

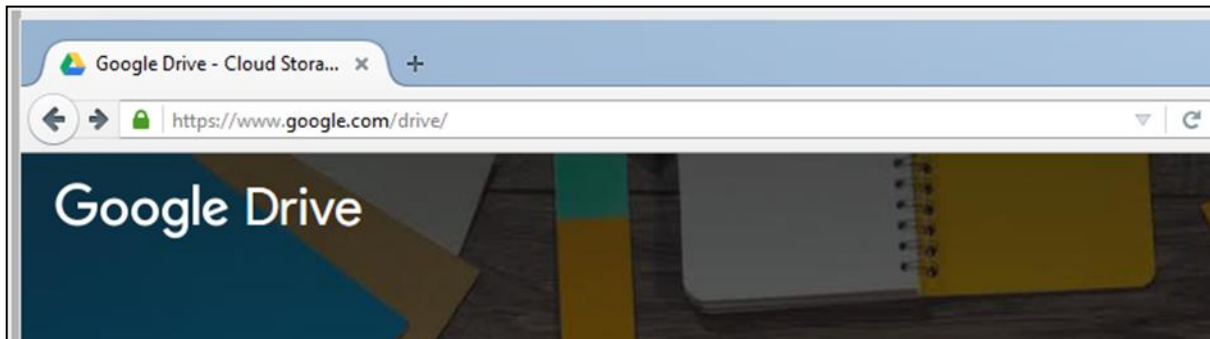
# Google Drive Exercise #1 – Uploading Documents



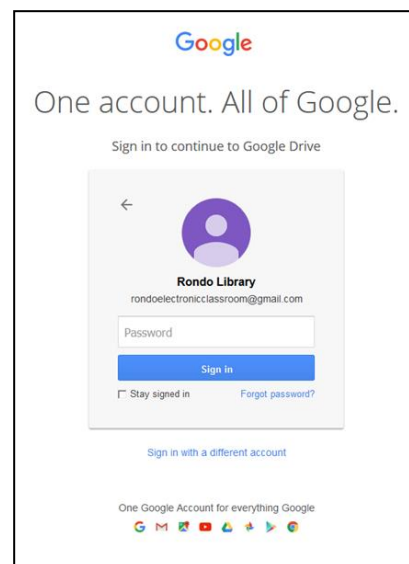
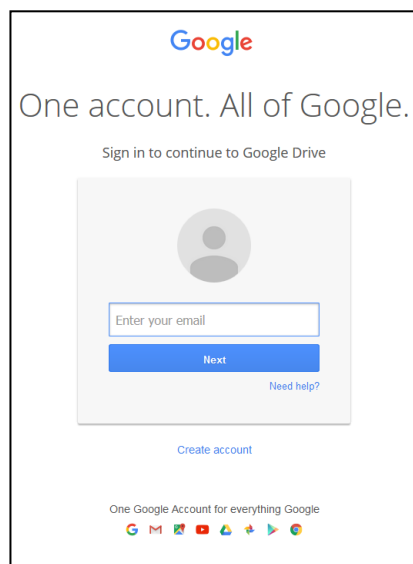
## In this exercise you will practice:

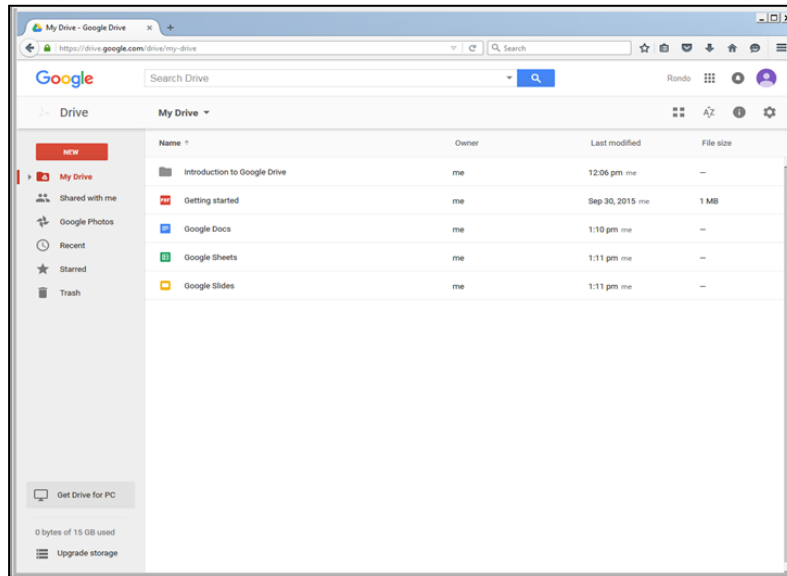
- Signing In and Signing Out of Google Drive
- Navigating through Google Drive and Google Docs
- Uploading a Microsoft Word document to Google Drive
- Editing a document on Google Docs
- Automatic Save features
- Sharing documents to another Google Drive user

