

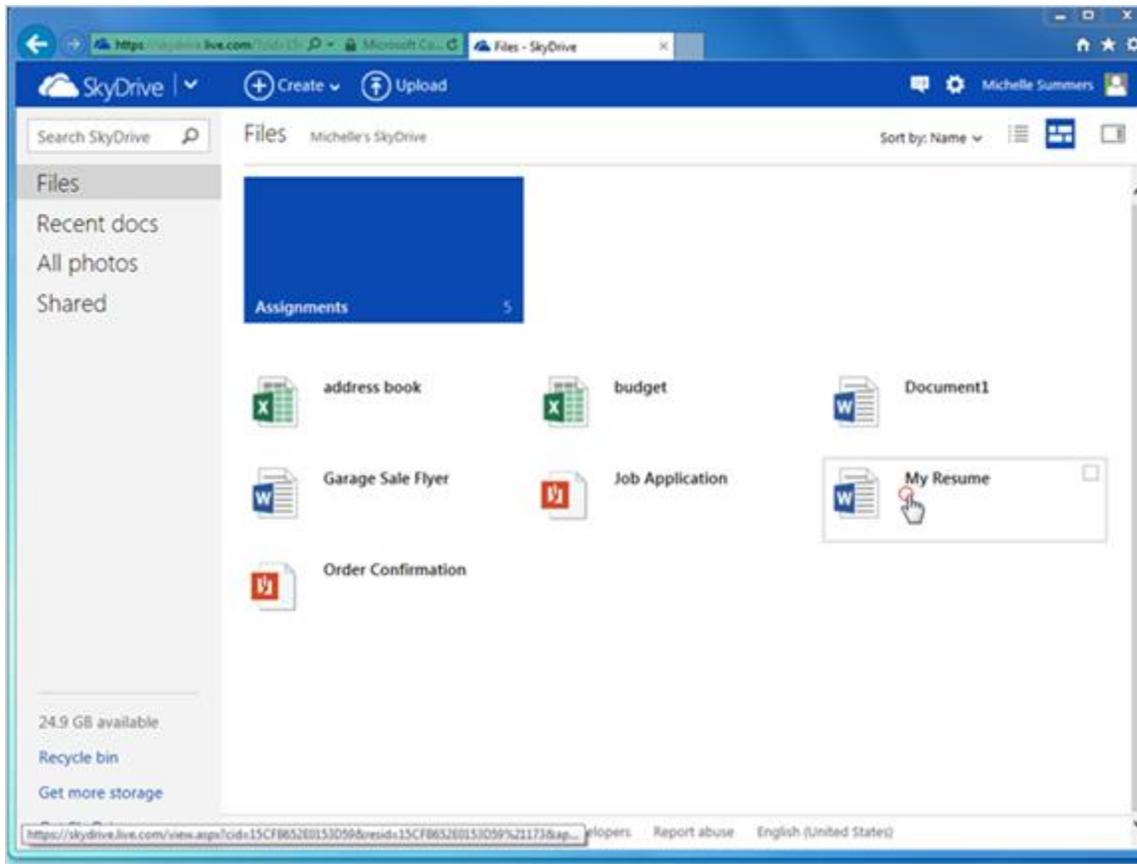
Online Job Searching



Google Drive and Skydrive can be downloaded and synced to a computer just like Dropbox.

In addition to that, these two services allow you to edit documents online, through the website. This lets you collaborate with a group in real time, so you can see what other people are typing.

