

Online sharing of documents: the mobile office

REBECCA SULYMA

SANJAY RAM

STEVEN HATCH

A solid blue horizontal bar at the bottom of the slide.

Goals

Review major cloud-based office programs

Explain basics of “cloud computing”

Provide brief introduction to how filesharing is used

Supply links for further information

Common programs used for research and research administration

Google

Docs

Sheets

Slides

Microsoft

Word

Excel

PowerPoint

*(This presentation is
PowerPoint)*

Google *Docs* and MS *Word*

Google *Docs* (and MS Word) are good for...

Letters

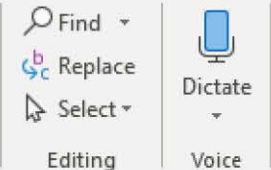
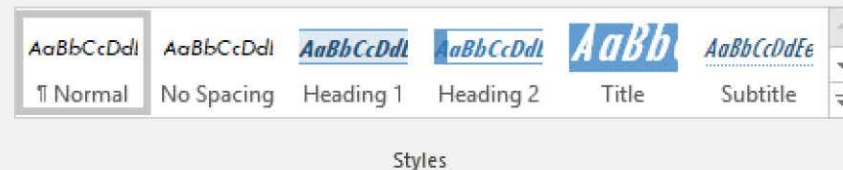
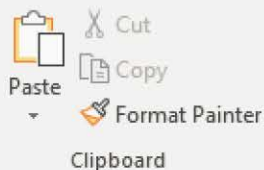
Lists

Research proposals

Manuscripts

Resumés/CVs

Also can check your spelling & grammar



Research Workshop II
February 25th through March 1st, 2019.
JFK Main Conference Room

Monday February 25th, 2:00 – 6:00 pm

Introduction to Workshop II:

Course objectives, pre-workshop evaluation

Patricia McQuilkin, MD, MS

University of Massachusetts Medical School

Research software and technology

Use of Google docs, Dropbox, and other helpful technology

Steve Hatch, MD, MS

Research Workshop II

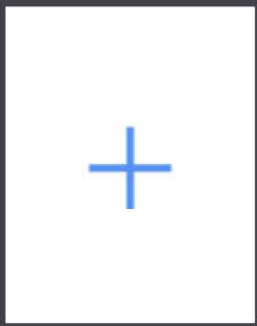
February 25th through March 1st, 2019.

JFK Main Conference Room



Start a new document

TEMPLATE GALLERY



Blank



Resume
Serif



Resume
Coral



Letter
Spearmint



Project proposal
Tropic



Brochure
Geometric

Recent documents

Owned by anyone

CV_harvard_format_Feb_...

Opened Jan 30, 2019

Puerto Rico Essay applica...

Opened Jan 18, 2019

Barnard summer program

Opened Jan 12, 2019

Research Needs Assess...

Opened Jul 18, 2018

Brainstorming

File Edit View Insert Format Tools Table Add-ons Help Accessibility

Last edit was made on August 5, 2015 by Chelsea Edwards

Comments Share

100% Normal text Times New... 12

1 2 3 4 5 6 7

Outline

Failure and inquiry based learning (Be...

Solutions: Inquiry/Standards Based G...

Reasonable Implementation (Rosie 100)

WORKS CITED

environments in which they arise" (p. 1). The NMC named five essential challenges in education, and within those five, called for teachers to "allow failure to be as powerful a learning mode as success" (p. 1).

"We must instill in students the drive to learn, and to help them see the vital role of failure in discovery. We need to expect our halls of learning to question their own processes and strategies, and their own success (p. 2)"

Failure and inquiry based learning (Becky 100)

- Make connection between failure and inquiry
- Roots/basis of inquiry
- Role of the teacher

According to Jaunine Fouche (2013), productive failure can be validated through the use of inquiry based instruction. In inquiry learning, students investigate a meaningful problem, generate and implement strategies to solve the problem, evaluate their results, and continue to try new approaches until the problem is solved (Barron & Hammond, 2008). Failure is an inevitable effect of this strategy and deserves high regard, for failure is fundamental in the learning process. "It can be the failures that leave the biggest impression and impact on our ability to succeed" (McIntosh, 2012, p. 44). By embracing inquiry based instruction in the classroom, teachers are empowering students to take control of their own learning through trial and error. The teacher's

Taylor Found this link to White Paper format: <https://owl.english.purdue.edu/owl/owlprint/546/>

Becky

Rosie

Chelsea

role shifts from directly instructing students, to guiding them through a process of discovery by actively questioning observations, reasonings, and conclusions (Barron & Hammond, 2008).

"Within a supportive classroom learning community, failure is not a roadblock but an opportunity for success" (Fouche, 2013, p. 49).

