



# Google Workspace

## Google Workspace Basics and Benefits

- Formerly known as G Suite
- Google's cloud, productivity & collaboration tools
- Completely free, requires Gmail address
- Access files anywhere, from any device
- All tools available in web browser & as apps
- Collaborate with others in real time
- Compatible with Microsoft Office Suite



## Drive

- Google's free, cloud storage service
- Acts as a virtual hard drive
- Compatible with Mac & PC
- Upload & store almost any type of file



Drive

## Photos

- Free photo storage up to 15GB combined total for all Google Workspace tools
- Back up photos from multiple devices
- Create shared albums, share photos
- Order prints, photo books & collages



Photos

## Docs, Sheets & Slides

- Docs is Google's free word processing tool
- Sheets is Google's free spreadsheet program
- Slides is Google's free presentations program