

GOOGLE 大全

GOOGLE 在中文教學 上的應用

陳姮良 Henny Chen 編製

福 > 子

' S

Google Application 介紹

Web Images Videos Maps News Shopping Gmail more +

more ▾

Translate

Books

Finance

Scholar

Blogs

Realtime

YouTube

Calendar

Photos

Documents

Reader

Sites

Groups

even more »

Google

Everything

Images

Videos

News

Shopping

Realtime

Books

Places

Blogs

Discussions

Recipes

1. Google Search

2. Gmail



Gmail

Fast, searchable email with less spam

3. Google Calendar



Calendar

Organize your schedule and share events with friends

4. Google Docs



Docs

Create and share your online documents, presentations, and spreadsheets

5. Google Youtube



6. Google Reader



Reader

Get all your blogs and news feeds fast

7. Google Voice



8. Google Earth



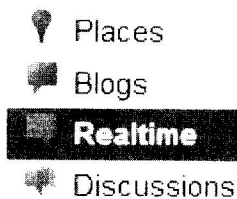
9. Google Wave



第一章 Google Search 在華語教學上的應用

1.1 Images, videos and news

1.2 Blog and Realtime



Timeline

2010 › September › 27

[Now](#)



在做 Google Search
可選 Realtime, 設定
Search "特定時間"

1.3 Set up an alert for _____

Stay up to date on these results:

- [Create an email alert for _____](#)

Google alerts
beta

Search terms

[Preview results](#)

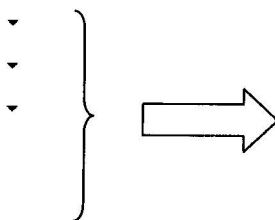
Type: Realtime

How often: Once a day

Volume: Only the best results

Your email

[Create Alert](#)



*** 習作: 設定一個主題作為您進修的 Alert 通知***



第二章 Gmail 在華語教學上的應用

方便發送 email, 及 share docs

2.1 Group mail

- 新增群組
- 複製名單
- 修改/增加資料

Mail
Contacts
Tasks

New contact

My Contacts (159)

0427_class (16)

Most Contacted

Other Contacts

New Group

Import Contacts

Chats
All Mail
Spam
Trash
Receipts
Work
Manage labels
Create new label

2.2 Manage Label

- 新增標籤分類
- 修改標籤分類

(信件分類)

Labels	Show in label list ▼	Show in message list ▼	Remove label
Create a new label Create			
Personal 100 items	show <u>hide</u> <u>show if unread</u>	show <u>hide</u>	<u>remove</u>
Receipts 1 items	show <u>hide</u> <u>show if unread</u>	show <u>hide</u>	<u>remove</u>
Travel 1 items	show <u>hide</u> <u>show if unread</u>	show <u>hide</u>	<u>remove</u>
Work 1 items	show <u>hide</u> <u>show if unread</u>	show <u>hide</u>	<u>remove</u>

*** 習作: 設定一個 Group*** (請和您的 partner 老師交換 mail)

*** 習作: 設定一個 Label*** (今天所有練習的文件都要放在這裡)



第三章 Google Calendar 在華語教學上的應用

3.1 基本設定：①一個 gmail 帳號可有多個 Calendar.

a. 姓名、地點及時區 ②若學校也用 google Calendar, 我們可直接 share.

Google accounts

Welcome to Google Calendar

Welcome back, Henry. Before using Google Calendar, we need to know a little more about you. Please enter the additional information below.

If you want to use the Google Calendar service as part of a separate Google Account, [click here](#). (Note: you can only be logged into one Google Account at a time.)

