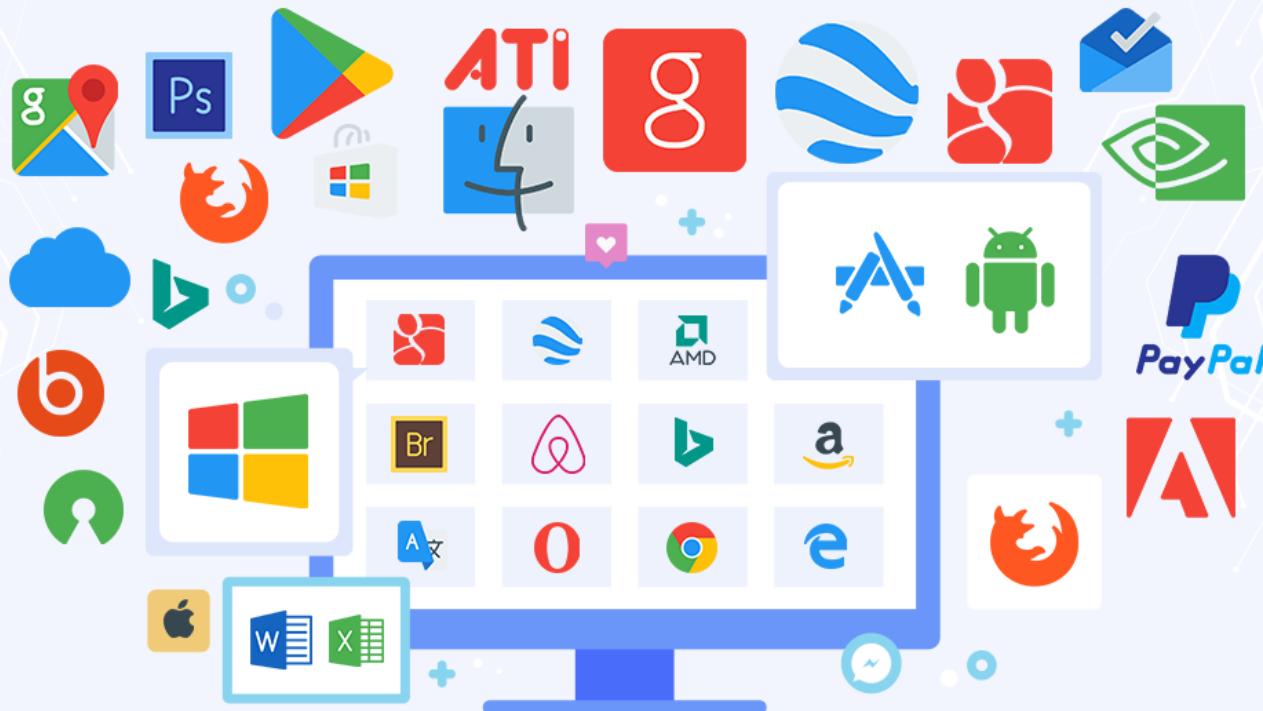




Google Apps Essentials

An application is a software program that's designed to perform a specific function directly for the user or, in some cases, for another software program.





Google Apps is a Web-based and collaborative Software as a Service (SaaS) solution that customizes the proprietary Google platform and brand for businesses of all sizes, including large enterprises. Google Apps facilitates the provisioning of Google applications and user/enterprise management tools, including Gmail, Google Talk, Google Calendar, Google Docs, Google Videos and Google Cloud Connect.

تطبيقات جوجل المجانية أو **Google Apps** مجموعة من الأدوات و الحلول التعاونية و التشاركية المقدمة من شركة جوجل Google، و التي يمكن الاستفادة منها بشكل كبير من طرف العاملين بميدان التعليم.

تميز تطبيقات جوجل المجانية بعدة خصائص قلما تجتمع فيحلول التعاونية للشركات الأخرى، مما يجعل العديد من لأنظمة والمؤسسات التعليمية تختارحلول التعاونية لجوجل في طريقها نحو عالم التقنية.





Introduction Google app

Classroom	Drive	Docs
Gmail	Calendar	Hangouts
Sheets	Slides	Forms
Sites	G Suite Training	Drawings
Groups	YouTube	Google+
Chrome	Maps	Google Earth
Keep	Blogger	Search
Expeditions	G Suite for Education	G Suite Learning Center



Productivity apps



Google



Why You Should Use It:

- Google Now (Google's intelligent personal assistant.)
- "Okay Google," hands-free searching (better than Siri).
- Integration with other Google apps.



Gmail



Why You Should Use It:

- Better and faster than native Mail app.
- Connect and check multiple accounts in one app.
- Better and faster search options.
- Links open in Chrome.
- Integrates with other Google apps.



