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2019-2

## Online Sharing of Documents: the Mobile Office

Rebecca Sulyma

*University of Massachusetts Medical School*

*Et al.*

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# Online sharing of documents: the mobile office

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REBECCA SULYMA

SANJAY RAM

STEVEN HATCH

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

# Goals

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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

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## 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



Clipboard

Cambria 16

A<sup>^</sup> A<sup>v</sup> Aa A**B** *I* U

Font

Paragraph

AaBbCcDdI AaBbCcDdI **AaBbCcDdI** **aBbCcDdI** **AaBb** AaBbCcDdEe

Normal No Spacing Heading 1 Heading 2 Title Subtitle

Styles



Editing



Voice

**Research Workshop II**  
**February 25<sup>th</sup> through March 1<sup>st</sup>, 2019.**  
**JFK Main Conference Room**

**Monday February 25<sup>th</sup>, 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**

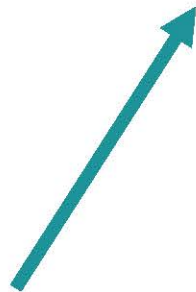
Use of Google docs, Dropbox, and other helpful technology

Steve Hatch, MD, MS

**Research Workshop II**

**February 25<sup>th</sup> through March 1<sup>st</sup>, 2019.**

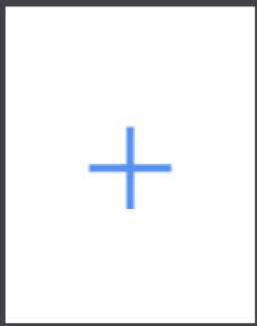
**JFK Main Conference Room**





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

Date Prepared:	February 2019
Name:	Linda Rippon
Office Address:	Cambridge Health Alliance 1401 Cambridge Center Cambridge, MA 02138
Home Address:	118 Tower Road, Lincoln MA 01773
Work Address:	67-667 1302
Work Email:	L.rippon@hca.harvard.edu
Work FAX:	617-667-1324
Place of Birth:	St. Louis, MO
Education:	B.S. Biology and Chemistry, Southwest Missouri State University, Springfield, MO 2003 M.D. Medicine, University of Missouri, Columbia School of Medicine, Columbia, MO
Published Topics:	Adult, Internal Medicine, Brown University/Brandeis Hospital, Providence, RI 199-462 Respiratory Internal Medicine, Brown University/Brandeis Hospital, Providence, RI 194-466 Clinical Fellow, Infectious Disease, Salt Spring Queensland Medical Center.

**Puerto Rico Essay applica...**  
 Opened Jan 18, 2019

11/2/18  
 Anika Hally-Tubiana  
 11 Carpenter's Colony

1. Why are you a good fit for the Puerto Rico service-bullet?  
 I'm a good fit for these open reasons. The first reason is that I'm a hard worker. Even if I don't get something right on the first try, I will keep at it until I get it right in Puerto Rico. If I'm given a task that is difficult this would be useful. The second reason is that I've had experience traveling to poorer countries in the past, one country that I've been to is Haiti. I know how to be safe and respectful of the people I'm working with and helping. The third reason is that I'm an experienced ambassador. I've traveled on exchange programs in the past. I lived in China for four months in my sophomore year. During the time I lived with a host family and there were guests when they would go or say something that I didn't agree with. Instead of arguing and making a fuss, I would instead stay patient and try to remember that I was a guest in their home and in their country. The result was a very close friendship with them and an overall successful experience. I think that I could recreate that in Puerto Rico. In general, I can be a bit shy when in a new environment, but I'm also flexible and open to try new things, so I think I can handle most of what will be asked of me.

2. What contributions will you make?  
 The contributions I will make are, first of all, to be flexible and open to doing new things that will help people. If I need to write a documentary, learn some Spanish, or do some other research on the island, I will do it so that will be a valuable team member. I will also contribute other skills that I have, such as graphic design for documentation of our trip. I will help set things, including making things by hand, that can be used to raise money. I'm clean and organized and will help plan for events. Though I can be a bit camera shy, I am open to be interviewed with the media with students who are coming.

