

# Google Productivity Tools

Google Drive, Google Docs, Google Sites, Google Meet, and Google Jamboard

 Muon Chamnan  May 26, 2021  Zoom Meeting @ICT Learning Forum by CCC

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- Google Drive
- Google Docs
- Google Sites
- Google Meet
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Get started & practised



Q&A

**Who Am I?**

# Who Am I?

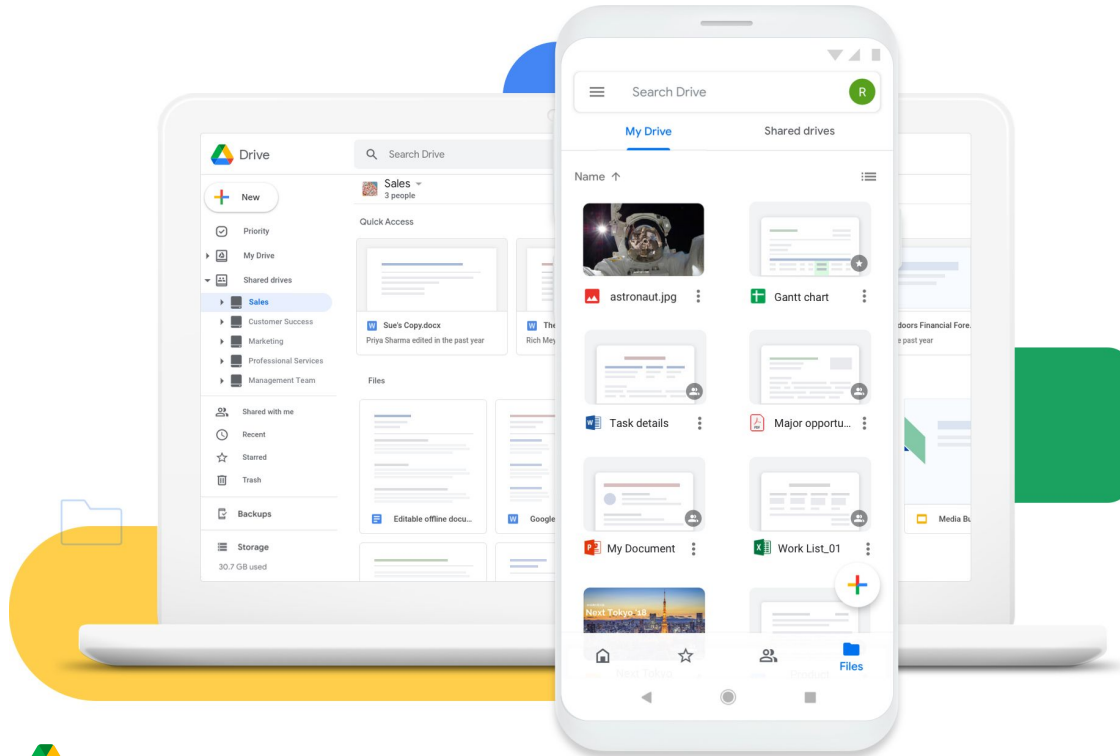
## មួន ចំណាន | Muon Chamnan



- Blogger
- Content Marketing Certified, HubSpot Academy
- Certified Digital Marketer, Google Digital Garage
- Certified 360° Photographer, Google Street View Trusted
- GBG Lead, Google Business Group Phnom Penh
- IT Deputy Manager (Education, JICA Project)
- Oversee Training & Travel: USA, Singapore, Korea, Thailand, Vietnam, Laos

# Introduction to Google Tools

# What is Google Drive?

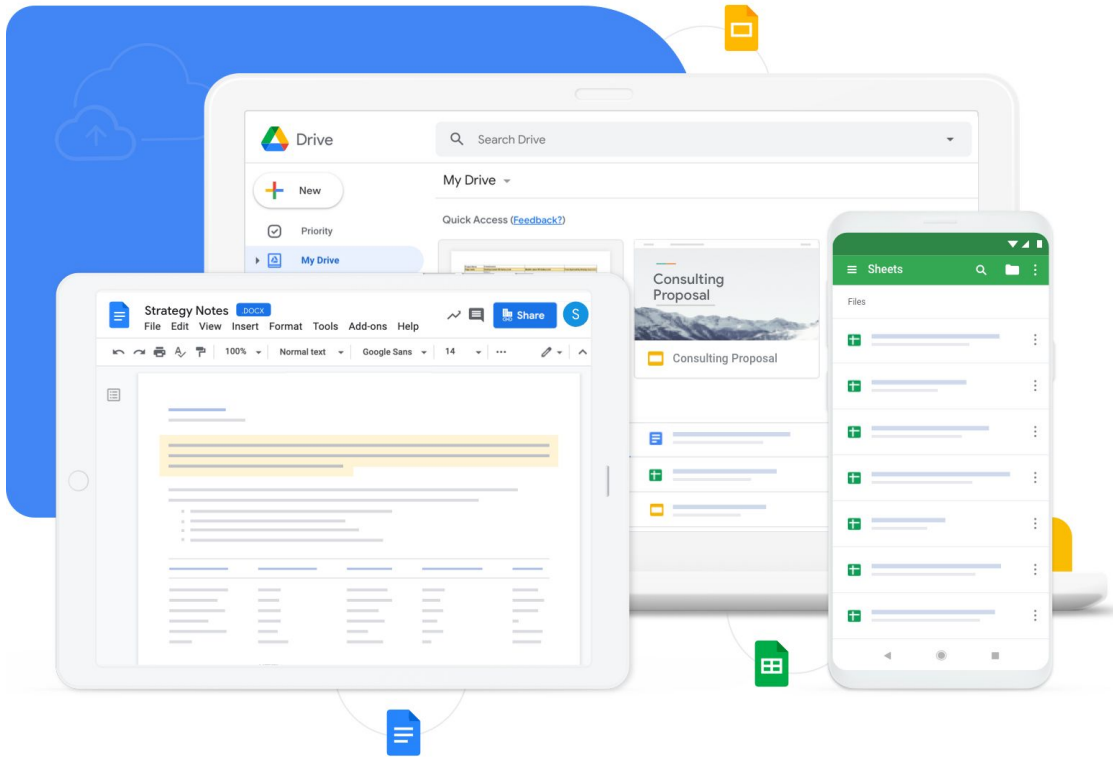


**Drive** lets you keep all your work in one place, view different file formats without buying extra software, and store, share, and collaborate on files and folders from any mobile device, tablet, or computer.

**Easy and secure access to all of your content.**



## Includes cloud-native collaboration apps



### Docs

Collaborate on a document with teammates or individuals outside of your company.

