College of DuPage DigitalCommons@C.O.D.

Library Scholarship Library

10-1-2008

Google Tools: Google's not just for searching anymore

Jennifer Kelley College of DuPage, kelleyj@cod.edu

Follow this and additional works at: http://dc.cod.edu/librarypub

Part of the <u>Science and Technology Studies Commons</u>, and the <u>Teacher Education and Professional Development Commons</u>

Recommended Citation

Kelley, Jennifer, "Google Tools: Google's not just for searching anymore" (2008). *Library Scholarship*. Paper 7. http://dc.cod.edu/librarypub/7

 $This \ Conference \ Proceeding \ is \ brought \ to \ you \ for \ free \ and \ open \ access \ by \ the \ Library \ at \ Digital Commons@C.O.D.. \ It \ has \ been \ accepted \ for \ inclusion \ in \ Library \ Scholarship \ by \ an \ authorized \ administrator \ of \ Digital Commons@C.O.D.. \ For \ more \ information, \ please \ contact \ koteles@cod.edu.$

GoogleTools

Google's not just for searching anymore

C.O.D. Part-Time Faculty Expo August 19, 2009 Jenn Kelley, Reference Librarian

Get started with Google

- Create a Google account
- Choose your tool

















It's just that easy to get started!

™Google Docs

Replacement/substitute for Microsoft Office

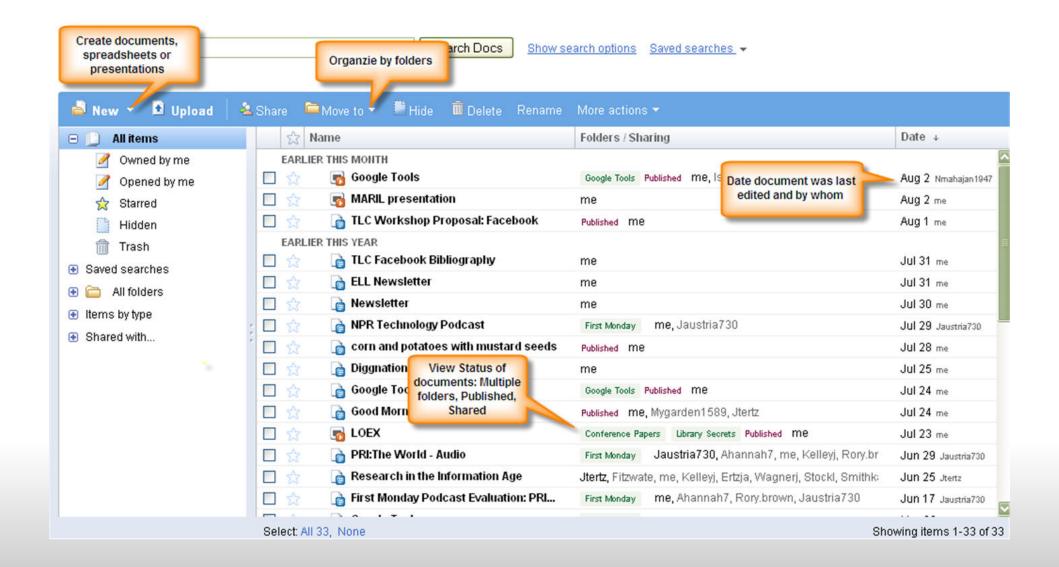
(Word, PowerPoint, Excel)

- Work online or off
- Work collaboratively
- Publish documents online
- Share documents via email

