

Professional	Using Google Writer in a Business
Materials Needed	Computer, Internet access
Possible Uses	Budget Proposals, Outlines for Presentations, or just any Business Memo.
Reasons To Use Google Writer	<p>Businesses can use Google writer in order for co-workers to collaborate and add information to important business documents such as budget proposals and outlines for presentations concerning their products. According to the Google Applications for business website http://www.google.com/apps/intl/en/business/collaboration.html, "Coworkers can share the same the same online copy of each document on Google Writer." For example, one of your coworkers from the sales department creates a first draft of a 2009 budget proposal for your company and saves the document on Google Writer. Then, the same coworker from sales shares his draft of the budget proposal by allowing you and all of your other coworkers access to the budget proposal through an email invitation. This allows all coworkers to make any necessary changes to the same budget proposal that your coworker from sales drew up. For example, a coworker in accounting may find some errors with the budget proposal, but she can correct the proposal simply by editing it over Google Writer. After she submits the revisions of the budget proposal, everyone else in your business can look at her revision of the document on Google Writer to make sure it is accurate. After all revisions have been made, your boss can look at the proposal to ensure that it is ready to be sent to corporate headquarters for approval. Once the budget proposal is finished, the boss can export the proposal to the corporate headquarters using traditional file formatting such as .doc, .xls, .csv, .txt, .html, .pdf, and other formats. Essentially, Google Writer is a wonderful tool to have in the office because coworkers can easily collaborate with each other over a single documents rather than having to constantly email attachments back and forth to one another.</p>