### Sheets

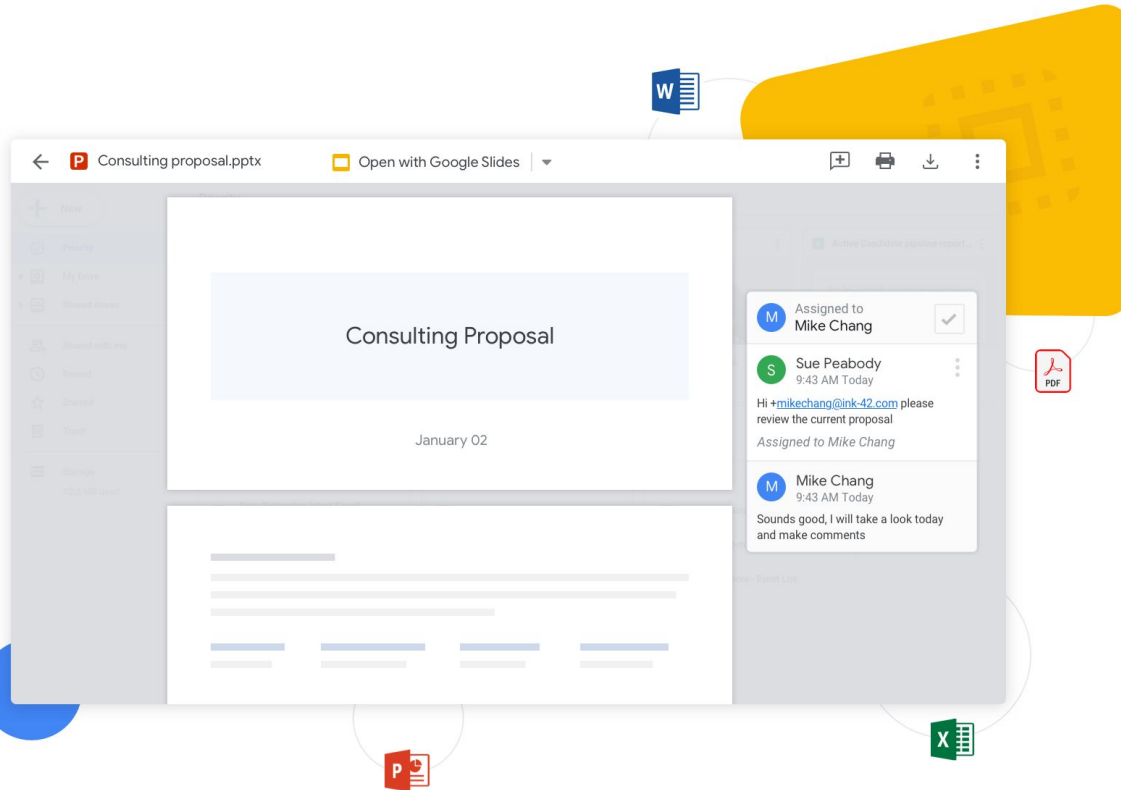
Make data-driven decision making easy, for everyone. Analyze, visualize and share data through spreadsheets to make informed decisions as a team.

### Slides

Present your best work, through polished presentations.



## Integrates with your existing tools



### Microsoft Office

Collaborate with your team in MS Office files, without the need to convert file formats.

### Other Tools

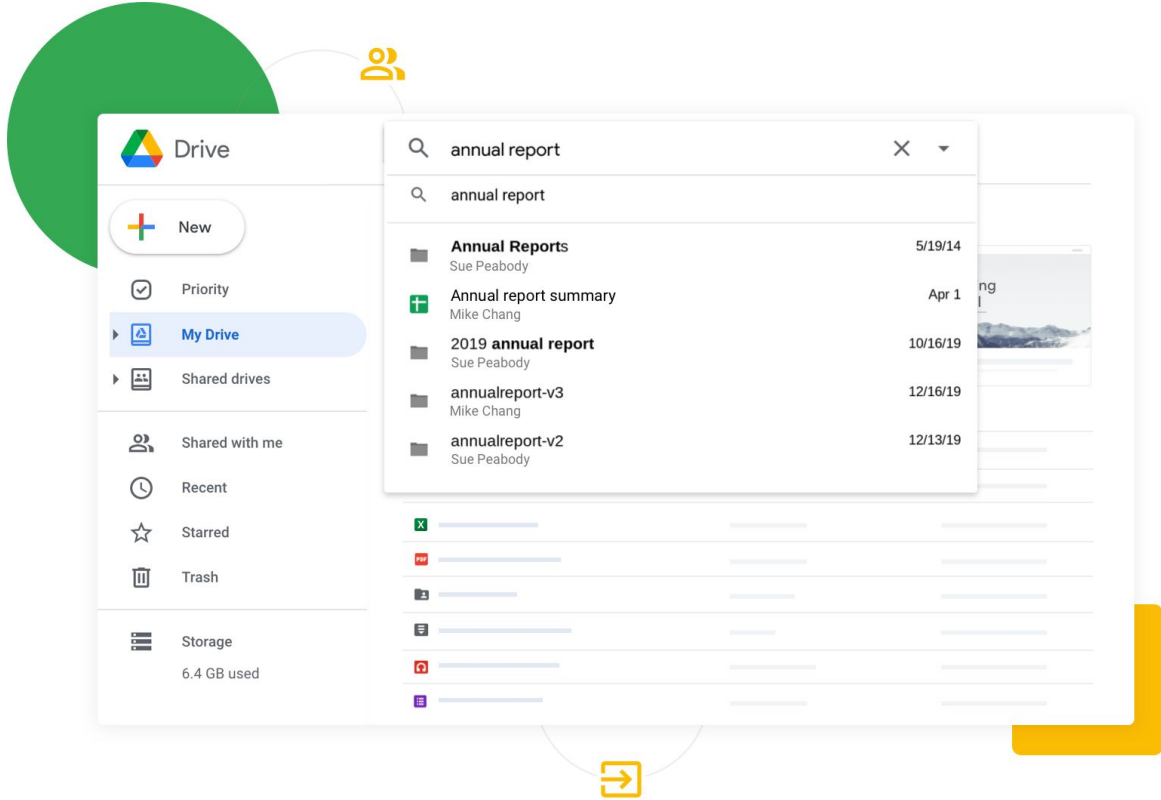
Drive also supports integrations with dozens of additional tools and apps, including Adobe, Atlassian, Docusign, Salesforce, Slack, and more.

### 100+ File Types

Drive supports over 100 file types, including PDFs, CAD files, images, videos, and more.



# Powered by Google AI and Search technology



## Google Search

Drive features the same powerful and accurate search technology you use every day, enabling your team to quickly and accurately find the right content.

