

1. Record Nr.	UNINA9910973375203321
Autore	Teeter Ryan
Titolo	Google Apps for dummies / / by Ryan Teeter and Karl Barksdale
Pubbl/distr/stampa	Hoboken, NJ, : Wiley Pub., 2008
ISBN	9780470378397 0470378395
Descrizione fisica	1 online resource (386 p.)
Collana	--For dummies
Altri autori (Persone)	BarksdaleKarl
Disciplina	005.5
Soggetti	Application software Business - Computer programs
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
Nota di contenuto	Google Apps For Dummies; About the Authors; Dedication; Authors' Acknowledgments; Contents at a Glance; Table of Contents; Introduction; About This Book; How This Book Is Organized; Conventions Used in This Book; Icons Used in This Book; Where to Go from Here; Part I: Up and Going with Google Apps; Chapter 1: Introducing Google Apps; Chapter 2: Signing Up for Google Apps; Chapter 3: The Start Page; Part II: Keeping in Touch and on Time: Gmail, Talk, and Calendar; Chapter 4: Connecting with Gmail; Chapter 5: Discovering Advanced Gmail Tools; Chapter 6: Keeping in Touch with the Contacts List Chapter 7: Chatting with Gmail Chat and Google TalkChapter 8: Filling Your Calendar; Chapter 9: Sharing Your Calendar with Others; Part III: Getting to Work: Documents, Spreadsheets, and Presentations; Chapter 10: Finding Your Way around the Google Docs Home; Chapter 11: Word Processing with Google Docs; Chapter 12: Crunching Numbers with Google Spreadsheets; Chapter 13: Creating Amazing Google Presentations; Part IV: Popping the Hood: Google Apps Administration; Chapter 14: The Dashboard; Chapter 15: Start Page Configuration and Administration Chapter 16: Creating a Web Site for Your OrganizationChapter 17: Tweaking Your Apps; Part V: The Part of Tens; Chapter 18: Ten Solutions to Common Problems; Chapter 19: Ten More Google Apps for Your Business, Group, or Organization; Index

---

## Sommario/riassunto

Google Apps are Web-based, low-cost (or free!) office productivity tools that do everything those expensive applications do - and you can access them from any computer with an Internet connection. Google Apps For Dummies boosts your ""app-titude"" by giving you the low-down on choosing, setting up, and using these nifty and powerful gadgets for work or play. Whether you're an individual who wants to take advantage of iGoogle or an organization looking for an enterprise-wide training solution for users at all levels, this comprehensive, practical guide brings you up to speed with all o

---