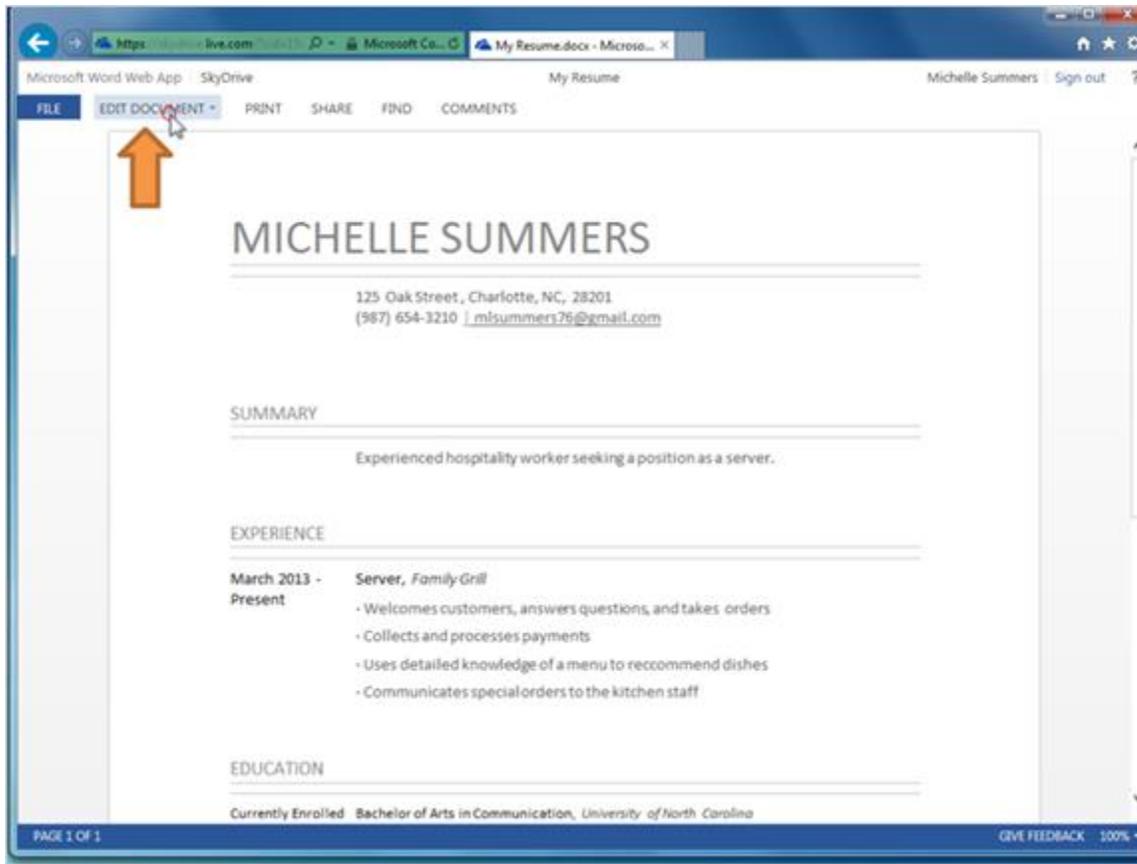
SkyDrive and Google Drive can also be used as free alternatives to the full Microsoft Office programs.



We'll look at SkyDrive first. In SkyDrive, documents are edited through the Office Web Apps.

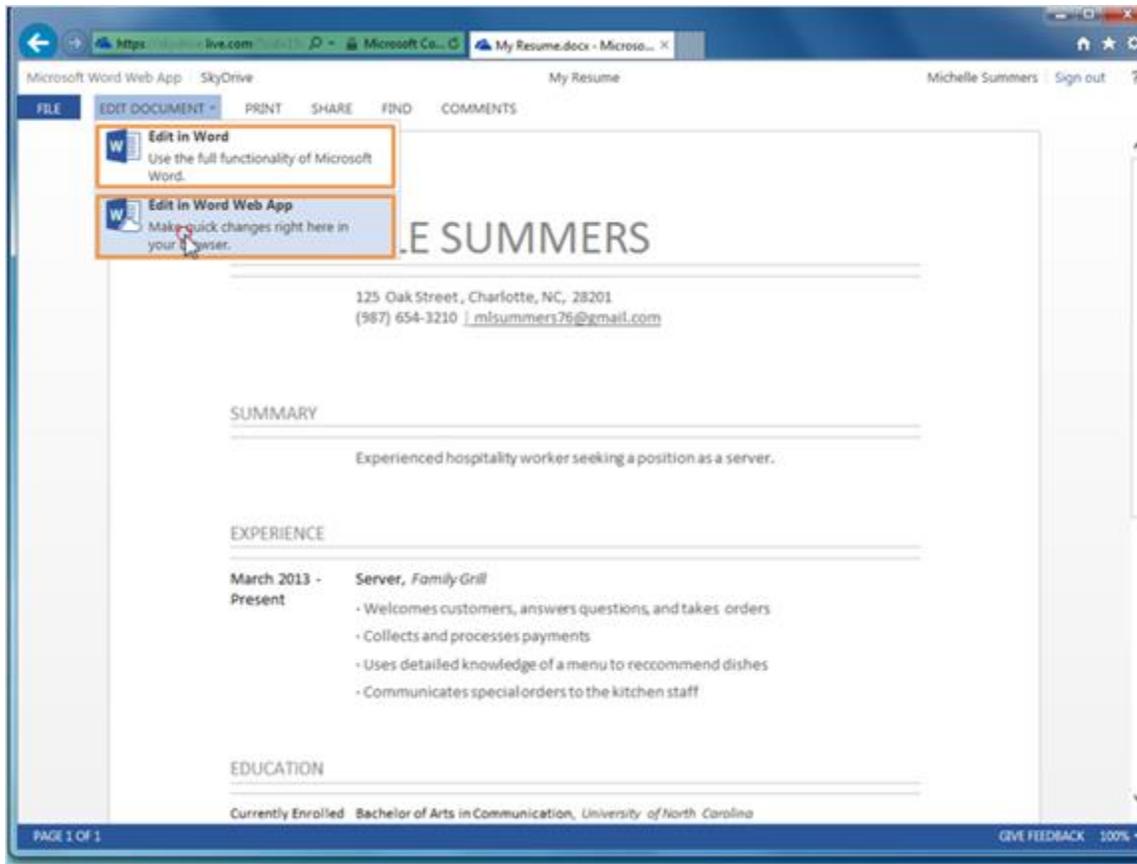
Office web apps are simplified versions of Microsoft Word, Excel, and PowerPoint. They work very similarly, but have fewer commands available.

