

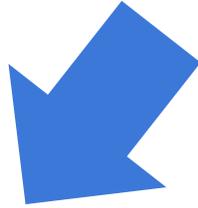
# COLLABORATION TOOLS

## GOOGLE DRIVE



### Google Drive allows you to:

- Upload files from your computer.
- Access files from Google Docs, Sheets, or Slides, and others.
- Share documents or folders with your peers.
- Create folders or documents.
- Store up to 15 GB of information.
- Access your documents from any electronic device.



## GOOGLE DOCS



### Google Docs allows you to:

- Create and collaborate with others on documents
- Upload images into your projects
- Create tables to organize data
- Work on your document offline
- Use latin characters
- Print and download files

## GOOGLE SHEETS



### Google Sheets allows you to:

- Create and collaborate with others on a spreadsheet
- Create graphs
- Sort data
- Program custom equations
- Work on your spreadsheet online
- Print and download files

## GOOGLE SLIDES



### Google Slides allows you to:

- Create and collaborate with others on presentations
- Upload images into your projects
- Work on your presentation offline
- Print and download files