Get started with Google Calendar

First name: Henry

Last name: Chen

Location: United States

Change

Time zone: (GMT-08:00) Pacific Time

Continue

b. 選擇顯示模式:

[Print](#) [Refresh](#) Day Week **Month** 4 Days Agenda

c. 增加新的事件: 在您選定的日期上按下左鍵，並填入相關資料

Event | Task

When: Wed, April 27

What:

e.g., 7pm Dinner at Pancho's

Create event

[Edit event details »](#)

d. 分享設定:

在左邊信箱顯示處，

按下倒三角形，再選擇

需要的相關設定

My calendars

hennysa07@gmail.com

Tasks

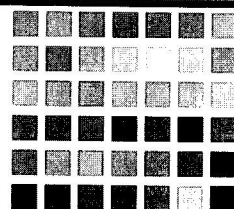
[Add calendar](#)

Other calendars

[Add calendar](#)

[Add calendar](#)

Display only this Calendar
Calendar settings
Create event on this calendar
Share this Calendar
Notifications



3.2 calendar settings

My calendars
hennysa07@gmail.com

Calendar Settings
General Calendars Mobile Setup Labs

Other calendars
US Holidays

Calendar Details Share this Calendar Notifications
Back to calendar Save Cancel

Event reminders:
Unless otherwise specified, the default is: By default, remind me via Email 10 minutes before each event Pop-up 10 minutes before each event Add a reminder

Google Calendar
Search my calendars Show season's greetings

hennysa07@gmail.com Details
Calendar Details Share this Calendar Notifications
Back to calendar Save Cancel

Calendar Name: hennysa07@gmail.com

Calendar Owner: hennysa07@gmail.com <hennysa07@gmail.com>

Description:

Location:

Calendar Time Zone:

Embed This Calendar
Embed this calendar on your website by pasting the code into your web page. To create multiple calendars, click on the "Embed" link below.

Calendar Address: Learn more Change sharing settings

Private Address: Learn more

Make this calendar public Learn more
This calendar will appear in public Google search results. Share only my free/busy information (Hide details)

Share with specific people
Person Permission Settings See all event details Add Person

Handwritten notes:
→ 可放至 blog, website 或其他地方
→ 設成 Public 才能 share 出去, 網址 (blog or website) 才看得到



第四章 Google Docs 在華語教學上的應用



Search Docs

Sign in

Google Docs 的基本運用：

內涵：

以網頁式的文字處理和試算表程式，讓協同作業更有效率。Google Docs 可將文件放在網路上，讓其他人能同時從他們自己的瀏覽器進行編輯與更新。許多人可同時變更檔案，並在他人編輯時立即看到他們所做的修改。系統會自動為您儲存每次的修訂，如此一來，您就可以看出誰做了哪些修改、何時修改，並可隨時回復到舊的版本。

建立線上文件 -- 建立全新檔案，或從您的電腦上載現有的檔案。從任何與網際網路連接的電腦即可編輯您的文件。建立協同作業、共享文件的方式，可以讓一個團體的知識得以共享，個人生產的知識可被多次利用，達到最高效益，應該是團體中知識管理者所樂見的狀況。

功能：

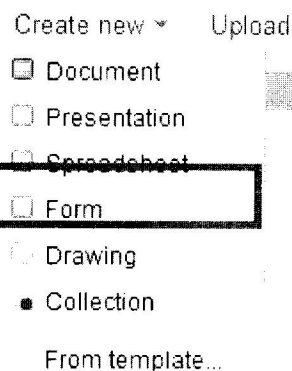
- a. 即時合作 -- 即使您與其他人置身不同地方，也能同時合作共用文件。
- b. 修訂記錄 -- 各個記錄都會予以保留，讓您看到什麼人在什麼時間新增和刪除了什麼內容。
- c. 搜尋工具 -- 就和 Gmail 一樣，有了「文件」，您就可以運用 Google 的搜尋能力，來尋找您已數月未編輯的文件。
- d. 安全性和隱私權 -- 檢視文件的對象和時間，由您決定。只有當您將使用者新增至合作者或檢視者清單，或者您決定公開文件時，其他使用者才能存取您的文件。管理者可以設定共用限制。



4.1 create a form

可收作業、考題等

1



2



登入您的 Google 帳號，選擇 Docs

1. 在最左列「新增」一個表單

2. 鍵入各項資訊，進行相關設定

3

Question Title 姓名

Help Text

Question Type Text

Text
Paragraph text
Multiple choice
Checkboxes
Choose from a list
Scale (1-n)