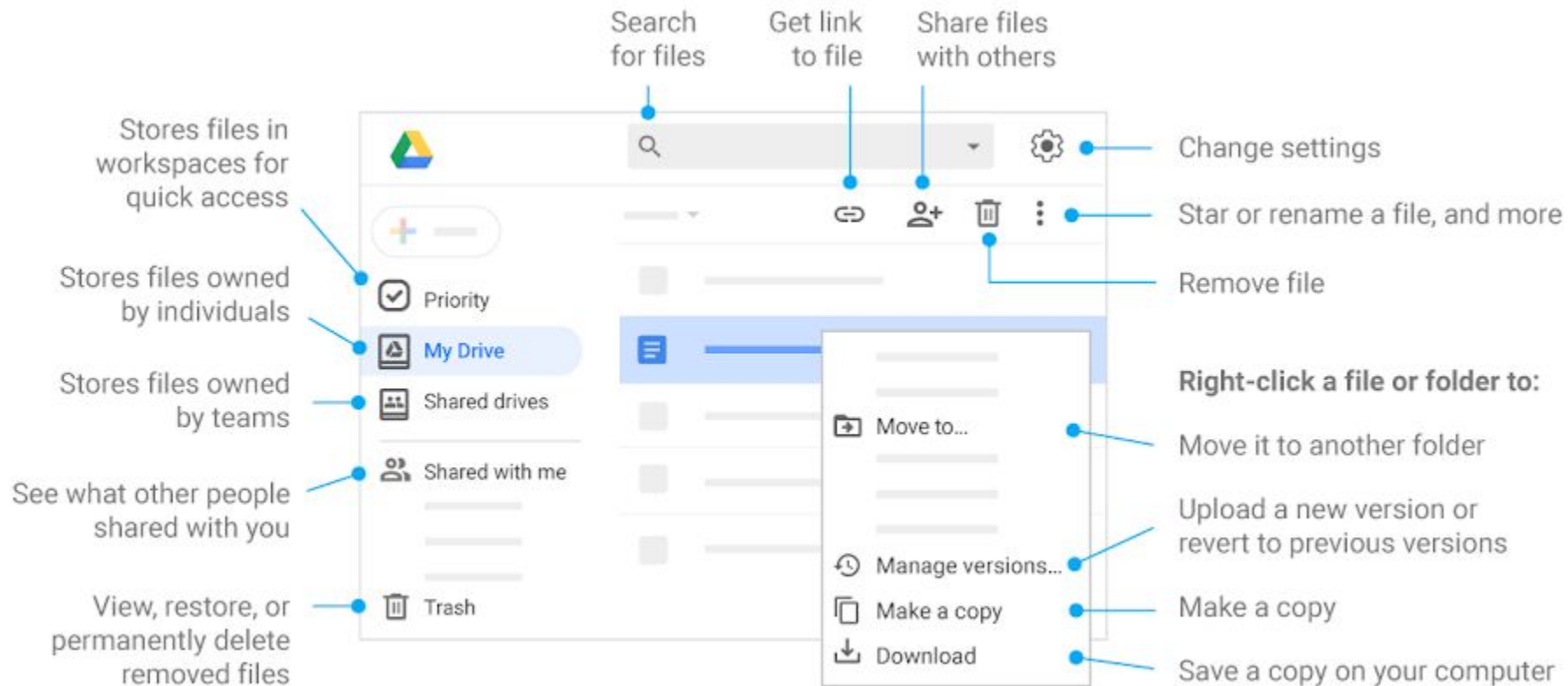
## Priority

Priority uses Artificial Intelligence to predict what you're looking for and surface the most relevant content at that moment—helping you and your team find files up to 50% faster.

## Explore

The Explore feature makes content creation faster and more powerful, enabling your team to naturally ask questions about data and easily find and add suggested content to your files.

# Google Drive's layout





# Google Drive storage options



## Individuals

Store, share, and access your files and folders from any mobile device, tablet, or computer—and your first **15GB of storage are free.**



### **Google One** (15 GB free included)

- 100GB \$1.99 /month (\$19.99 /year)
- 200GB \$2.99 /month (\$29.99 /year)
- 2TB \$9.99 /moth (\$99.99 /year)
- 10TB \$49.99 /moth



## Teams

Help your team move faster with a secure cloud-based collaboration platform that makes it easy for you to share, store, and access files.



### **Google Workspace Essentials**

- \$8 / active user / month
- Meet (up to 150 pax, Recording)
- Drive (100GB /user, 2TB pooled cloud storage, Shared drives, Drive File Stream)
- Others (as within free options)



## Enterprise

Protect and safeguard your company's data with Data Loss Prevention, Vault for eDiscovery and archiving, and security center.



### **Business Starter** (\$6/user/month)

- Email, Meet (100 pax), Drive (30GB/user)

### **Business Standard** (\$12/user/month)

- Email, Meet (150 pax + recording), Drive (2TB/user)

### **Business Plus** (\$18/user/month)

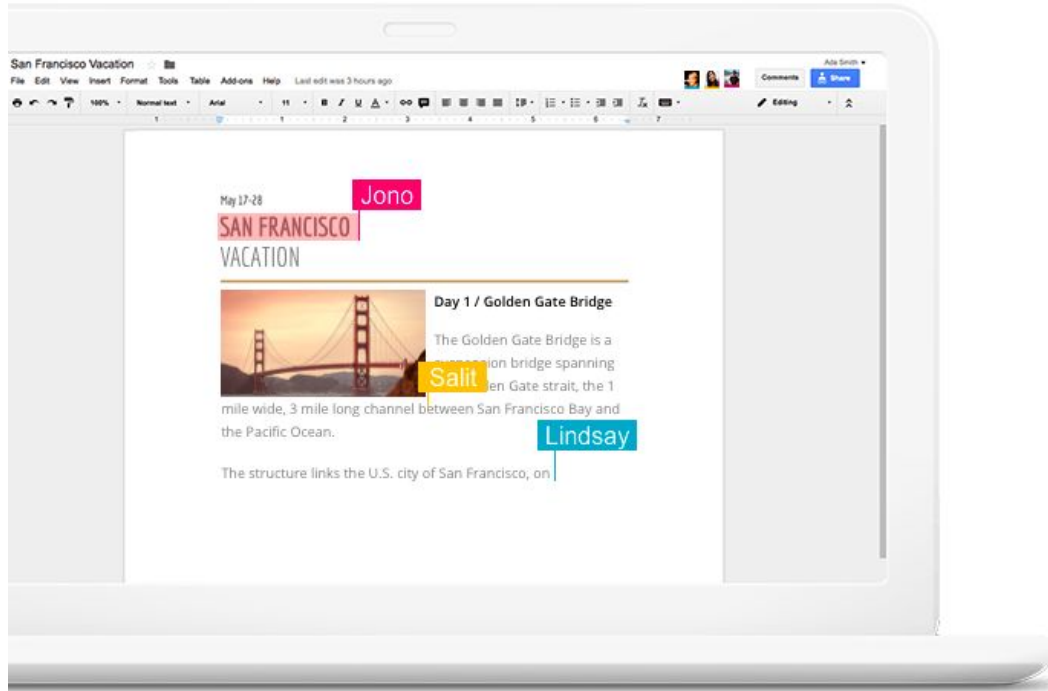
- Email, Meet (250 pax + recording & attendance tracking), Drive (5TB/user)

### **Enterprise** (Contact Sales)

@chamnanmuon



# What is Google Docs?



**Google Docs** brings your documents to life with smart editing and styling tools to help you easily format text and paragraphs. Choose from hundreds of fonts, add links, images, and drawings. All for free.

