Activity Sheet: Google Drive

**ACTIVITY #1**

*Log-in to Google and access Drive*

1. Open Google Chrome
2. In the upper, right-hand corner click Sign-In
3. Follow the prompts to enter your credentials
4. Click on the **Apps Launcher** button
5. Select **Drive**

**ACTIVITY #2**

*Upload a document to Google Drive*

1. Click the **New** button
2. From the drop-down, select **File Upload**
3. In pop-up window, click Desktop from the Navigation Pane on the left-hand side
4. Open the Training Files folder
5. Select the **PF – Google Drive** file and click **Open**
6. Verify that the file displays in **Drive**

**ACTIVITY #3**

*Create a Folder in Google Drive*

1. Click the **New** button
2. From the drop-down, select **Folder**
3. Type “Library Training” in the **New Folder** field
4. Click on **Create**

*Move a file between folders in Drive*

1. Right-click on the file **PF – Google Drive** in Drive
2. Click on “Move to…”
3. Select the “Library Training” folder
4. Click on **Move**
5. Access the “Library Training” folder to ensure the file was moved successfully

**ACTIVITY #4**

*Practice with additional settings and features*

1. Double-click on the **PF – Google Drive** file to preview it and then use the return arrow in the top, left to return to the Drive screen
2. Right-Click on your **PF – Google Drive** file and select **Make a Copy**
3. **Rename** the copy “**Cherry Blossom Day**”
4. Right-click on the new Cherry Blossom Day file and select **Download**
5. Delete the Cherry Blossom Day file from Drive by right-clicking on the file and selecting **Remove**

**ACTIVITY #5**

*Sharing a File*

1. Right-click the **PF – Google Dive** file and select **Share**
2. Type the instructors email address into the “Enter names or email addresses” field
3. Click the drop-down option with Can Edit to select Can View, then re-select Can Edit
4. Type a short note in the message field (Ex: Check this out!)
5. Click on **Done**

**ACTIVITY #6**

*Creating a Google Doc from Drive*

1. In Drive, click the **NEW** button
2. Select “Google Docs”
3. A new browser tab opens with a blank Google Doc
4. In the “Untitled Document” field in the upper-right corner, type “Google Training” and press **Enter**
5. Close the tab that opened with the new Google Doc
6. Verify Drive contains a file entitled “Google Training”