Notifications

Comment

Aug 4, 2015

Reply...

Aug 3, 2015

Rebecca Whitaker

Selected text:

McIntosh, 2013

Chelsea, this article relates success to Thomas Edison and his failures with the light bulb too. :)

Reply · Resolve

Aug 4, 2015

Chelsea Edwards

Maybe we can incorporate it into the conclusion? lol we haven't even discussed that yet!

Reply...

Aug 4, 2015

Rosie Mousigian

Selected text:

The teacher's role shifts from directly instructing

Reply · Resolve

Aug 3, 2015

Chelsea Edwards

love that :)

Resolve

Aug 3, 2015

Chelsea Edwards

This is awesome, thanks!

Resolve

Google *Sheets* and MS *Excel*

Google Sheets (and *MS Excel*) are good for...

Recording data with multiple variables

Making spreadsheets that can sort and store data

Creating budgets

Google Sheets

[illegible]

AutoSave Off Book1 - Excel Steven Hatch

File Home Insert Page Layout Formulas Data Review View Help Tell me Share Comments

Clipboard Font Alignment Number Styles Cells Editing

L10

	A	B	C	D	E	F	G	H	I	J	K	L
1	Subject	age	sex	wt kg	bmi	wbc	hct	Cr	AST	CD4	VL	
2	JK-1	22	1	60	18	5	35.2	0.9	48	342	0	
3	MB-2	34	0	55	20	6.7	30.8	0.9	26	460	0	
4	RG-3	51	1	74	24	6.4	37.3	1.3	32	288	1246	
5	QI-4	46	1	68	22	4.8	36.1	1.1	23	234	0	
6	SH-6	18	0	48	14	2.6	25.4	2.6	88	46	186000	
7	WG-7	29	1	63	21	8.5	30.6	0.7	36	290	0	
8	NO-8	31	0	50	18	3.8	29.6	0.6	44	176	0	
9												
10												

Sheet1

Ready

Example: HIV clinic cohort (Excel)