1. Go to [google.com/drive](https://www.google.com/drive/).



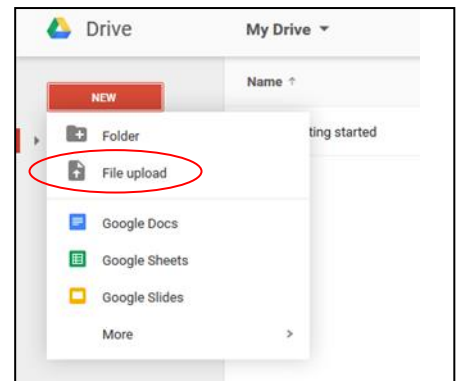
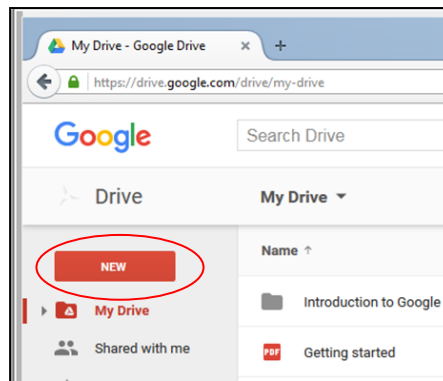
2. Sign In to Google Drive using your Google account.



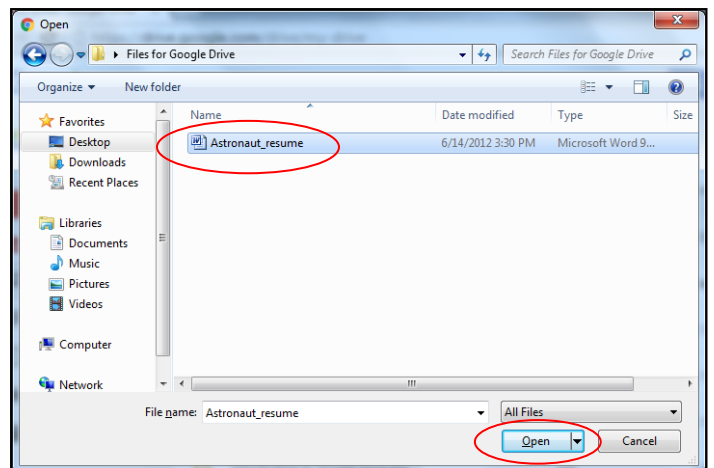
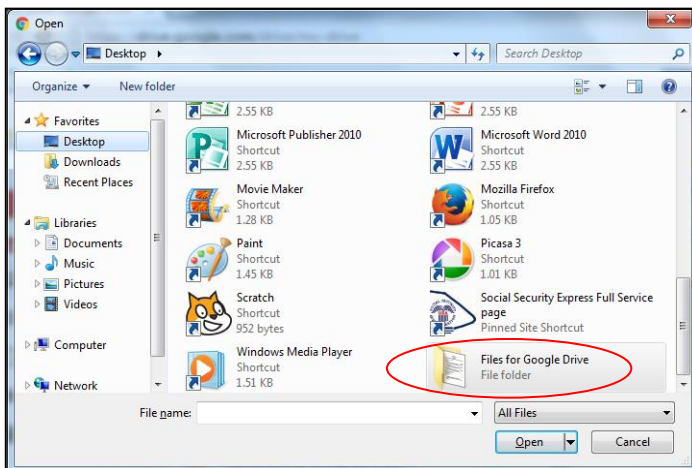


