



**Let's get you
ready to use
Google Drive**



Social Planning Council Ottawa



Introduction to Google Drive

- A free **cloud storage service** from Google
- Store files like documents, photos, videos, and more
- Works on **computers, tablets, and smartphones**
- Syncs your files across all devices

Think of it like a USB stick but way better!

Google Drive essential apps



Google Docs

Excellent for creating documents such as contracts, letters etc..



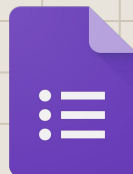
Google Docs

Excellent for creating documents such as contracts, letters etc..



Google Sheets

Excellent for create spreadsheets to deal with a lot of numbers or data(it's similar to Microsoft Excel).



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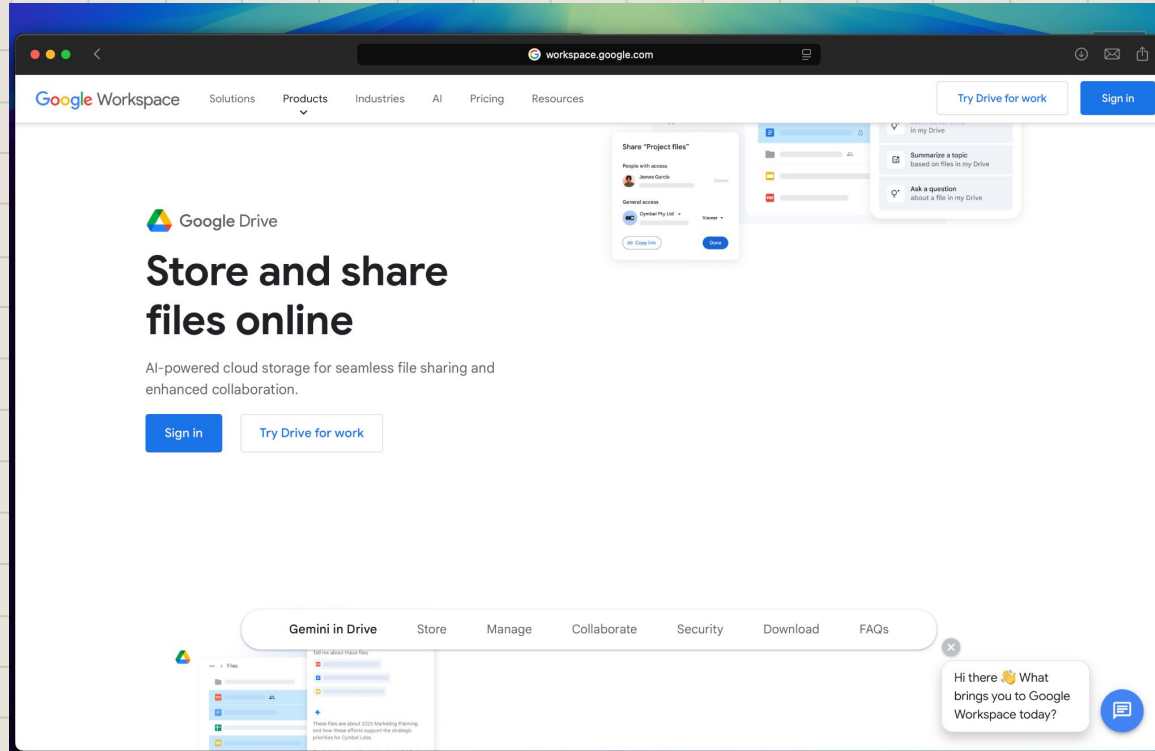
How to access your Google Drive

Getting to Google Drive is easy. All you need is a browser and a Google account. Once you're logged in, your cloud storage is ready to use. If you're on a mobile device, the Drive app makes access even faster and more convenient

**TIME: 7
minutes**

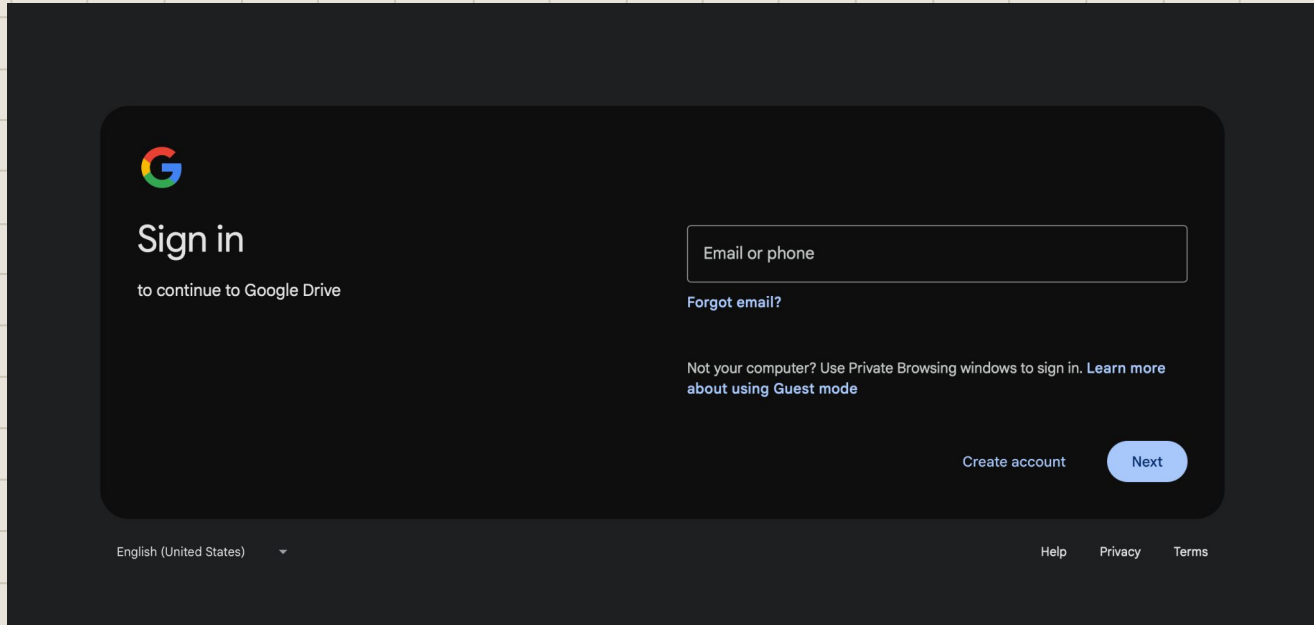
(STEP 1)