**Barnard summer program**  
 Opened Jan 12, 2019

Harry Potter and the Prisoner of Azkaban is a captivating movie about three teenagers trying to save an escaped fugitive as well as a fairly recent Hippogriff (a magical creature with the body of a horse and the wings and head of an eagle). They fend off enemies like dragons (ghost-like prison guards) along the way. It's fun, dramatic, and filled with just about... However, during the adventure the characters begin to understand their true strengths, why this is the movie I would choose to be in.

I would like to be in Prisoner of Azkaban specifically because Voldemort (the central villain of the Harry Potter series) was not a central figure in this story. So the main goal of the heroes wasn't to defeat the bad guy. Prisoner of Azkaban is set in Harry's third year at Hogwarts, and although Voldemort was a threat, he had not yet even taken human form yet. This means the storyline has some room to explore other characters. Harry's classmate and nemesis Draco Malfoy, for example, may show that he is more than Harry and his friends fear and despise, but fails when they fight back. We also are treated to look at Harry's godfather Sirius Black in the film. In the end, though, we discover that Sirius dies deeply for Harry and we get to see the start of a

**Needs Assessment for Research Training: LCFS & AMD**  
 1. Required comprehensive course content for each target group of learners

Research Competencies for LCFS and AMD			
Target Audience	Medical Students & Basic Residents	Trainee Residents & In-Faculty (JGIM)-Following Curriculum	Pre-Clinical & Clinical Faculty
<b>I. Building Scientific Literacy</b>			
Reading Scientific Literature			
How to perform a Literature Search			
<b>II. Research Methodology</b>			
Biostatistics			
Research Design			
Epidemiology			
Biophysics			
Applied			
Research Ethics			
Research Ethics			

**Research Needs Assess...**  
 Opened Jul 18, 2018

environments in which they arise" (p. 1). The NIMC 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...

Rebecca Whitaker Aug 3, 2015

Selected text:  
McIntosh, 2013  
Chelsea, this article relates success to Thomas Edison and his failures with the light bulb too. :)

Reply - Resolve

Chelsea Edwards Aug 4, 2015

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

Reply...

Rosie Mousigian Aug 4, 2015

Selected text:  
The teacher's role shifts from directly instructing

Rosie Mousigian Aug 4, 2015

Resolve

I like the quote! I feel like this is one of the hardest things for teachers to accept

Chelsea Edwards Aug 3, 2015

Resolve

love that :)

Chelsea Edwards Aug 3, 2015

Resolve

This is awesome, thanks!

Outline

Failure and inquiry based learning (Be...)

Solutions: Inquiry/Standards Based G...

Reasonable Implementation (Rosie 100)

WORKS CITED

# Google *Sheets* and MS *Excel*

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

---

Recording data with multiple variables

Making spreadsheets that can sort and store data

Creating budgets



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	<b>Subject</b>	<b>age</b>	<b>sex</b>	<b>wt kg</b>	<b>bmi</b>	<b>wbc</b>	<b>hct</b>	<b>Cr</b>	<b>AST</b>	<b>CD4</b>	<b>VL</b>	
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 150%