Chrome



Why You Should Use It:

- Sync bookmarks and tabs across devices.
- Voice Search
- Omnibox
- Integration with other Google apps.



Chrome Remote Desktop



Why You Should Use It:

- Remotely access and control your computer.
- Set-up all of your computers for remote access.



Google drive app



Google
Drive



Why You Should Use It:

- Access all your files in one place.
- Make any file available offline.
- Now integrates with the new Docs, Sheets & Slides Apps.
- Passcode protect your files.



Google
Docs



Why You Should Use It:

- Create and edit documents.
- Synchronous collaboration
- Download and edit documents offline.
- Edit Microsoft Word files



Google
Sheets



Why You Should Use It:

- Create and edit spreadsheets.
- Synchronous collaboration
- Download and edit spreadsheets offline.
- Edit Microsoft Excel files



Google
Slides



Why You Should Use It:

- Create and edit presentations.
- Synchronous collaboration
- Download and edit presentations offline.
- Edit Microsoft PowerPoint files
- Present directly from your device.



Google
Classroom



Why You Should Use It:

- View classes
- Collaborate with students in real time.
- Open and edit assignments.
- Students can work on assignments on their iPad!

Google Drive is a cloud hosting product from Google that allows users to store up to 15 GB of files and information for free with additional storage available for a fee. This technology was released in 2012, and includes older offerings like Google Docs, which was originally offered in 2007.



جوجل درايف أو **Google drive** هو برنامج او تطبيق **تخزين سحابي** ومتزامنة ملفات مقدمة من قبل شركة جوجل، يكمن دور هذه الخدمة في تخزين ومشاركة الملفات الفردية او المجلدات بالكامل مع العديد من الأشخاص

Google Docs is a Web-based document management application for creating and editing private and public, word processing and spreadsheet documents. These documents can be stored both online on the Google cloud and/or on the user's computer.



محرر مستندات جوجل **Google docs** تطبيق خاص بمعالجة النصوص على الإنترنط، يمكنك من إنشاء وثائق تنسيق النص، و التعاون بشأنها في الوقت الحقيقي.



Google docs

Microsoft Word Toolbar

Document1 - Microsoft Word

Home Insert Page Layout References Mailings Review View

Font Paragraph Styles

Clipboard

Undo Function

Text Formatting

Text Alignment

Google Docs Toolbar

Untitled document Private to only me

File Edit View Insert Format Tools Table Help

Normal text Arial 11pt B I U



A **spreadsheet** is a software application that enables a user to save, sort and manage data in an arranged form of rows and columns. A spreadsheet may also be called a worksheet.

The spreadsheet stores data in a tabular format as an electronic document. An electronic spreadsheet is based on and is similar to the paper-based accounting worksheet.



تطبيق الجداول **spreadsheets** هو تطبيق يشبه برنامج الجداول الالكترونية EXCEL الخاص بشركة مايكروسوفت، يتيح للمستخدم تخزين كم هائل من البيانات في الجداول والقيام بالعمليات الحسابية البسيطة والمعقدة والتحليلات الإحصائية وانشاء الرسوم البيانية عليها ومشاركتها.

Google Forms is a free online tool that lets you create surveys, quizzes, and other types of forms. It's part of the Google Docs Editors suite, which also includes Google Docs, Sheets, and Slides.



نماذج جوجل Google Forms هي خاصية من خصائص محرر المستندات المدمج بخدمة Google Drive وظيفته هي عمل استبيانات (استطلاعات الرأي) أو اختبارات أو عمل مسابقات لما تضمنه من أشكال متعددة للأسئلة.



العرض التقديمية Google Slides هو تطبيق يشبه برنامج Powerpoint وظيفته إنشاء شرائح Slides والعرض التقديمية يتتوفر على مميزات عديدة منها تعديل الشرائح، إدماج مقاطع الفيديو والرسوم المتحركة و اختيار طريقة الانتقال بين الشرائح ونشرها على الويب بحيث يمكن للجميع الاطلاع عليها أو مشاركتها على نطاق خاص.



Google Slides is a free presentation tool that lets you create and deliver slideshows. It's part of the Google Workspace suite, alongside Docs, Sheets, and other applications

أداة الرسم Google هي أداة وظيفتها إنشاء واستخدام هياكل تنظيمية أو مخططات organization chart أو schemas تعاوني



Google Drawings is a diagramming and illustration tool included for free within the Google Docs Editors suite. This web-based application lets you create various visual aids, from simple sketches to complex flowcharts

Google Classroom is a free online platform designed specifically for educational institutions. It acts as a central hub for teachers and students to streamline communication, assignments, and course material.