Go to drive.google.com




(STEP 2)

Sign in with your Google or Gmail account



The image shows a dark-themed sign-in page for Google Drive. On the left, there is a large, colorful 'G' logo. Below it, the text 'Sign in' is displayed in a large, white font, followed by 'to continue to Google Drive' in a smaller font. In the center, there is a white input field with the placeholder text 'Email or phone'. Below the input field, there is a link that says 'Forgot email?'. At the bottom of the sign-in area, there are two options: 'Create account' and a blue button labeled 'Next'. At the very bottom of the page, there is a language selector showing 'English (United States)' with a dropdown arrow, and three links: 'Help', 'Privacy', and 'Terms'.



Sign in

to continue to Google Drive

Email or phone

[Forgot email?](#)

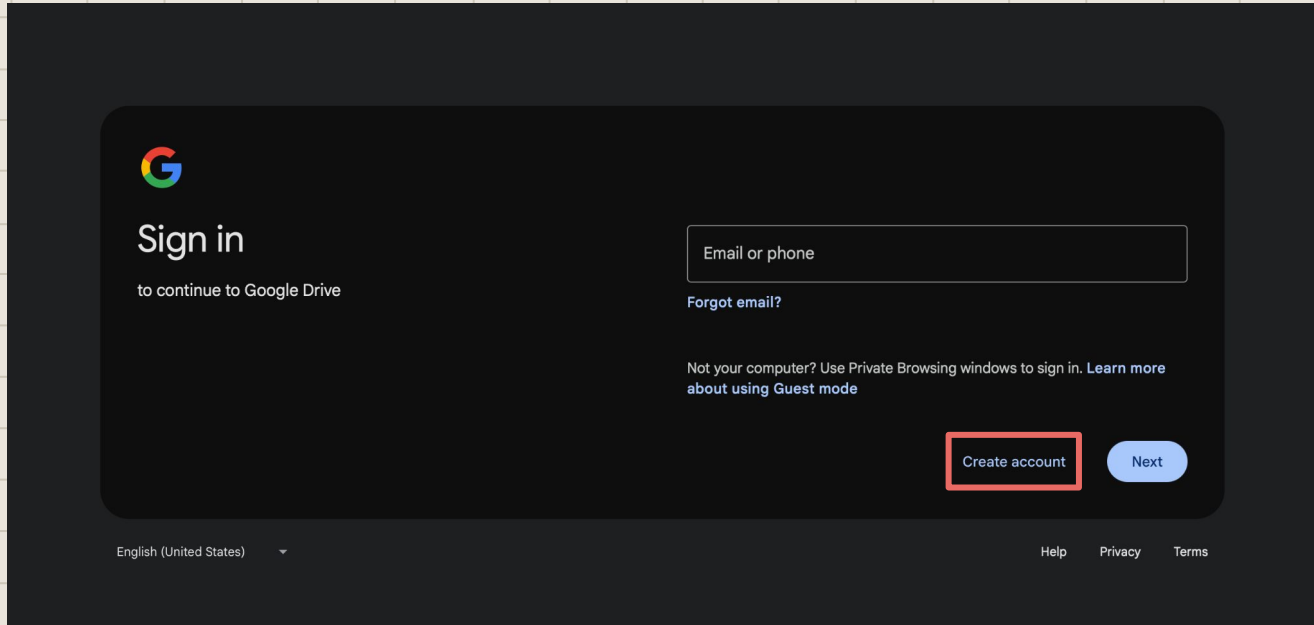
Not your computer? Use Private Browsing windows to sign in. [Learn more about using Guest mode](#)

[Create account](#) [Next](#)

English (United States) ▾ [Help](#) [Privacy](#) [Terms](#)

