

Utilizing Google Groups and Documents Within Your Team

Utilizing Google Docs

Google is known mainly for its searching capabilities on the Internet, but it also provides a wide range of services that you can use to benefit your team. We use Google Docs and Google Groups within our team for organizing and sharing documents, emails, groups, event dates, etc. In order to utilize these applications, you'll need to know how these programs work.

Google Docs has an easy-to-use format, which is very similar to Microsoft Word. You can create documents, spreadsheets, surveys, and even powerpoint presentations, all using your Google account. Google Docs uses all the basics, including bulleted lists, sorting by columns, adding tables, images, formulas, changing fonts and more. Google Docs also allows you to share documents with others. Information can always be updated and shared with whoever you choose, comments to documents allows other viewers to see what you said, without making any changes to the content in your work. Google Docs also gives you the opportunity to upload existing files in your computer for sharing, which includes common file formats such as DOC, XLS, ODT, ODS, PDF, CSV, PPT, etc. Transitioning to Google Docs is very easy. Your team can upload old documents where they can easily be accessible and shared.

What is the best thing about Google Docs? You can access it from anywhere! This makes it completely hassle-free. You don't need to save files to a flash drive or external hard drive, because there's nothing to download; you access your documents, spreadsheets and presentations from any computer with an Internet connection. Also, with online storage and auto-save, you don't need to fear local hard drive failures or power outages. Easy filing means that you can find and save documents quickly and efficiently. The best way to keep your documents organized is by putting them in folders; just drag and drop your documents into as many folders as you want.

Utilizing Google Groups

Google Groups is one of the most-used Google applications on our team, mainly for the purpose of organizing our team, parents, sponsors, and media contacts. We can access all contact information within our team easily and communicate with groups effectively. Using our team email, we can keep track of our team parents while ensuring that they're up to date with events happening within the team. Google Groups also allows users to start discussions within groups, so an email to parents about an upcoming community service event is shared with every parent in the group; no one is left out of the loop. Google Groups are also an easy way to share Google Docs; just share any document you wish to your team parents group, or your team leaders group, and they'll be able to view, edit, or comment.

Sources: Some information taken from Google Docs and Google Groups Tutorials.

Google Groups Tutorial: <http://groups.google.com/intl/en/googlegroups/tour3/index.html>

Google Docs Tutorial: <http://www.google.com/google-d-s/tour1.html>