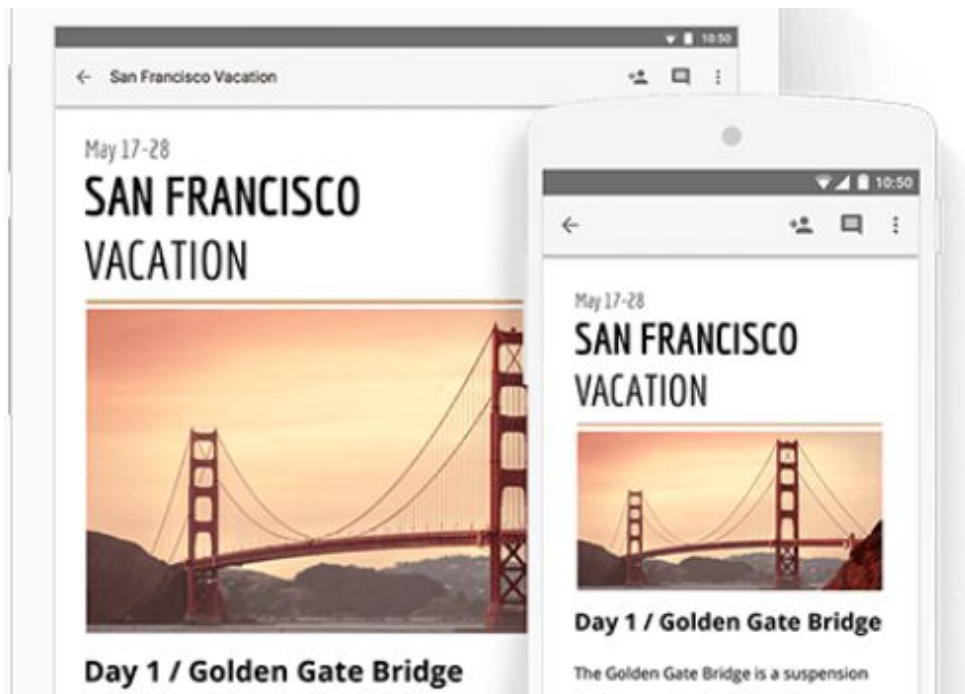
**More than letters and words.**

# Get a head start with templates

Choose from a wide variety of resumes, reports, and other pre-made documents — all designed to make your work that much better, and your life that much easier.



## Get to your documents anywhere, anytime



Access, create, and edit your documents wherever you go — from your phone, tablet, or computer — even when there's no connection.

## Do more, together

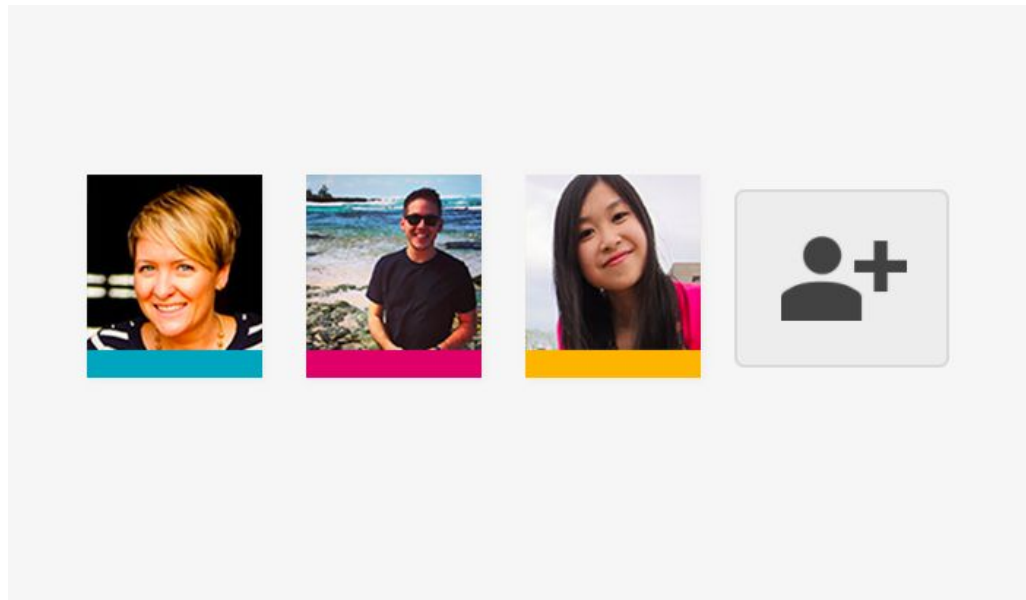
With Google Docs, everyone can work together in the same document at the same time.

### Share with anyone

Click share and let anyone – friends, classmates, coworkers, family – view, make suggestions that you can accept or reject, or edit your document directly.

### Edit in real-time

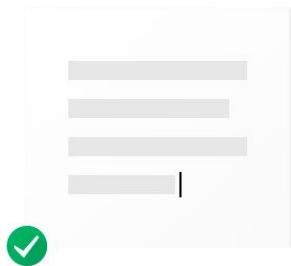
When someone is editing your document, you can see their cursor as they make changes or highlight text.



### Chat & comment

Chat with others directly inside any document or add a comment with “+” their email address and they’ll get a notification.

## Never hit “save” again



All your changes are automatically saved as you type. You can even use revision history to see old versions of the same document, sorted by date and who made the change.



Google Docs

### Do more with add-ons

Take your Docs experience even further with add-ons.

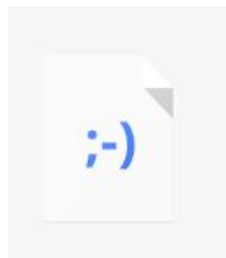
## Works with Word



Open, and edit, and save Microsoft Word files with the Chrome extension or app.



Convert Word files to Google Docs and vice versa.



Don't worry about file formats again.

# What is Google Sites?

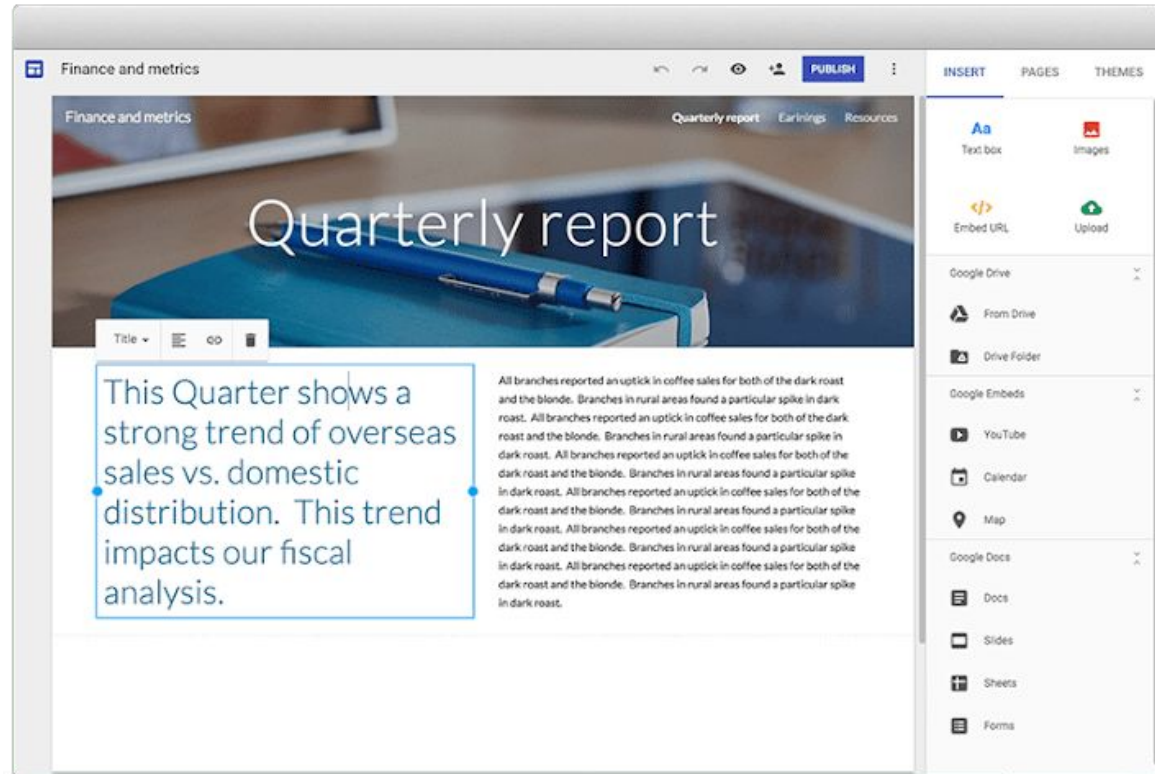


**Sites** lets you build public sites, internal project hubs, and more—all without IT help.

**Effortlessly create impactful team sites.**

# Create a site, no programming or design skills needed

**Sites** makes it simple to exhibit your team's work, with easy access to all your content from Google Workspace - whether it's a Drive folder, Doc, or even shared Calendar.