Michelle clicks on her resume to open it in the Word Web App.



First, it opens in a read-only view. She can view it, print it, share it, but it's not ready to make changes.

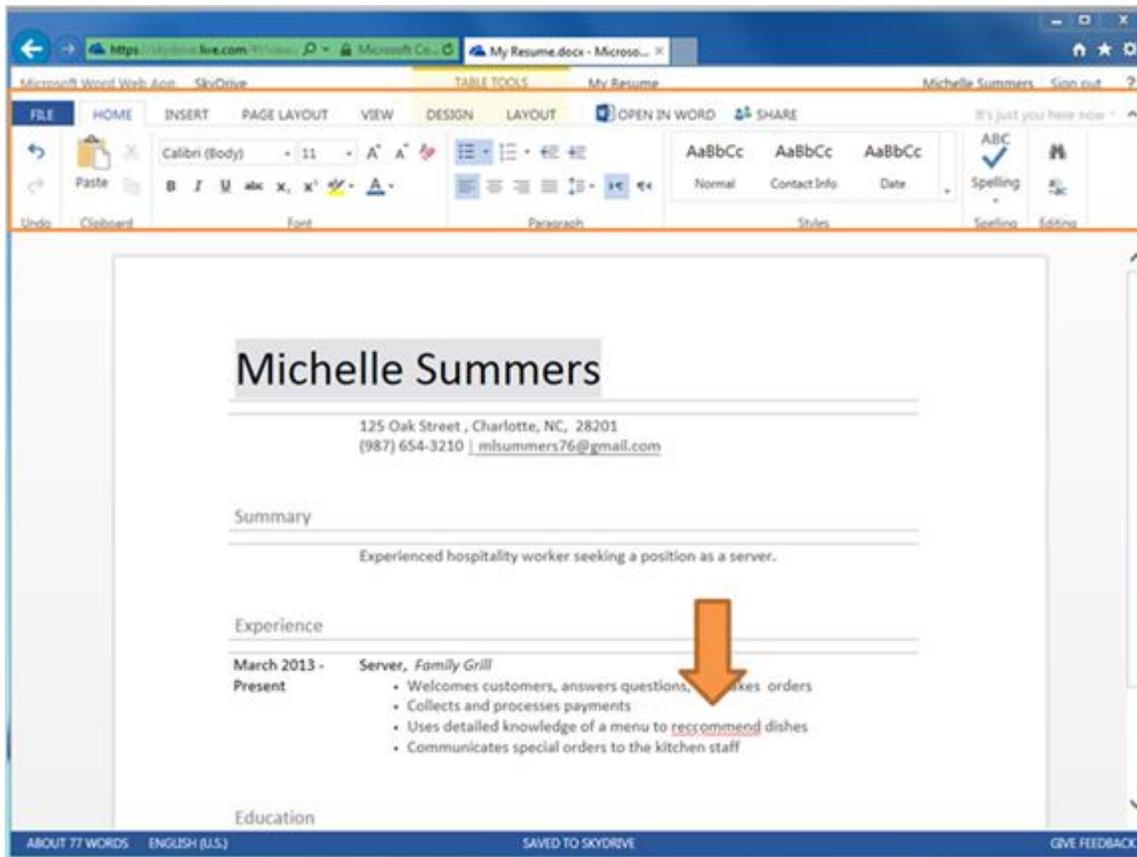
Michelle clicks on Edit Document to see her choices for editing.



Her first choice is to edit it in Word.

If she has Microsoft Word installed on her computer, she could open it up here and have access to the full range of tools. However, if she edits it in Word, no one else will be able to edit until she's done.

The other choice is to edit in the Web App, which allows many people to edit a file at the same time. You do not need to have the full version of Microsoft Word on your computer to use this option. Michelle clicks there.



Now we see the Ribbon at the top, which looks very similar to the full version of Microsoft Word.

Uh oh, there's a misspelled word in the resume! Michelle can go ahead and fix that right here in the web app.

Michelle Summers
125 Oak Street , Charlotte, NC, 28201
(987) 654-3210 | mlsummers76@gmail.com

Summary
Experienced hospitality worker seeking a position as a server.

