

# Google Apps Evaluation Summary: Other

## Perspective: Google Apps

This is a summary of an evaluation of Google Apps.

### Docs:

Google Docs is the most widely used online productivity suite on the market. It includes applications for creating word processing documents, spreadsheets, forms, presentations and drawings. Documents, spreadsheets and presentations created in Google Docs can be downloaded and used in Microsoft Office applications. There are even [plugins](#) being developed that allow users to work in Microsoft Office and save changes to Google Apps.

While Google Docs does not do everything that Microsoft Office does, it is often "good enough." Thus, while it might not be able to create all of the formatting needed for all scholarly papers, it can currently meet many needs and is continuously improving. Its strength lies in its well-designed collaboration capabilities. Anyone can share a Google document, spreadsheet, form, presentation or drawing with anyone else.

### Sites

Google Sites is an easy to use tool for creating websites. Its strength lies in its integration with Google Docs sharing access control such that users can embed Google Docs in a Google Site and then specify who can view that document in Google Docs. This makes it possible to create sites with various levels of access control. Google Sites can also be used as template. This means that a given Google Site can be copied and saved as a template for other to use as a starting point for their own sites.

### Real-Time Chat

GTalk is Google's instant messaging application that is integrated with Gmail. In fact GTalk chats are also saved in your Gmail inbox where they can be searched along with your email. Google is also extending where real-time chat can be done. Google Docs allows for real-time updates on edits by collaborators in documents allowing users to see what others are typing as they type. Google is adding real-time editing to other Google Apps.

### Media

Google has considerable investment in audio and video with Google Voice and YouTube. Google Video is built with the same platform as YouTube and is included in Google Apps for education in some locations (see: [Video for Education](#)). Google relies on Flash from most of its player applications. Microsoft has Windows Media Player and Silverlight, but neither of these products works across platforms as seamlessly as Flash.

### Marketplace

Google Apps Marketplace is a site where users can find and install apps that add additional functionality to Google Apps. These apps can share data with services like Google Calendar and Google Docs and are accessible from Google Apps' universal navigation bar without requiring additional logins.