

Download My Google Apps, 2/e free Patrice-Anne Rutledge & Sherry Kinkoph Gunter (PDF, ePub, Mobi)



Full-color, step-by-step tasks walk you through doing exactly what you want with Google Apps.

My Google Apps will cover the many features of Google Apps in a user-friendly, visual easy-to-read style. Topics include: Getting started with Google Apps Understanding the different versions of Google Apps Managing email and contacts with Gmail Organizing your schedule with Calendar Storing and sharing files on Drive Creating documents with Docs Tracking and analyzing data with Sheets Creating presentations with Slides Holding online video meetings with Hangouts Creating shared workspaces with Sites Archiving with Vault Integrating with other Google applications including Chrome, Groups, and Maps Accessing Google Apps from mobile devices

Step-by-step instructions with callouts to new Google Apps screenshots that show you exactly what to do.

Help when you run into Google Apps problems or limitations.

Tips and Notes to help you get the most from Google Apps.

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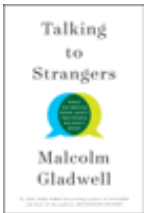
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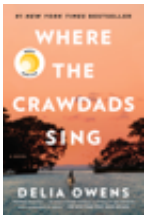
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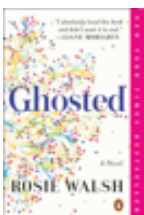
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