



Cloud computing is a fairly new concept, conceptually introduced in 2008, and may become the standard at a certain time. The term is difficult to define, but basically, it is the use of the internet and large computer servers owned by companies which will store and process documents for you.

Currently, when you want to create a document, you open Microsoft Word (a program stored on your computer), create your document, and then store the document on your computer.

With cloud computing, you use in internet browser (Internet Explorer, Firefox, etc.) to load a word processing program which operates in your browser. You create the document, and then you save the document on a computer server, not your computer.

This method has several advantages.

1. The Word processing program is upgraded by a company, so you will always have the latest version. You do not need to “upgrade” your software on your computer from year to year.
2. The documents you create are not stored on your computer – this means you can access those documents from any computer in the world as long as you have internet access.
3. This also means it is much easier to share your documents with others, as all they would need is a password to access your documents.
4. Because the files are stored remotely, you do not lose your documents if your computer decides to die.
5. Companies don’t require a ‘Computer technology’ guy to problem solve things that go wrong with programs. That is handled by the cloud computing company.

Currently, there are several disadvantages of cloud computing at this time. These disadvantages may go away as technology develops. They are:

1. The Word processing program is run by a company – it is not have the same features as a program purchased for your computer (i.e. you can’t do mail merge yet on a cloud system).
2. The documents are not stored on your computer – if you don’t have internet access, you don’t have access to your files.
3. If someone discovers your password, they have access to all you files. They can delete them, change them, or use them anyway they see fit.
4. The files are stored remotely, so security can be an issue of some hacker decides to hack into a cloud system.
5. Companies don’t require a ‘Computer technology’ guy. So if you have a problem, you are relying on a guy who doesn’t work for you to fix it.

As you can see, many of the advantages are also disadvantages of cloud computing. As technology advances, it seems as if cloud computing will become more popular.

In this week’s assignments (which are fairly short), you will be using Google’s cloud computing to create, edit and share both word processing and spreadsheets. You will get first hand knowledge of the current status of cloud computing – it’s advantages and shortfalls.

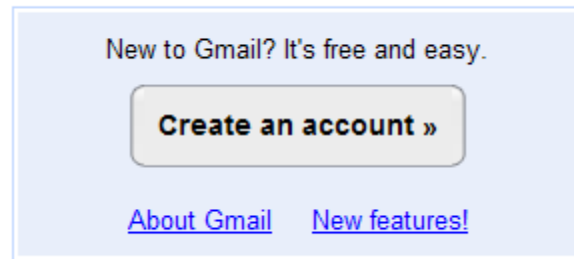


Now you're ready to start. You will need the previous information to understand what you are doing, and also to score well on the quiz at the end of this week.

First, you must have a gmail account. If your email ends with gmail.com, you're already done with that and you can move on to **step #5**. If you don't have a email account, you must get one. Gmail only allows a certain number of new accounts per IP address in a 24 hour period, so if it doesn't allow you to get an account, you can get an account at home, or try again at school tomorrow.

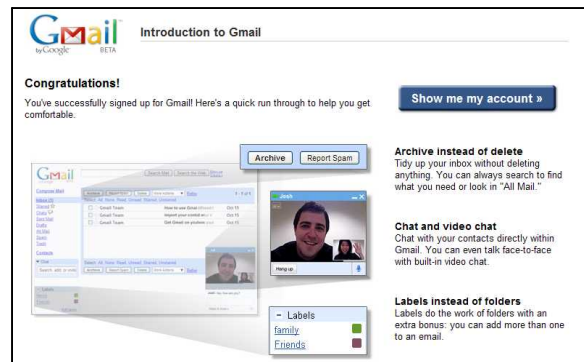
Step 1) Go to <http://www.gmail.com>

Step 2) Click on the **Create an account** button on the bottom right hand corner of the screen.