Experience
March 2013 - Present
Server, Family Grill

Welcomes customers, answers questions, and takes orders
Collects and processes payments
Uses detailed knowledge of a menu to recommend dishes
Communicates special orders to the kitchen staff

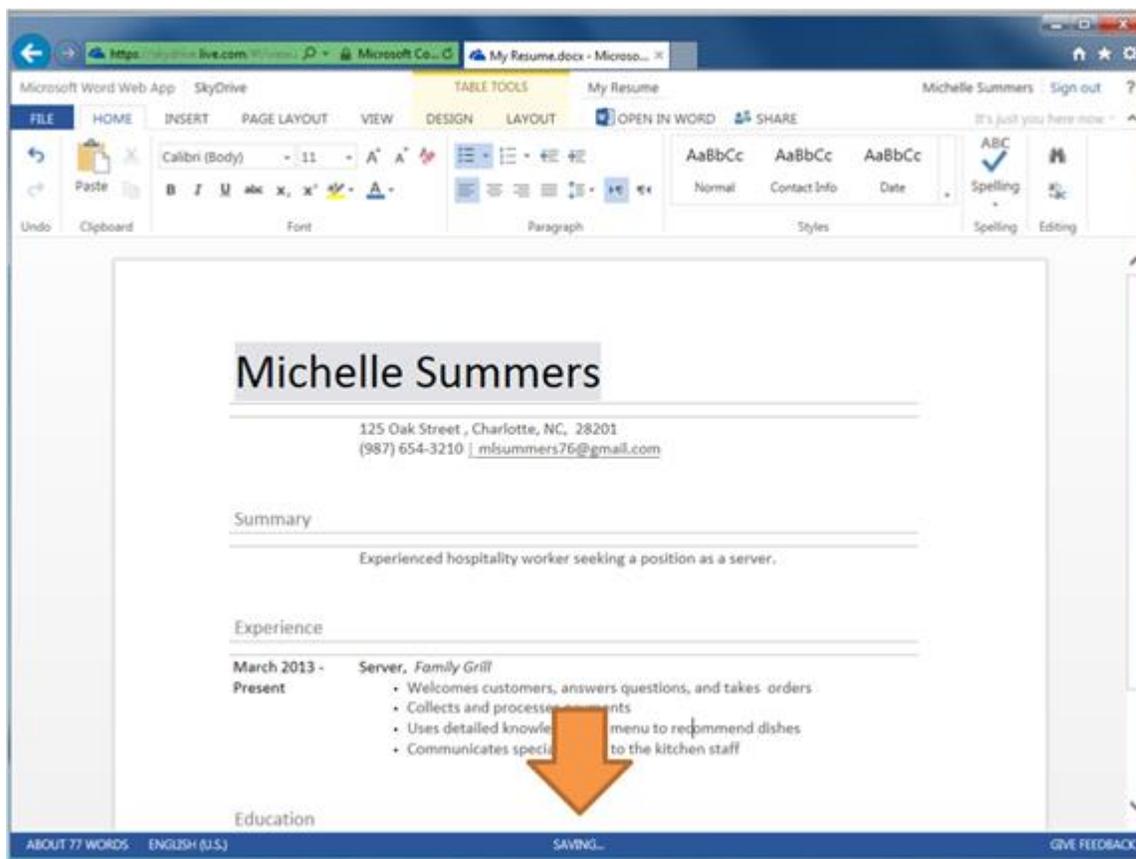
Education

Currently Enrolled

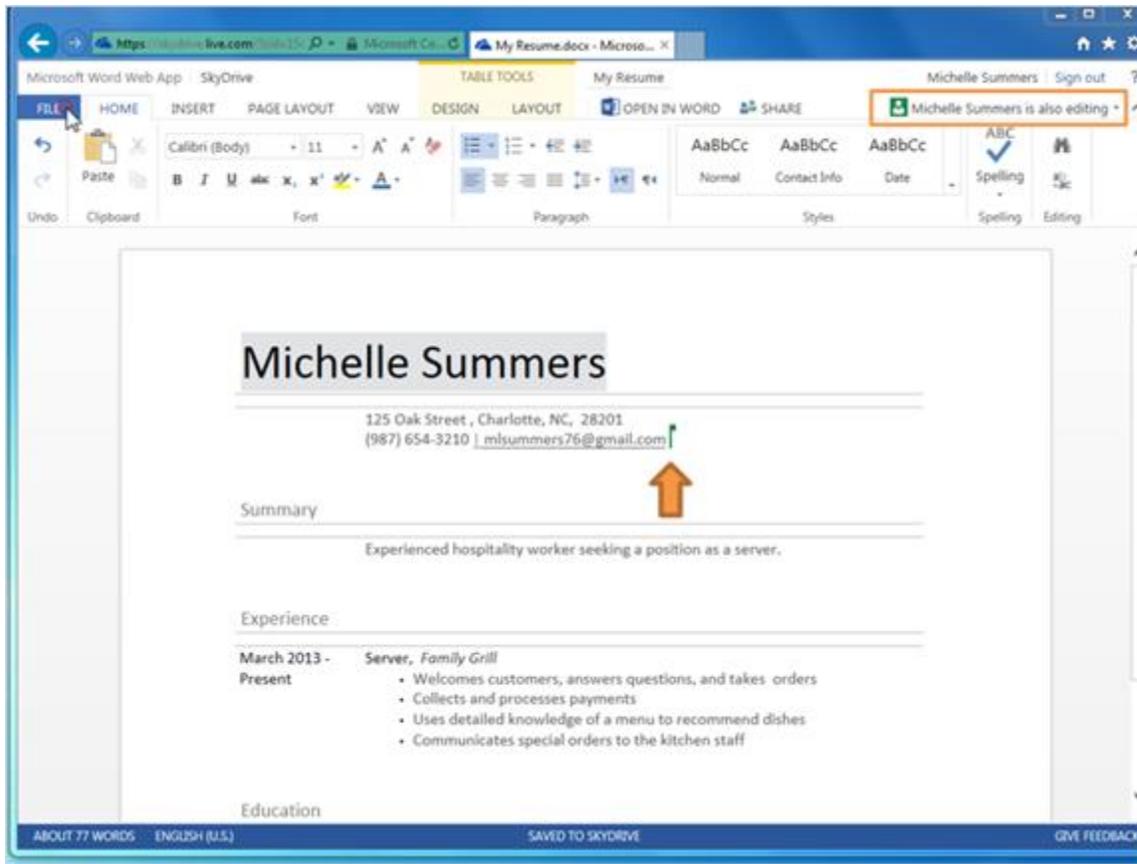
Bachelor of Arts in Communication, University of North Carolina
2008