Google Scholar is a freely accessible search engine specifically designed for scholarly literature and academic resources. Unlike a general search engine like Google, Scholar focuses on indexing and retrieving academic publications across a wide range of disciplines.



Google Groups is a platform for online discussion forums focused on specific interests or communication needs. It offers a space for people to connect, share information, and have conversations around various topics.





Social app



Google+



Why You Should Use It:

- Auto-Backup your photos and videos
- Auto Awesome: add effects to your photos.
- Stories: turn photos & videos into interactive movies.
- The fastest growing social network!
- G+ Communities



Hangouts



Why You Should Use It:

- Free text and video chat
- Video conference with up to 15 people
- Join Hangouts "On Air"
- Make phone calls (free to US and Canada)
- See SMS and voicemails from Google Voice Account



Blogger



Why You Should Use It:

- Compose blog posts and publish to the web.
- Manage multiple accounts
- Embed images or take photos with your device.



Exploration apps



Google Maps



Why You Should Use It:

- Better than Apple Maps!
- Voice-Guided GPS
- Traffic conditions at your fingertips.
- Integrates with your Google account.
- Save locations and access across devices.



Google Earth



Why You Should Use It:

- Window to anywhere!
- View any place on earth with satellite precision.
- Locate coordinates and altitude.
- Incredible 3D imagery
- Take virtual tours across the planet with the "tour guide."
- Track earthquakes in real time.



Field Trip



Why You Should Use It:

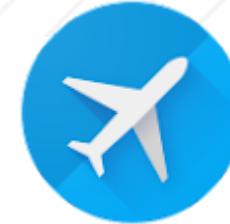
- Explore local historical locations and landmarks.
- Discover the best places to eat and drink.
- Share discoveries on social media.