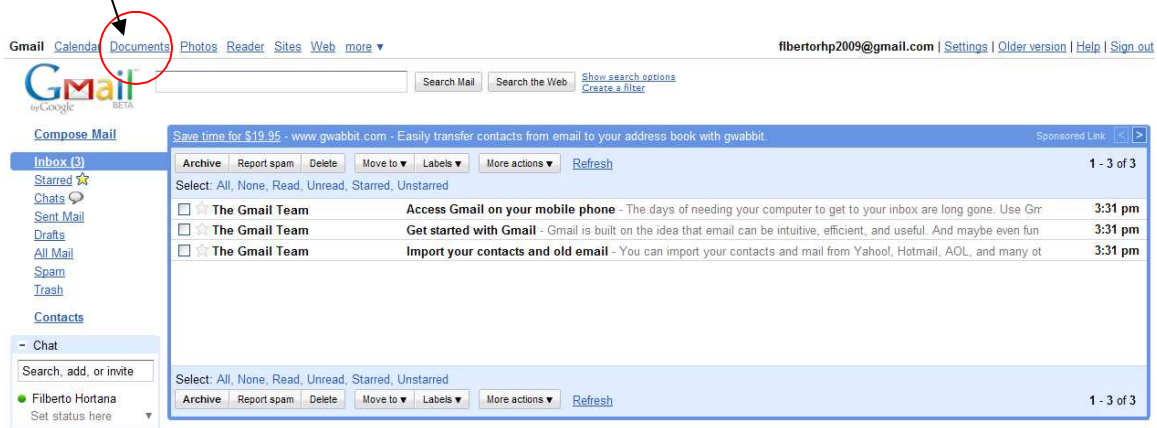


3) Fill out the form as requested. You might have to get creative for a user name with gmail – bob10 is probably not available. Keep clicking on the **Check availability** button until you find a username that is available.

4) Once you are done, this screen (or something like it) should appear. Click on **Show me my account**".

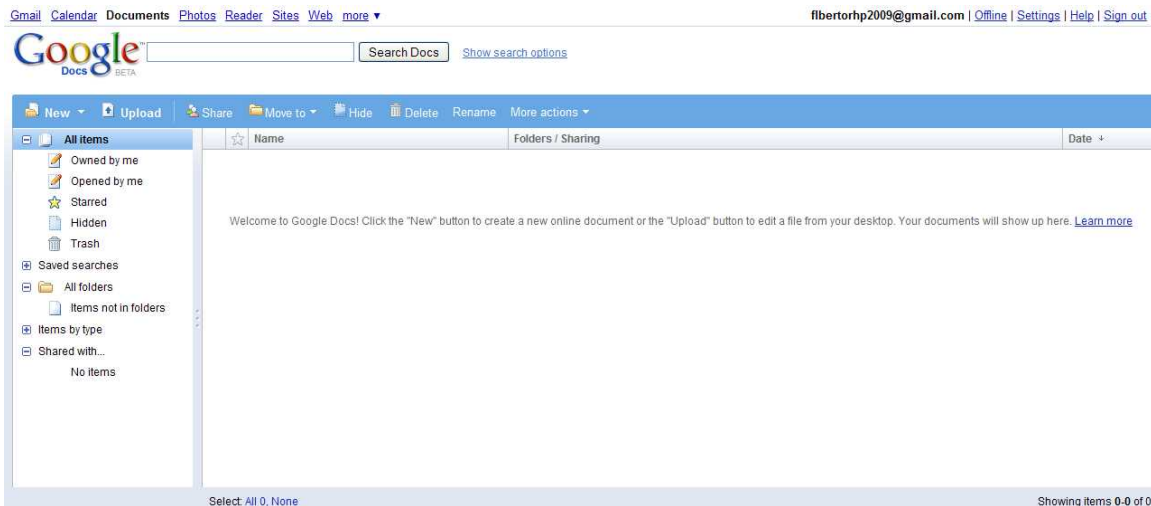


5) You will be taken to your gmail account page. This is where you would read and write your google email. On the top left hand corner of the screen are other options associated with your google account. One of these options is **Documents**. Click on that to enter the world of cloud computing.