3. Click on the “New” button.

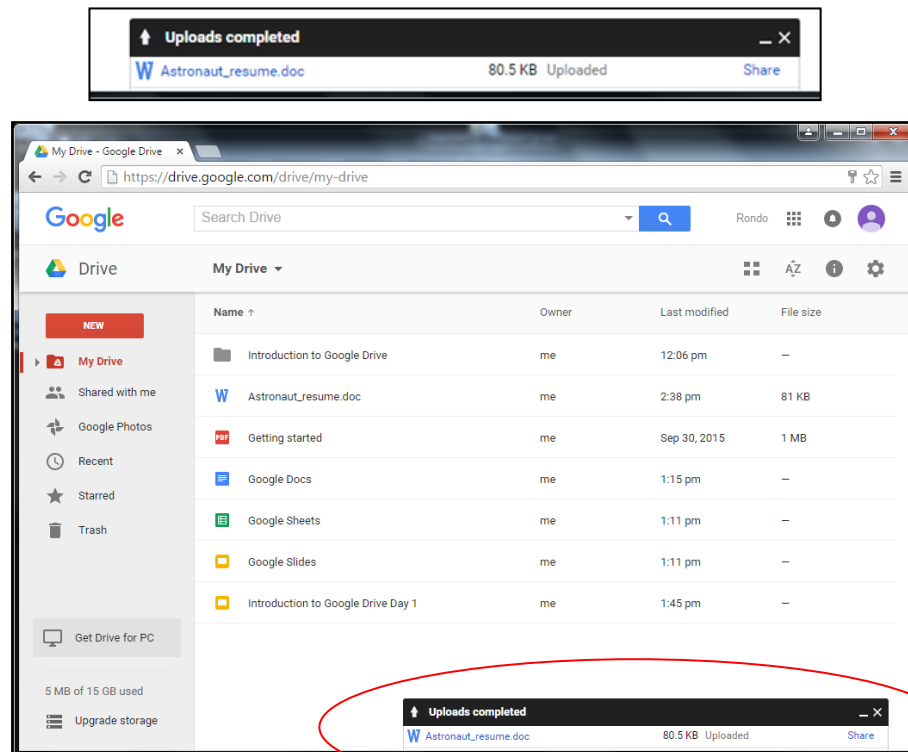
Then, click on “File upload”.



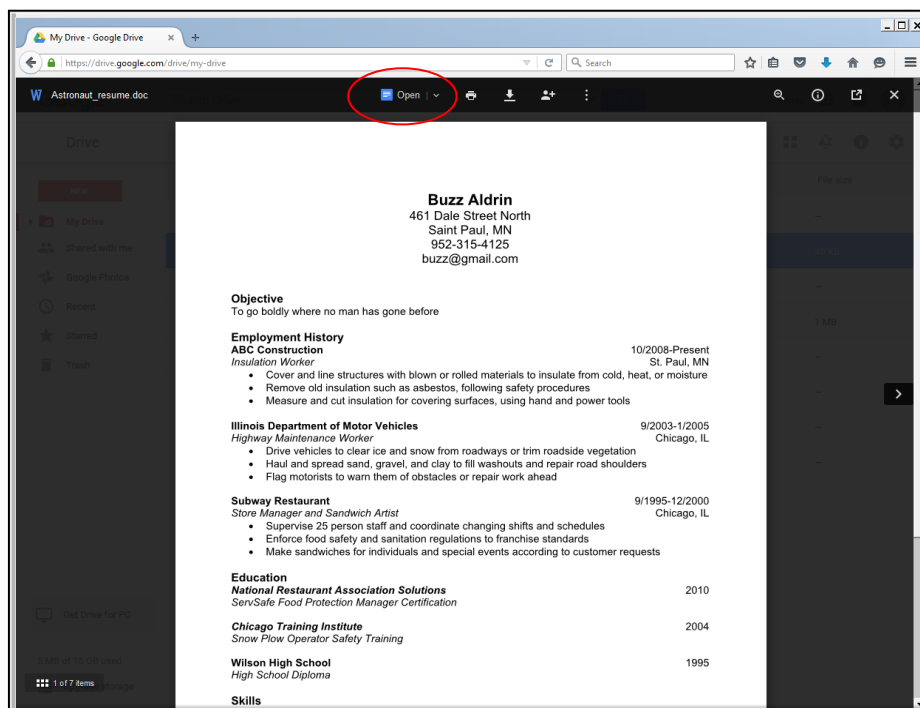
4. Double-click on the folder called “Files for Google Drive” on your desktop. Then, single-click on the document called “Astronaut\_resume” and single-click on “Open”.



