



# Google Apps: The Missing Manual

By Nancy Conner

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## Google Apps: The Missing Manual By Nancy Conner

Among its many amazing applications, Google now has web-based alternatives to many of the applications in Microsoft Office. This comprehensive and easy-to-follow new book enables you to explore Google's new office applications in detail. Once you do, you'll be in good company -- more than 100,000 small businesses and some corporations are already looking to take advantage of these free Google offerings.

*Google Apps: The Missing Manual* teaches you how to use three relatively new applications from Google: "Docs and Spreadsheets", which provide many of the same core tools that you find in Word and Excel; and Google Calendar and Gmail, the applications that offer an alternative to Outlook. This book demonstrates how these applications together can ease your ability to collaborate with others, and allow you access to your documents, mail and appointments from any computer at any location.

Of course, as remarkable as these applications are, Google's office suite is definitely a work-in-progress. Navigating what you can and can't do and -- more importantly -- understanding how to do it isn't always easy. And good luck finding enough help online. *Google Apps: The Missing Manual* is the one book you need to get the most out of this increasingly useful part of the Google empire. This book:

- Explains how to create, save and share each of Google's web-based office applications
- Offers separate sections for Docs and Spreadsheets, Google Calendar, and Gmail
- Demonstrates how to use these applications in conjunction with one another
- Gives you crystal-clear and jargon-free explanations that will satisfy users of all technical levels

Many of you already use Gmail, but do you know its full potential? Do you know how you can increase its power by using Gmail with Doc and Spreadsheets and Google Calendar? You'll find out with *Google Apps: The Missing Manual*. You'll also come to understand why large

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## **Editorial Review**

"Nday" to get a message listing tomorrow's events. 4. Don't waste time waiting around for a friend or coworker to answer your email. Use Google Talk to see at a glance whether the other person is online; if she is, click her name to start chatting. 5. Quit slowing yourself down by reaching for the mouse. Use the keyboard shortcuts available for Google Docs

(<http://documents.google.com/support/bin/answer.py?hl=en&answer=66280>), Gmail

(<http://mail.google.com/support/bin/answer.py?hl=en&answer=6594>), and Google Calendar

(<http://www.google.com/support/calendar/bin/answer.py?hl=en-ch&answer=37034>) to bring your data entry up to power-user speed.

6. If you use Firefox or Internet Explorer to browse the Web, install the Google Toolbar so you can keep an eye on Gmail, add events to your Calendar, and open files as you zip around the Web.

7. Use Gmail's colored labels so you can scan your messages and quickly find what you're looking for. Or simply use Gmail's awesome search feature to zero in on a message.

8. Creating a Web site? Don't get flummoxed by HTML, CSS, or any other what-the-heck-does-that-mean acronym. Use Google Page Creator, which comes preloaded with layouts and color-coordinated themes so you can see your pages as you build them.

9. Speed up data gathering by creating a form that automatically feeds data into a Google Docs spreadsheet: Create a new spreadsheet, and then click the Share tab. In the "Invite people" section, turn on the "to fill out a form" radio button, and then click "Start editing your form". The form can have text boxes, multiple choice lists, checkboxes, and radio buttons. Click "Next, choose recipients" and specify who'll receive the form. You can publish the form to the Web or embed it in your Web site or blog. When someone fills out the form, the info goes straight into your spreadsheet.

10. Send or receive files as you chat in Google Talk—no waiting around for someone to remember to send them via email or drop them off at your desk. Just drag-and-drop the file into the chat window, and off it goes.

11. Gather the info you refer to most in one place: your iGoogle page. Using Google gadgets, you get at-a-glance access to news headlines, weather forecasts, local movie times, a dictionary, and a whole lot more. So instead of chasing information around the Web, you've got the info that's important to you right where you want it, all on one page. Best of all, you can put mini-versions of your Google apps on iGoogle, including Docs, Gmail, Talk, and Calendar, making it easy to keep an eye on your work and sending your productivity through the roof.

### **About the Author**

Nancy Conner has a PhD in English from Brown University and has taught writing, including technical writing, to college students for more than a dozen years. She is currently a freelance copyeditor, specializing in technical books covering topics ranging from the MS Office suite to programming languages to advanced network security.

**From reader reviews:**  
Brian Lopez: What do you think of book? It is just for students since they're still students or that for all people in the world, exactly what the best subject for that? Just you can be answered for that issue above. Every person has several personality and hobby per other. Don't be pressured someone or something that they don't need do that. You must know how great along with important the book Google Apps: The Missing Manual. All type of book are you able to see on many solutions. You can look for the internet solutions or other social media.

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