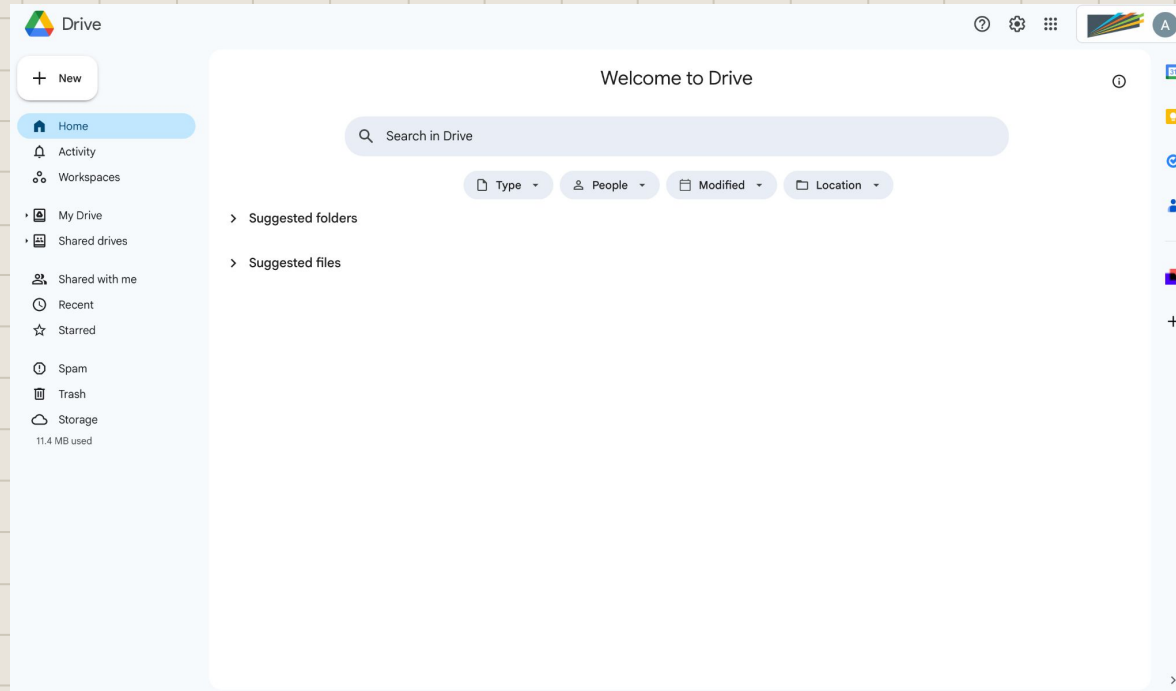
(STEP 3)

If you don't have one, click "Create Account" to get started



(STEP 4)

Once logged in you'll see your drive homepage (called "My Drive")



Upload files to Google Drive

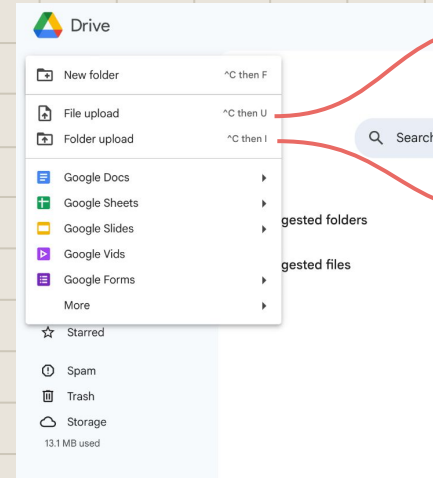
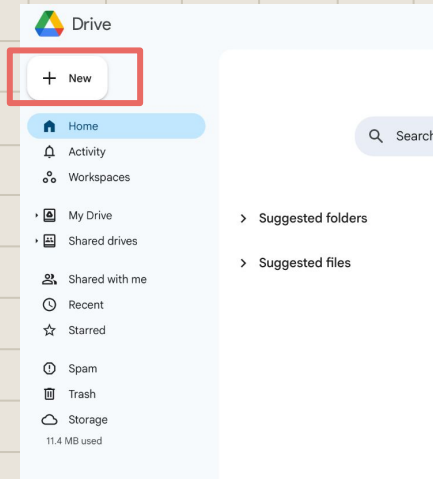
Uploading files to Drive is as simple as clicking a button or dragging and dropping. Once your files are in Drive, they're safely stored in the cloud no more worrying about losing them if something happens to your computer.

**TIME: 5
minutes**

(STEP 1)

Click the “New” button on the left hand side

Or drag any type of file (PDFs, images, videos, and more) the files directly to drive window, uploaded files appear in “My Drive”



For a Single File

To upload an entire folder

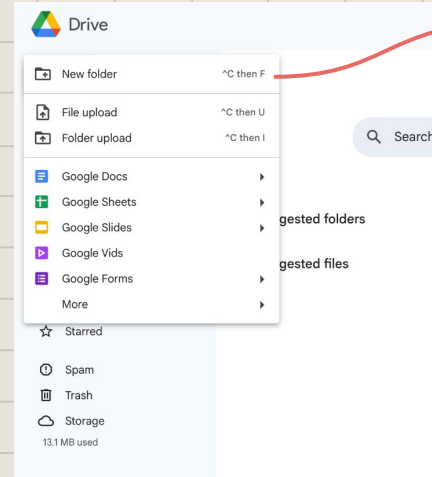
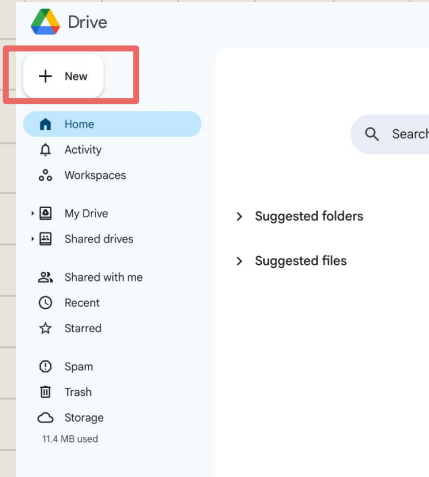
Organizing your files in Google Drive

Think of folders like drawers in a digital filing cabinet. The more organized your Drive is, the easier it is to find and manage your files. A little structure now saves a lot of time later.

