

Google Docs

Google Docs is an application developed by Google. Documents can be created and shared in Google Docs. It is part of Google's larger service package [Drive](#) which in turn is part of [Google Workspace for Education](#) which is aimed at academic institutions.

Creating and editing documents is done in much the same way as with Microsoft Word or Open Office Writer. One especially useful feature is automatic saving which save at certain intervals the changes made to the document being edited.

An essential feature of Google Docs is its collective nature: users can share their documents either by adding people to the document or by sending others the document web address. Collective editing is easy as several users can read and edit a document at the same time. Real-time collaboration is also supported by real-time commenting.

Other features of Google docs include

- voice typing (Chrome)
- search from the document (desktop, Docs for Android)
- revision history (See new changes)

Other Google Docs type of services include [Microsoft Sharepoint Online](#).

Address

- <https://docs.google.com>

Kirjallisuutta - Literature

- [Overview of Google Docs, Sheets and Slides](#) (EN, official)
- [Google Workspace Updates Blog](#) (EN, official)
- [Google Docs training and help](#) (EN, official)
- [Wikipedia](#) (EN, 2022)
- [The ultimate guide to Google Docs](#) (EN, 2022)
- [Opas](#) (FI, virallinen)

Videoita - Videos

- [Google video channel on Youtube](#) (EN, official)
- [Google Workspace video channel on Youtube](#) (EN, official)
- [Google Docs video channel on Youtube](#) (EN, official)
- [Google Docs Beginner Tutorial](#) (EN, 2022)
- [How to use Google Docs](#) (playlist, EN, 2022)
- [Advanced tutorial](#) (EN, 2022)

Targets of use

- reports, schemes, articles
- first drafts of the thesis

Terms of Service

The application belongs to the authorized work and study tools in Metropolia.

Metropolia students and staff members use the service with their Metropolia accounts. [Links to guides](#).

User support is provided by the Metropolia IT Services [Helpdesk](#).

[Terms of Service](#) of Metropolia cloud services must be applied by each user.

[Secure use of cloud services](#).

Google Workspace shares collected data internally or also with third-party companies.

[In Finnish](#).