# Your content automatically looks its best across devices



## Secure your site, without requiring IT

Users can easily manage sharing permissions and ownership in Sites with only a few clicks, like they would a Doc.

Carefully created themes help make your content stand out. **Sites** intelligently optimizes your work so it looks great on desktop, tablet, and mobile.

## Move, drag and drop, edit, done

Creation and editing is extremely simple: just click, drag or drop.

## Designed for collaboration

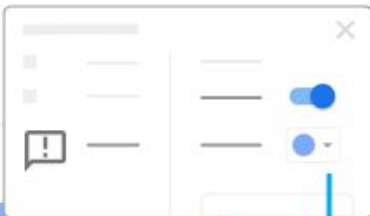
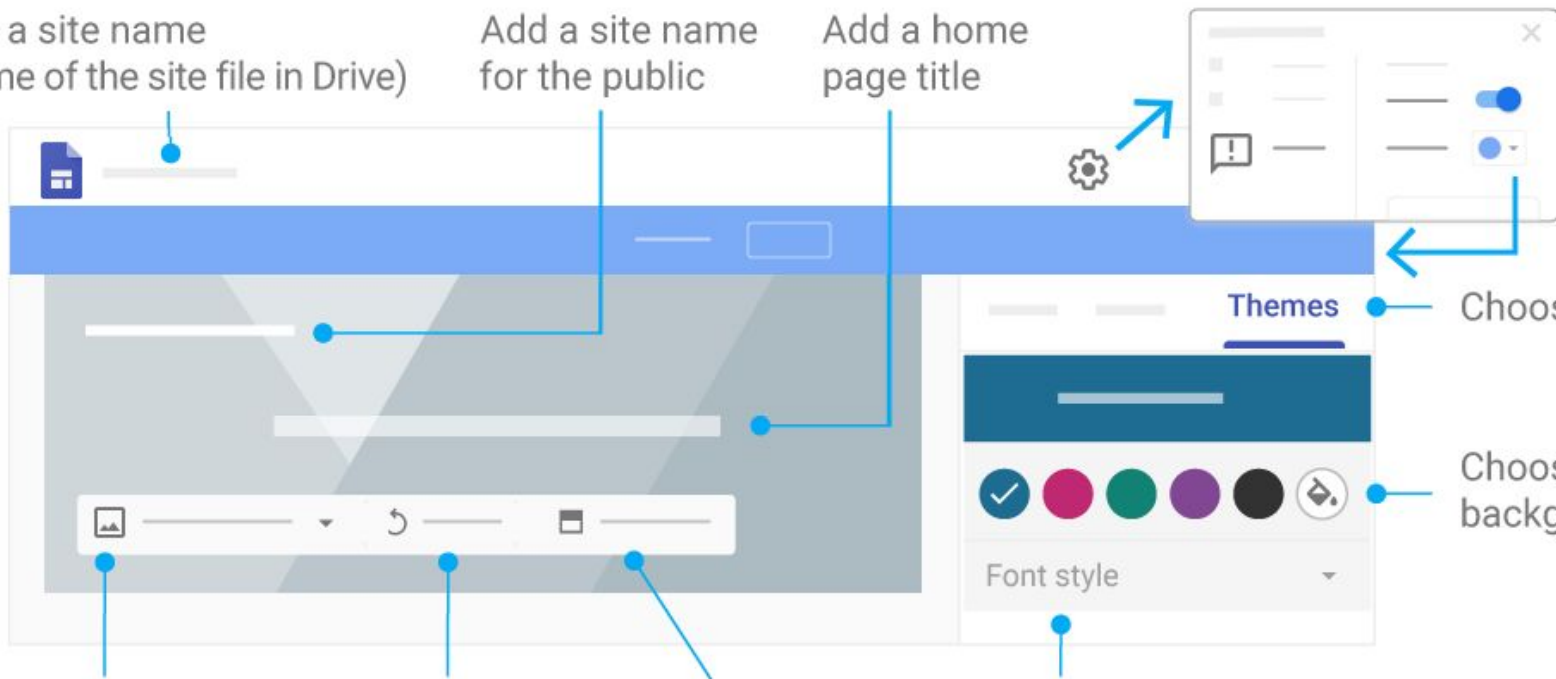
Sites makes collaborating easy with real time co-editing and the same powerful sharing controls you're used to in Drive and Docs.

# Google Sites's layout

Add a site name  
(name of the site file in Drive)