Organized files =
easier to find what you
need later

(STEP 1)

Click “New” → “Folder” to create a folder

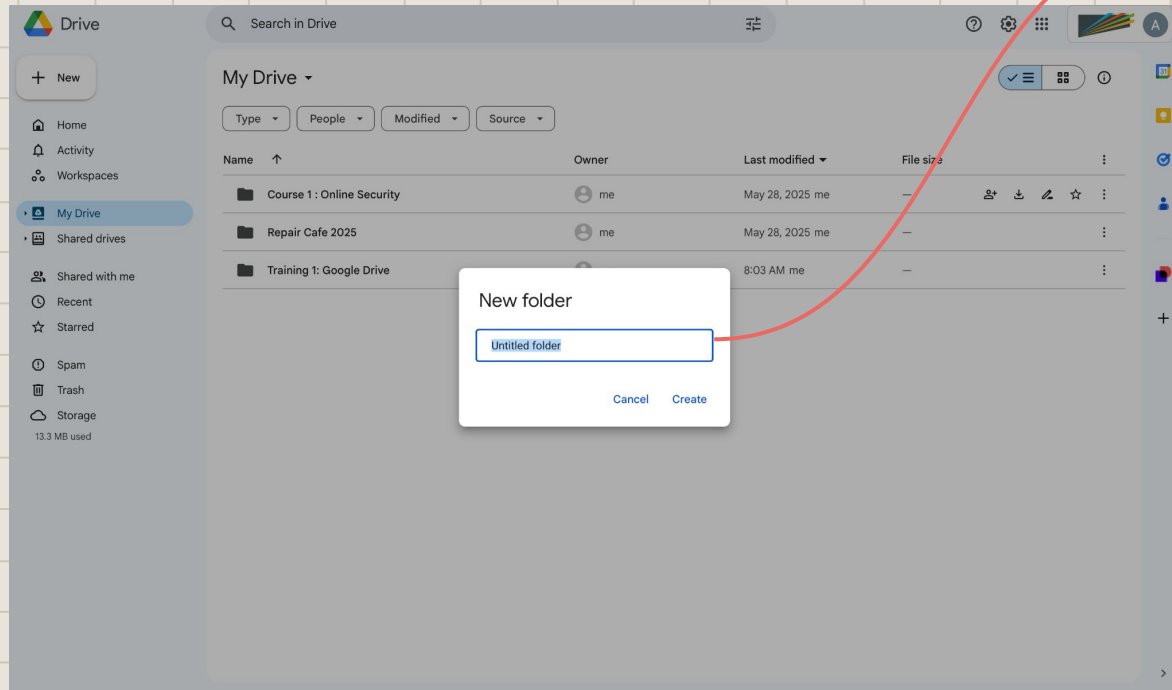


Click “New Folder”

(STEP 2)

Give your “Folder” a clear name
(e.g. School Projects or Receipts 2025)

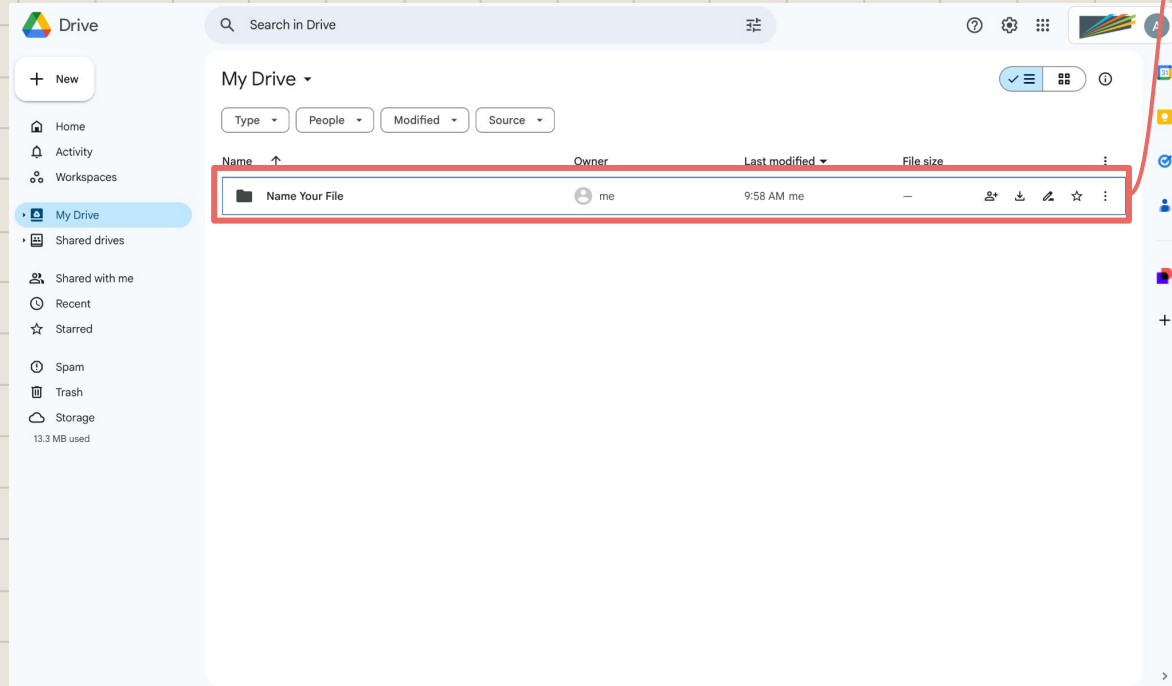
Name it here.