Wase



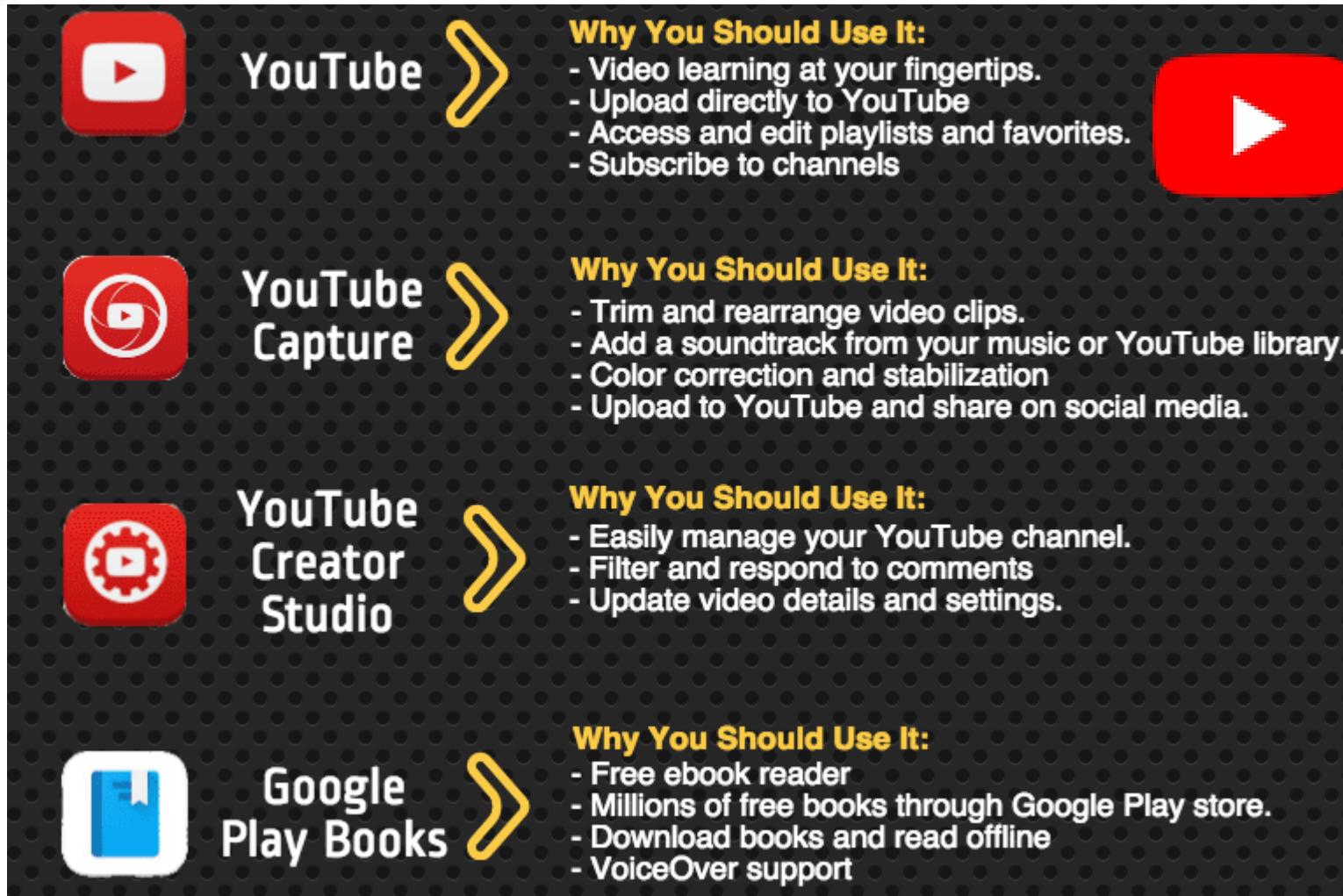
Google Travel



Google Flights



Multimedia apps





Multimedia apps



Google
Play Music 

Why You Should Use It:

- Add from iTunes, iPhoto, Music, Pictures, and Movies
- Play millions of songs, instantly.
- Enjoy custom radio with no skip limits.



Google
Play
Movies &
TV 

Why You Should Use It:

- Download and stream movies and tv.
- Access educational content like PBS.
- Some free content available



Google
Play
Newsstand 

Why You Should Use It:

- Breaking news in e-reader format
- In-depth articles including audio, video and more
- Subscribe to blogs and publishers.
- Bookmark to read later.



Google
News &
Weather 

Why You Should Use It:

- Quick access to headline news and top stories.
- Local News
- Custom Weather



Photography apps

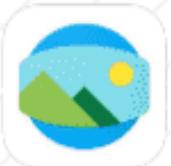


Photo
Sphere



Why You Should Use It:

- Create beautiful 360° photos.
- Publish to Google Maps.
- Explore immersive 360° panoramas across the globe.



Snapseed



Why You Should Use It:

- Enhance, transform and share photos.
- Professional level photo editing
- Google+ integration



Other apps



Google Translate >



Why You Should Use It:

- Translate 80 languages.
- Listen to translations spoken aloud.
- Translate speech and handwriting.
- Star your favorites.
- Point your camera at any text and see auto translate.



Google
Voice



Why You Should Use It:

- Make calls with your Google Voice account.
- Receive calls on the phone of your choice.
- Send calls straight to voicemail.
- Send free text messages to US numbers.
- Access voicemail with transcription.



Chromecast



Why You Should Use It:

- Easily cast content from your device to your TV.
- Only \$35
- Growing number of apps available.



Photowall for Chromecast



Why You Should Use It:

- Collaborate with images on your Chromecast TV.
- Share a video of the photowall to YouTube.



Other apps



Google Admin



Why You Should Use It:

- For Google Apps Administrators
- Quick access to the dashboard
- Add users and groups
- Access audit logs and support



Google
Authenticator



Why You Should Use It:

- Protect your account with your password and phone.
- Adds additional layer of security for your account.
- 2 step verification for your Google Account



Google Fit



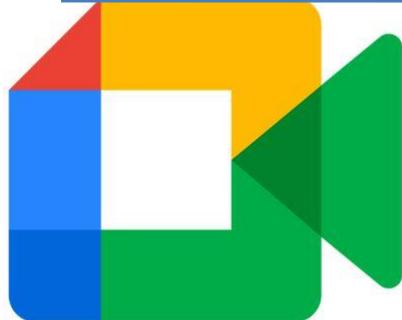
Assistant Google



Gemini



Google Shopping



هو عبارة عن تطبيق (برنامج) خاص بشركة Google صمم لعمل اجتماعات عن بعد او دردشات فيديو (مصممة بشكل رئيسي للاستخدام التجاري والمكتبي)، والتي تتيح لزمرة العمل او المكلفين بعمل اجتماع لمناقشة المواضيع فيما بينهم والدردشة الحية المباشرة عبر الفيديو والنص .

[Google meet](#) is currently made available for free to everyone by Google as a video conferencing platform. Generally, anyone with a Google account can set up an online meeting with up to 100 participants and meet for up to 60 minutes per meeting.

For the time period when google meets has been made available for free, the number of participants has been increased to 250 and free users can host meetings for up to 24 hours per meeting for free.



From computer: You can use any modern web browser to access Google Meet.

Meet works with the current version of the browsers listed below:

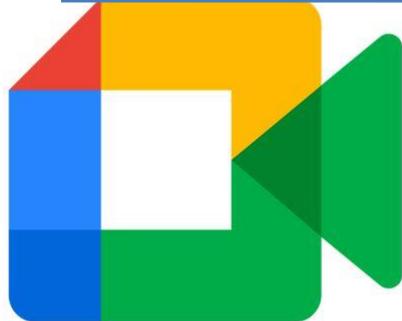
1. Chrome Browser
2. Mozilla Firefox
3. Microsoft Edge
4. Apple Safari

From phone/tablet: Download the Google Meet app from Google Playstore

(Android) or App Store (iOS).