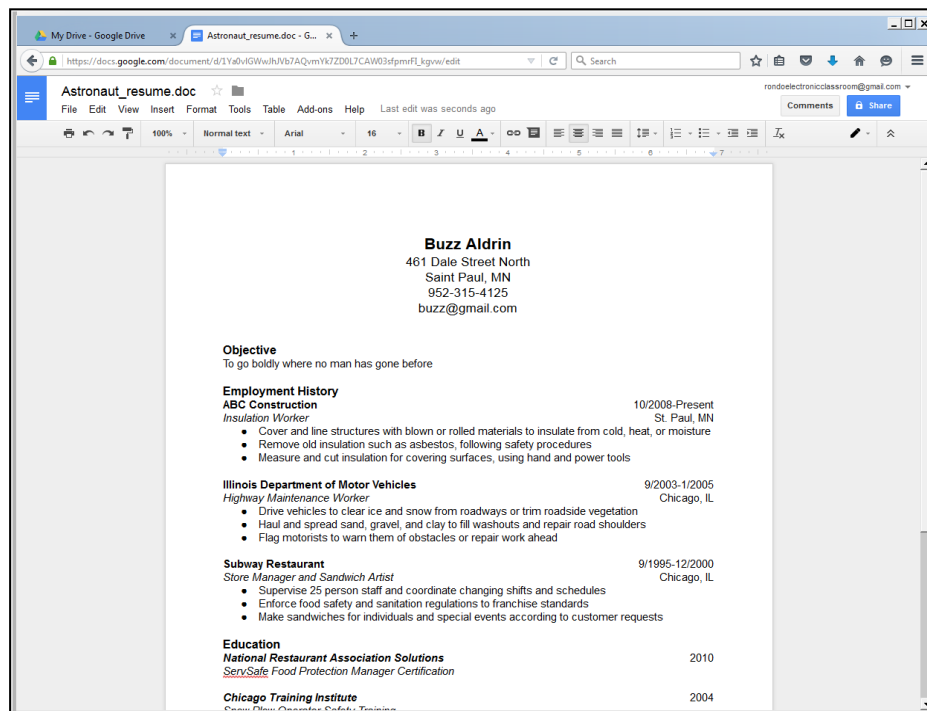
5. The upload is complete when you see this picture on the bottom right-hand corner:



6. Double-click on "Astronaut\_resume.doc" to view the Word Document preview on Google Drive.  
Then, click on "Open" to open the Word Document in Google Docs.



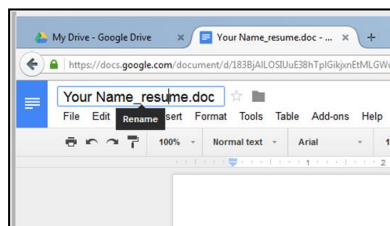
Astronaut\_resume.doc will look like the picture below in Google Docs:



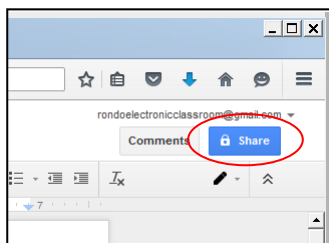
7. Change the address to **1560 Mars Avenue**.

8. Change **Buzz Aldrin** to your name.

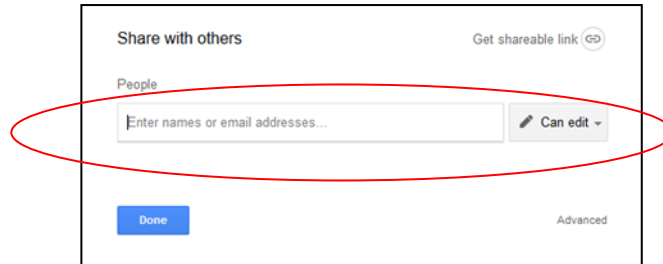
9. Change the name of the document by single-clicking on “Astronaut\_resume.doc” and replace “Astronaut” with your name.



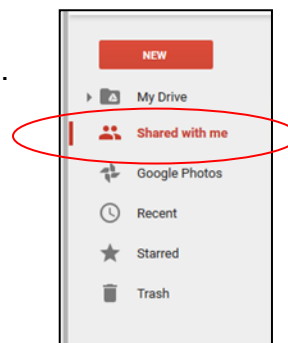
10. Share your document by single-clicking on the blue “Share” button on the top right-hand corner.



11. Type in the email address of another student. Press “Done” after you have typed in the full email address of who you will share the document with.



12. Click on “Shared with me” to view your shared files.



## End of Exercise