(STEP 3)

Drag & Drop files in the folder to stay organized

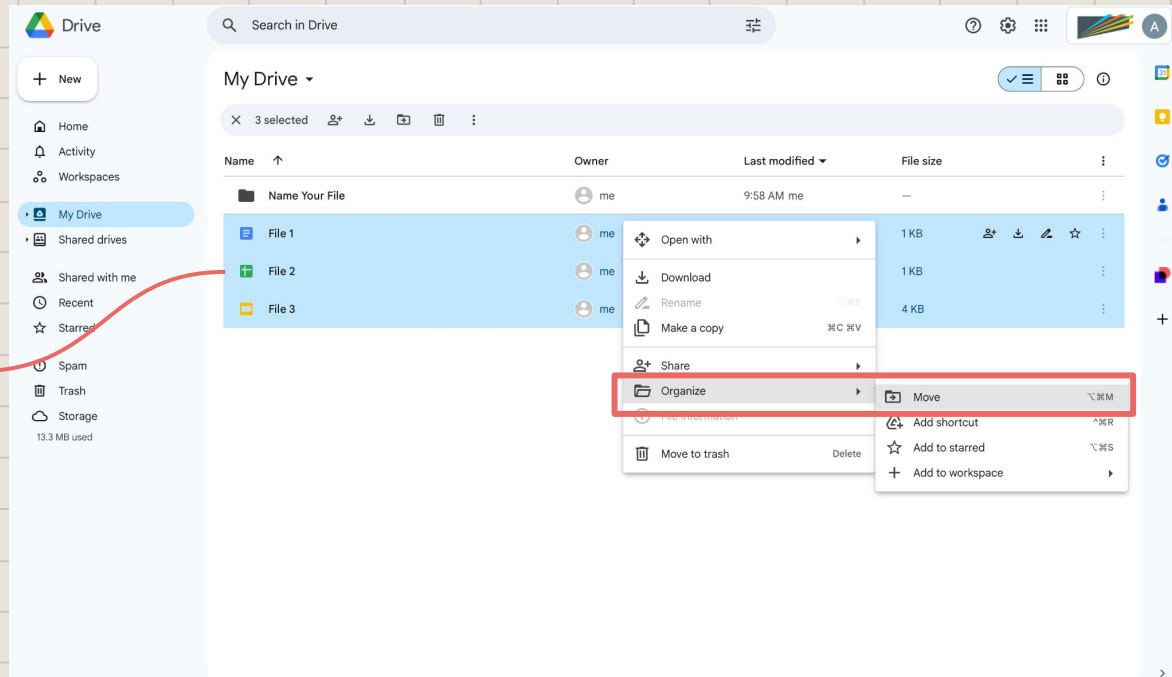
For a Single File



(STEP 4)

Drag & Drop files in the folder to stay organized

Or right-click a file or folder → choose “Move” to relocate it



You can also **drag** the highlighted **Files** to the **Folder** for the same result.

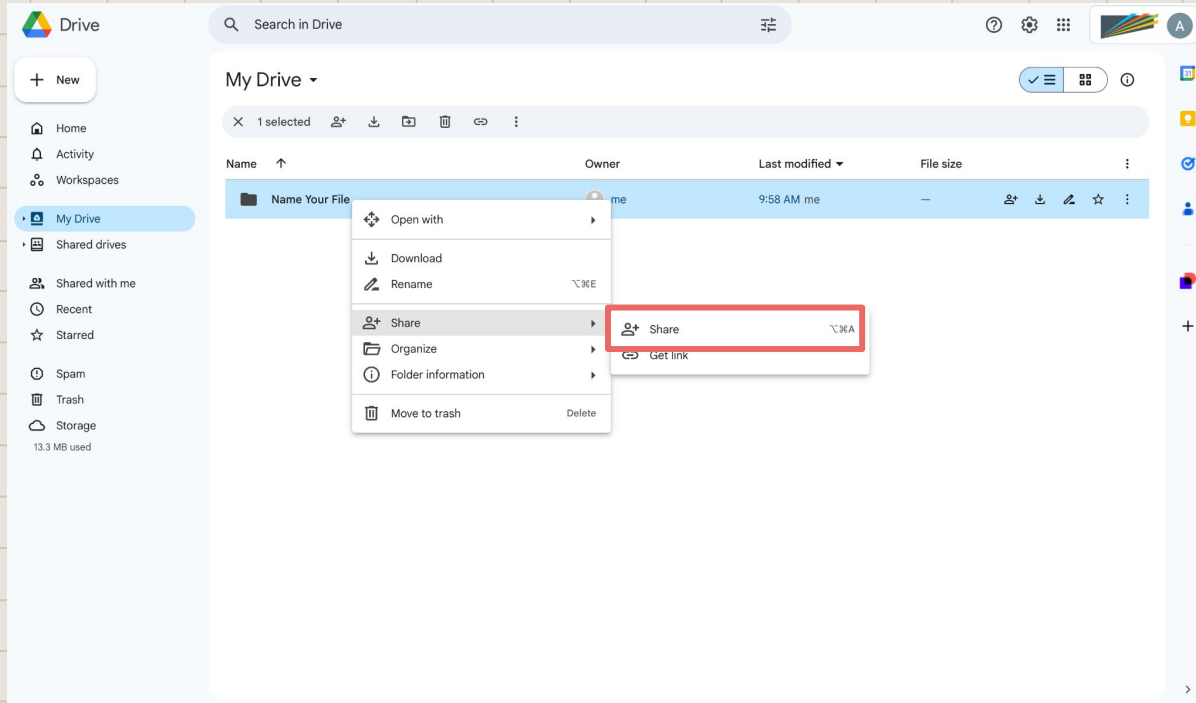
How to share files in Google Drive

Sharing in Drive is straightforward: you decide who sees or edits your files. Use 'Get link' when you want a quick shareable URL, and always verify permission levels to keep your information secure.

