



Google Drive Benefits, Features and Capabilities



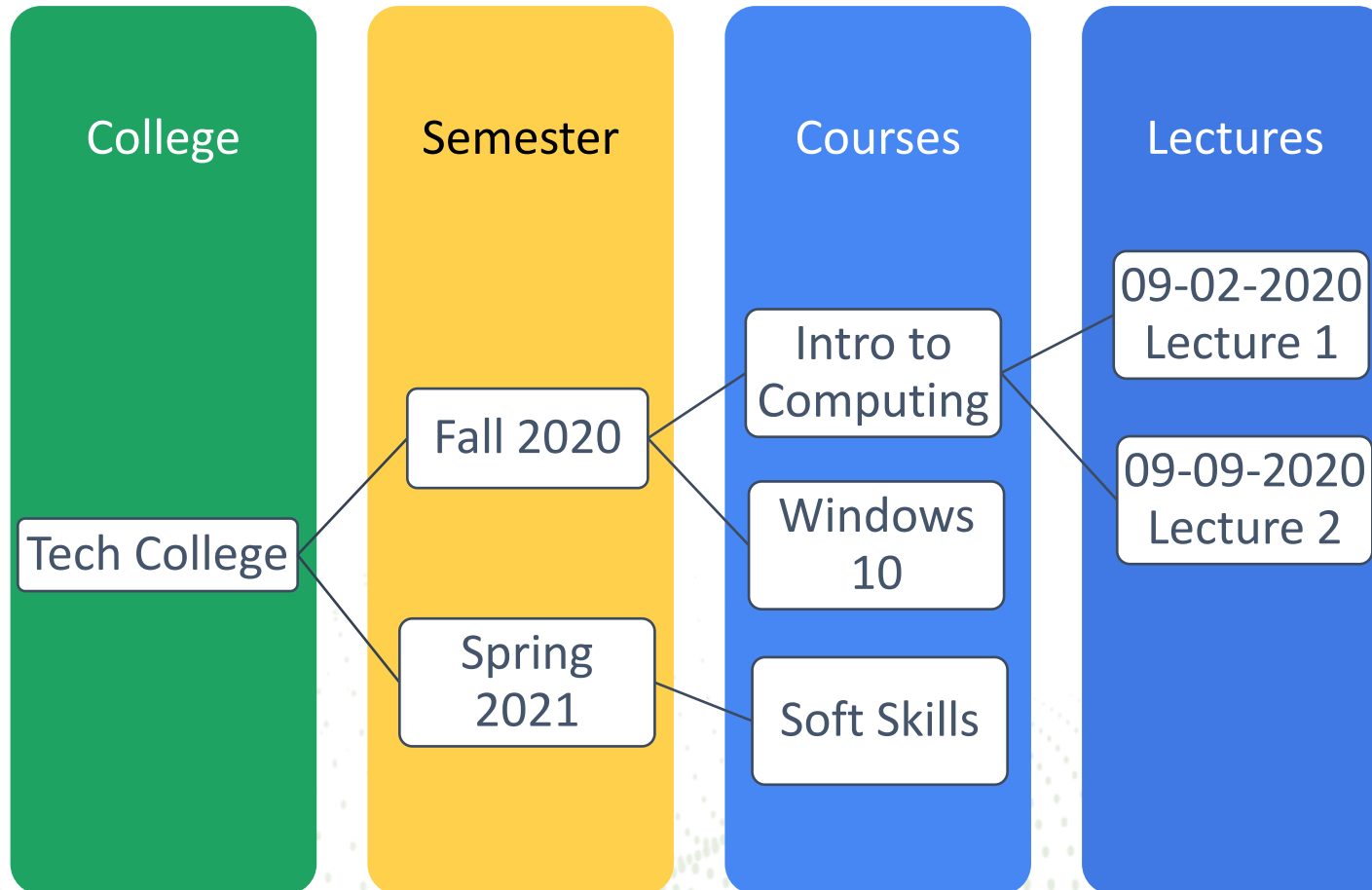
WHAT IS Google Drive



- **Online File Storage**
- **Collaboration Tool**
- **Backup Tool**
- **Productivity Tool**
- **Native Support of Google Office Docs**
- **Support Microsoft Office files**



How to Organize Files



Google Drive – Sharing and Collaboration



- Share document with another person
- Work on the document together
- See changes real time
- Complete projects faster



COOL FEATURES TO CONSIDER



- **Free Storage** – up to 15GB
- **Native Support for Google Office Documents**
- **Support for Microsoft Office Documents**
- **Access Files** on Mobile Device
- **Share and Collaborate** with others on a File



GOOGLE DRIVE: FEATURES TO CONSIDER



- **Reliability & Backup:** documents are stored in the cloud
- **Share Files** Across Computers
- **Collaborate** with others