簡答 (50字)
問答
複選

第 3 步

4



5

年度參加教師研習會報名

誰要參加今年的教師研習會？請填妥下表

姓名

任教年級

P-K

G1

G2

G3

G4

G5

G6

Other

參加日期

0801-0803

0804-0805

3. 設定各個問題

4. 增加新的問題

5. 完成表單

6. 穿件衣服

6

Add item Theme: Plain

Email this form See responses More actions Save

7. 設定收集資料方式：方式一 e-mail

Email this form

Send this form to others

to:

choose from contacts

from: Henry Chen <cmgh30125@gmail.com>

subject: 年度參加教師研習會報名

☒ Include form in the email

To: cmgh30125@gmail.com (view details) or cmgh30125@gmail.com

Send Cancel

表單 5 題 share
* Update Calendar



8. 設定收集資料方式：方式二 置入任何教學 Blog 或是 Moodle 教室

More actions
Embed
Edit confirmation

9. 設定收集資料方式：方式三提供連結

You can view the published form here: <http://spreadsheets.google.com/viewform?formkey=cFJuM1Bsa1lkdD0owcElvTGxnZEc4RlE6MA>

Henny 的最愛：運用 www.tinyurl.com

TinyURL was created!

The following URL

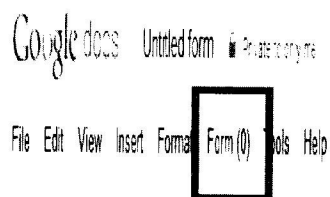
<http://spreadsheets.google.com/viewform?formkey=cFJuM1Bsa1lkdD0owcElvTGxnZEc4RlE6MA>

has a length of 84 characters and resulted in the following TinyURL which has a length of 31 characters