Always double check
permissions before sharing,
especially sensitive
documents

(STEP 1)

Right-Click on any folder or file → select “Share”



(STEP 2)

Enter email address(es) of people you want to share with

Once email is inserted you can choose permission level:

Viewer (can only view)

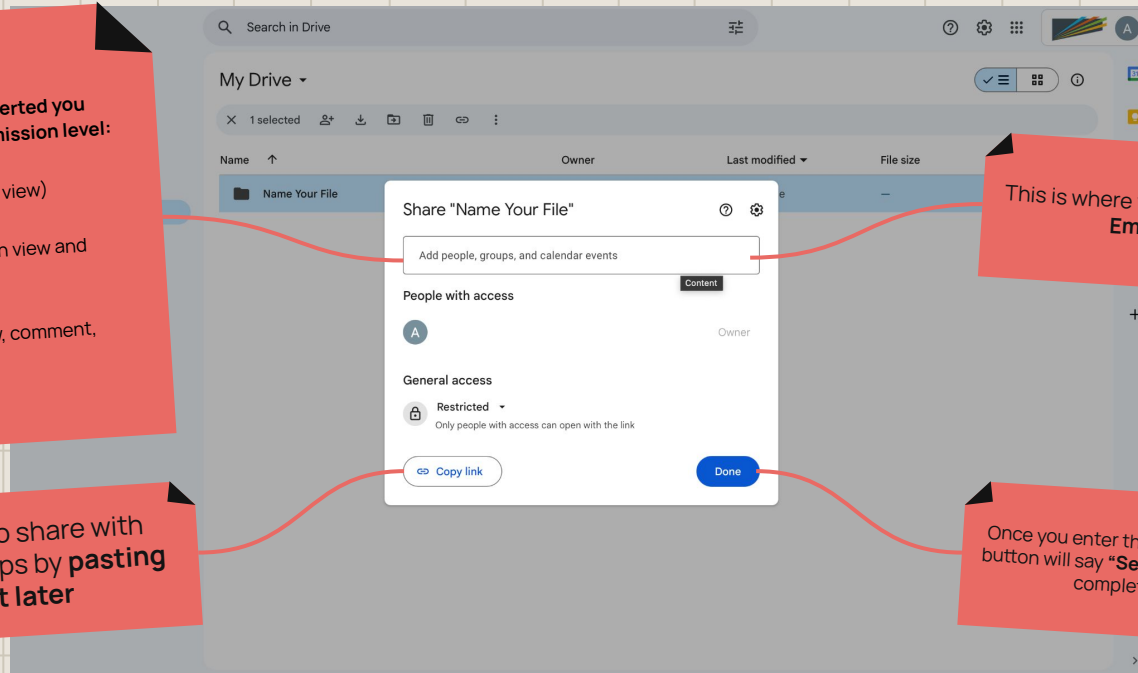
Commenter (can view and comment)

Editor (can view, comment, and edit)

Click to share with other apps by **past**ing it later

This is where you insert the **Email**

Once you enter the details this button will say **Send** click it to complete.



Work together in real time in Google Drive

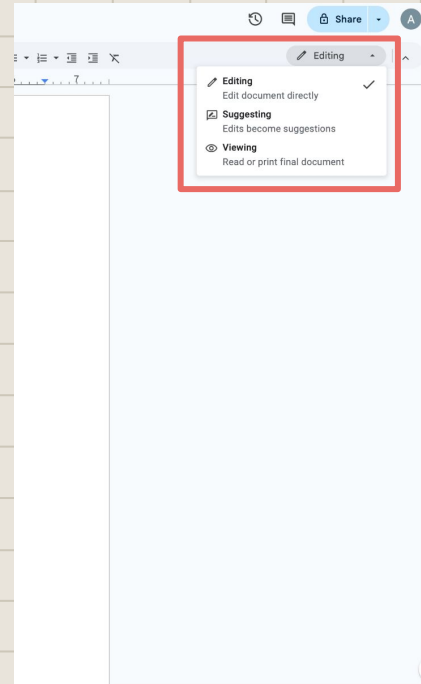
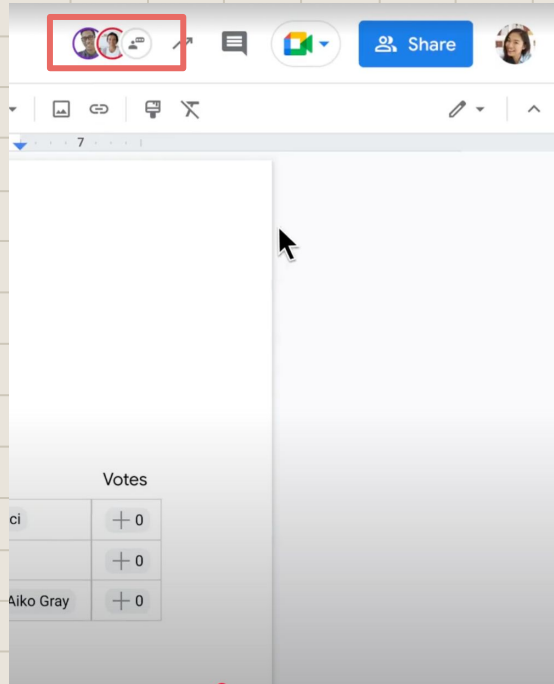
One of the best parts of Google Drive is real-time collaboration. Whether you're working on a group project or reviewing a document with a colleague, you can all edit and comment together – no back-and-forth emails or confusion about versions.

