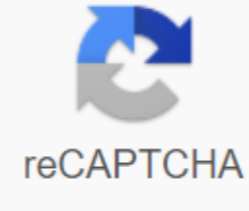




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Google docs online tour

Cloud computing - a networked computer system that leverages multiple server resources to complete tasks and store data - is shaping up to be the next big trend in the computing industry. Traditionally, only a few people could access the processing power of a supercomputer. With cloud computing, almost anyone can harness that kind of power. Since the debut of personal computers, we have become accustomed to storing information either on external storage devices such as compact discs or on computer hard drives. We are also conditioned to purchase new machines or upgrade old machines whenever the application requires more processing power than our current computer can provide. With cloud computing, storage responsibilities and processing power fall to the network, not the owner of the individual computer. Advertising Despite being a relatively young industry, many companies offer cloud computing services. One of those companies is Google. The Internet giant offers a series of Web-based productivity apps under the name Google Docs. Although these applications are not as complex or comprehensive as their leading desktop counterparts, they have other advantages than traditional software. The most obvious advantage of this is that the application is not bound to a particular computer. There is no need to download and install software on certain machines. Any computer connected to the Internet can access Google Docs. Since each user stores information to a 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 the most up-to-date - it will always be stored in the google cloud. Another advantage is that multiple users can make edits to the same file at the same time. This is called online collaboration, and can streamline teamwork over the Web. Because Google Docs retains older versions of documents, there's no reason to worry about changing irrevocable files. Collaborating on files may mean changing the way we think about document management. But it may also mean project managers can save time and effort. What exactly can Google Docs do? Keep reading to find out. Essentially, Google Docs is a series of online productivity software. That means it's a collection of apps that makes it easy to generate file types commonly used in corporate environments: documents, spreadsheets, and presentations. Google's word processing program started as a product called Writely created by a company called Upstartle. Google acquired Upstartle in 2006 and began the process of converting Writely into a Google branded product [source: InformationWeek]. The program users to create and edit documents online. Multiple users can access documents at the same time, so teams can collaborate on projects. Ads Likewise, spreadsheets in Google Docs starts as another company project. A start-up called XL2Web developed a collaboration app called 2Web Technologies. Google acquired XL2Web and gave the team the resources they needed to develop the spreadsheet app [Source: Business Overview]. Like most spreadsheet programs, google apps allow users to create tables, charts, and graphs. The app has most of the basic functions of a desktop spreadsheet program, including sorting, filtering, and formula calculation. The story is much the same for presentation apps in Google Docs. Google acquired Tonic Systems, a company that develops a series of Java-based presentation software. The Tonic development team turned to Google and modified the software to integrate with other Google products [source: The Official Google Blog]. The resulting application looks like a basic desktop presentation program. The presentation consists of slides. There are five basic slide layouts that users can choose from when creating a presentation. Google also gives users more than a dozen options in presentation themes. The app also includes basic functions such as image and video support, automatic shapes, and text boxes. There are no apps in the powerful or versatile Google Docs suite like leading desktop productivity software packages. But Google frequently updates suites, adding new features and capabilities. Although the app doesn't have all the bells and whistles of other software packages, it meets the basic needs of the user. And while Google Docs may not do everything other products can do, google Docs does have some features that set it apart from other packages. What are those features? And what kind of restrictions do users have with Google Docs? Find out in the next section. Find additional menu options Often write repetitive text Create your own dictionary Collaborate on Google Doc Open Docs in the additional tab Insert images in an easy way View and edit plain text files October 14, 2014 5 minutes read Opinions expressed by Entrepreneur contributors are their own. Not long ago when a startup or company was determining an employee's costs, one of the biggest expenses was licensing for back-office software run by businesses. In the world of \$300 laptops, pay \$219 for a copy of Microsoft Office Home & Business is hard to swallow. As a result, the company switched to the cloud, using Google for Business and Microsoft Office Online instead. It's easy to think that the two big fish on the market are the same competitors, but actually the devil is in the details on these two offerings, and choosing the wrong one can be very painful. people choose their back office based on user experience. I'll explain why it went wrong a little later, but first, a quick rundown on both. Related: FBI to Apple, Google: Your New You Microsoft's Make People Less Secure policy is a bit late to the game making Office Online comparable to Office for desktop, and while I'd like to say that Word Online is better than Google Docs, I wrote this article in Google Docs. It's not that fit and finish is better in Google Docs, or Google Docs is easier to use, it's just that Microsoft doesn't have the same level of ease of collaboration. Instead of bouncing between the two, it's easier for me to use Google Docs all the time. However, for spreadsheets, all the collaborations in the world can't save Google. Excel is much more awesome, especially for power users. Knowing this, you can choose one based on whether you're doing more spreadsheets or word processing. I know a lot of companies do. Or based on I hate one company or another. But what really matters is their respective privacy policies. Both Microsoft and Google comply with the Federal Information Security Management Act (FISMA, which many government agencies need), ISO 27001 (one of the most stringent security benchmark standards used in business and government related to intrusion prevention) and SSAE 16 (the standard for how security is audited, and violations reported). If you sign a Business Associate Agreement, both may be used for Protected Health Information under HIPAA. Both also allow you to select the model contract clauses necessary to make them compliant with the US-EU Safe Harbor Framework (this is required if you wish to move personal user data between the EU and US or vice versa). So you'd think both were on the same level of privacy. The Electronic Privacy Information Center (EPIC) disagrees. FERPA, short for the Family Educational Rights and Privacy Act, is a compliance standard for schools and those working with student records. Google for Education has a stricter privacy policy than Google for Business, but HIPAA is generally considered more stringent than FERPA, so one can conclude that if Google's most stringent compliance does not comply with non-stringent standards, that Google does not comply with both. Related: These 3 Legal Pitfalls May Stop New Business on Its TracksGoogle recently made headlines for providing information about users who have child pornography in its Gmail, but Microsoft made headlines for not handing over emails stored outside the U.S. for insulting court orders. In California, Google was named in a class-action lawsuit (Google Inc. Gmail litigation, 13-md-02430) by schools and school students using Google Apps for Education, because it is detached ferpa requirements that Google claims are appropriate, Google mines student emails for reasons other than district-authorized purposes. The case has been settled. Indeed, many of the problems google faces are the result of the FERPA was enacted in 1974. The idea of having students with school-issued laptops wasn't a concern 30 years ago, but the way Google and Microsoft handled the issue is what concerns me. Microsoft is going to court for being too tenacious with user privacy, and Google is going to court for failing to have enough respect for it. This is made clear by one of the last compliance categories the company often faces, the Gramm-Leach-Bliley Act (GLBA). GLBA requires financial institutions to protect their clients' personal information. Google makes no claims whatsoever to comply with GLBA. Microsoft does not. It made an easy decision for me. If you're doing something that concerns medicine, law, kids, finance or where someone might think you're doing something illegal, (like starting a disruptive business, like in Uber from entering an industry), you may have to go with Microsoft.If you're doing something that doesn't have that risk, and everyone collaborates on text documents, like an engineering startup or

graphic design company, Google for Business is probably a better option. That's until you start doing business with someone from the business category above, then you have to migrate. As someone who wrote this in Google Docs, you may have known that I was in the category of people expecting to migrate, and hated the day it happened. If only I had invited people and gals from legal to IT meetings when we chose our back office. Related: U.S. Says Fourth Amendment Doesn't Protect Digitally Stored Data

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