Add a site name  
for the public

Add a home  
page title



Choose a theme

Choose a  
background color

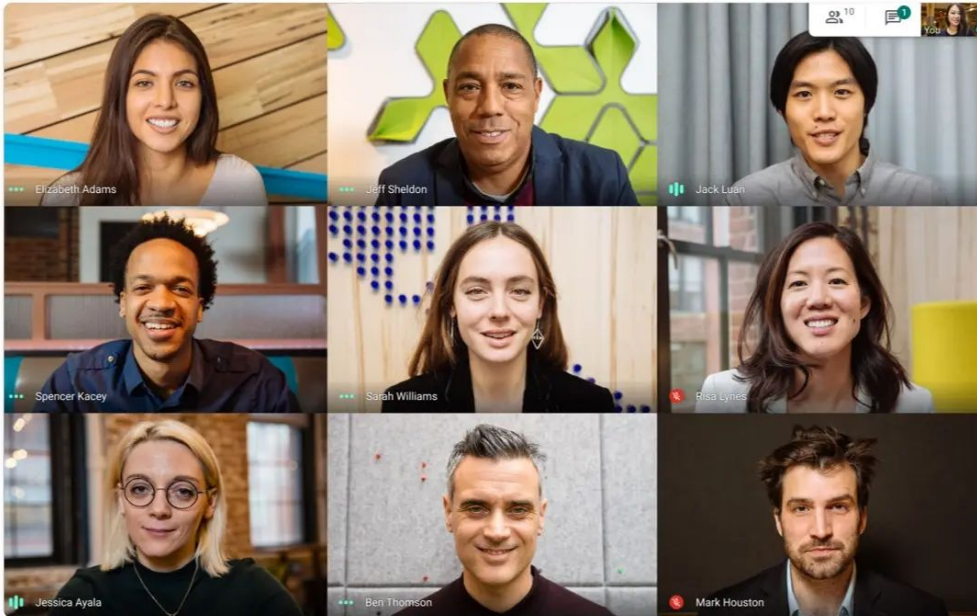
Choose a  
background image

Return to original  
background image

Choose a  
header type

Choose a  
font style

# What is Google Meet?

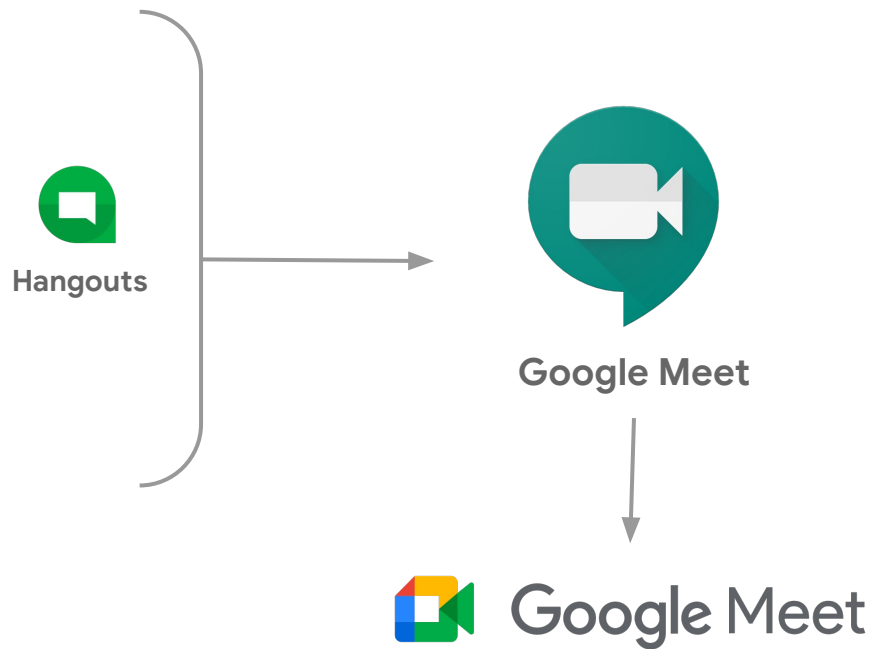


Google is making enterprise-grade video conferencing available to everyone. Now, anyone with a Google Account can create an online meeting with up to 100 participants and meet for up to 60 minutes per meeting.

**Google Meet** makes it easy to start a secure video meeting. Join from any modern web browser or download the app, and you're ready to go.

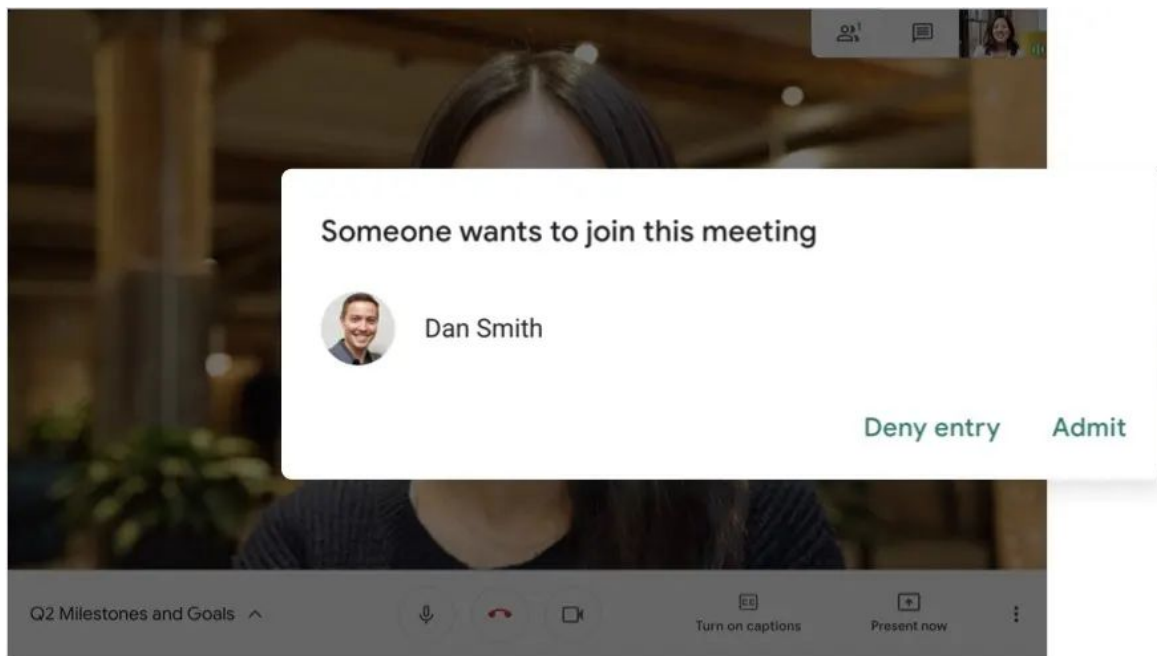
Google pioneered  
cloud-based **video  
meetings** 10 years ago

In 2018, we introduced  
**new enterprise-grade  
infrastructure** powering  
Google Meet

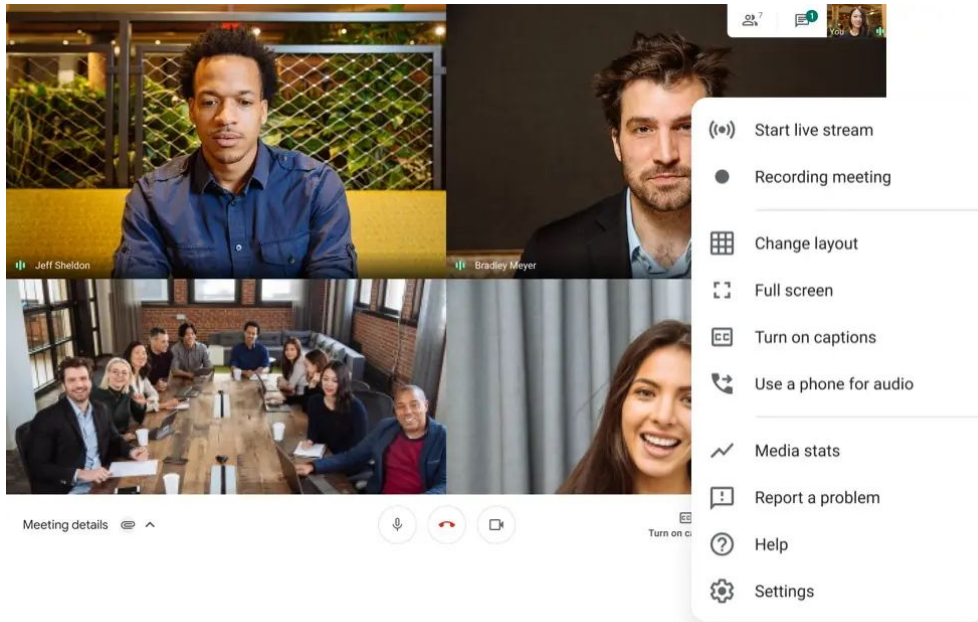


## Meet safely

**Meet** uses the same protections that Google uses to secure your information and safeguard your privacy. Meet video conferences are encrypted in transit, and our array of safety measures are continuously updated for added protection.



# Meet from anywhere



Get the whole crew together in Google Meet, where you can present business proposals, collaborate on chemistry assignments, or just catch up face to face.