## 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 Font Alignment Number Styles Cells Editing

Calibri (Body) 18 A<sup>+</sup> A<sup>-</sup> B I U A

General Conditional Formatting Insert Delete Format

Format as Table Cell Styles

Sort & Filter Find & Select

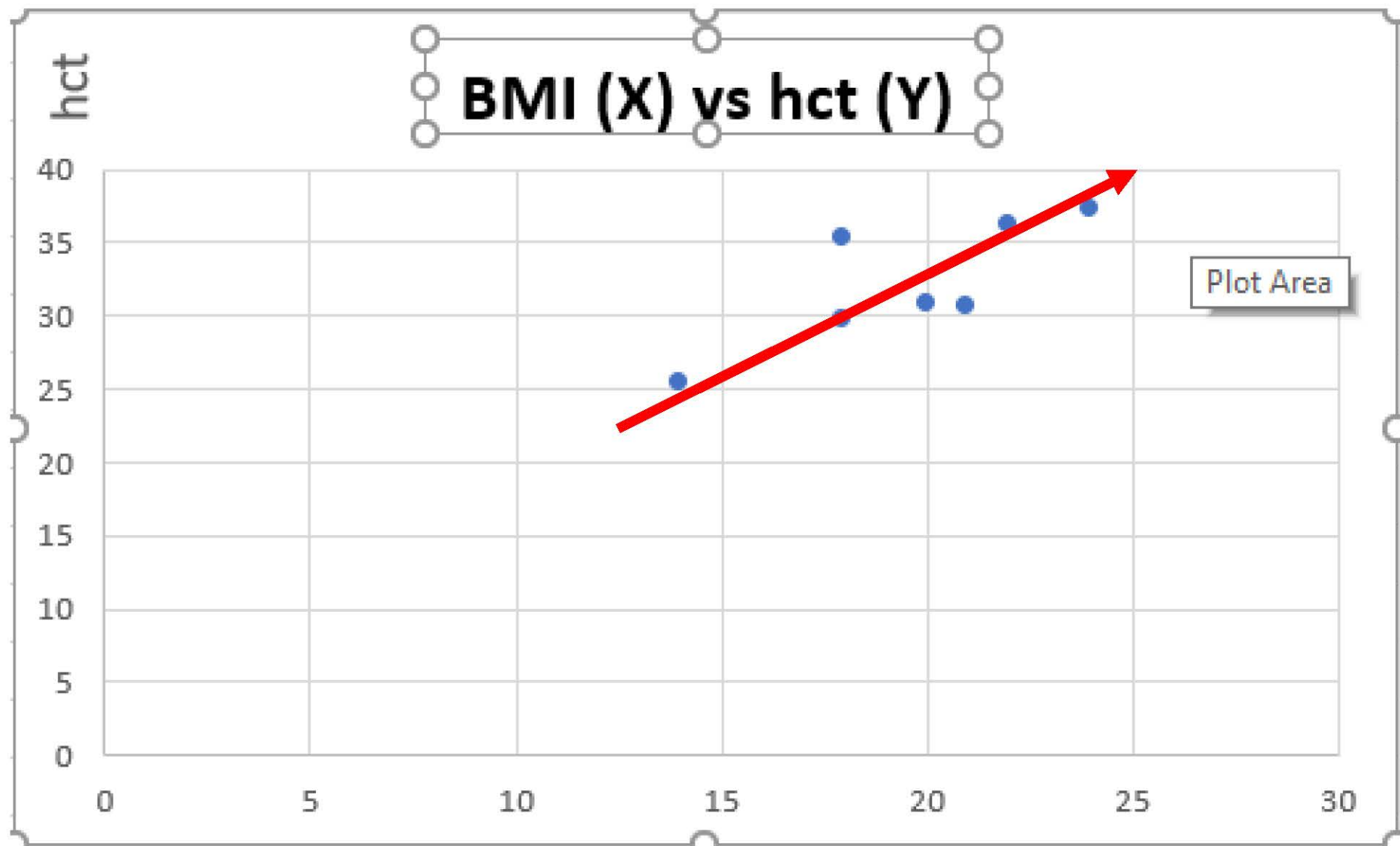
TextBox 1

✕ ✓ f<sub>x</sub>

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	<b>Subject</b>	<b>age</b>	<b>sex</b>	<b>wt kg</b>	<b>bmi</b>	<b>wbc</b>	<b>hct</b>										
2	JK-1	22	1	60	18	5	35.2										
3	MB-2	34	0	55	20	6.7	30.8										
4	RG-3	51	1	74	24	6.4	37.3										
5	QI-4	46	1	68	22	4.8	36.1										
6	SH-6	18	0	48	14	2.6	25.4										
7	WG-7	29	1	63	21	8.5	30.6										
8	NO-8	31	0	50	18	3.8	29.6										
9																	
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**BMI (X) vs hct (Y)**

Plot Area





# Google *Slides* and MS *PowerPoint*

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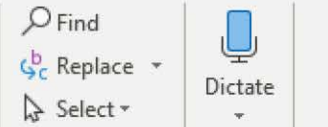
# Google *Slides* (and MS *PowerPoint*) are good for...

---

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)



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

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# The Cloud

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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

---

1 TB = 1000 GB

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**



# Google Drive

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

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Google docs

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



B

# 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

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

- OneDrive
- Files
- Recent
- Photos
- Shared
- Recycle bin
- PCs

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



34.4 GB used of 1.03 TB

Premium OneDrive

Get the OneDrive apps

# Dropbox

(<https://dropbox.com>)

---



Does not have “stand alone” apps

Can also be used with phones, both Android and iPhone

# Links

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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>

