



### Lab 3-3: Exploring Google's cloud computing capabilities

In this lab, you will configure iGoogle, install Google Drive, and access Google Docs and Google Maps to explore online services that use cloud computing.

1. Open your browser and go to **www.google.com**. Sign in using your Google account created in the previous lesson. If you do not have an account, create one now and sign in. You are responsible for your account.
2. The iGoogle home page should appear. If not, locate and click the **iGoogle** link. The iGoogle page will appear, as shown in Figure 3-6. You can use iGoogle to add Web feeds and Google Gadgets (mini-applications that can deliver e-mail, weather, photos and personalized news) anywhere on a Web page.

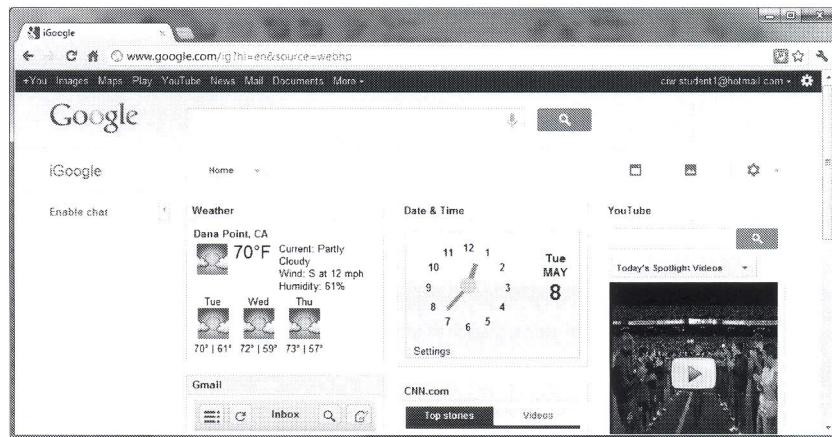


Figure 3-6: iGoogle page

3. Scroll through the page and notice the default Gadgets: Weather, Date & Time, YouTube, Gmail and CNN.com.
4. Click the **Add Gadgets** button to display a list of Gadgets you can add to your iGoogle page. Scroll through the list of Gadgets to familiarize yourself with the available applications.
5. Click the **Change Theme** button to display a list of available themes. Scroll through the list of themes to familiarize yourself with the available themes.
6. When you are finished exploring the themes, click the **Back to iGoogle** button to return to your customized home page. Depending on the gadgets and theme you selected, your iGoogle home page may resemble Figure 3-7.

