

Cloud Services

Cloud services allow you to save and organize your work online. When you make an account you receive online storage that you can access from any device with an internet connection. Cloud services are also useful in backing up your files just in case something happens to your device.

Google Drive

Google Drive is a free cloud storage service by Google that you receive automatically when you [sign-up for a gmail account](#).

Packaged with Google Drive

Google Drive gives access to collaborative resources, such as but not limited to those outlined below.

- Google Docs
 - Blank document
 - The Google version of Microsoft Word

- Good Slides
 - Resource to make slide presentations - includes different themes, layouts, fonts, etc.
 - The Google version Microsoft PowerPoint

- Google Sheets
 - Spreadsheet Maker
 - The Google version Microsoft Excel

- Google Calendar
 - A digital calendar that allows you to plan out your schedule with others

Google Drive - Benefits and Drawbacks

- Benefits
 - It is the best collaborative work space
 - If you plan to work with others on a document or project, this is the best cloud service to use as it allows you to collaborate by just sharing a link

- It is a lot easier than other services if you are going to do collaborative work - be it in docs, slides, sheet, and calendar
 - It is easy to navigate
 - Google is very simplistic and therefore easy to navigate
 - Straightforward
- Drawbacks
 - Lacks features
 - Due to its simplicity the google service lacks features, specifically in their docs, slides, and sheets components
 - There are offer few templates, layout options, and insertable items
 - Most included features - symbols, fonts, and functions are also limited when compared to other cloud services
 - No Apps (Desktop/Laptop)
 - This cloud service exists exclusively on the internet which means there are no desktop apps that have more features than those offered online
 - Most smartphone app stores offer Google apps but they are intended to view files not to edit them (they do not have special features when compared with online version)

OneDrive

OneDrive is a free cloud storage service by Microsoft that you receive automatically when you [sign-up for an outlook account](#).

Packaged with OneDrive

OneDrive also gives access to collaborative resources, such as but not limited to those outlined below.

- Microsoft Word
 - Blank document
- Microsoft PowerPoint

- Resource to make slide presentations - includes different themes, layouts, fonts, etc.
- Microsoft Excel
 - Spreadsheet Maker
 - Includes templates, commands, and other features
- Outlook Calendar
 - A digital calendar that allows you to plan out your schedule with others
 - Is housed under outlook email

OneDrive - Benefits and Drawbacks

- Benefits
 - More advanced than Google
 - If you are looking for something more advanced than google software (ie. with more features, format options, and templates, etc.) this service is best by far.
 - Connected with Word, Powerpoint, and Excel - all those features are available
 - Has other services such as Microsoft Teams, SharePoint, OneNote etc. each with its own features
 - Tool Features - some added features save you time
 - examples include but are not limited to the word citation generator, the dictation feature, or the advanced review options
 - School Accounts
 - Most schools recognize the need for a cloud service and most often than not you receive full access (free yearly subscription) to all of the OneDrive features for free
 - Just login into outlook with your school credentials
 - Has Desktop Apps
 - Microsoft has an online site and offline apps for most of their services (Word, Powerpoint, Excel, etc.)

- The online version - like the google services - have limited capabilities but if you download the free apps you have full access to more features
 - The apps allow you to work without internet access
- Drawbacks
 - Can be difficult to navigate
 - Because it has more features than the google service most users find it more difficult to navigate across the OneDrive cloud service
 - The main features, however, are generally straightforward
 - This often makes collaboration more complicated
 - Paid subscription
 - While Microsoft Online is free, getting access to the apps (Word, PowerPoint, Excel, etc.) does require a yearly subscription
 - For **most students** however, this is **paid by their school district/university**

Take Away

It is up to you! How you organize yourself is a very personal decision so do what works for you. Remember, you can have both of these services or others like DropBox and Yahoo. In the end you just have to figure out what fits your lifestyle and goals.