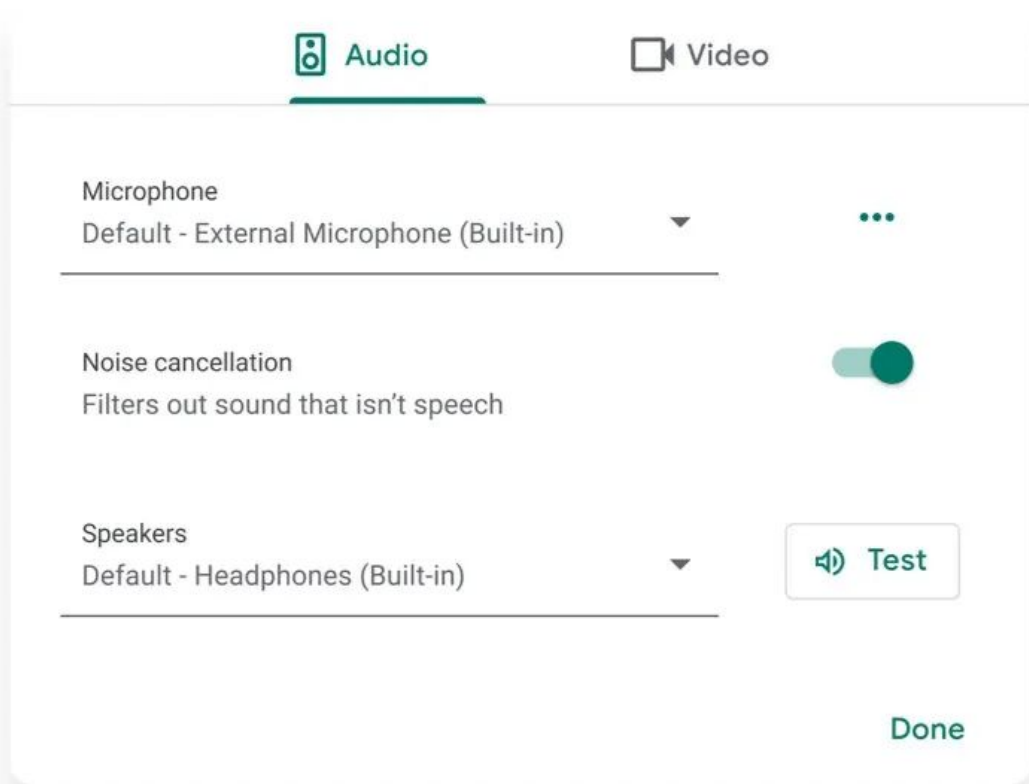
Businesses, schools, and other organizations can live stream meetings to 100,000 viewers within their domain.

## Meet on any device



Invited guests can join an online video conference from their computer using any **modern web browser**—no software to install. On **mobile devices**, they can join from the Google Meet app. Guests can even join meetings from Google Nest Hub Max.

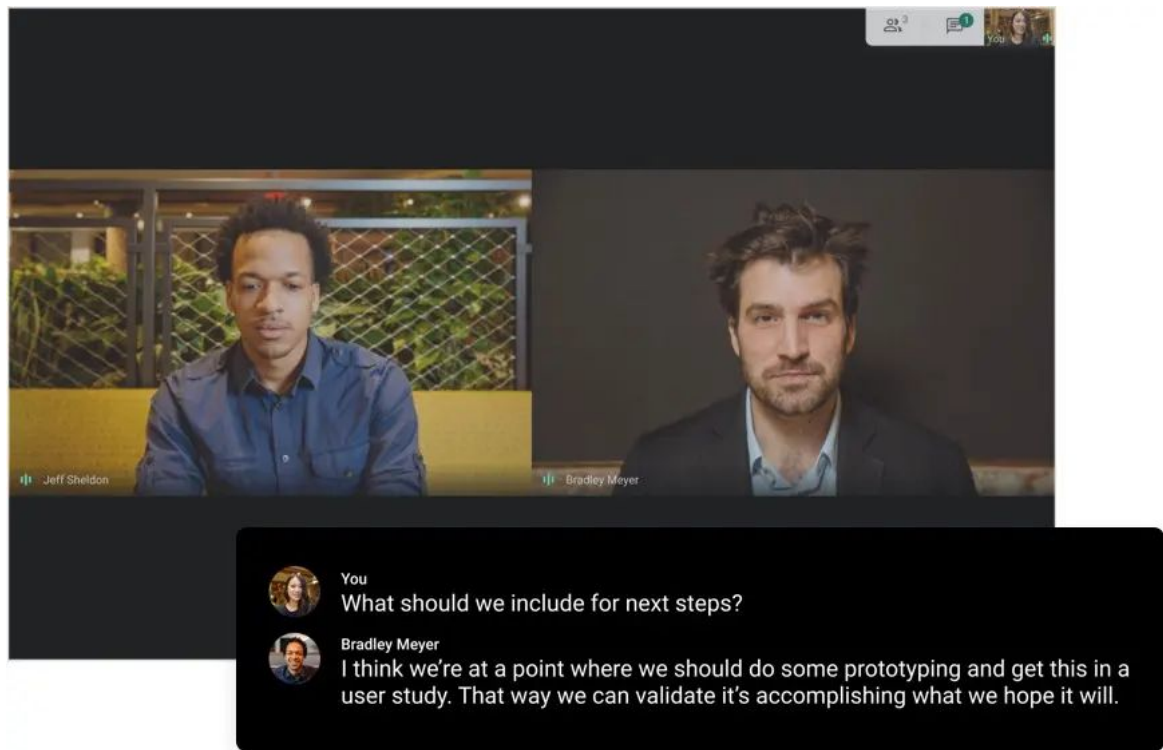
# Meet clearly








**Google Meet** adjusts to your network speed, ensuring high quality video calls wherever you are. New AI enhancements keep your calls clear even when your surroundings aren't.





## Meet with everyone

With **live captions** powered by Google's speech recognition technology, Google Meet makes meetings **more accessible**. For non-native speakers, hearing impaired participants, or just noisy coffee shops, **live captions** make it easy for everyone to follow along (available in English only).