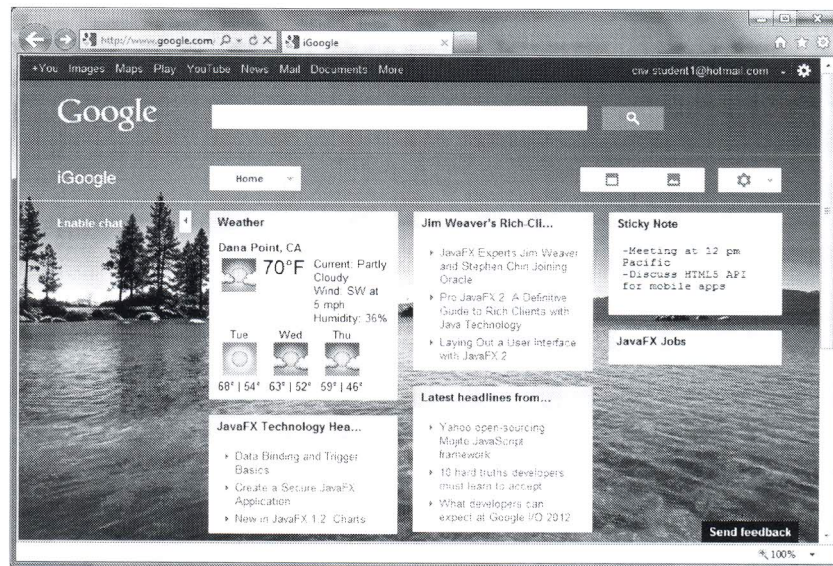


Figure 3-7: Personalized iGoogle page

7. Scroll through the page and observe the Gadgets that were added based on your selections.
8. On the iGoogle page, maximize the **Weather** gadget. Notice that it expands to show detailed information about the weather in your location. It should include an air quality chart, airport weather information and a map of the area from Google Maps.
9. Minimize the **Weather** gadget to return to the iGoogle home page.
10. Click the **Options** button and select the **Classic Home** link from the drop-down menu (or click the **Classic Home** link in the lower-left corner of the page). The original Google home page will appear.
11. To open Google Docs, click the **Drive** link in the Google menu. The Google Drive page appears. At the time of this writing, Google Drive must be activated before you can use Google Docs. Google Drive provides cloud file storage for your Google Docs. Click **Get started with 5GB free**.
12. The Welcome to Google Drive! page appears. Click **Install Google Drive for PC**. On the Google Drive for Windows page that appears, click **Download Google Drive**. Accept the license by clicking **Accept and Install**. When the installation is complete, click the **Close** button in the Google Drive Installer window.
13. Sign in to Google Drive using your Google account. A Google accounts page may appear, providing the option to update your account information. Click **Save and Continue**.
14. The Getting Started (1 of 2) windows appears. Click **Next**. The Getting Started (2 of 2) window appears. Click **Finish**.

15. Windows Explorer will open. The Google Drive folder appears, as shown in Figure 3-8. Make a note of this location. Any documents you place in this folder will be saved to Google Drive file servers in the cloud.

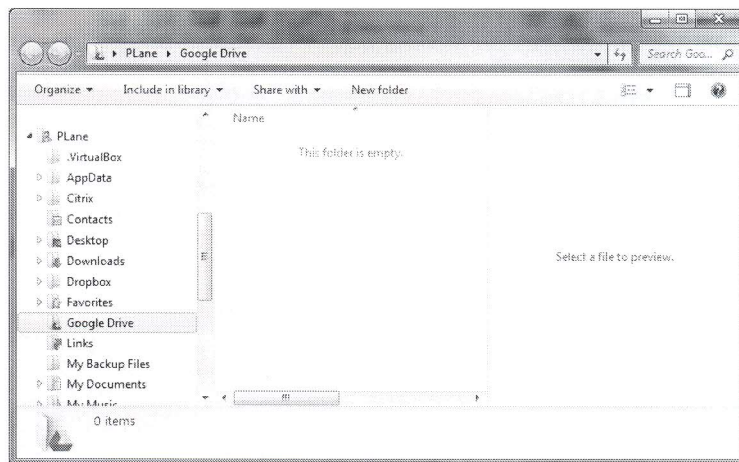


Figure 3-8: Google Drive in Windows Explorer

16. Return to your browser. Click **Drive** in the Google menu at the top of the page. If it does not appear, refresh the page or restart the browser.
17. Google Docs can be accessed using the Create button. Google Docs provides common business applications online that are accessed from your Web browser. The software is hosted by Google's servers, and any files created are stored in your Google Drive by default.
18. To create a word-processing document, click the **Create** button and select **Document** from the drop-down menu. Notice that you can also create presentations and spreadsheets. The Untitled document page will appear, as shown in Figure 3-9.

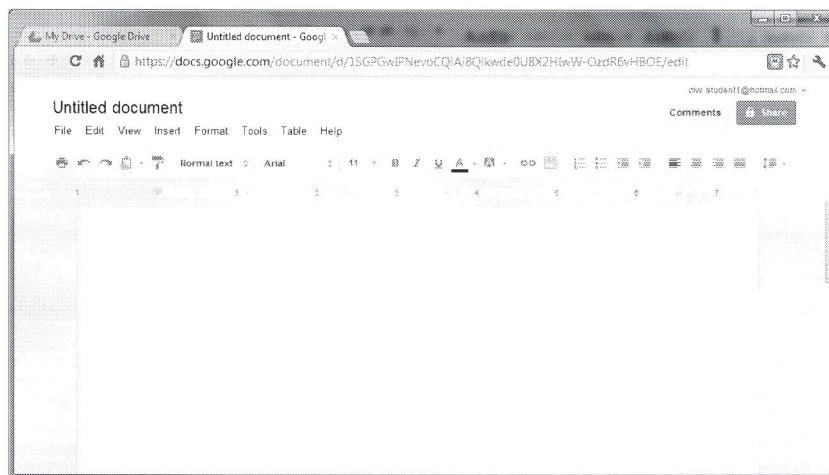


Figure 3-9: Google Docs page

19. Type a few words into your document, such as **This document is a test.** Rename the document by clicking **Untitled document**. Enter a new document name, such as **Test**, and click **OK**. The document is automatically saved in Google Drive in the cloud. No Save button is needed.