You will be asked to enter your password again (I hope you remember it). When you enter your password, you will be taken to the Google Documents page (as shown below),



With Google documents, you can easily create, share, and edit documents online. Here are a few specific things you can do:

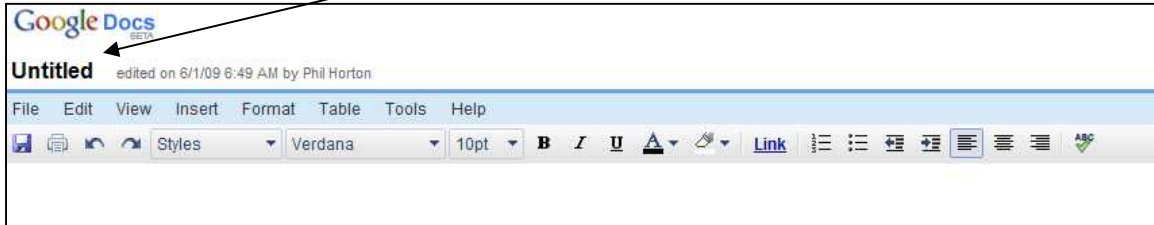
- Upload Microsoft Word, OpenOffice, RTF, HTML or plain text documents, create documents from scratch, and download your online ones.
- Edit documents online simultaneously with anyone you choose, and invite others to view them.
- Keep track of who made changes to a document and when, and roll back to any version.
- Publish documents online to the world, as webpages or post documents to your blog.
- Email your documents out as attachments.

In this assignment, you will be creating a series of documents (short and easy), and share your results with others.



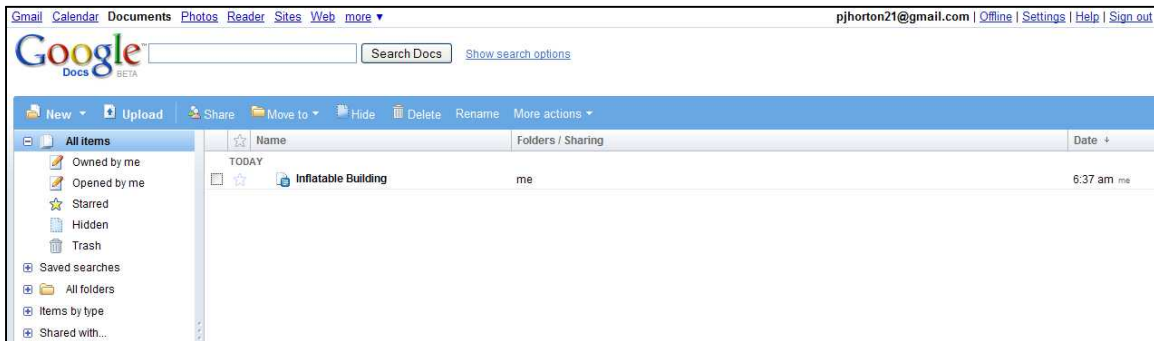
Create a new document by clicking on the **New** button and choosing **Document**. In this document, you will write a short proposal (between 50-100 words or less) as to why you think your idea of an inflatable building would be a good idea. Your inflatable building proposal allows a building to be pre-fabricated at a remote location and then “blown-up” using air (similar to those blow-up slides and obstacle courses).

Click on the Title (it will start as the word **Untitled**), and name your document **Inflatable House**.



Make sure to save your document. After your document is saved, go back to the Docs Home (link at the upper right hand corner).

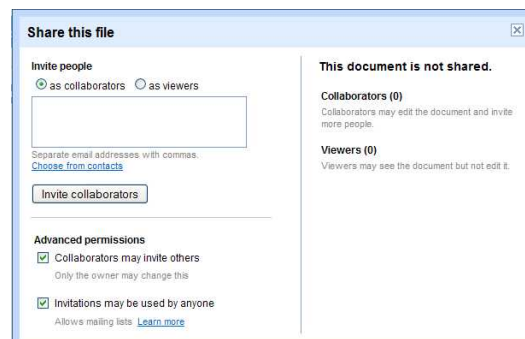
It should look like this:



Finally, you are going to share your document with me. Check the box next to the **Inflatable Building** and click on the share button.

This window (or one that is similar) will pop-up:

Type the email rhp@denovodental.com and click on the **Invite Collaborators**.



RHP Computer Applications Class

17-1 Intro to Cloud Computing

Name _____



In the next window, type the sentence “**Please review my proposal**”. Then click on the send button.

I will grade your document when I receive the invitation.