High School Diploma, Charlotte High School

Section Break group



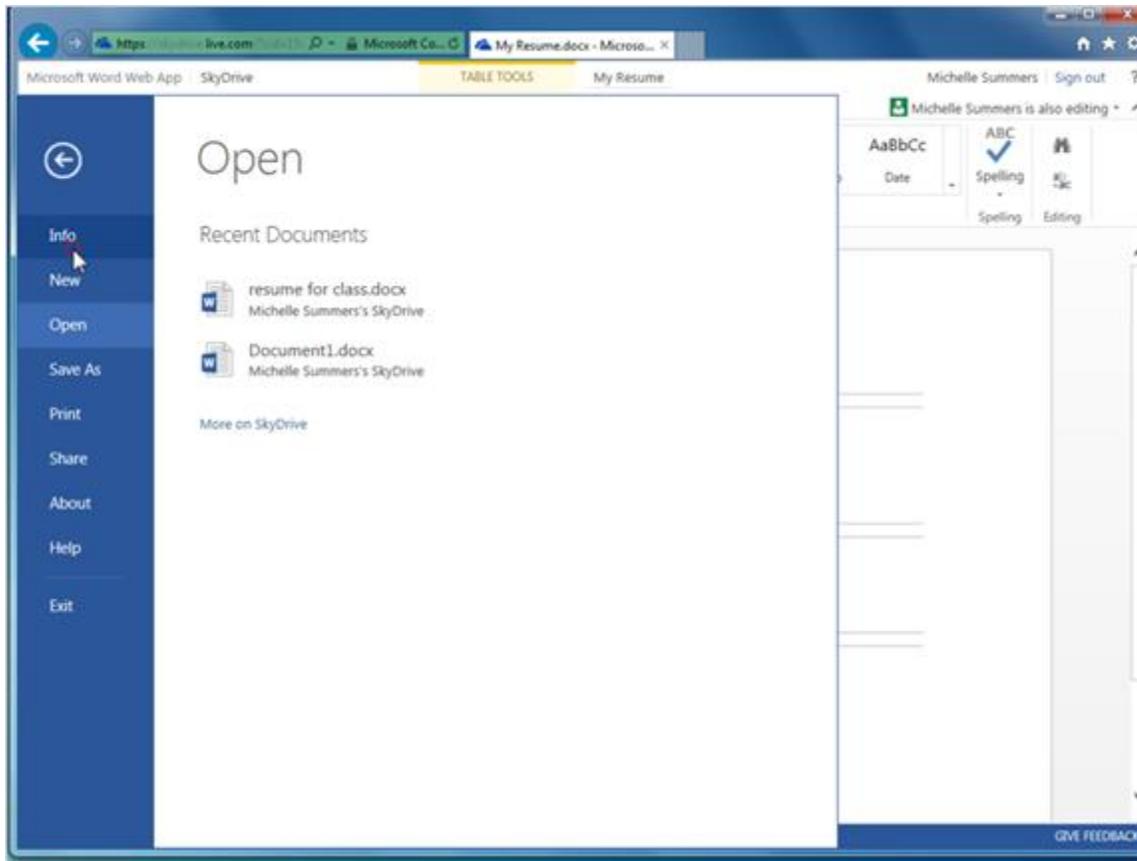
When editing through the web app, her changes are saved immediately, so she doesn't have to remember to Save it herself. Notice at the bottom, it says "Saved to Skydrive."



If Michelle collaborates with someone else on a file, she can see who else is editing it in the top right corner.

