

## What is GSuite? (Formerly Google Apps for Education)

GSuite is a web-based productivity suite of applications that Google hosts on their own servers and makes available to schools for free. Google provides these applications as a "service," rather than as software you have to download and install. To access these applications, you simply use a web browser on any computer that is connected to the Internet. These applications have much of the same functionality found in the Microsoft Office suite but were built from the ground up to be accessible over the Internet so that they can be used with no special software and just access to the Internet.

### The GSuite Basics:



#### Google Drive

Google Drive is a safe place for all your files and puts them within reach from any smartphone, tablet, or computer. Files in Drive, like your videos, photos, and documents are backed up safely so you can't lose them. Once there, you can easily invite others to view, edit, or leave comments on any of your files or folders.



#### Google Docs

More than letters and words. Google Docs brings your documents to life with smart editing and styling tools to help you easily format text and paragraphs.



#### Google Sheets

Create, update and modify spreadsheets and share the data live. This is Google's version of Microsoft excel.



#### Google Slides

Create a new presentation and edit with others at the same time. Get stuff done with or without an Internet connection. Use Slides to edit PowerPoint files.