Use @mentions (e.g. @tom) in
comments to notify someone
directly

(STEP 1)

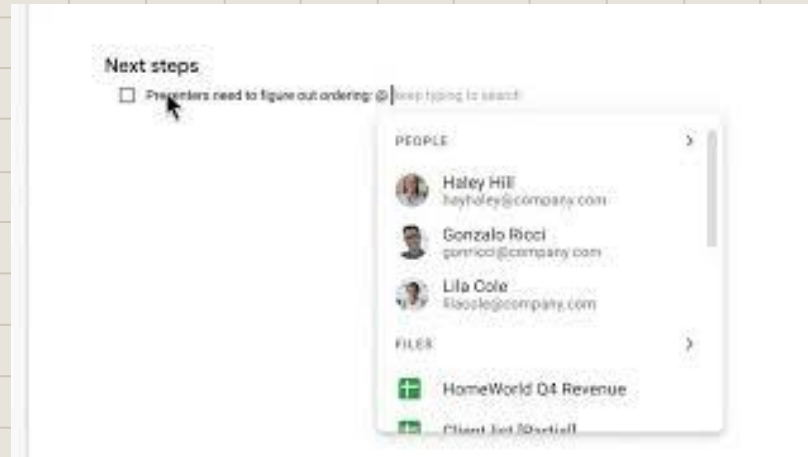
Open a Google Doc, Sheet or slide from drive

Ensure you granted Editor or Commenter permission



Click to Play Video

Here is what it will look like when collaborating on a file when it's shared



Find & manage your files easily

As your Drive fills up, searching becomes your best friend. With filters and powerful search tools, you'll never lose track of a file. And simple actions like renaming or starring a file help you keep everything manageable.

Use **"Starred"** to quickly access your most important files from the sidebar.

(STEP 1)

Use the search bar at the top of Google Drive

The screenshot shows the Google Drive interface. At the top, there is a search bar labeled "Search in Drive" and a filter icon (three horizontal lines with a vertical line). A red box highlights the search bar, and a red arrow points from it to a callout box on the left. Another red box highlights the filter icon, and a red arrow points from it to a callout box on the right. The main content area shows "My Drive" with a table of files and folders. The table has columns for Name, Owner, Last modified, and File size. The files listed are "Name Your File", "File 1", "File 2", and "File 3".

Name	Owner	Last modified	File size
Name Your File	me	May 30, 2025 me	—
File 1	me	May 30, 2025 me	1 KB
File 2	me	May 30, 2025 me	1 KB
File 3	me	May 30, 2025 me	4 KB

Search by file name, type, owner, or keyword

Click the filter icon to narrow your results

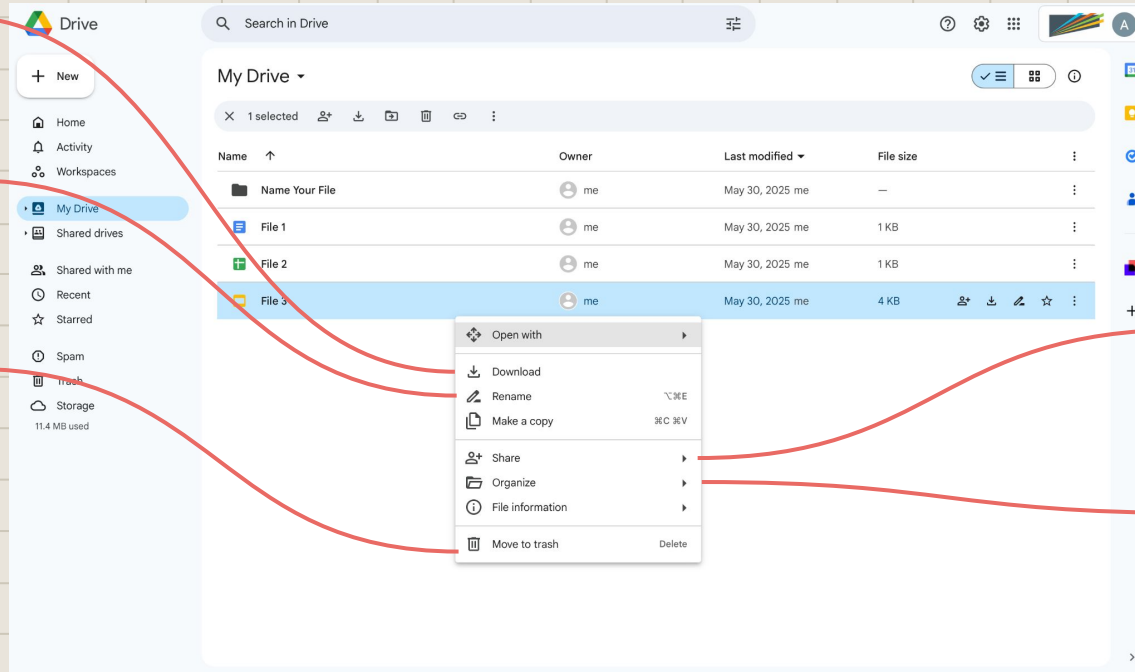
(STEP 2)

Right-Click a files or folder for more options

Download: will go to your computers files

Rename: for better findability

Trash: You'll have 30 days to remove it before it's gone permanently.