From here, you
can make
comparisons and
start to ask
questions of the
data

File

Home

Insert

Page Layout

Formulas

Data

Review

View

Help

Format

Tell me

Share

Comments

Clipboard

Paste

✂

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Font

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18

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Styles

Conditional Formatting

Format as Table

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Insert

Delete

Format

Editing

Σ

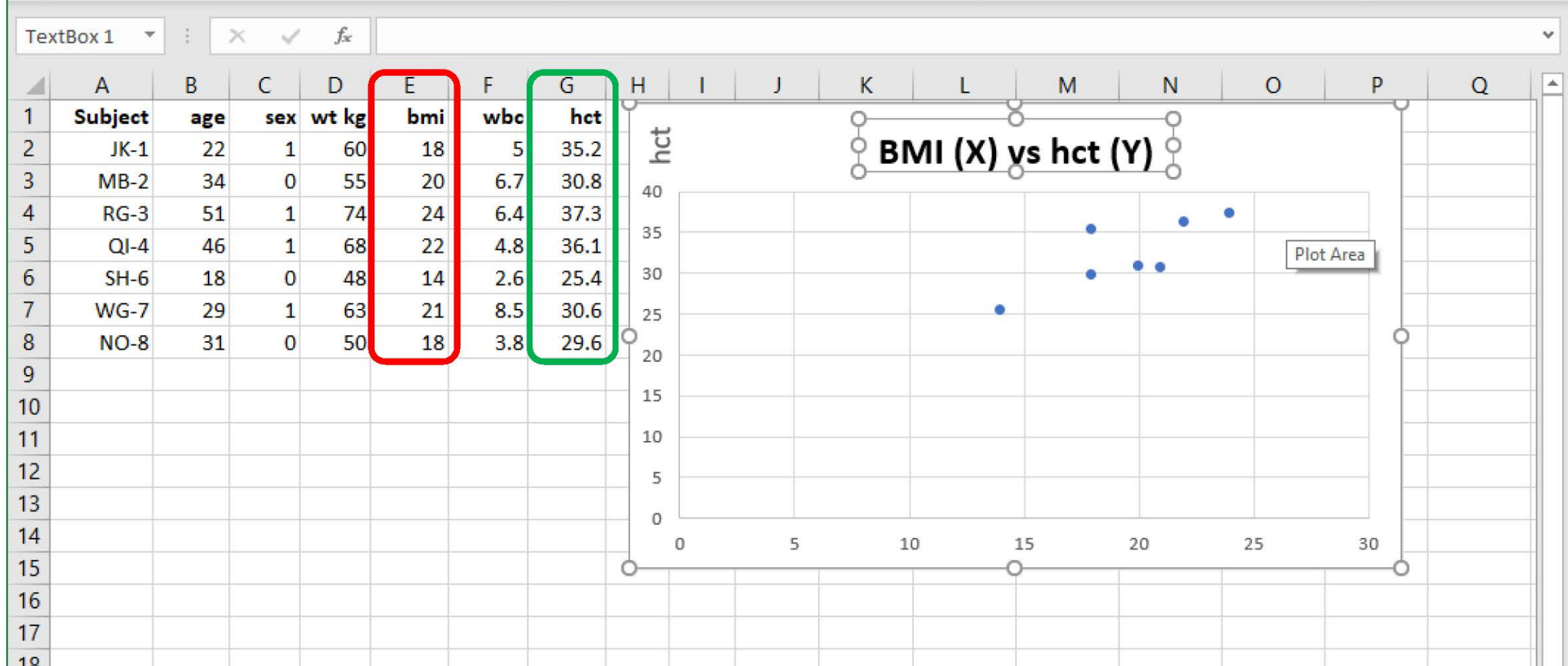
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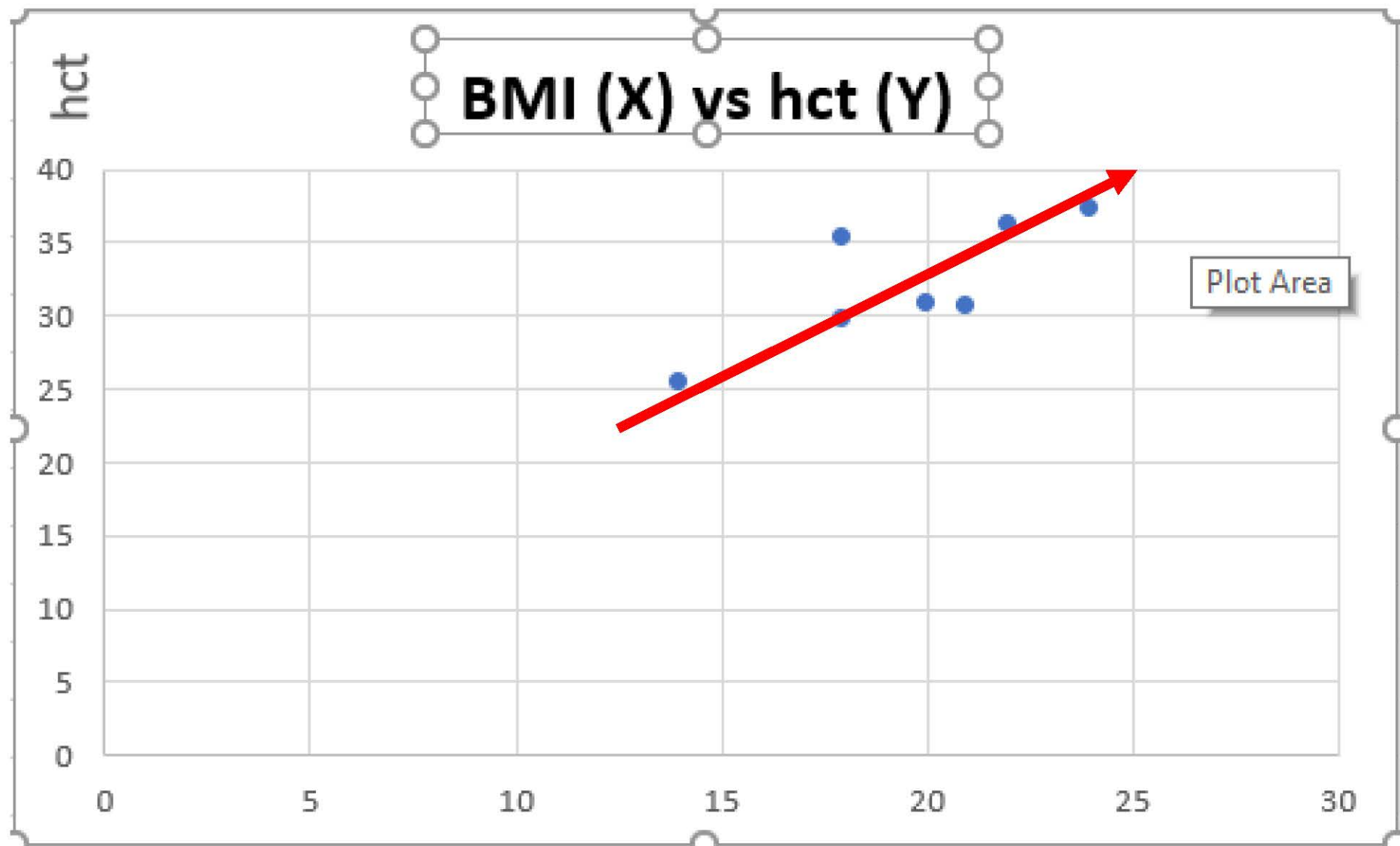
Z

🔍

Sort & Filter

Find & Select





Google *Slides* and MS *PowerPoint*

Google *Slides* (and MS *PowerPoint*) are good for...

