beauvais"
- Bergerac - Bergerac Dordogne Périgord Airport
- Béziers - Béziers Cap d'Agde Airport
- Biarritz - Biarritz – Anglet – Bayonne Airport
- Bordeaux - Bordeaux-Mérignac Airport
- Brest - Brest Bretagne Airport
- Brive-la-Gaillarde - Brive – Souillac Airport [begins 3 April 2013]
- Carcassonne - Carcassonne Airport
- Châlons-en-Champagne - Châlons Vatry Airport - As "Paris-Vatry (Disneyland)"
- Clermont-Ferrand - Clermont-Ferrand Auvergne Airport [begins 1 April 2013]
- Dole - Dole-Jura Airport
- Figari - Figari Sud-Corse Airport [summer seasonal]
- Grenoble - Grenoble-Isère Airport [winter seasonal]
- La Rochelle/Île de Ré - La Rochelle – Île de Ré Airport

Now go to the Google Maps website at <http://www.google.ie/maps> and enter the full airport name as it is known in France and this will display a map with the airport on it.

From looking at the map showing Paris Beauvais – decide roughly where you want to stay in Paris. Also take into account the areas where the attractions are you have selected in Itinerary.



1. The next step is to choose a Hotel that is within budget and convenient for main attractions that you would like to visit. Click on a reputable website that you trust to search for Hotels that might suit like www.ebookers.com or other well known website.
2. Enter the Total Cost of the Hotel into the Travel Budget.

Activity 5

Produce a Packing List of Things to Bring

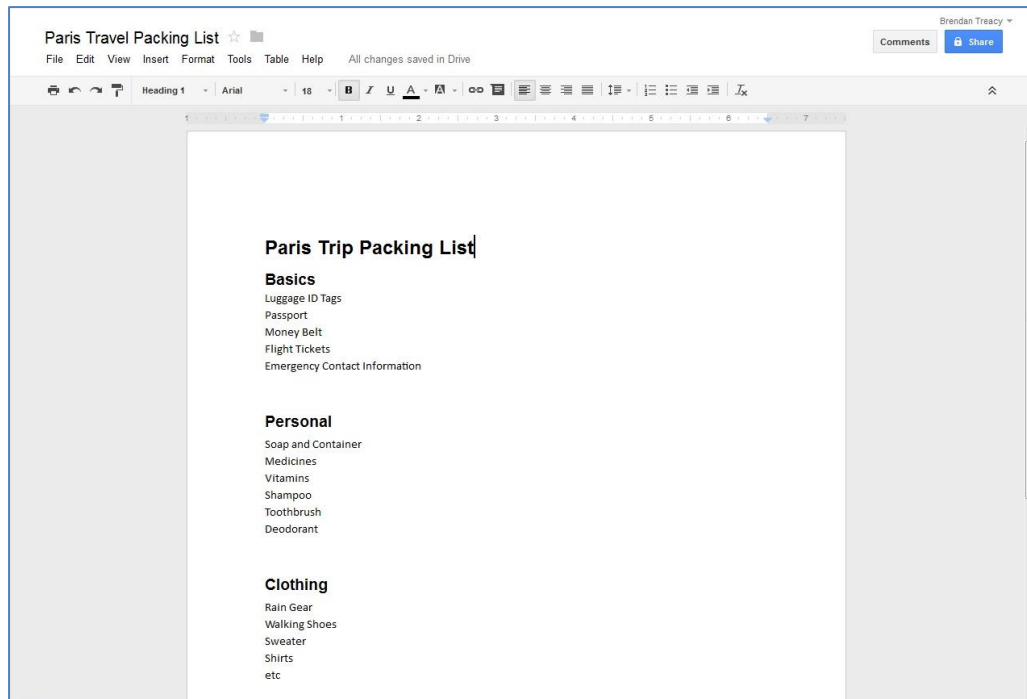
There are two methods of producing a Packing List to be covered in this Activity and they are as below.

Option 1 - Use a Pre-formatted Spreadsheet...

1. Open the Travel Packing List spreadsheet on the shared [Intro to the Cloud - Activity Files](#) and select the items to bring.

Option 2 - Use Google Docs...

1. Create a document in Google Docs called Paris Trip – Packing List
2. Create a heading of – Paris Trip Packing List and set the style to Heading 1.
3. Create section headings as in the Travel Packing List Spreadsheet and set the style to Heading 2
 - Basics
 - Personal
 - Clothing
 - etc
4. Type out the items to bring under each heading in your document and format them as Normal Text Style.



5. If you have a Iphone or Android smartphone, download the Google Drive App and view your Paris Trip Packing List while packing your case so that you can be sure that you have all items packed and hopefully not incur any extra baggage charges with Ryanair.

6) TRAVEL WEBSITES FOR YOU TO CHECK

There are hundreds of travel websites out there - here are a few suggestions to try out.

Flights:

www.aerlingus.com

www.ryanair.com

www.skyscanner.ie

Accommodation in Ireland:

www.accommodation.ie

www.goireland.com

Package holidays:

www.holidaysonline.ie

www.budgettravel.ie

Many websites will search out the best deals for you, so you can just enter your travel dates and let them do the work -

www.kayak.com

www.gohop.ie

www.ebookers.ie

Many of the well known travel guide book companies have excellent websites

www.fodors.com

www.lonelyplanet.com

www.frommers.com

www.roughguides.com

www.timeout.com

You can also ask read reviews on hotels, destinations etc on travel review websites

www.tripadvisor.com

www.virtualtourist.com

Travel forums are handy places to post up your questions, or read questions posted by other travellers

www.lonelyplanet.com/thorntree/index.jspa

www.travelblog.org/Forum/

www.fodors.com/community/