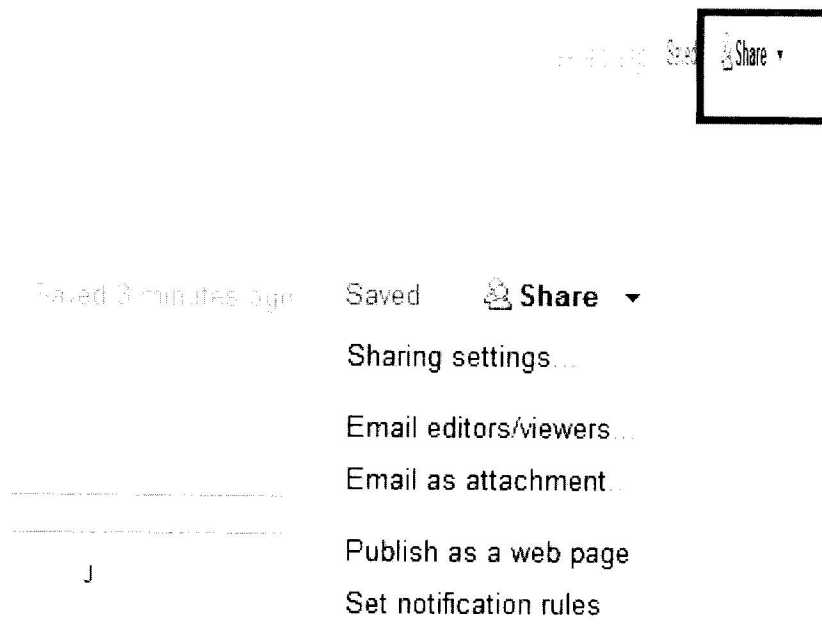
<http://tinyurl.com/googleformp1>

**** 怎麼修改??? 怎麼分享??? ****

1. 在打開的表單裡，按下 form

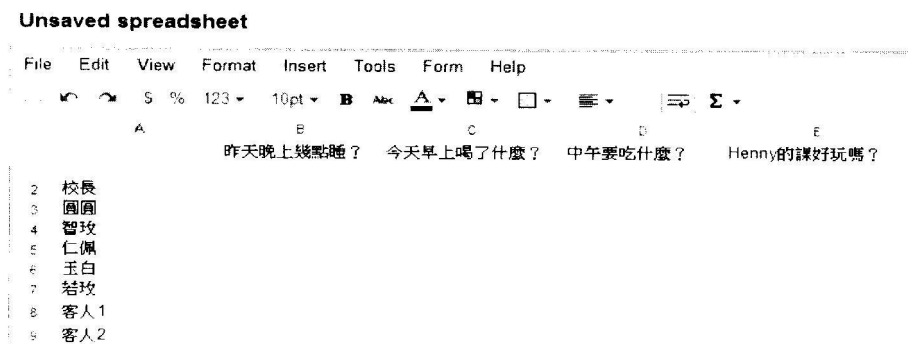


2. 按下右邊的 share



4.2 create a spreadsheet

- 1.在最左列「新增」一個表格
- 2.鍵入你希望設定或鍵入的資料
- 3.儲存

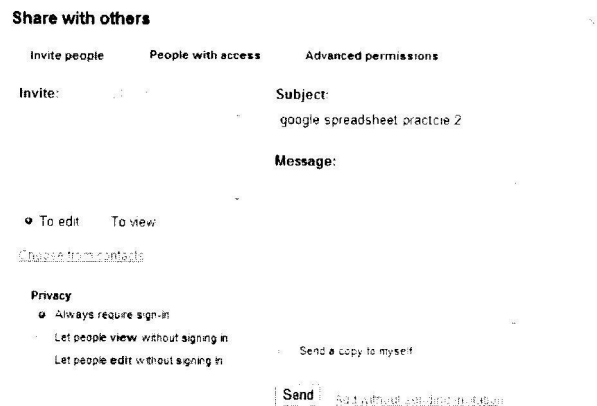


在這更改分數

4.決定分享方式



- Invite people
- See who has access
- Share with the world
- Publish as a web page
- Set notification rules



Share with the world

- Privacy
 - Always require sign-in
 - Let people view without signing in
 - Let people edit without signing in

Link to share in email or IM

Private

Save Cancel



4.3 create a presentation/ doc

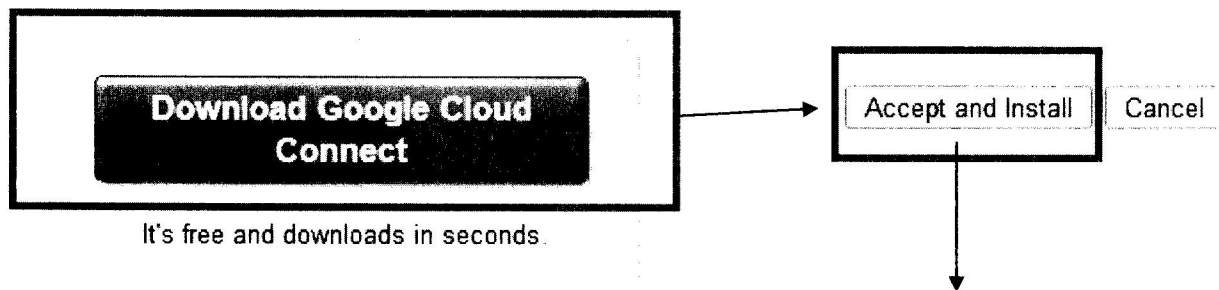
4.4 upload a presentation and share it

最新的雲端服務：**Google Cloud Connect**

不一定需要. 可多人用
可 edit.

Google Cloud Connect 是一個 plug-in 在 Microsoft Office® 2003, 2007, and 2010，可以讓你利用 office 工具同步分享、合作或是編輯的工具。

下載：<http://tools.google.com/dlpage/cloudconnect>



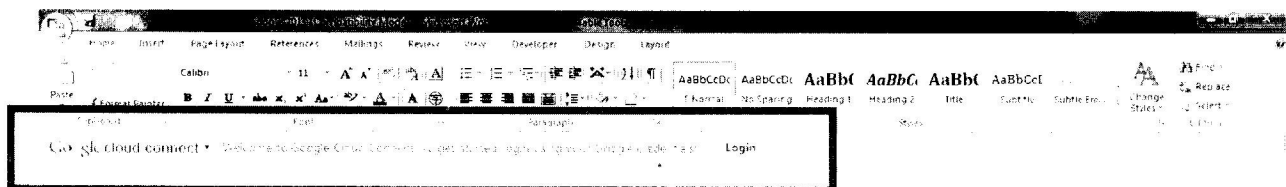
Requirements:

Windows XP with .NET Framework 2.0, Windows Vista, or Windows 7

Microsoft Office 2003, Office 2007, or Office 2010



再打開你的 office 時，便會出現 Google 同步工具列，需要同步，



登入，選擇：

Grant access



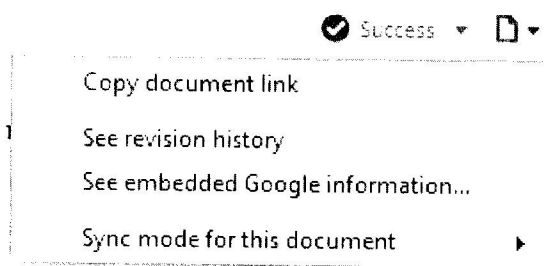
隨時可以透過 Sync 來進行文件與檔案的同步。

Google cloud connect ▾ Sync this document to Google Docs Automatically (on every save or when others update on Google Docs) ▾ Sync ⓘ Success ▾

*** Save 和 Sync ***

*** Share ***

*** 版本的選擇與修訂 ***



教學上什麼時候用：分組。



第五章 Google youtube 在華語教學上的應用

5.1 找資料

5.2 上傳影片

YouTube Search Browse Upload henny307 Sign Out

Video File Upload

1 Congratulations! Your account is now enabled for uploads longer than 15 minutes. Click the Upload button below to select a video.

Upload video or Record from webcam

Videos can be...

- High Definition
- Up to 2 GB in size
- A wide variety of formats

Create your own animations!
Make original videos with just an idea or your own photos, maps and video clips.
[Try now!](#)

YouTube direct mobile uploads
Did you know you can upload directly from your mobile phone?
[Set up!](#) [Learn more](#)

Advanced Video Upload
Support for large (>2GB) files and resumable uploads (requires Java).
[Try now!](#) [Learn more](#)

MOV02809.MPG 110.5 MB

Upload progress: 20% [cancel](#)
About 5 min. remaining

Preview:

Processing 13% — About 4 min. remaining

Video information and privacy settings

Title: 中文二語的報告

Description:

Tags:

Category: -- Select a category --

Privacy:

- ☒ Public (anyone can search for and view - recommended)
- ☐ Unlisted (anyone with the link can view)
- ☐ Private (only specific YouTube users can view)

[Save changes](#) or [Skip for now](#)

*別人無法
google 到*

Sharing options

URL: <http://www.youtube.com/watch?v=E2GhYDf144>

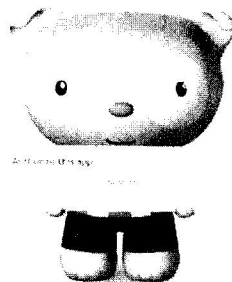
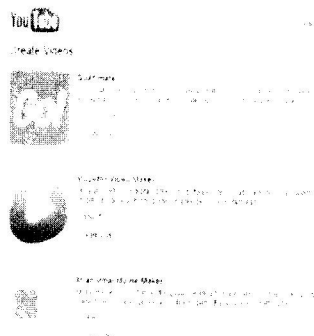
Embed: <http://www.youtube.com/watch?v=E2GhYDf144>