Make sure you are signed in to your Google account before you start using the software.

What are the hardware and network requirements?



1. A broadband connection to the internet.

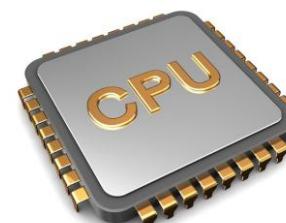


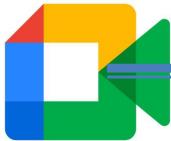
2. A built-in web camera or external USB camera.

Note: Other devices, such as virtual cameras, might not work with Meet.



3. 2.2 GHz Intel 2nd-generation i3/i5/i7, AMD equivalent or better, processor to support HD video.





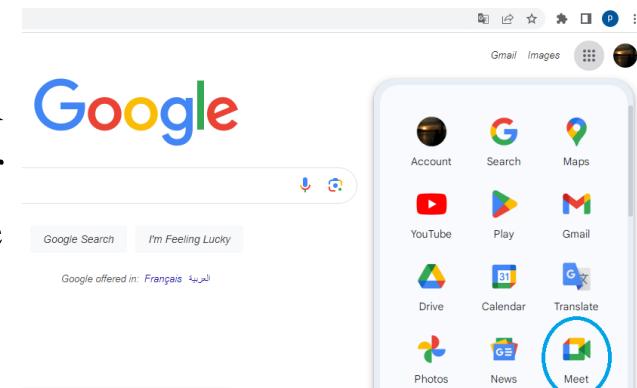
How to schedule a meet instantly? (Using Google Meet)

Open your respective search engine and click on the click on the dotted icon on the top right corner of the page. Click on Google Meet from the dropdown list.

You will be redirected to the Google meet page. Your scheduled meets will appear on the right side of the window. To join a scheduled meet, click on it.

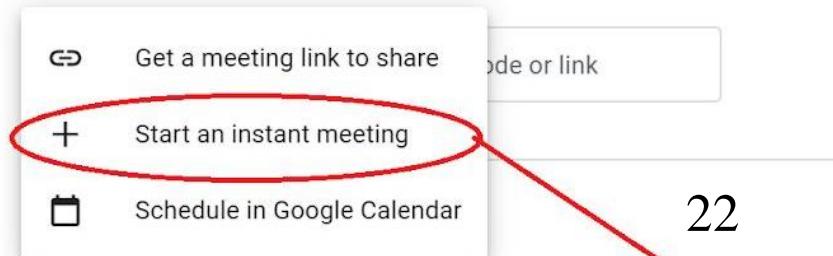
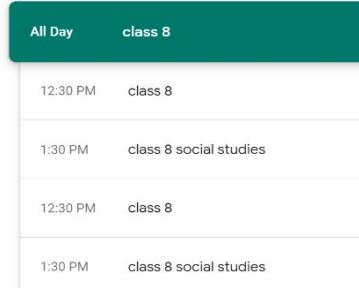
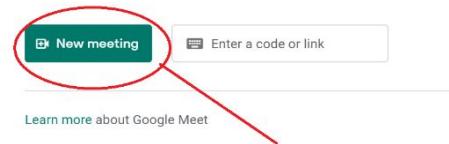
To start a new meeting, click on New meeting.

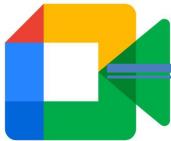
In the dropdown list, select Start an instant meeting



Premium video meetings.
Now free for everyone.

We re-engineered the service we built for secure business meetings, Google Meet, to make it free and available for all.

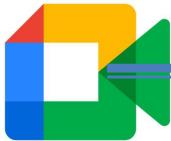




How to schedule a meet instantly? (Using Google Meet)

After joining the meet, you can copy the link and share it with the people through email or any other sources. To send the meeting link through mail, you can add people through their email ID by clicking on Add people and entering their email IDs.

The screenshot shows the Google Meet interface. A white pop-up box on the left contains the text "Votre réunion est prête" and a "Ajouter des participants" button. Below this, it says "Ou partagez ce lien avec les personnes que vous souhaitez inviter à la réunion" and provides a meeting link: meet.google.com/zqh-jwda-sij. A "Copy" button is next to the link. A note below states: "Les personnes utilisant le lien de cette réunion doivent obtenir votre autorisation pour y participer." At the bottom, it says "Vous participez en tant que khalil25bfs@gmail.com". The main dark area shows a circular video thumbnail of a sunset over water. At the bottom, there is a toolbar with various icons: microphone, video, screen sharing, emoji, presentation, hand, three dots, and a red phone icon. The bottom right corner shows a user profile with a '1' notification, a person icon, a message icon, a file icon, and a settings icon.



