

Google Tools

In this course, students delve into the comprehensive suite of Google Tools, gaining practical expertise in utilizing these resources to optimize personal and professional productivity. Through hands-on instruction, participants explore the functionalities of Google Drive, Calendar, and Gmail, mastering techniques for efficient file management, collaborative document editing, and seamless communication.

Week 1: Google Drive Basics

- Introduction to Google Drive and its key features.
- Uploading, organizing, and sharing files and folders.
- Hands-on Activity: Creating a personal cloud storage system using Google Drive.

Week 2: Google Docs for Document Management

- Understanding the basics of Google Docs and its collaborative features.
- Formatting, editing, and sharing documents effectively.
- Hands-on Activity: Creating a collaborative document and using commenting and suggestion tools.

Week 3: Google Sheets for Data Management

- Introduction to Google Sheets and basic spreadsheet functions.
- Data entry, formatting, and basic formulas for data analysis.
- Hands-on Activity: Creating a simple budget spreadsheet and utilizing basic formulas in Google Sheets.

Week 4: Google Slides for Presentation Creation

- Learning the fundamentals of Google Slides for creating presentations.
- Adding multimedia elements and applying design principles.
- Hands-on Activity: Designing a visually appealing presentation for a personal project or hobby.

Week 5: Google Calendar for Time Management

- Maximizing Google Calendar for personal and professional scheduling.
- Creating events, setting reminders, and sharing calendars.
- Hands-on Activity: Setting up a personalized calendar system for effective time management.

Week 6: Integrating Google Tools for Personal Productivity

- Streamlining tasks using integrated Google Tools.
- Exploring add-ons and extensions to enhance productivity.

- Hands-on Activity: Developing a personal productivity system using various Google Tools, including Drive, Docs, Sheets, Slides, and Calendar.

Practical exercises will be provided to ensure the application of skills in real-world scenarios to include best practices for personal and professional use.