在網上 edit, 也可用 movie maker 等其他軟件 edit

5.3 加字幕

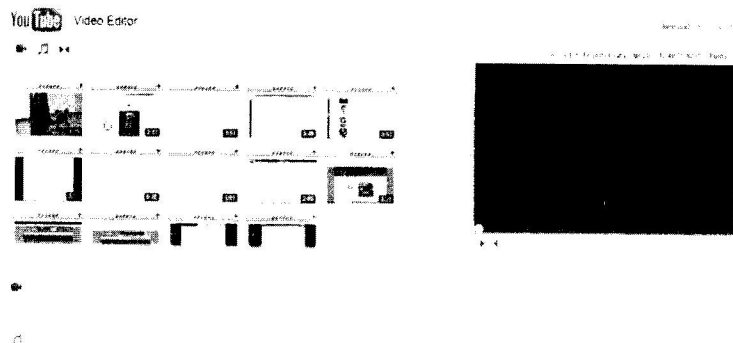


5.4 Animation

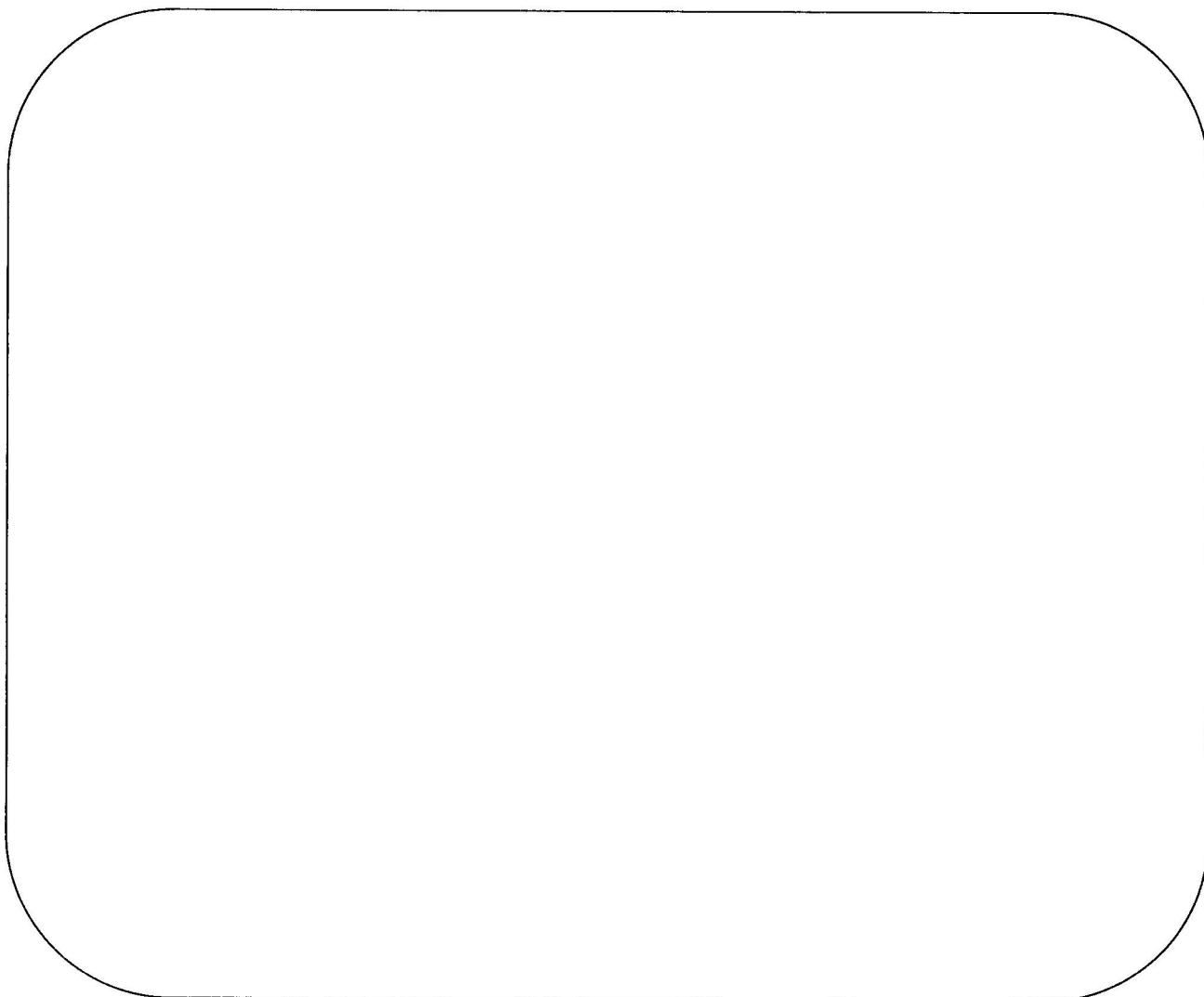


花太多時間

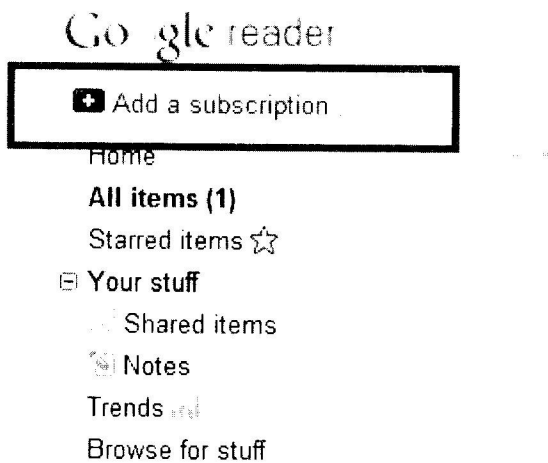
5.5 Youtube Video Editor



5.7 web cam record : http://www.youtube.com/my_webcam



第六章 Google Reader 在華語教學上的應用



舉例來說：<https://community.oecd.org/community/educationtoday>

Actions

Notifications

View feeds

OECD = educationtoday

educationtoday RSS Feeds

Use the links below to subscribe to RSS feeds for this community. For private communities, you'll need to append your username and private feeds

All Content RSS Feed: <https://community.oecd.org/community/feeds/allcontent?community=2062>

Tag RSS Feed: <https://community.oecd.org/community/feeds/tags/>

[?community=2062](#)

Announcements: <https://community.oecd.org/community/feeds/announcements?community=2062>

Polls: <https://community.oecd.org/community/feeds/polls?community=2062>

Discussion Messages: <https://community.oecd.org/community/feeds/messages?community=2062>

複製您所想要訂閱的網站，將連結貼在您的 Google reader 上

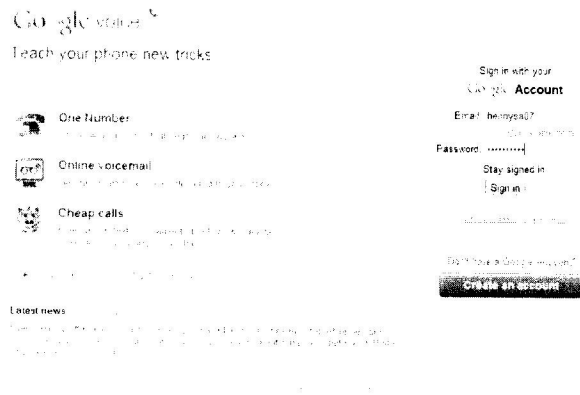


可做口語練習

第七章 Google Voice 在華語教學上的應用

1. 登入您的 Google 帳號

Step 1 選號



Step 1 of 4: Choose your number

[Help](#)

First, we need you to pick a new Google number. When anyone calls this number it will ring all of your phones. [Just want voicemail for your cell?](#)

Area code, city or zip code

Word, phrase, number

and/or

Search available numbers

Step 2. Create a new PIN

Step 3. 確定響哪支後進行認證

Step 2 of 4: Create a new PIN

[Help](#)

Google Voice Number **(626) 888-1127**

Choose a 4-digit number to access your voicemail by phone

Enter PIN

Confirm PIN

I accept Google Voice's [Terms](#) and [Privacy Policy](#)

[« Back](#) [Continue »](#)

Step 4 of 4: Reclaim your phone

[Help](#)

You are attempting to add a phone that is already in use on another Google Voice account. Before you can do this, we need to verify that you have access to this phone.

Click **Call me now** below, and enter the following verification code

Dial this code on your phone

39

Call me now

[Skip Verification](#)

[Previous step](#)

Step 4. 輸入 code 後就通過認證了

Step 5. 設定，按下右下角的

Congratulations!

[Help](#)

You've successfully set up Google Voice!