Join a Meeting

Open Google Meet as mentioned earlier. Enter the meeting code in the text field named Enter a code or link. Click on Join and you will be in the meet.

Premium video meetings.
Now free for everyone.

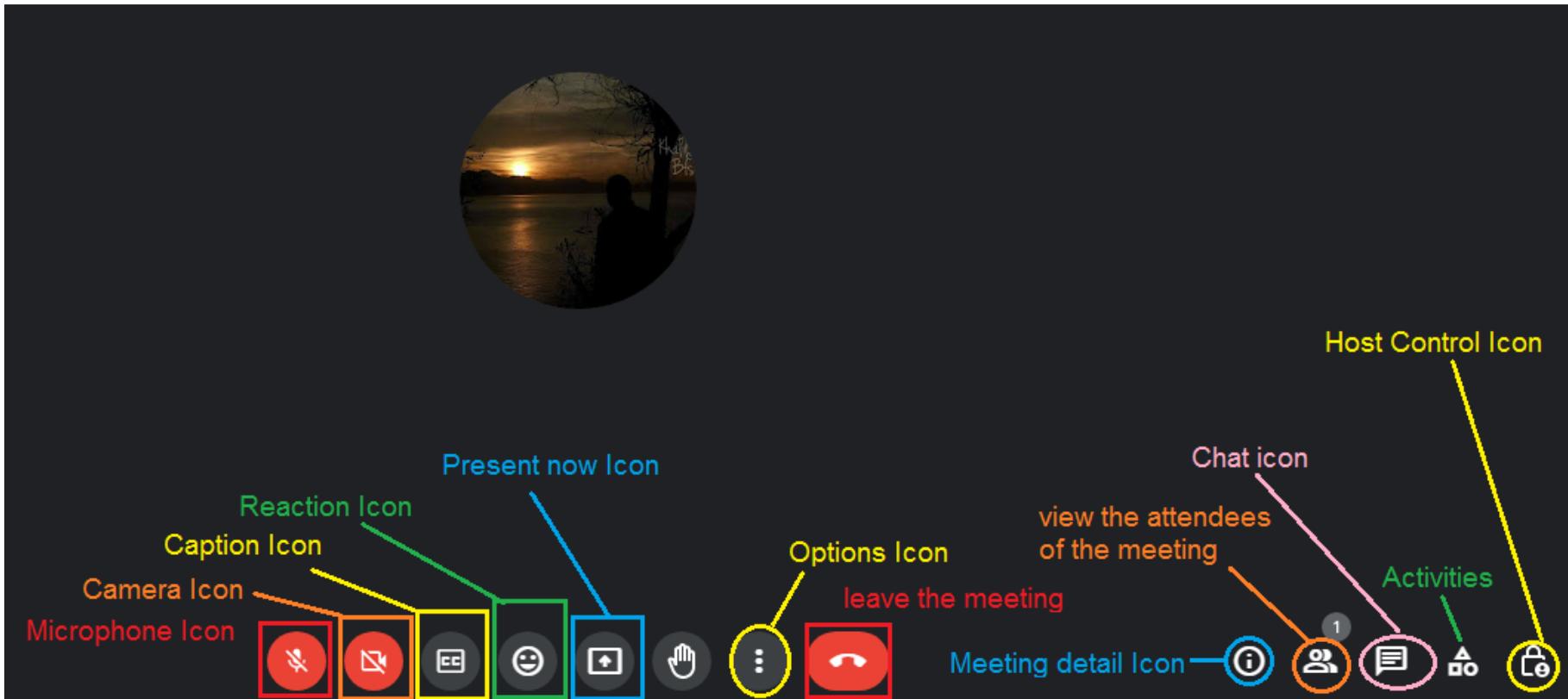
join button

We re-engineered the service we built for secure business meetings, Google Meet, to make it free and available for all.



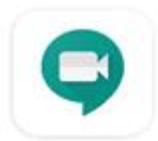
[Learn more about Google Meet](#)

Interface of Google Meet





How to join a meet with Google meet (phone)



Google Meet

Google LLC

Désinstaller

Ouvrir

Nouveautés

Mise à jour : 6 avr. 2020

- Améliorations
- 250 personnes
- Sous-titres

أول خطوة هي تنصيب برنامج
google meet
من متجر
Playstore

Note

Donnez



Rédiger un avis





برنامج **Zoom** عبارة عن منصة وخدمة اتصال مرئي وسمعي وأدوات اتصال أخرى تفيد التعليم والتدريب والعمل من عقد اجتماعات ومقابلات ، يقدم الفرصة لعقد او جدولة المحاضرات والاجتماعات عبر الانترنت (online) من خلال اتاحة الغرف الالكترونية التي يتم عقد الاجتماعات بها.