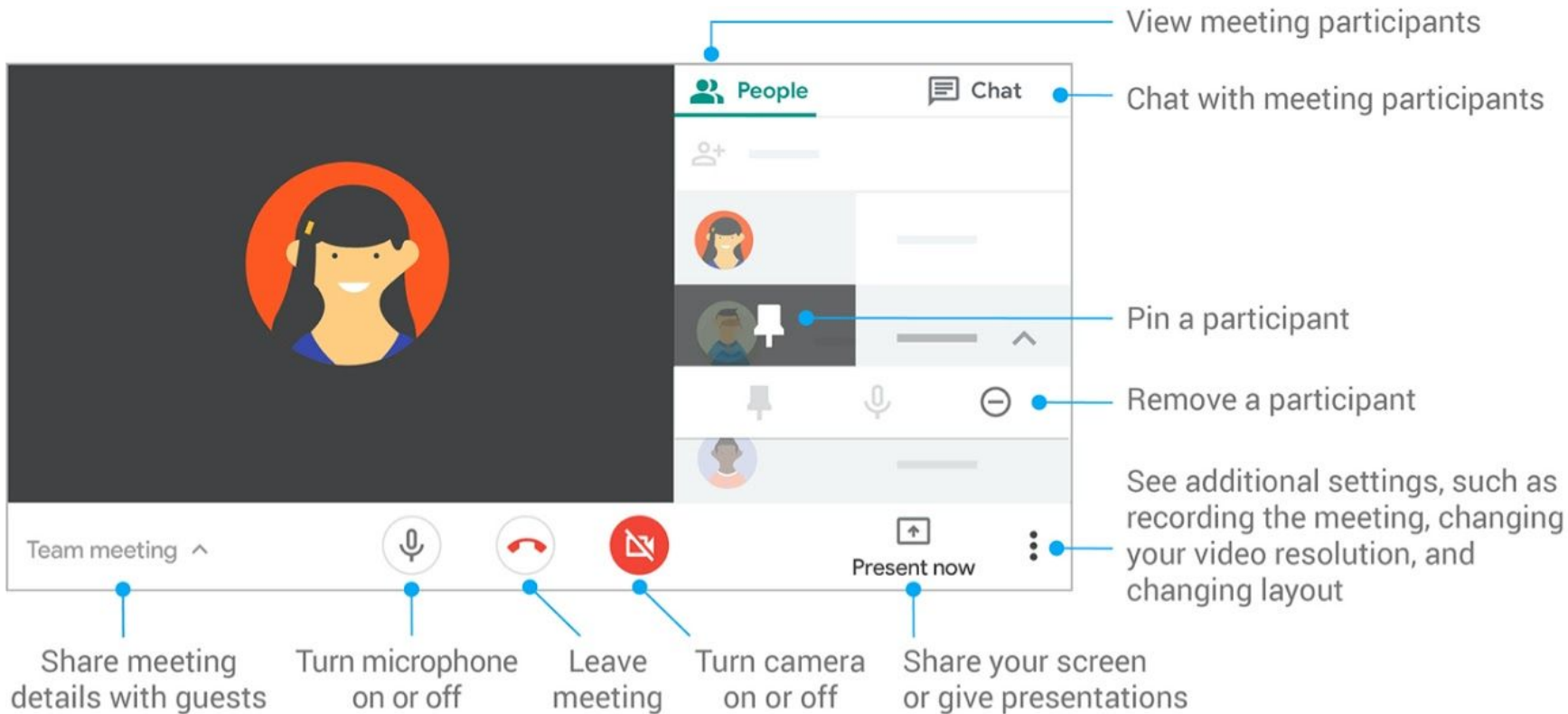


## Google Meet's free features

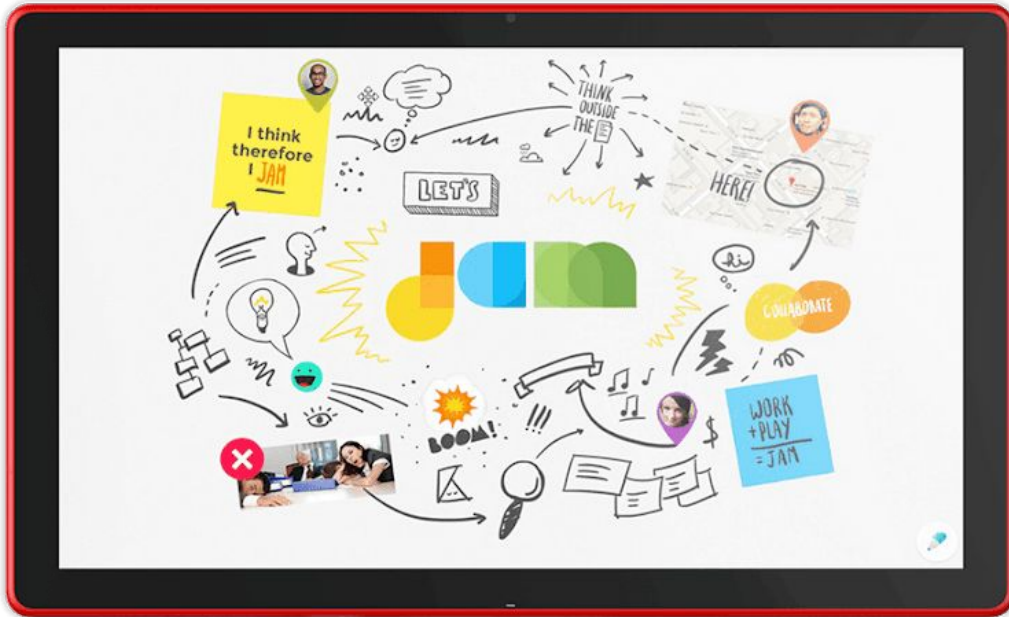
-  Unlimited number of meetings
-  Live captioning during meetings
-  Compatible across devices
-  Video and audio preview screen
-  Adjustable layouts and screen settings

-  Controls for meeting hosts
-  Screen sharing with participants
-  Messaging with participants
-  Integration with Google and Microsoft Office apps

# Google Meet's layout



# What is Google Jamboard?



Jamboard is a digital whiteboard that offers a rich collaborative experience for teams and classrooms. Watch your creativity unfold: you can create a Jam, edit it from your device, and share it with others. Everybody can collaborate on the Jam anytime, anywhere.

**Unleash your team's creativity with  
Jamboard.**



# Jamboard's interface on web

The screenshot displays the Jamboard web interface. At the top, there is a navigation bar with the Jamboard logo, a search bar, and utility icons for grid, notifications, and profile. Below the navigation bar, the 'Recent Jams' section is visible, featuring a grid of jam thumbnails. A dropdown menu is open over the 'Org structure' jam, showing ownership options: 'Owned by me' (checked), 'Not owned by me', and 'Owned by anyone'. The grid contains the following jams:

- Space planning Jam**: November 13, 2018
- Garden layout**: November 13, 2018
- Org structure**: November 12, 2018
- Daily standup**: November 10, 2018
- Feature priorities**: November 5, 2018
- Customer visits**: November 5, 2018
- Infra**: November 4, 2018
- Event planning**: November 4, 2018

A top-down view of a person's hands typing on a black keyboard. The person is wearing a dark blue suit jacket, a white shirt, a silver watch on their left wrist, and a silver bracelet on their right wrist. A computer monitor is visible on the right side of the desk, and a mouse is partially visible at the bottom. The background is a light-colored desk surface.

# Get Started & Practised + Q&A

Google Productivity Tools

# Keep in touch...

## មួន ចំណន់ | Muon Chamnan

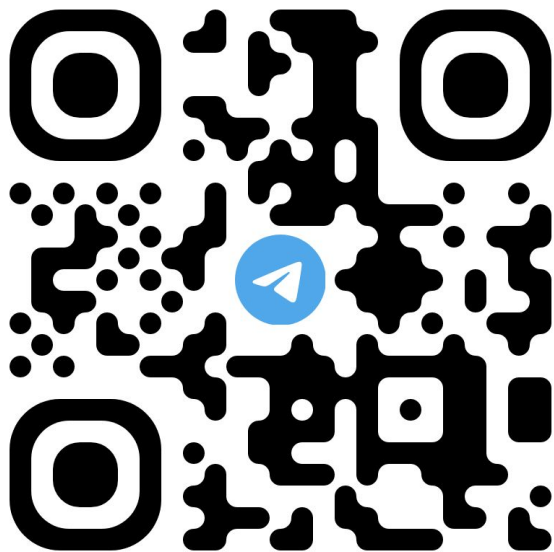
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