

# **Google Docs/Sheets & Intro to Microsoft Word/Excel + Learn How to Scan Documents**

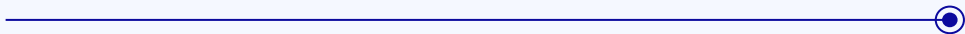
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With Aunonto Rahman

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<b><i>Google Docs</i></b>	Create, edit, and collaborate on text documents online with real-time syncing and sharing
<b><i>Google Sheets</i></b>	Manage, analyze, and visualize data collaboratively in a cloud-based spreadsheet
<b><i>Microsoft Word</i></b>	A feature-rich word processor for creating, formatting, and editing professional documents
<b><i>Microsoft Excel</i></b>	A powerful tool for data organization, analysis, and automation using advanced formulas and features
<b><i>How to Scan Documents (CamScanner)</i></b>	How to Scan Documents (CamScanner): Use mobile apps to scan, save, and share documents as PDFs

# Google Docs

The background features a light blue grid of dots in the upper right quadrant. Overlaid on this are various colored lines (blue, purple, orange) that resemble circuit traces or data paths. Some lines are straight, while others are curved or zig-zagging. There are also small circular nodes at various points along these lines. In the top left corner, there are faint, stylized icons of a document and a folder. At the bottom left, there are some abstract, overlapping blue shapes.

# Google Docs

- Google Docs is a cloud-based word processor that allows users to create, edit, and collaborate on documents in real-time. It's part of Google Workspace and integrates seamlessly with other Google tools
- **Document Creation and Editing:** Create and edit text documents with robust formatting options, add tables, images, links, and drawings directly to your documents
- **Real-Time Collaboration:** Multiple users can edit a document simultaneously, changes are visible instantly, and edits are marked with each collaborator's name
- **Version History:** View and restore previous versions of a document, keeps a detailed log of changes with timestamps and editor names
- **Sharing and Permissions:** Share documents via links or email, set permissions to control who can view, comment, or edit



# Google Docs

- **Templates:** Access built-in templates for resumes, reports, letters, and more, customize templates to suit specific needs (canva is a great tool for resume templates)
- **Offline Access:** Enable offline mode to work on documents without an internet connection, changes sync automatically when connected to the internet
- **Collaboration Tools:** Leave comments, assign tasks, and resolve issues directly within the document, use the chat feature for real-time discussions during editing
- **Export and Import:** Export documents in multiple formats, including Word (.docx), PDF, and plain text, import and edit Microsoft Word documents without losing formatting



# Steps to Use Offline Mode

## 1. Use Google Chrome:

- Offline mode works best in the **Google Chrome browser**. Make sure you have it installed.

## 2. Install Google Docs Offline Extension:

- Open Chrome and visit the [Google Docs Offline Extension](#).
- Click **Add to Chrome** to install the extension.

## 3. Enable Offline Mode in Google Drive:

- Go to [Google Drive](#).
- Click the **Settings gear icon** in the top-right corner → Select **Settings**.
- Under the **General** tab, check the box next to **Offline**:  
*"Create, open, and edit your recent Google Docs, Sheets, and Slides files on this device while offline."*
- Click **Done** to save changes.

## 4. Sync Files for Offline Use:

- Only files you've opened recently or specifically marked for offline use will be available offline.
- To ensure a file is available offline:
  - Right-click the file in Google Drive.
  - Select **Available offline**.

# Google Docs

## Google Docs: Live Editing with Multiple Users

SENIOR PLANET  
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# Alternative



## Alternative:

- Microsoft Word is a powerful word processing program that allows users to create, edit, and format text documents for various purposes, including personal, academic, and professional use. It's part of the Microsoft Office suite and is widely recognized as the industry standard for document creation

## Comparison:

- **Google Docs:** Collaboration, ease of use, and cost efficiency
- **Microsoft Word:** Advanced formatting, desktop functionality, and offline work



# Alternative



# Google Sheets



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# Google Sheets

- Google Sheets is a cloud-based spreadsheet application that allows users to create, edit, and collaborate on spreadsheets in real-time. It's part of Google Workspace and integrates seamlessly with other Google tools like Docs, Drive, and Slides
- **Data Management:** Organize data into rows and columns for easy tracking, add filters and sort data for quick insights.
- **Formulas and Functions:** Perform calculations using basic to advanced functions like SUM, IF, and ARRAYFORMULA. Use formulas dynamically across cells and ranges
- **Charts and Visualization:** Create bar, line, pie charts, and more to visualize data, dynamic charts update automatically when data changes



Google Sheets

# Functions

## 1. SUM

- **Purpose:** Adds numbers in a range.
- **Syntax:** `=SUM(range)`
- **Example:** `=SUM(A1:A5)` adds all the numbers in cells A1 through A5.
- **Tip:** Use this for quick totals, like summing expenses or scores.

