

The Google Account Life Hack

Tech & Tea Seminar
By CommuniTech

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The Google logo is displayed in its standard multi-colored font: blue 'G', red 'o', yellow 'o', blue 'g', green 'l', and red 'e'.

Google



OUTLINE

- ❖ Introduction (What & How)
- ❖ G-Drive & Google Docs
- ❖ Gmail & Calendar
- ❖ YouTube
- ❖ Bookmarks
- ❖ Extensions



What is it?

To put it simply a Google account is an account made with Google!

A google account covers a large number of different applications such as Google Drive, Gmail, Chrome, an Android phone (if you use one), Youtube, Google Photos and many more!



How to get one?

The image shows a sequence of two screenshots from the Google website. The left screenshot is the Google homepage, featuring a colorful soccer-themed doodle. At the top right, the 'Sign in' button is circled in purple. Below the search bar are the 'Google Search' and 'I'm Feeling Lucky' buttons. At the bottom, there is a soccer ball icon and the text 'The final is tomorrow! Get scores, stats and highlights all game long'. The right screenshot is the Google sign-in page. It displays the Google logo, the text 'Sign in' and 'Use your Google Account'. There is an input field for 'Email or phone', a link for 'Forgot email?', and a link for 'Not your computer? Use Guest mode to sign in privately. Learn more'. The 'Create account' link is circled in purple, and a blue 'NEXT' button is visible. At the bottom of the page, there are links for 'English (United Kingdom)', 'Help', 'Privacy', and 'Terms'. A purple arrow points from the 'Sign in' button in the first screenshot to the sign-in page in the second.

Most importantly it is free!

G-Drive & G-Docs

Google for free with your G-account gives you 15GB free cloud storage

In addition they let you use their free cloud based version of office

This includes:

- ❖ Google Docs (Word)
- ❖ Google Sheets (Excel)
- ❖ Google Slides (Powerpoint)

Obviously not as good as a paid for package such as Microsoft Office but all these presentations were made using Slides

Gmail & Calendar



Gmail is Google's email service, Email will be in the form of

XXXXXX@gmail.com

It is entirely web based and is tied to your Google account

Can be synced across your web browser and your phone using
Gmail app

Calendar can be used to set up events with a title, time, location, a
reminder, add other people and send them an invite over email.

This can also be synced with your phone to get reminders on the
go and directions to the event using Google Maps

YouTube

YouTube is owned by Google and therefore your Google Account can be used to sign into YouTube!



Signing in allows you to:

- ❖ Get recommendations based on your history
- ❖ Create Playlists and subscribe to channels. Check out the BBC Earth channel [here](#) !!
- ❖ Save a list of videos you wish to watch later
- ❖ Upload your own videos and start a channel

You can access all this anywhere simply by logging into your Google Account!

Bookmarks

Using bookmarks you can:

- ❖ Save your favorite websites
- ❖ Organise them into directories
- ❖ Keep a reading list

Make sure you:

- ❖ Display your bookmark bar (option in the settings)
- ❖ Keep your most frequently used bookmarks in the bookmarks bar
- ❖ Keep the less frequently used in 'Other bookmarks'



Other bookmarks

Extensions

- ❖ Ad blocker - stops ads and pop ups
- ❖ LastPass - Free password manager
- ❖ Honey - Automatic coupons and promo codes
- ❖ Google Dictionary - Define words
- ❖ Time's top 10: [click](#)



LastPass...

Many more! Find them on by searching 'chrome extensions'