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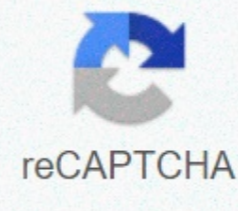
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Cloud computing – a networked computer system that uses multi-server resources to complete tasks and store data – is making up for the next big trend in the computing industry. Traditionally, only a few people could access the processing power of a supercomputer. With cloud computing, virtually anyone could tap into this type of power. Since the personal computer debuts, we've become used to storing information on an external storage device, such as a CD, or on your computer's hard drive. We are also conditioned to purchase new machines or upgrade old ones when applications require more processing power than our current computers can provide. When using cloud computing, storage and processing capacity is the responsibility of the network, not the individual owner of the computer. Although it is a relatively new industry, many companies offer cloud computing services. One of these companies is Google. The internet giant offers a suite of Web-based productivity applications called Google Docs. Although these applications are not as complex or comprehensive as leading desktop colleagues, they have other advantages over traditional software. The most obvious of these advantages is that the applications are not connected to a specific computer. There is no need to download and install software on a specific computer. Any computer connected to the Internet can access Google Docs. Because each user saves information to the cloud system, he or she can access the same file from anywhere. Users don't have to worry about which version of the document is most likely to be saved in the Google cloud. Another advantage is that multiple users can make corrections to the same files at the same time. This is called online collaboration and can streamline teamwork on the Web. Because Google Docs keeps previous versions of documents, there's no reason to worry about any irrevocable change in a file. Working with files can mean that the way we think about document management is changing. But it can also mean project managers can save time and effort. What exactly can google documents do? Read on to find out. At its heart, Google Docs is a suite of online productivity software. This means that it is a collection of applications that makes it easy to prepare the types of files commonly used in a corporate environment: documents, spreadsheets, and presentations. Google's word processing program started as a product called Writely created by a company called Upstartle. Google purchased upstartle in 2006 and began the process of transforming Writely into a Google-branded product [source: InformationWeek]. The program allows users to create and edit documents online. Multiple users can access the document at the same time, making it easier for teams to collaborate on projects. Also , the spreadsheet function Google Docs documents as a project of another company. A startup company called XL2Web developed a collaboration application called 2Web Technologies. Google purchased XL2Web and gave the team the resources they needed to develop the spreadsheet application [source: Business Review]. Like most spreadsheet programs, Google's application allows users to create tables, charts and graphs. The application is most of the basic functions of desktop spreadsheet programs, including sorting, filtering, and formula calculations. The story is much the same for a presentation application by Google Docs. Google purchased Tonic Systems, the company that developed a suite of Java-based presentation software. Tonic's development team re-integrated Google and modified software to integrate with the rest of Google's products [source: Official Google Blog]. The resulting app looks like a basic desktop presentation program. Presentations consist of slides. When you create a presentation, users can choose five basic slide layouts. Google also gives users more than a dozen optional presentation topics. The application also includes basic features such as image and video support, autoshapes and text boxes. None of the Google Docs Suite applications are as robust or versatile as leading desktop productivity software packages. However, Google frequently updates the suite with new features and features. Although applications don't have all the bells and whistles of other software packages, they meet basic user needs. And while Google Docs may not do anything other products can do, it has several features that set it apart from the rest of the pack. What are these features? And what restrictions users have with Google Docs? Find out in the next section. Illustration: Jim CookeWhen social media leaves me exhausted, I always feel better when switching to one-on-one or group chats. But I never thought about this method using Gareth's Tips: write a blog post in a cloud doc and share it with a select group of friends. Inventor and engineer Star Simpson calls it lazy blogging; investor Kevin Kwok calls it private remarks. It's like building your own very controlled, temporary social network, and it's as simple as sharing a Google doc: Easier than bloggingIt to write a lazy-blog, just open a Google doc (or Dropbox Paper doc, or any cloud-based document service with sharing feature), write down some thoughts, and invite some friends or colleagues to read and comment. You can control whether users can leave comments or even edit your document; You can keep an eye on what opens the doc. You have an entire control built into collaborative work apps, such as Google Docs, and you already know how to use it. Lazy blogging has a low connection, unlike a blog or Newsletter. You can do it only once, without pressure to start series or to create an audience. You don't have to learn CMS or design a webpage. You don't have to find out what Medium is. No pressure to earn likes or reposts or subscribers or clap. There is some pressure to start discussing a healthier kind of pressure that is less about confirmation and more about real interactions. The kind of conversation that social networks all claim is aimed at when really they aim for your personal data. If you want, you can return and attach the same document. Or you can opt out of it and start another one. It could be fun to have several going on at once. And hopefully you inspire a friend to invite you to yours. (As with parties and game nights, everyone wants to be invited, but no one wants to step up and host. It's life.) More satisfying than chat and emailChats and group chats are important, but sometimes you want to gather your thoughts and say something longer than a couple of lines at a time. You may want a space that depends a little less on timely responses. Or you could once push the conversation one way more than you can on the text. You might want a monologue. You could do that email thread. Group email threads are great if only because there is at least one pleasant thing in your inbox, and we recommend sending an occasional email to all your friends and family. But then you either keep all the recipients hidden from each other on the BCC, which may feel too businesslike, or you invite forking discussions as people selectively respond to parts of the group until you end up answering the wrong part of the thread and accidentally insulting someone in their virtual face. When I hear the holiday newsletter, I think, here are the living milestones that each of my seven... Read moreGreat privately than blogging or social mediaFacebook, Twitter, Instagram, Reddit, and even Snapchat would like to push you toward sharing things with all your friends at once, or on the entire Internet. Unless you want to screw around with sharing settings every time you post, you end up with an aunt leaving inappropriate cheek-pinching comments on a career update, or get harassed by some rando whose bio says Father. Western Indianapolis sales leader for five years in operation. But in your lazy-blog, you choose exactly what to share with. It will take you as long as it would be on Facebook, but there's a big difference: On social media you'll see a ton of acquaintances you could add, and have to choose who to leave out. On the cloud doc, you start from scratch, and forming. Google may try to recommend some people to add, but it's still a less overwhelming process. It's less like choosing entrees from a massive menu, and more like choosing which spices to add to a single dish. No rules If you've ever joined a less established like Ello or Secret or Mastodon, or messed around with an accidental reply-all email thread, you've felt something going on punchiness play around the online space that didn't develop unsymedited rules of behavior. This is the online equivalent of a sleep party. You can get that feeling from lazy-blogging. It is a social network filled only with the people of your choice. You can write casually to a group of friends or cross pollinate from multiple groups of friends, or even write a note in a professional environment for colleagues and colleagues. You can make it completely private, or let people invite new commenters, or even let anyone with a link join. We recommend to be very private, at least for the first time, that's kind of the point. And still a little careful what you say. This is not a place to share state secrets. Maybe start with a private doc on which TV shows are good and bad! Try talking about something low rates where everyone can have a good time. Throw a little half cloud. Otherwise you might as well be blogging. When you're in Google Docs and want to check the word definition, all you need to do is type a word (or select an existing one) and make a quick keyboard shortcut. For Windows users, this shortcut is Control+Shift+Y. For Mac users it is Command+Shift+Y. It will bring up the definition and provide you with the ability to look up more words if you want. It is simple and can be a really useful tool when you write. For the demonstration, check out the video above. You can follow Adam Dachis, author of this post, on Twitter, Google+ and Facebook. Twitter is the best way to communicate with him, too. Too.

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