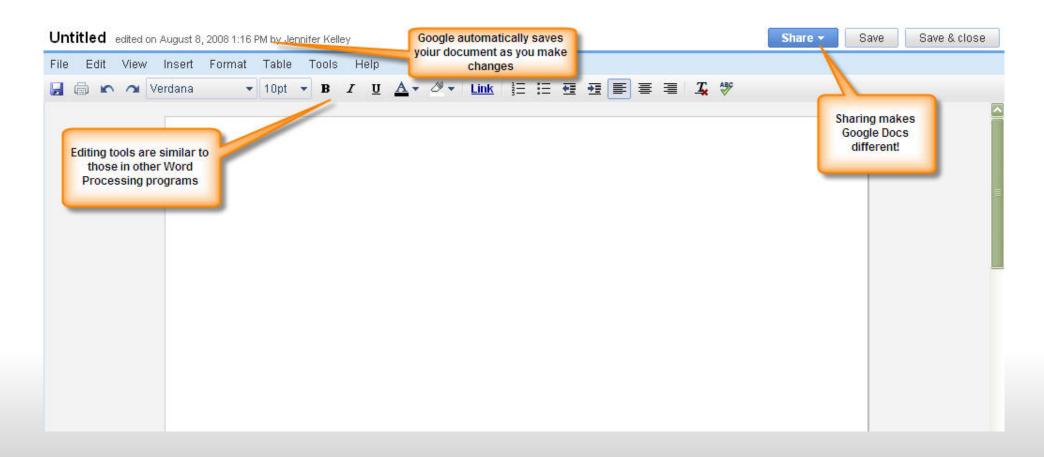


Google Docs in Plain English





Google Docs works like other Word Processing programs



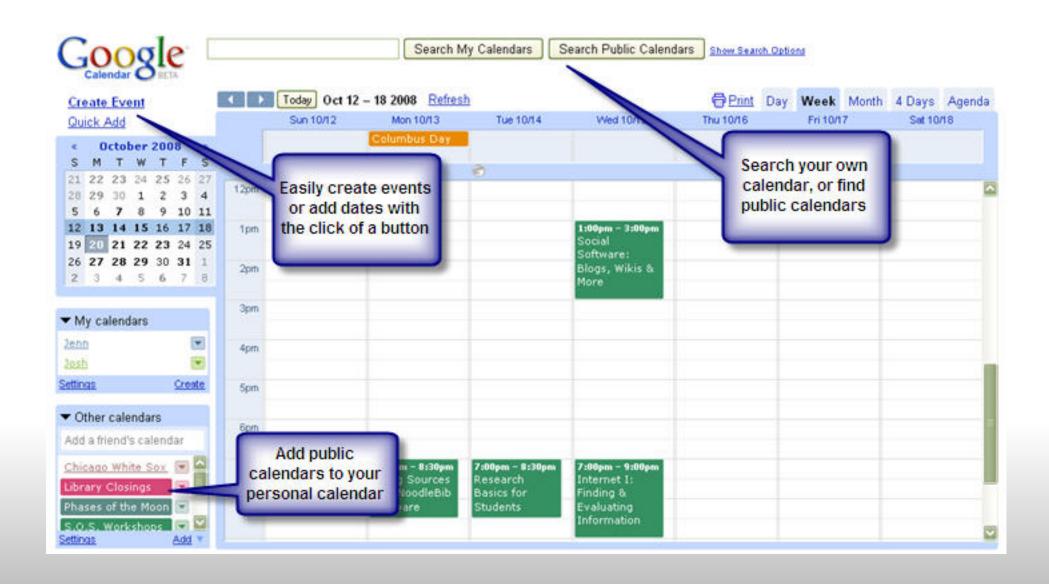


Google Calendar

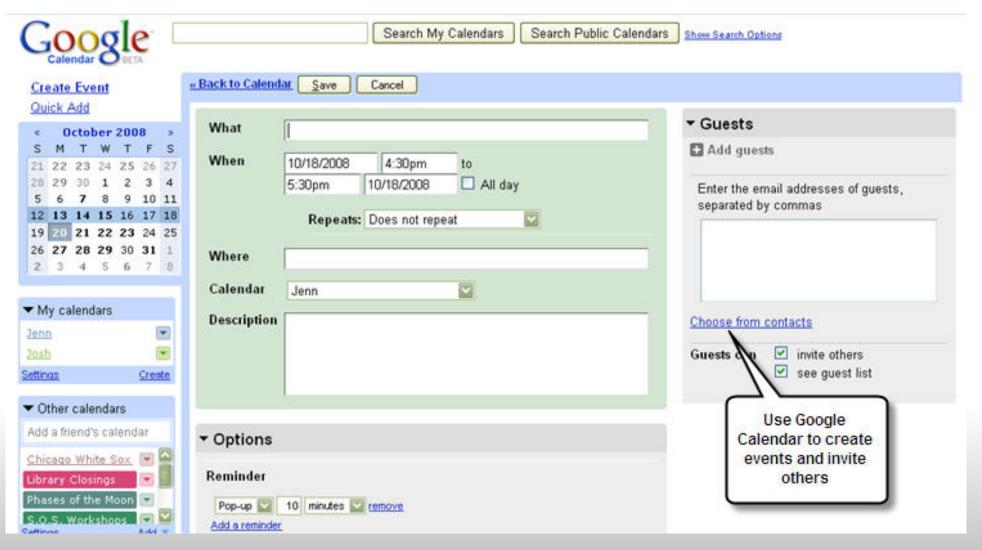
- Make a public calendar
- Share calendars with other Gcal users
- Add public calendars (weather, team schedules, events)
- Use Gcal to send invitations for scheduled events
- Sync you Google Calendar with Outlook & vice versa



Google Calendar has easy to use features



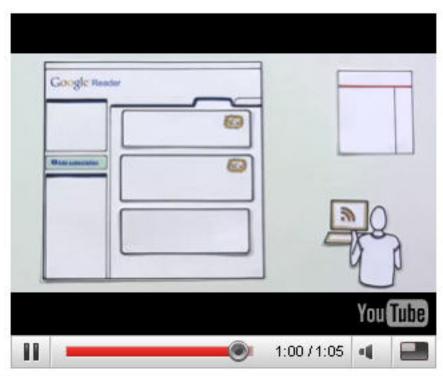
Schedule events for yourself or for groups





