

Objective 11

Cloud Resources

GETTING STARTED — WITH — TECHNOLOGY



WHAT YOU NEED TO KNOW

When working within the online ecosystem, your work can be saved in the cloud. Unlike previous versions of software, most online ecosystems have users saving their files online. The process for doing so is essentially the same as when saving to a computer, but now the information is available on other devices that have the same access to the web application.

Although many online applications can be installed directly to a device (computer, phone, tablet) they may also be accessed directly online. The installed version and the online version should sync up to one another and contain the same information, but they often have slightly different views or setup.

HOW THIS HELPS YOU

Since documents are saved to the cloud, rather than directly to the computer, documents can be accessed from different locations. All you need is access to the internet on any device to read, edit or share your files. Another advantage is storage and space savings. By using the remote server, you can store and access your music, photos and files without running out of space to store them on your computer or smartphone.

Many popular platforms actually use cloud technology.

TERMS TO KNOW

Cloud or Cloud Computing

Storing files and programs on external services rather than locally, directly on your device. “The Cloud” is a metaphor for a global network of computer servers that house files and programs. The internet and cellular networks make it possible to easily access your files from any device and any location.

File hosting and storage.

Storage and file synching services such as Google Drive, Apple iCloud, Dropbox and Microsoft 365 allow you to store your documents, photos and music from anywhere.

Social media.

Facebook, Instagram, Twitter and other social media platforms let you upload photos, videos, music to remote servers for the purpose of sharing with friends and family.

Email.

Gmail, Outlook, Yahoo! And others use the cloud to store email messages and their attachments on remote servers, allowing account holders to view and download correspondence and attached files.

Video and Music Streaming.

Netflix and Hulu are just two options that allow subscribers to access remotely-stored movies and television shows for viewing on your personal devices. Spotify, Apple Music and Amazon Music give users access to music and podcasts that are stored on remote servers to be shared when connected via the internet or a cellular connection.

GETTING STARTED

Many people start with Google Drive. To upload a file to Drive on the web, simply go to <https://drive.google.com> and click the + New > File upload or Folder upload and choose the file or folder you would like to upload, then click open. In many browsers you can simply drag files with your mouse from your computer to the Drive page on your browser. Once you see Upload Complete, your files have been uploaded successfully.

In Drive, you can also create folders using the +New > Folder menu, move files and folders to organize them, as well as star important files and folders. The links in the resources have tutorials with more information on creating your personal Google Drive.

NOTES

What online apps are you currently using?
(i.e. Email, Calendar, Microsoft Word, Google Docs)

RESOURCES

[Google Workspace Center Support](https://support.google.com/)
<https://support.google.com/>

[Google Cloud Training](https://cloud.google.com/training)
<https://cloud.google.com/training>

[Google Cloud Skills Boost](https://www.cloudskillsboost.google/catalog)
<https://www.cloudskillsboost.google/catalog>

[Grow Your Career](https://grow.google/)
<https://grow.google/>

[Interland by Google](https://beinternetawesome.withgoogle.com/en_us/interland)
https://beinternetawesome.withgoogle.com/en_us/interland