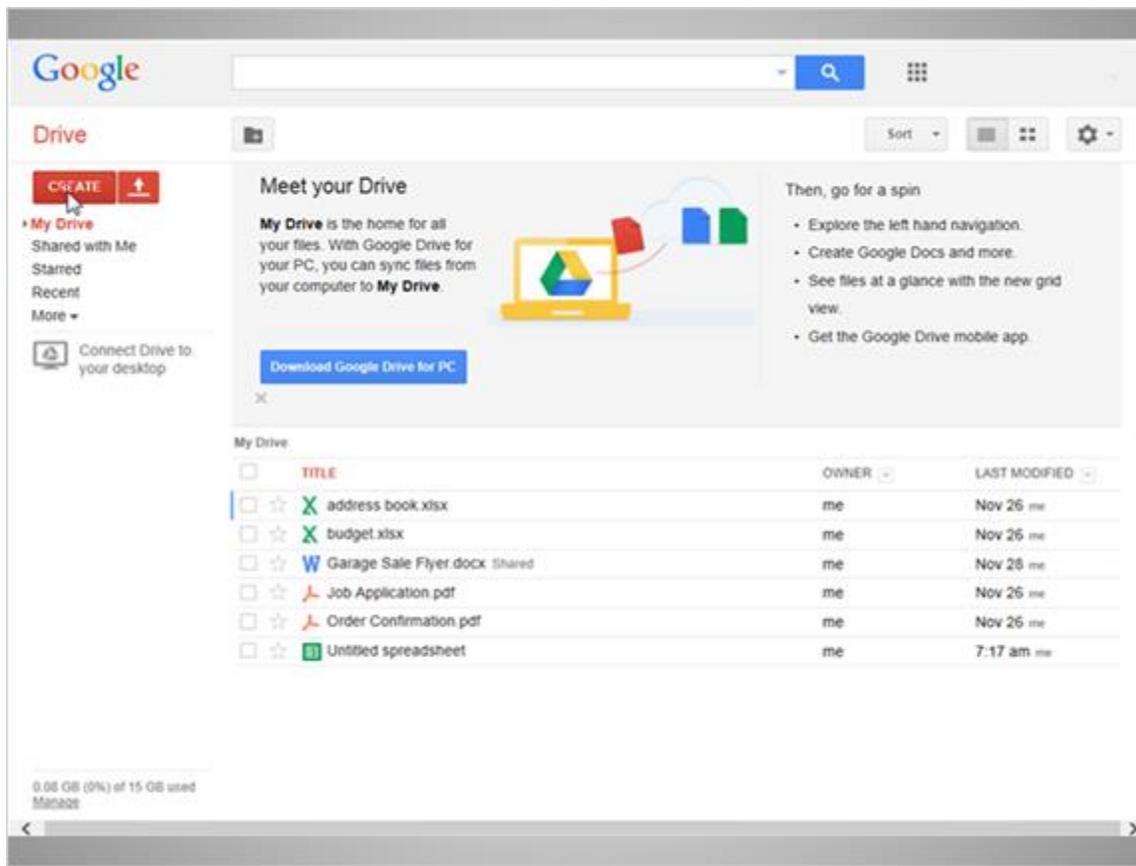
Their cursor would show up on her page, and she could see the changes they made just a few seconds after they are typed.

Now Michelle will click on the File Tab to see the File Menu.

