



CLASS - VIII COMPUTER SCIENCE NOTES JULY

Chapter 4 - Getting Started with Google Apps

A. Tick the correct option.

1. Which of the following is a search engine?

- (a) **Google** (b) Hangout (c) Drive

2. Which of the following app is used to create an account in Google?

- (a) Maps (b) Slides (c) **Gmail**

3. The ----- app is used to create worksheets.

- (a) Slides (b) Workbook (c) **Sheets**

4. Which Google service provides to use software without installing them on the computer?

- (a) Drive (b) **Gmail** (c) Apps

B. Fill in the blanks:

1. **Spam** is a junk e-mail.
2. **Hangout** is a video conferencing platform.
3. **Slides** is Google's presentation app.
4. The **Google Map** app is used to get step-by-step directions.

C. Write 'T' for true and 'F' for false for the following statements.

1. Google Drive is used to create documents - **T**
2. You can create worksheets without any software installed on computer - **T**
3. Hangout helps in finding a location - **F**
4. You cannot save your presentation in Google's slides - **F**

D. Short answer questions:

1. When Google was founded?

It was originally founded in 1996 by Sergey Brin and Larry Page while they were students at Stanford University, California.

2. What is Gmail?

The most successful e-mail service provided by Google is Gmail.

3. What is Hangout?

Hangout is a video conferencing platform. You can use it for messaging, voice and video meetings online.

4. What is the use of Google Drive?

It also allows us to create, share and manage documents, spreadsheets, presentations and more with its own productivity apps.

E. Long answer questions.

1. Explain the features of Gmail?

Gmail provides several useful features including:

Spam Filtering: Spam is a junk e-mail. Gmail uses advanced technologies to keep spam out of your inbox. Most spam e-mails are automatically sent to a separate spam folder, and after 30 days it gets deleted.

Conversation view: An e-mail conversation occurs whenever you send emails back and forth with another person. Gmail groups these e-mails together by default to organize your e-mails.

Built-in chat: You can also send someone an instant message or use the voice and video chat feature instead of sending e-mails.

Call Phone: This feature is similar to voice chat, except that it allows you to dial an actual phone number to call any phone in the world. It provides a free service to make a call.

2. Explain any three Google apps.

Gmail: The most successful e-mail service provided by Google is Gmail. It has been around as a free e-mail service since 2004. Using Gmail you can send and

receive e-mails, blocks spam, create an address book, and perform other basic e-mail tasks.

Calendar : You can keep track of your personal appointments using the calendar app. Using this app, you can also synchronize it with your team, scheduling meeting, conferences, events, and more. The Calendar app can be used on a computer, tablet, and mobile device.

You can also attach files to events scheduled in the calendar app. You can share your calendar with others, as well as publish it on your websites and set reminders for upcoming meetings and events.

Docs: Docs is Google's word processing app. You can use it to create documents, letters, reports, memos, and other types of next publications, and store them online. Like any other word processing software, you can create and edit documents files, import and export content, control formatting and also you can print these documents. Using this app, you can easily share them online.

3. Write the steps to access Google Drive.

Step 1: To access Drive first sign in with your Gmail Id and password

Step 2: Select the grid icon near the top-right corner.

Step 3: Click Drive.

4. Write the steps to create a presentation in Slides.

Step 1: When you create a new presentation in Google Slides. The interface for slides will appear.

Step 2. This interface displays the toolbar, along with the main view of your presentation.

Step 3: It allows you to create and modify slides, choose theme, and share the presentation with others.