



Let's Google !!!
Bluestone High School

Ms. Karen Osborne's Class
Budgets for Success
2009

After Signing In To

<https://www.google.com/a/mcpsweb.net/ServiceLogin>

Create a Shortcut or Favorite

Google Apps - Windows Internet Explorer provided by Technology

https://www.google.com/a/cpanel/mcpsweb.net/UserHub

File Edit View Favorites Tools Help

Google G Go Bookmarks 2 blocked Check Settings

Mecklenburg Cou... Google Docs - All ... Google Apps

Google Apps for Mecklenburg County Public Schools sbeck@mcpsweb.net Help Sign out

Hello, Sheila Beck. Welcome to Google Apps.

To start using your services, just click on the links to the right. Easily share and collaborate with others in your organization by using Google Apps.

Your IT administrator is managing user accounts. To invite additional users to Google Apps, please contact your IT administrator.

Your services

- Sites beta**
Quickly create and publish collaborative sites
- Docs beta**
Publish and collaborate in real-time on documents, spreadsheets, and presentations
- Calendar beta**
Organize schedules and share events and calendars with others

Internet 100%

Click on Documents and This Document Management Screen Appears

The screenshot shows the Google Docs interface in Internet Explorer. The browser title is "Google Docs - All items - Windows Internet Explorer provided by Technology". The address bar shows the URL "http://docs.google.com/a/mcpsweb.net/#". The navigation bar includes links for "Mail", "Calendar", "Documents", and "Sites". A blue arrow points to the "Documents" link. The user's email address "sbeck@mcpsweb.net" is displayed. The Google Docs logo is visible, along with a search bar and a "Search Docs" button. A yellow notification bar states "4 documents have been moved to the trash. Undo". The main content area shows a list of documents with columns for "Name", "Folders / Sharing", and "Date". The document "Untitled Presentation" is listed with a date of "11:07 am me".

Google Docs - All items - Windows Internet Explorer provided by Technology

http://docs.google.com/a/mcpsweb.net/#

File Edit View Favorites Tools Help

Google G Go

Mecklenburg Cou... Google Docs - All ... Google Docs - ...

Mail Calendar Documents Sites sbeck@mcpsweb.net | Settings | Help | Sign out

Google Docs BETA

Search Docs Show search options Saved searches

4 documents have been moved to the trash. Undo

New Upload Share Move to Hide Delete Rename More actions

Name	Folders / Sharing	Date ↓
TODAY		
Untitled Presentation	me	11:07 am me

Select: All 1, None Showing items 1-1 of 1

Internet 100%

Create New Document New>Select Spreadsheet

The screenshot shows a Windows Internet Explorer browser window displaying the Google Docs interface. The address bar shows the URL <http://docs.google.com/a/mcpsweb.net/#>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Google Docs interface features a search bar with the Google logo and a 'Search Docs' button. Below the search bar is a navigation bar with links for Mail, Calendar, Documents, and Sites, along with the user's email address sbeck@mcpsweb.net and links for Settings, Help, and Sign out. The main content area shows a 'New' menu open, listing options: Document, Presentation, Spreadsheet, Form, Folder, and From template. The 'Spreadsheet' option is highlighted with a red arrow. The main document area displays a table with columns for Name, Folders / Sharing, and Date. The table contains one entry: 'Untitled Presentation' under the 'TODAY' group, with 'me' in the 'Folders / Sharing' column and '2:25 pm me' in the 'Date' column. The status bar at the bottom indicates 'Select: All 1, None' and 'Showing items 1-1 of 1'.

Name	Folders / Sharing	Date
TODAY		
Untitled Presentation	me	2:25 pm me

Google Spreadsheet Opens

The image shows a screenshot of a web browser window displaying a Google Spreadsheet. The browser window title is "Unsaved spreadsheet - Windows Internet Explorer provided by Technology". The address bar shows the URL "http://spreadsheets.google.com/a/mcpsweb.net/ccc?key=polkbj_wvQkb4Fh". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar contains the text "Google" and a search icon. The browser's status bar shows "Done" and "Internet" with a zoom level of "100%".

The spreadsheet interface is titled "Unsaved spreadsheet" and includes a "Share" button and a "Save" button. The menu bar includes "File", "Edit", "Format", "Insert", "Tools", "Form", and "Help". The toolbar includes icons for undo, redo, print, currency, percentage, text color, font size (10pt), bold, italic, text background color, fill color, border, and autosum. The spreadsheet grid has columns labeled A through F and rows numbered 1 through 16. The first cell (A1) is selected. The status bar at the bottom shows "Add Sheet" and "Sheet1".

Using the Spreadsheet Signing

Reviewing the Toolbar

New Things in



- File>Revision History
- Format>Change colors with rules
- Insert>Gadget
- Form>Create a form
- Share> Allows you to collaborate!!

Google™?