



# Google® Apps - Manuale Completo (Italian Edition)

*Marco Biagiotti*

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Conoscere, comunicare, conservare e collaborare per migliorare la produttività personale e professionale in ogni momento, da qualunque luogo e su qualsiasi dispositivo: è questa la finalità formativa di Google Apps®, Manuale Completo, il primo e, al momento della pubblicazione, unico, manuale esaustivo in italiano sull'utilizzo avanzato e integrato delle applicazioni web di Google.

Un proverbio africano recita “Sei vuoi andare veloce, corri da solo; se vuoi andare lontano, corri insieme a qualcuno.”: nel contesto globale odierno, per essere competitivi, è indispensabile andare veloci e, al contempo, arrivare lontano e ciò è possibile soltanto tramite l’impiego evoluto degli strumenti per la produttività, sia a livello individuale che di gruppo, in modo da poter collaborare tempestivamente, efficacemente e efficientemente.

Google® Apps, Manuale Completo è un’opera che si propone di offrire, con ricchezza di particolari (oltre 650 figure), una visione strategica e la relativa applicazione operativa per:

- Conoscere l’infrastruttura Cloud di Google, i suoi vantaggi e la sua versatilità;
- Comunicare attraverso il servizio di posta Gmail, il sistema di instant messaging e videochiamata Hangouts, l’agenda a calendari multipli condivisa Google Calendar e la piattaforma per la creazione di forum Google Gruppi;
- Conservare dati, idee, informazioni e file tramite il servizio cloud Google Drive e il sistema di gestione di note, elenchi e appunti Google Keep;
- Collaborare e condividere in tempo reale il proprio lavoro utilizzando la suite da ufficio composta da Documenti Google, Presentazioni Google, Disegni Google, Fogli Google e Moduli Google, l’applicazione per la creazione di mappe interattive Le mie mappe Google e la piattaforma di generazione di siti web Google Sites.

Il manuale guida il lettore alla scoperta degli utilizzi di base dei singoli strumenti per poi introdurre le funzionalità avanzate e esplicitare i notevoli vantaggi derivanti dall'utilizzo evoluto e integrato delle applicazioni web Google Apps (gratuite o a pagamento con Google Apps for Work - ex Business - e Unlimited).

Utenti che non conoscono le applicazioni web di Google, che le usano in modo "amatoriale" o che le impiegano in modo professionale ma vorrebbero trarne i massimi benefici e scoprirne trucchi e best practice sono i lettori più indicati per questo manuale.



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**Karyn Turner:**

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