لكل غرفة رقم تعرify بها ويمكن دعوة الأشخاص من خلال عدة طرق كتبادل الرقم التعريفي او رابط او ارسال دعوة من خلال موقع التواصل الاجتماعي.

Zoom is a cloud-based video communications app that allows you to set up virtual video and audio conferencing, webinars, live chats, screen-sharing, and other collaborative capabilities.



Join a Meeting

A screenshot of the Zoom desktop application interface. On the left, there is a sidebar with five buttons: "New Meeting" (orange square with video camera icon), "Join" (blue square with plus sign), "Schedule" (blue square with calendar icon), and "Share Screen" (blue square with upward arrow icon). The main area shows a digital clock at 09:50 and the date Tuesday, March 26. Below this, a section titled "Réunions 2" displays a meeting scheduled from 10:00 AM to 11:00 AM, starting in 9 mins. The meeting ID is 236-938-146. At the bottom, there is a link to "View today's upcoming meetings (1)". On the right, a "Join Meeting" dialog box is open, prompting the user to "Enter meeting ID or personal link name" and "Enter your name". There are two unchecked checkboxes: "Do not connect to audio" and "Turn off my video". At the bottom right of the dialog are "Join" and "Cancel" buttons.

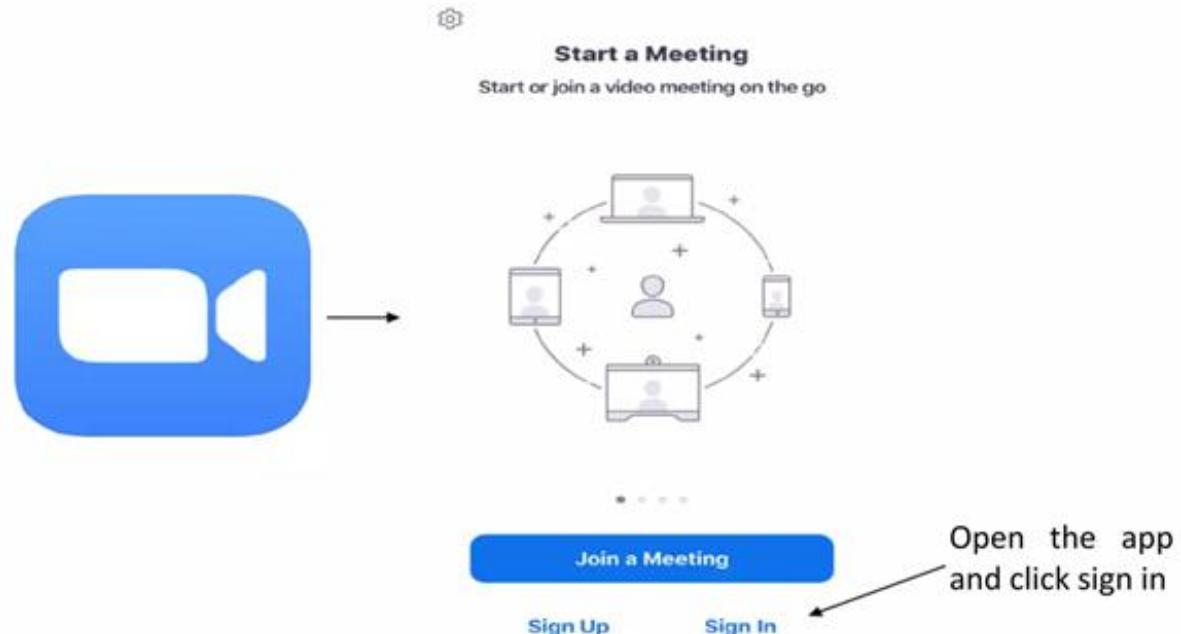
The Interface

The image shows a Zoom video conference interface. At the top, there is a header bar with the Zoom logo, a video camera icon, and a blue header bar with the text "The Interface". The main area displays a grid of video feeds. The top row contains three feeds: the first is a pixelated image of a person's face, the second is a person in a red shirt, and the third is a person with a blue background. The bottom row contains two feeds: the first is a pixelated image of a person in a green camouflage pattern, and the second is a smaller, pixelated image of a person's face. Below the video grid is a control bar with several red-circled buttons numbered 1 through 7. The buttons are: 1 (Mute), 2 (Stop video), 3 (Participants), 4 (Converser), 5 (Share screen), 6 (Record), and 7 (Reactions). The control bar also includes buttons for "Arrêter la réunion" (End meeting) and "Désactiver le son" (Disable audio). At the bottom, there is a navigation bar with icons for microphone, video, security, participants (1), surveys, chat, shared screen (green), recording, group divide, reactions, and more. The participant list shows "Chloe Gaziello". The bottom right corner has a red "Fin" (End) button.



