Google Docs

Information about the tool		
Target group:	☒ Administration/Management ☒ Coordinators ☒ Volunteers	
Category:	☒ Online tool ☐ Learning platforms ☐ Software/ Desktop application	☒ (Social) Network ☒ App ☐ Others
Work area:	☒ Project management ☒ Communication management ☐ Video conferencing ☒ Collaboration/Team work ☐ Self-Management ☐ Marketing	☐ Personnel management ☐ E-Learning/Knowledge management ☐ Financial management ☐ Presentations/Learning material development ☐ Others
Language:	173 languages (including variants and artificial languages)	
Previous knowledge/Degree of complexity:	The web application is very similar to common word processing programmes. Google Docs is also only suitable for simple documents.	
Link:	https://www.google.com/intl/de/docs/about/	
Provider:	Google LLC	
Brief description:	Google Docs is a text editor that is part of Google's free web-based Google Docs Editors Suite. With Google Docs, online documents can be created on any device and edited collaboratively in real time. Google Docs can be used to write reports, create collaborative project proposals and keep track of meeting notes.	
Access and usage Information (Costs, requirements cloud based, mobile usability, …):	The service can be used free of charge online in the web browser or offline as an application for Google Chrome, Android and iOS.Google Docs can be used via access code without an account or the file can be accessed with a link. Up to 100 people with viewing, editing or commenting rights can work on a file in Google Docs, Google Spreadsheets or Google Presentations at the same time.	
Instructions/ Tutorials:	https://www.google.com/intl/de_at/docs/about/	