## 2. IF

- **Purpose:** Returns a value based on a condition.
- **Syntax:** `=IF(condition, value_if_true, value_if_false)`
- **Example:** `=IF(A1>10, "Yes", "No")`
  - If the value in A1 is greater than 10, it returns "Yes"; otherwise, "No".
- **Tip:** Combine with other functions for dynamic logic (e.g., `IF + AND` or `IF + OR`).

# Functions

## 4. ARRAYFORMULA

- **Purpose:** Applies a formula to an entire range of cells without copying it manually.
- **Syntax:** `=ARRAYFORMULA(formula)`
- **Example:** `=ARRAYFORMULA(A1:A5 * B1:B5)`
  - Multiplies corresponding values in columns A and B across the range A1:A5 and B1:B5.
- **Tip:** Perfect for applying calculations dynamically across multiple rows.

# Charts

## 1. Select Data:

- Highlight the range of data you want to visualize, including labels and values.
- Example: Select cells `A1:B10` if column A contains labels and column B contains values.

## 2. Insert a Chart:

- Go to the menu bar and click **Insert** → **Chart**.
- By default, Google Sheets will recommend a chart type based on your data.

## 3. Customize the Chart:

- **Chart Editor**: Opens automatically when you insert a chart. You can also click the three dots on the chart and select **Edit Chart**.
- **Setup Tab**: Change the chart type, data range, and axes.
- **Customize Tab**: Adjust colors, labels, gridlines, and legends.

## 4. Dynamic Updates:

- Charts in Google Sheets are dynamic. If you change the data in the sheet, the chart updates automatically to reflect the new data.

# Google Sheets

- **Tables:** Organize data into rows and columns for easy management, analysis, and visualization; dynamically expand, filter, and format for clear and interactive data representation.
- **Collaboration and Sharing:** Real-time collaboration: Multiple users can edit the same spreadsheet simultaneously, share via links with controlled permissions (view, comment, or edit)
- **Explore Tool:** Use Explore for AI-powered insights to see useful information such as sum, average, min, max, and number count
- **Offline Access:** Enable offline mode to view and edit Sheets without an internet connection, changes sync automatically when reconnected
- **Import and Export:** Import files from Excel (.xlsx) or CSV, export files to Excel, PDF, or CSV formats for compatibility



Google Sheets

# Built-In Calculations

## Google Sheets: How To Use the SUM Function

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## Google Sheets: How To Use the Multiply Formula

SENIOR PLANET





# Alternative



## Alternative:

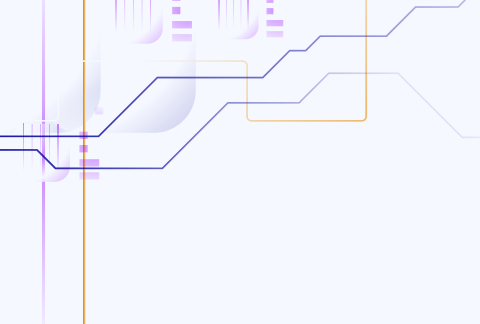
- Microsoft Excel is a versatile spreadsheet application used for organizing, analyzing, and visualizing data. It is part of the Microsoft Office suite and is widely used in businesses, education, and personal projects.

## Comparison:

- **Google Sheets:** Collaborative data management, light-to-moderate analysis, and cost savings
- **Microsoft Excel:** Complex data analysis, large datasets, and advanced functionality

# Alternative





# How to Scan Documents using (CamScanner)

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# What is CamScanner



CamScanner is a mobile application that transforms your smartphone or tablet into a portable scanner. It allows users to scan, digitize, enhance, and manage documents quickly and easily. The app is widely used for creating high-quality PDFs or image files from physical documents, receipts, business cards, or notes.

It's great for personal use, academic use, professional use, and sharing + collaboration.

# How to Scan Documents (CamScanner)





**Any Questions?**

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