Share: will allow you to collaborate with others.

Organize: provides options to keep your files where you want them to be

Customize your drive: Settings & smart tips

Drive settings let you customize how you use the platform. Whether it's enabling offline mode or managing your storage, a few quick adjustments can make your experience smoother and more efficient.

Turn on **Offline Mode** so you can view and edit Docs/Sheets/Slides without Wifi (great for travel)

(STEP 1)

Use the search bar at the top of Google Drive

Search in Drive

My Drive

Type People Modified Source

Name	Owner	Last modified	File size
Name Your File	me	May 30, 2025 me	—
File 1	me	May 30, 2025 me	1 KB
File 2	me	May 30, 2025 me	1 KB
File 3	me	May 30, 2025 me	4 KB

Search by file name, type, owner, or keyword

Click the filter icon to narrow your results

LAST QUARTER'S HIGHLIGHTS

HIGHLIGHT 1

Present an important highlight from last quarter. Did you meet your targets? Were there any major achievements? Keep it short – you can expand in the following slides.

HIGHLIGHT 2

Describe another important highlight from last quarter.

HIGHLIGHT 3

Describe another important highlight from last quarter.

HIGHLIGHT 4

Describe another important highlight from last quarter.

OPEN DISCUSSION 1

Open up the discussion to your audience to get their input and insights.

Get them started with a few prompts to guide the conversation.

For example, are there any highlights or challenges they'd like to add?

TIME: 15 minutes

CHALLENGE 1

List any potential challenges and obstacles going into next quarter. Identify potential roadblocks to help inform planning. Keep it short – you can expand in the following slides.

[Link to resource](#)

CHALLENGE 2

Describe another potential challenge going into next quarter.

[Link to resource](#)

CHALLENGE 3

Describe another potential challenge going into next quarter.

[Link to resource](#)

Add a past insight

Mention any insights or learnings that might help the company tackle this upcoming challenge.

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Mention any insights or learnings that might help the company tackle this upcoming challenge.

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Mention any insights or learnings that might help the company tackle this upcoming challenge.

CHALLENGE

Here's your chance to zoom in on a challenge. In a few words, explain why this challenge is important and how it may impact the upcoming quarter.

Provide any background information, possible root causes, and further context to help your audience think about the potential implications this challenge will have.

Links to resources

Link to resource 1

Link to resource 2

SWOT ANALYSIS

STRENGTHS

Make a list of what your organization or team excels at.

This is what sets you apart from the competition.

WEAKNESSES

Identify areas for improvement.

Think about what you could be doing internally to achieve better results.

OPPORTUNITIES

Call out any opportunities for growth.

These are external factors, such as market trends or platforms, that your business can leverage.

THREATS

Mention any challenges, obstacles, or risks that your business is facing.

These can range from environmental factors to new market competitors.

GOAL 1

Use this slide to expand upon one of the goals you highlighted in the previous slide.

Explain why this goal is important and how it will be measured. Include an overview of the steps you'll take to achieve this goal. Define key performance indicators (KPIs) to measure your progress towards this goal.

00%

Metric description

KPI 1

Use this space to illustrate your goal with a specific metric or statistic.

00%

Metric description

KPI 2

Use this space to illustrate your goal with a specific metric or statistic.

BUSINESS OBJECTIVES

Now that the goals for the quarter are set, it's time to see how they fit into the bigger picture.

Quarterly goal 1

Start with the quarterly goals you previously mentioned.

Quarterly goal 2

Start with the quarterly goals you previously mentioned.

Quarterly goal 3

Start with the quarterly goals you previously mentioned.

Annual goal 1

Identify your broader objectives and direction for the year.

Annual goal 2

Identify your broader objectives and direction for the year.

Long-term business goal

Connect your annual goals to your company's vision and purpose.

Note 1

Capture ideas and suggestions from your audience.

Note 2

Use this space to take live notes during the conversation.

Note 3

Don't lose track of any contributions.

Note 4

Capture ideas and suggestions from your audience.

TIME: 30 minutes

TIMELINE

Phase 1

Phase 2

Phase 3

Phase 4

Month

Month

Month

Month

Finish the meeting with a roadmap for the next quarter.

Summarize specific actions that must take place in this phase.

Add key milestones, deadlines, and important meetings.

Make sure this timeline reflects the goals you mentioned in previous slides.

NEXT QUARTER'S GOALS

1. GOAL TITLE

Outline the plan for next quarter. Set short-term goals, targets, and objectives.

Add a relevant metric: 00%

2. GOAL TITLE

For each objective, briefly explain why it should be a priority for next quarter.

Add a relevant metric: 00%

3. GOAL TITLE

Make sure each goal is specific, measurable, achievable, relevant, and time-bound.

Add a relevant metric: 00%

NEXT STEPS

GOAL 1

Set your goals or performance targets for next quarter. Justify why each goal is a priority for the business.

GOAL 2

Make sure each goal is specific, measurable, achievable, relevant, and time-bound (SMART).

GOAL 3

Use this slide as a springboard for discussion. You can expand on these goals later in the presentation.



THANK YOU!

Use this space for legal copy.

State whether the information is confidential or sensitive and how it's intended to be used.

CONTENTS

01.

Learn how to use Google Drive to store, organize, and share files

02.

Access your files anytime, anywhere, from any device

03.

Collaborate with others in real time

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Get the most out of your 15GB of free storage