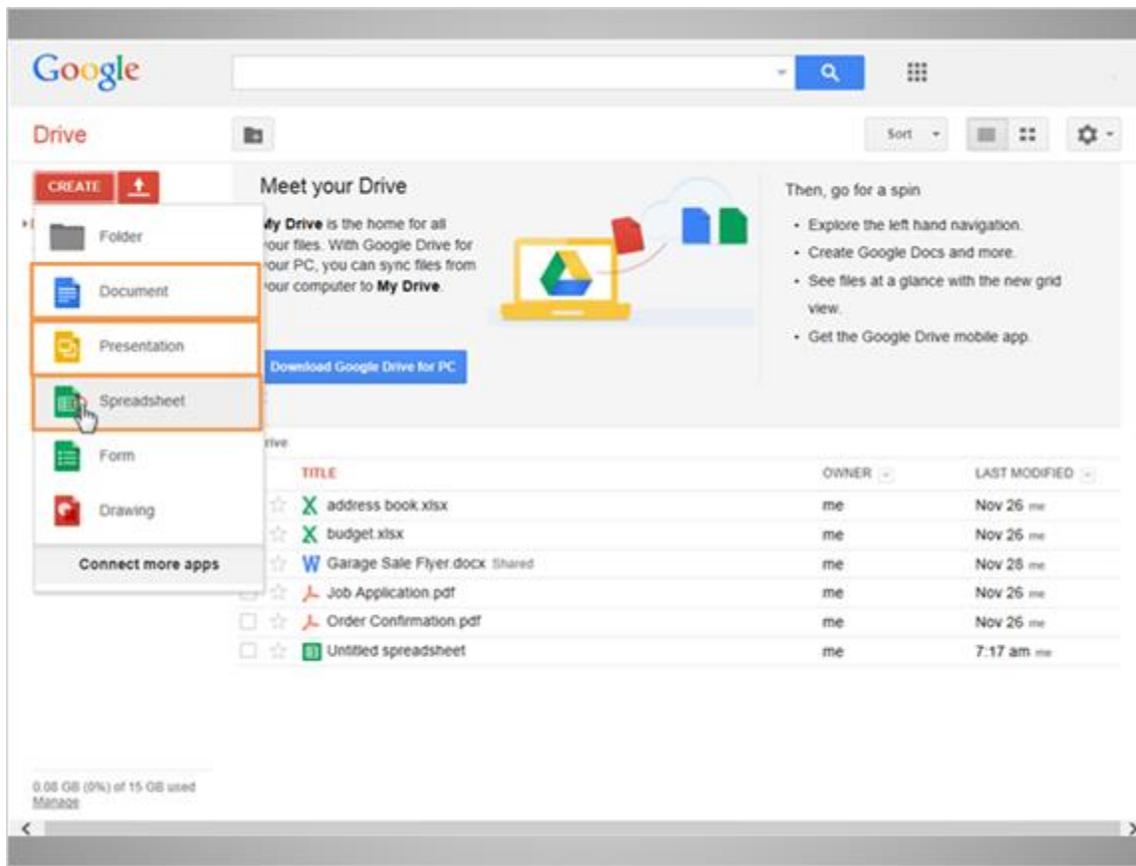


Here she could Download a copy to her computer, print it, share it, and more.

Michelle clicks on Info. This is where she could go if she needed to see an older version of the file.

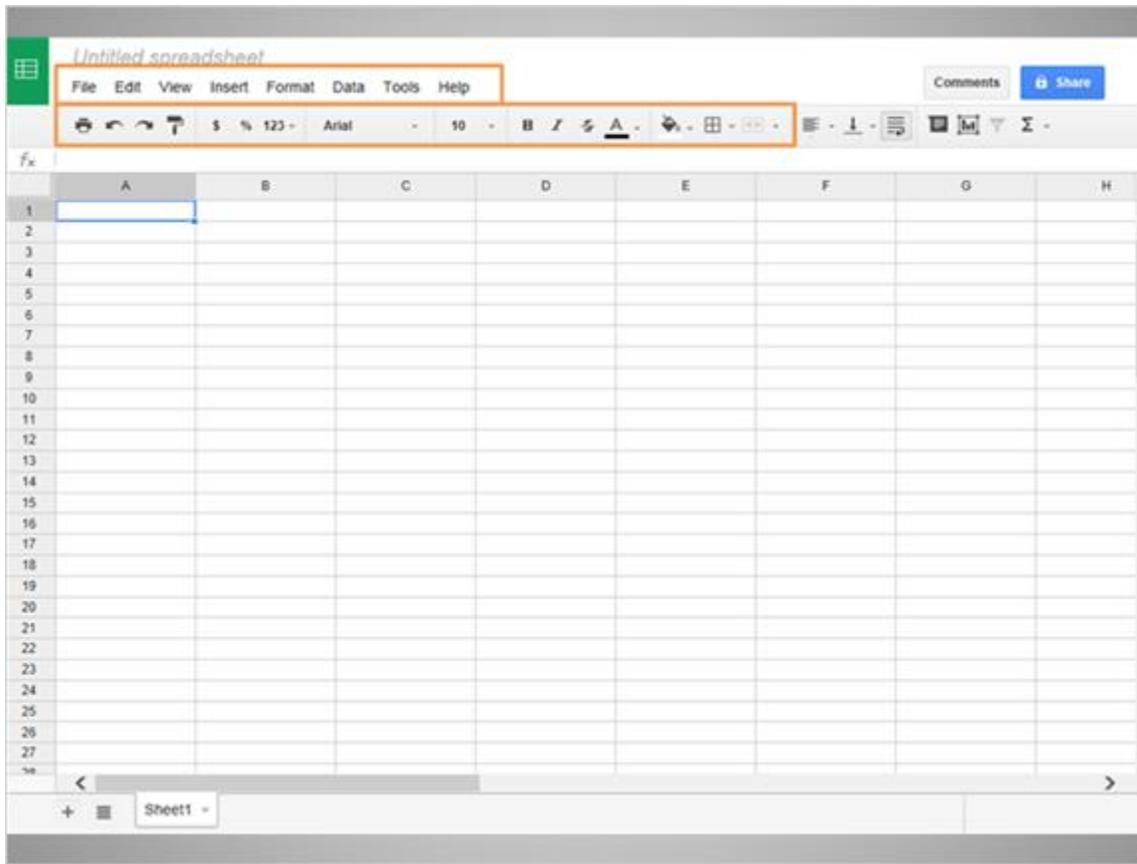


Now we'll look at editing in Google Drive. Google has its own alternative software for creating and editing documents. Michelle clicks on Create to see her choices.