Giving presentations to an audience (Grand Rounds, research symposia, regional/international meetings)

Presents data *visually* (photos, movies, charts, graphics) in addition to *verbally* (text)

Google *Docs* and MS *Word* are the reverse (they emphasize text)

File Home Insert Design Transitions Animations Slide Show Review View Help Tell me what you want to do

Clipboard Slides Font Paragraph Drawing Editing Voice

SCREENING MAMMOGRAPHY IN WOMEN AGE 40-50 WITH 99% SENSITIVITY & SPECIFICITY

- 21.5 million women (215 thousand false positives)
- 36,000 cases invasive breast cancer (360 false negatives)
- Total positive mammograms: 251,000 (215K + 36K)
- Positive predictive value: $36,000 / 251,000$
- Equals 14 percent

Filesharing and the Cloud

The Cloud



Your PC (or laptop) files “sit” on the hard drive, either inside or outside the computer



Your information “sits” on a computer server somewhere else, accessible by internet
Password protected (sometimes)

The cloud let you save lots of data, *and* it lets you share



Your PC (or laptop) files
go to the cloud



Second user accesses file on their
computers and edits it



Saved in the Cloud
for further revisions

How much data do you need?

Word & Excel files are small (10-200 KB)

Pictures & graphics are small-medium (100 KB – 2MB)

PowerPoint files are medium (1-100 MB)

Audio/Video is large (10 MB – GBs depending on length)

Currently *all* of my stored files total...

34 GB (or 3.4% of my total, as I have **1 TB** avail!)

What's free, what costs

Dropbox: 2 GB free; 1 TB \$10/mo

Google Docs: 15 GB free

Microsoft OneDrive: 5 GB free

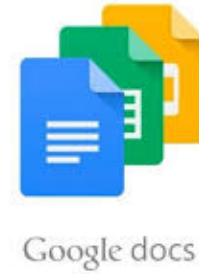
Microsoft Office 365 Personal (uses OneDrive): **1 TB \$6/mo**

1 TB = 1000 GB



Google Drive

(<https://drive.google.com/drive/u/0>)



Easy group editing and in live time

Simple visuals

Best use is with *Docs*, *Files*, and *Slides*

If you have gmail account, can be easily linked

Compatible with Android phones, not iPhones

Gmail Images



Google

Search Google or type a URL



Breaking News,...



ElectoralVote



Facebook



Trulia



International D...



Medical Review...



Intelligencer - ...



Microsoft One...



Secure Access S...



Add shortcut



Account



Search



Maps



YouTube



Play



News



Gmail



Drive



Calendar



Google+



Translate



Photos

More

OneDrive

(<https://onedrive.live.com>)



Comes with Microsoft Office subscription

Uses *Word, Excel, & PowerPoint*

More versatile

Also compatible with phones (can't upload docs to iPhones)

Search everything

OneDrive

Files

Recent

Photos

Shared

Recycle bin

PCs


34.4 GB used of 1.03 TB

Premium OneDrive


Get the OneDrive apps

+ New Upload Share Download Move to Copy to Rename Create album from folder Embed Sort


Files > ID




ABIM Board Review & C...
Aug 26, 2016




Admin Clinical
Jan 23, 2015




clinical images
Oct 6, 2018



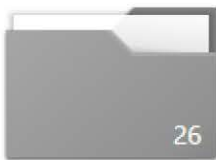
CV
Apr 29, 2015



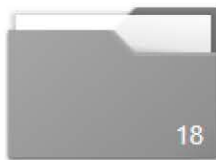
Dengue
Aug 15, 2015




Fellowship
Feb 11, 2016




Jobs
Jun 10, 2017




Liberia
Jan 23, 2015



Mother Infant Colombia
Oct 6, 2018



MRIoA
Apr 1, 2015



Dropbox

(<https://dropbox.com>)



Does not have “stand alone” apps

Can also be used with phones, both Android and iPhone

Links

How to use Google Docs: <https://www.youtube.com/watch?v=OBh8bMC7XEU>

How to use OneDrive: <https://www.youtube.com/watch?v=wINl89ab-g4>

Dropbox intro: <https://www.youtube.com/watch?v=zjSFC6pPkyk>

Review of main features of filesharing apps:

<https://www.cloudwards.net/dropbox-vs-google-drive-vs-onedrive/>

How to use Google Docs with Microsoft files:

<https://www.controlaltachieve.com/2018/03/office-drive.html>