Google Reader

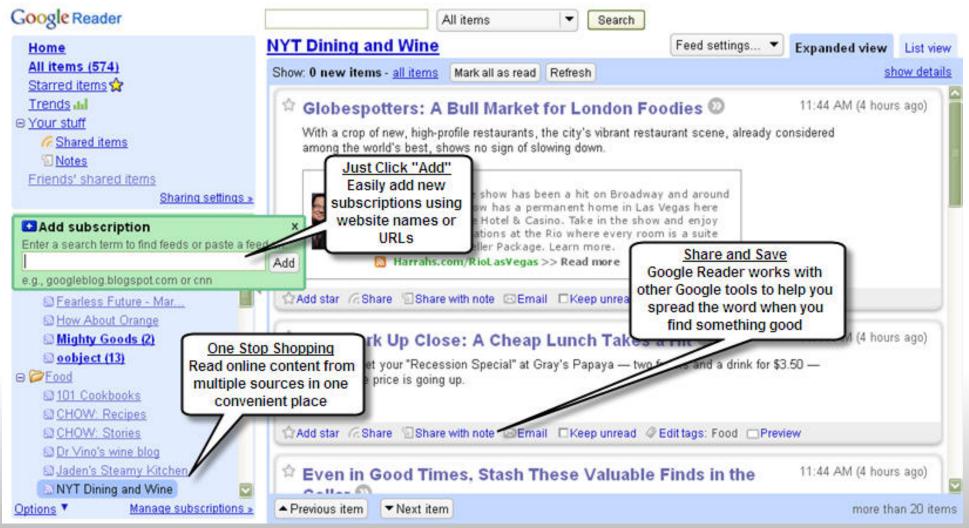
- An easy to use feed aggregator
- Subscribe to blogs, podcasts, videos: any content with an RSS feed
- Organize your subscriptions easily
- Share items with friends and colleagues



Google Reader in Plain English



Google Reader Collects Everything You Want to Keep Track of in One Place

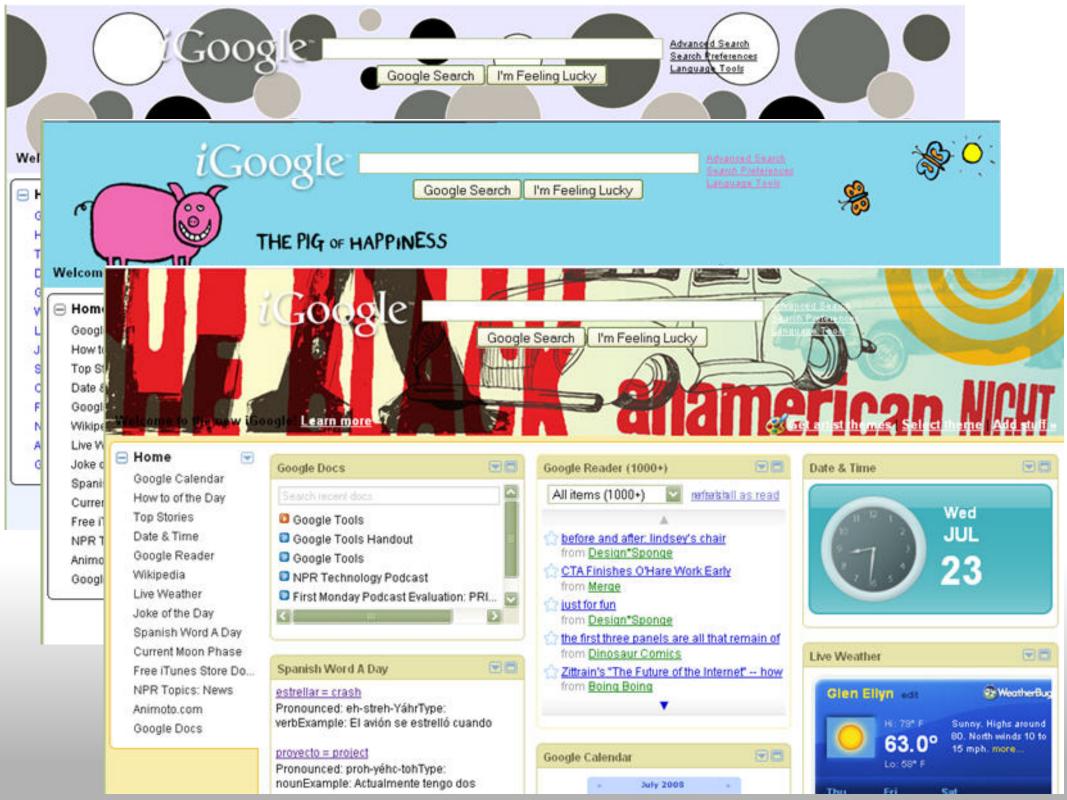




Bonus Tool: iGoogle



When you are signed in, iGoogle can be your homepage, your repository for all Google tools, and a collection of fun widgets. You can also easily customize the page and make it your own.



Google Tools Resources

- 7 Things You Should Know about Google Apps
- Useful Google Tools You've Never Heard Of
- Getting Started with Google Docs (tutorial)
- Google Reader in Plain English (video)
- Google Docs in Plain English (video)