Document is similar to Word, Presentation is similar to PowerPoint, and Spreadsheet is like Excel. There are other choices here, too.

She'll click on Spreadsheet.



Now she gets a blank document. At the top, she has a menu bar and a toolbar with her commands. It is much simpler than the full version of Excel.

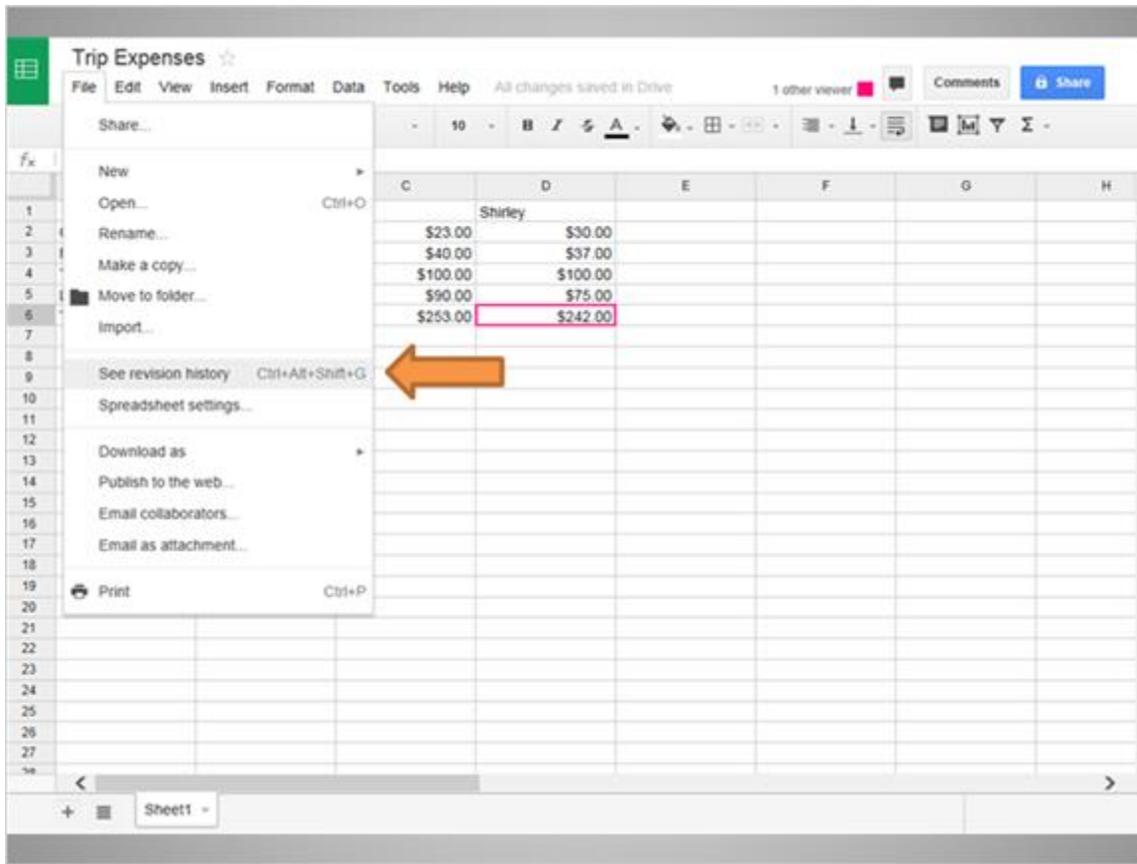
Michelle types out a short document measuring expenses for a trip. She's added her numbers, and she has sent the file to some friends.

The screenshot shows a Google Sheets spreadsheet titled "Trip Expenses" with the following data:

	A	B	C	D	E	F	G	H
1		Michelle	John	Shirley				
2	Gas	\$45	\$23.00	\$30.00				
3	Food	\$32	\$40.00	\$37.00				
4	Tickets	\$100	\$100.00	\$100.00				
5	Lodging	\$75	\$90.00	\$75.00				
6	Total	\$252	\$253.00	\$242.00				

Two orange arrows point to the total cells for Michelle (\$252) and Shirley (\$242.00).

They'll add in their numbers, too. Michelle can see who is currently editing the file, and she can see where they are typing.



If she wants to see what has changed, she can click on the File menu. She could click on See Revision History to read the old versions of the file or restore them. This is a nice safety feature to have when sharing files with others.



As we've seen, SkyDrive and Google Drive both have the ability to edit files straight from your web browser, which is especially handy if you don't own Microsoft Office, or if you're collaborating with a group.

Dropbox does not have these capabilities, but those files can be edited from a synced folder.

All three services are free, and can be useful tools for storing, editing, and sharing your files.