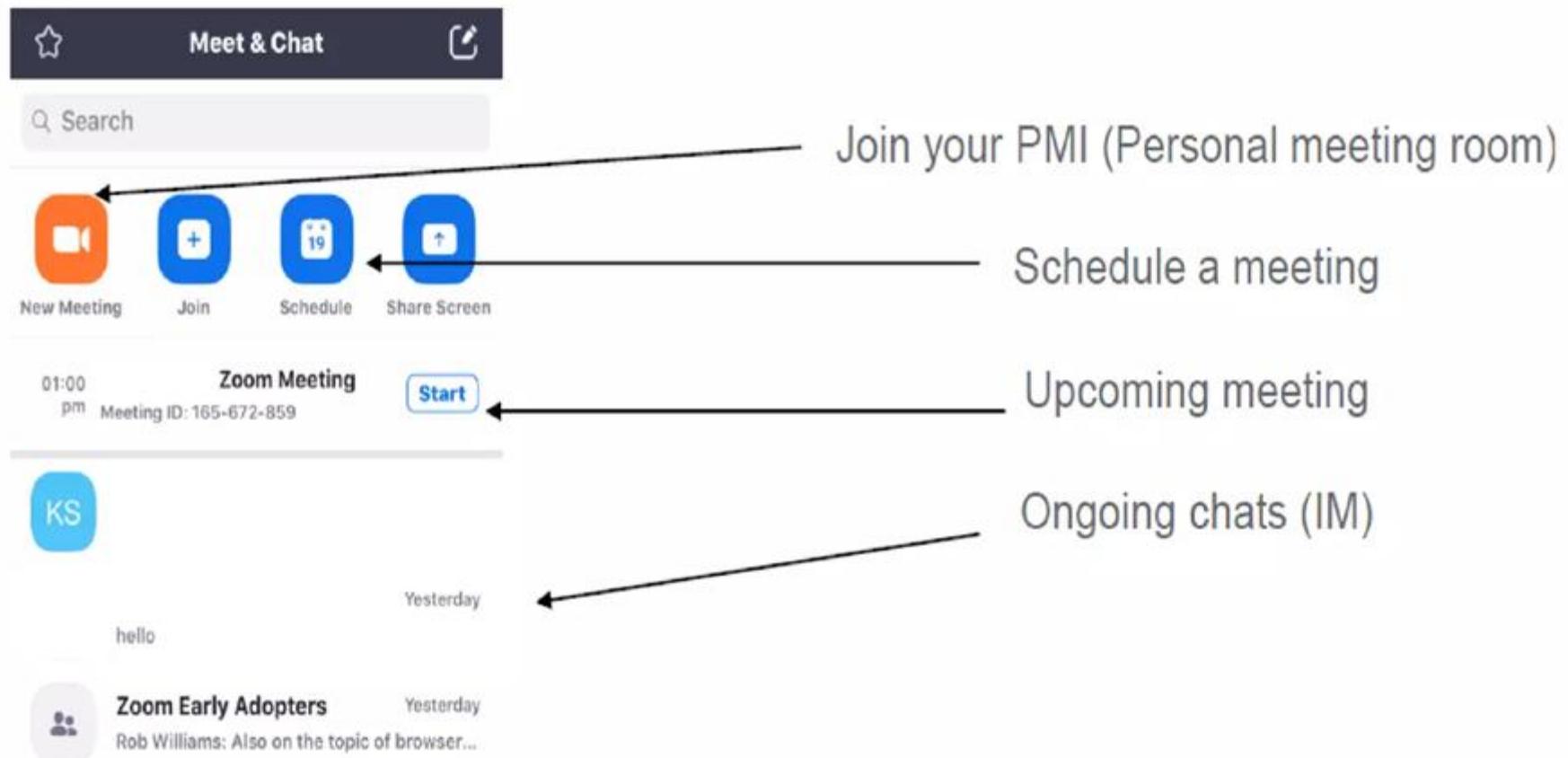
Zoom app

- Using Zoom with android platform is easy-to-do with features to join new HD video conferencing.
- App can be downloaded from Google play store





Zoom app android home page



Zoom app

- Selecting more will bring up additional options.
- One of these is meeting settings.
- This enables to modify our on-going meeting being the host.
- Lock the meeting and restrict participant chat are also available options