As a reminder, your Google number is

(626) 888-1127

You can now

- give out **one** number that will ring all your phones
- get transcribed voicemails sent to your inbox
- send free text messages & make cheap international calls

To learn more about what Google Voice can do, [watch our videos](#)

Finish »

Google member

Your number **(626) 888-1127**



[Phones](#)

[Voicemail & Text](#)

[Calls](#)

[Groups](#)

[Call Widgets](#)

[Billing](#)

[Account](#)



最重要的設定：（錄製希望學生留言的內容）*要先收集學生電話。*

Phones Voicemail & Text Calls Groups Call Widgets Billing Account

Voicemail Greeting Use phone to record a new greeting System Standard ▾ ▶ Play

Recorded Name ▶ Play Record new

Voicemail Notifications Alert me when I have new voicemails

☒ Email the message to: hennysa07@gmail.com ▾ [Add a new email address](#)

Send a text (SMS) message to

☒ Mobile [Add a new mobile phone](#)

Text Forwarding (?) ☒ Forward text messages to my email

Voicemail PIN (?) New PIN Confirm PIN

Voicemail Transcripts (?) ☒ Transcribe Voicemails

[Save changes](#) [Cancel](#)

(Uncheck "connect to home/mobile Phone")

在 Group 裡的設定：

You can customize how different groups are treated. Have a special greeting for your "Family" or have your "Co-workers" ring separate phones. It's all up to you.

Group	Forwards To	Greeting	Call Screening
0427_class	Mobile	System Standard	On
Edit			

把您的 Google voice 電話給學生，也同時收集學生的資料並鍵入 Group 中



第八章 Google Earth 在華語教學上的應用

Google earth

English (US)

Home Explore Download Learn Connect Help

New! Amsterdam in 3D
Take a virtual tour of the city's canals, museums, bridges and historical architecture. [Learn more](#)

Get the world's geographic information at your fingertips

Download Google Earth 6

- Fly to any place around the world
- See 3D buildings, imagery, and terrain
- Find cities, places, and local businesses

Google Earth Builder
Manage, process, and distribute your geospatial data from the cloud. [Learn more](#)

Products Overview
Explore the world in 3D from anywhere

- Desktop**
Full featured access to Google Earth
- Earth in Google Maps**
3D maps in your browser
- Mobile**
Google Earth in the palm of your hand

Showcase
Take a tour of Google Earth and see all the places you can go

- 3D Buildings**
- Ocean**
- Historical Imagery**
- 3D Trees**

Learn
Watch our tutorial videos to help guide you through the features in Google Earth

Street View
New! Learn how to explore the streets in 3D with Street View in Google Earth 6. [Watch video](#)

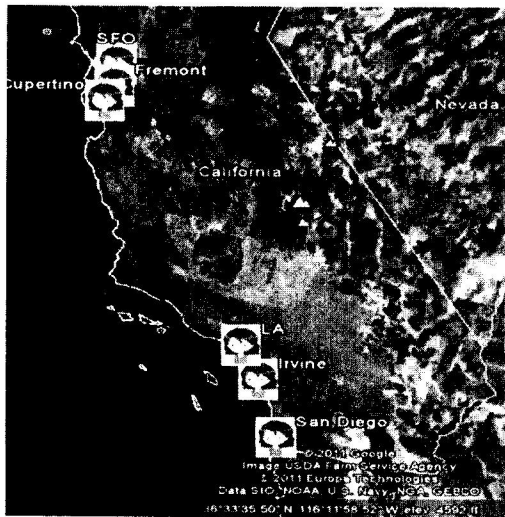
Agree and Download **Cancel**

下載在桌面後，請安裝。

可以開始出練習題囉！！ 可做 Authentic materials.



a. map

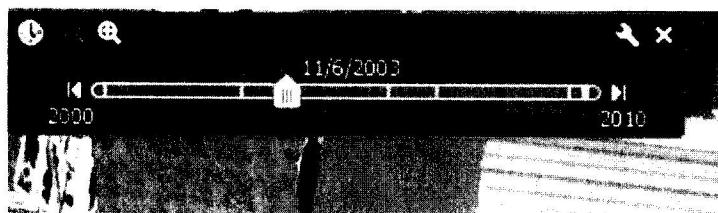


b. Street View

- Street View
- 3D Trees
- Historical Imagery
- Navigation
- Searching for Places
- Drawing and Measuring
- Placemarks and Tours
- Exploring Mars, Moon and Sky
- Moon in Google Earth



c. Historical Imagery



1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837. 838. 839. 840. 84

[illegible]