



OPPORTUNITIES TO USE GOOGLE SERVICES TO ORGANIZE THE LEARNING PROCESS

Akbarov Nurislom Akhtamjon ugli¹, Aliyeva Nodira², Djurayeva Saida³, Yalgasheva Shirinhol⁴

¹ 2nd year student of the Faculty of Industrial Pharmacy, Tashkent Pharmaceutical Institute Email:

spacademy01@gmail.com

² Assistant of the chair of Physics, Mathematics and IT, Tashkent Pharmaceutical Institute

³ Assistant of the chair of Physics, Mathematics and IT, Tashkent Pharmaceutical Institute

⁴ Assistant of the chair of Physics, Mathematics and IT, Tashkent Pharmaceutical Institute

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1. INTRODUCTION

Currently, there is an active process of informatization of society, which is characterized primarily by the widespread introduction of modern information technologies in the educational process. According to the Federal State Educational Standard of the new generation, the success of a modern person determines the orientation towards knowledge and the use of new technologies, including the active use of the Internet. Today, social services and cloud technologies have a lot of opportunities. Their use in pedagogical activity is due to time, increasing flows of information, the speed of their processing and its search. One of these services is Google. The resources of this service can be used at individual stages of the lesson, during the entire lesson, when doing homework, to organize students' project activities.

To use Google services, you need a Google account. A Google Account is an account that gives you the right to use all Google services without re-authorization. To get a Google account, you need to create a Google email account called Gmail (Gmail.com), the address of which will be used as a login. Together with the mailbox, an account (account, pass) will be received, which will provide access to all Google network services.

Google Network Services lets you share spreadsheets, presentations, documents, and images with others by customizing access by name, email, or link. In the settings, you can restrict the rights by selecting the view, comment or edit mode. The ability to set permissions at the user, group or entire domain level, limit access time to content, and prohibit downloading, printing and copying files for individual users. Documents are automatically saved to Google Drive. The result can be published on the website, attached to an e-mail message, downloaded, sent to print. Built-in spell checker, grammar checker and custom dictionary. Accessibility enables you to work with screen readers, braille displays, magnifier, and voice input.

Consider the capabilities of educational tools such as Google Docs, Google Sheets, Google Forms, Google Drawings, Google Slides, Google Hangouts, Google Arts & Culture.

Google Docs is a service for creating and editing text documents. The important features of this service are [2]:

- the ability to create text documents directly on the server or upload ready-made documents created earlier;
- results can be saved in DOCX, PDF, ODT, RTF, TXT, HTM formats;
- a large number of formatting tools are available: changing the size and style of the font, choosing colors, creating lists and tables, inserting pictures, formulas, charts, links and special characters. You can make bookmarks, comments, footnotes, page breaks;
- the ability to translate a document into any language;
- documents are saved automatically in the course of making changes, you can use the function of undo and redo changes in the same way as in a regular text editor.

The Google Sheets service is a service for creating and editing tables. Some of the features of Google Sheets [2]:

- import and export files of types.xls, .csv, .txt; you can also export data to PDF or HTML file;
- format cells and change formulas, calculating their results and presenting data in the desired form;
- the function of auto-completion of formulas as they are entered allows you to save time and avoid mistakes;
- the ability to insert diagrams, diagrams, pictures, flags, links and functions;
- work with macros, scripts and forms;
- using the keyboard shortcuts as in Excel;
- the ability to protect a sheet or a specific range.

Google Slides allows you to create, edit, and publish presentations. Here are some possibilities [1]:

- adding existing presentations and converting them to Google Docs format;

- saving Google presentations to PDF, PPTX, PNG, ODP, JPEG; - insert images, video, audio, shapes, tables;
- formatting slides, adding slide transitions, animations;
- publishing and embedding presentations in websites;
- drawing in the presentation of organizational and structural diagrams, flowcharts and much more;
- designation of elements that are edited by other users, color indicators;

Google Forms allows you to create surveys, tests and analyze their results. In the process of creating, you can choose different types of questions - from simple text fields to complex scales and grids, add videos, photos to the form, customize the form so that students get to different pages depending on which answer they choose.

Google Pictures is a service for creating infographics, presentations, diagrams, diagrams and pictures. The picture editor has a similar interface to the Google Docs service. You can use built-in tools to add images, shapes, tables, charts, and Word Art to your document. The program allows you to format text, arrange content, scale shapes, use callouts and formulas. Inserting and moving elements is carried out according to the Drag and Drop principle. Features include viewing version history, exporting to PNG, SVG, JPEG and PDF formats, as well as attaching files and adding comments to fields / forms.

Real-time video conferencing can be organized with Google Hangouts software. Hangouts is suitable for individual and group sessions with up to 100 participants. Chat histories are stored on Google servers, which allows them to be synchronized across devices. Photos that participants exchange during the conference are automatically uploaded to private Google albums. The service allows members to share their location.

One of the ways to increase the motivation and development of students' independent work is a virtual tour. The Google Arts & Culture project gives students the opportunity to independently walk through the halls of museums, get acquainted with the materials of the expositions, collect the necessary information about the history of computers and software [2]. The result of such independent work is the creation of a project in the form of a presentation, report, preparation of reports and messages. Links to Google Arts & Culture Computer Museums are presented.

When using the capabilities of Google services in the educational process, the following is observed:

- increasing the motivation of students for educational activities and the effectiveness of the educational process associated with the active involvement of students in the educational process;
- organization of joint productive work in a team;
- mastering communicative and ICT competencies;

In conclusion, I would like to note that Google services are a unique opportunity to create an information and educational environment that meets the requirements of the Federal State Educational Standard (FSSES), to organize an educational process aimed at forming personal, metasubject and subject results among college students.

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