20. Close the Google Docs browser tab or window and return to the Google Drive page. Click **My Drive**. Your word-processing document will appear. It has been stored in Google Drive, as shown in Figure 3-10.

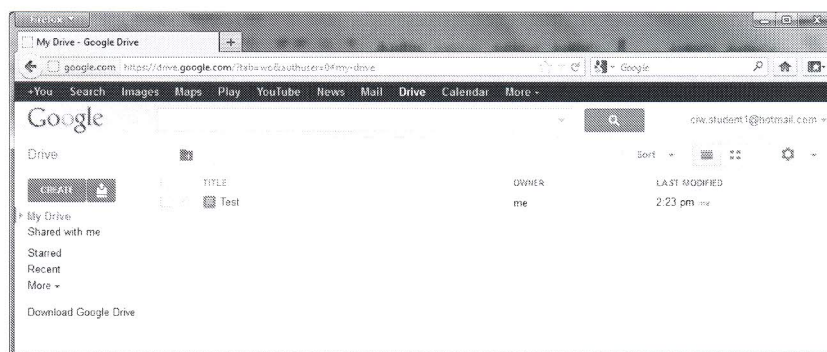


Figure 3-10: Google Docs document saved in Google Drive in the cloud

21. Go to <http://maps.google.com> in your browser or click **Maps** in the Google menu. The Google Maps page will appear, as shown in Figure 3-11. You can use Google Maps to view maps, satellite images and street-level images of many locations around the world. You can also obtain directions, check live traffic conditions and perform many other useful tasks without leaving the interface.

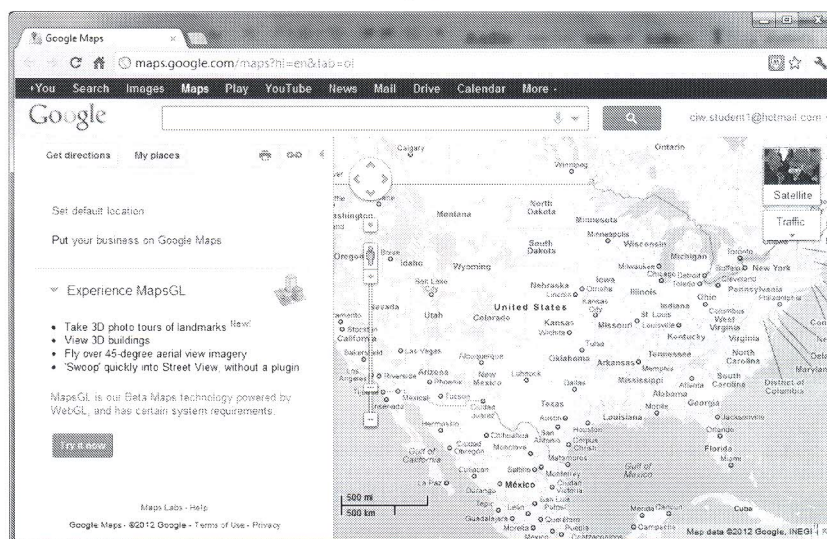


Figure 3-11: Google Maps page

22. Click in the Search text box near the top of the screen, then enter an address of your choice. Click the **Search** button. Notice that a map of the area surrounding the location you specified appears.
23. At the top of the map image, click the **Traffic** button. Notice that the major routes are outlined with a color denoting the level of real-time traffic, ranging from slow (black) to fast (green).
24. Click the **Satellite** button. Notice that the map is replaced by a satellite image of the same area.

- 25.** Position the mouse pointer anywhere on the image and drag it in any direction.  
Notice that you can move the image around to view different geographical areas.
- 26.** Use the slider on the left side of the image to zoom in or out of the image. Experiment with other options to familiarize yourself with the different features of Google Maps.
- 27.** Sign out of Google and close your browser.

