Grow with Google

Digital Skills for Everyday Tasks

google.com/grow

#GrowWithGoogle

TELL GOOGLE YOUR SUCCESS STORIES!

Google is collecting stories from our events about real people like you!
We're creating new advertising and partnerships

Email me after today's presentation
erin@erinbemis.com

Give Simple, 1 sentence answers to these questions:
1. Who you are and what you do?
2. What you learned today that was most valuable and how it will help?
3. Have you achieved success using any of Google's tools or products?

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Erin Bemis, IOM

www.erinbemis.com

WORKING REMOTELY

- Keep your routine.
- Create a dedicated work "spot" and customize it.
- Schedule lunch and breaks.
- Make sure you have the tools you need.
- Create a daily to-do list, the day before.
- Give your co-workers grace.
- If you're not "at work," don't work.

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EVERYDAY TASKS FOR REMOTE WORK

- Keep track of your to-do lists.
- Collaborate with your team in virtual documents.
- Share your progress often.

AGENDA

○ **CREATE A TO-DO LIST WITH GOOGLE SHEETS**

○ **CREATE A MEETING AGENDA WITH GOOGLE DOCS**

○ **BUILD A STATUS UPDATE PRESENTATION WITH GOOGLE SLIDES**

○ **RESOURCES**

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STEP 1: SIGN IN TO YOUR GOOGLE ACCOUNT

Sign in to your
Google Account.

Don't have a Google
account? Sign up for free.

GOOGLE APPLICATIONS
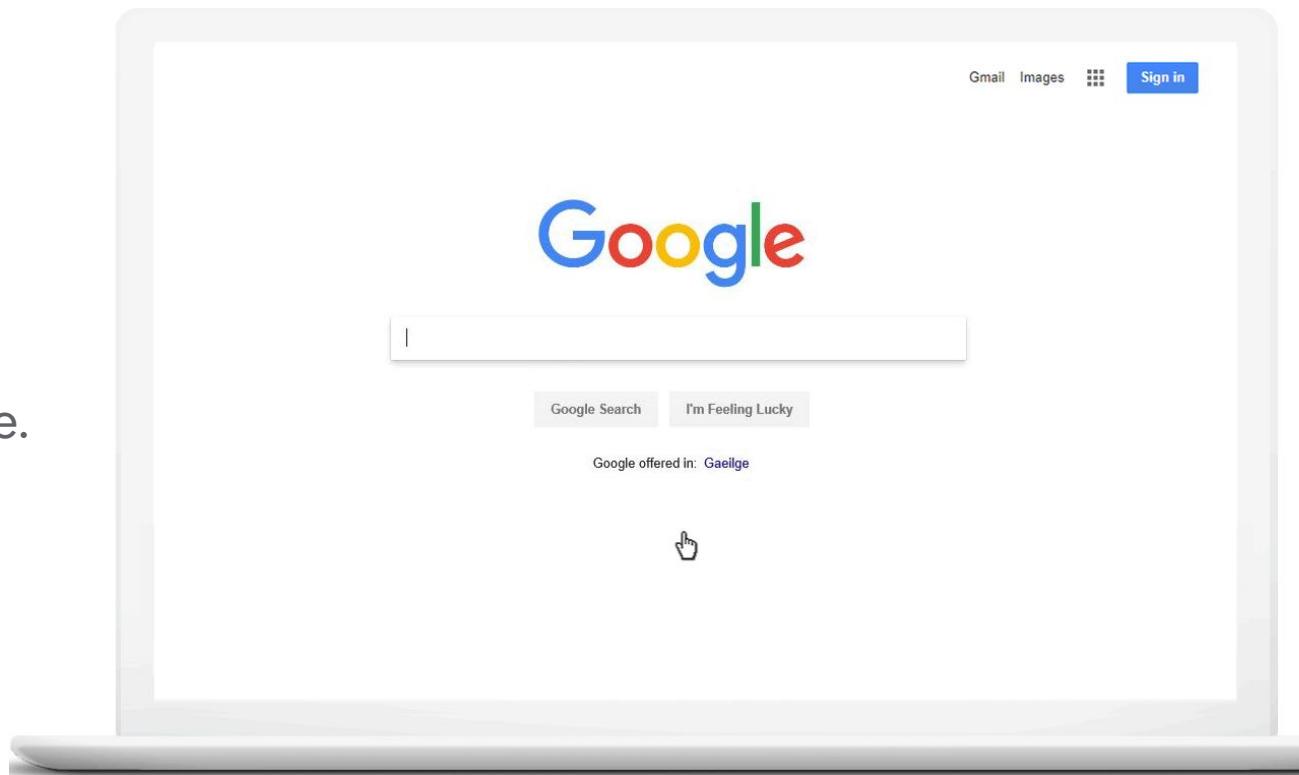
Google Applications

Sheets

Docs

Slides

Photos

Chrome

Gmail
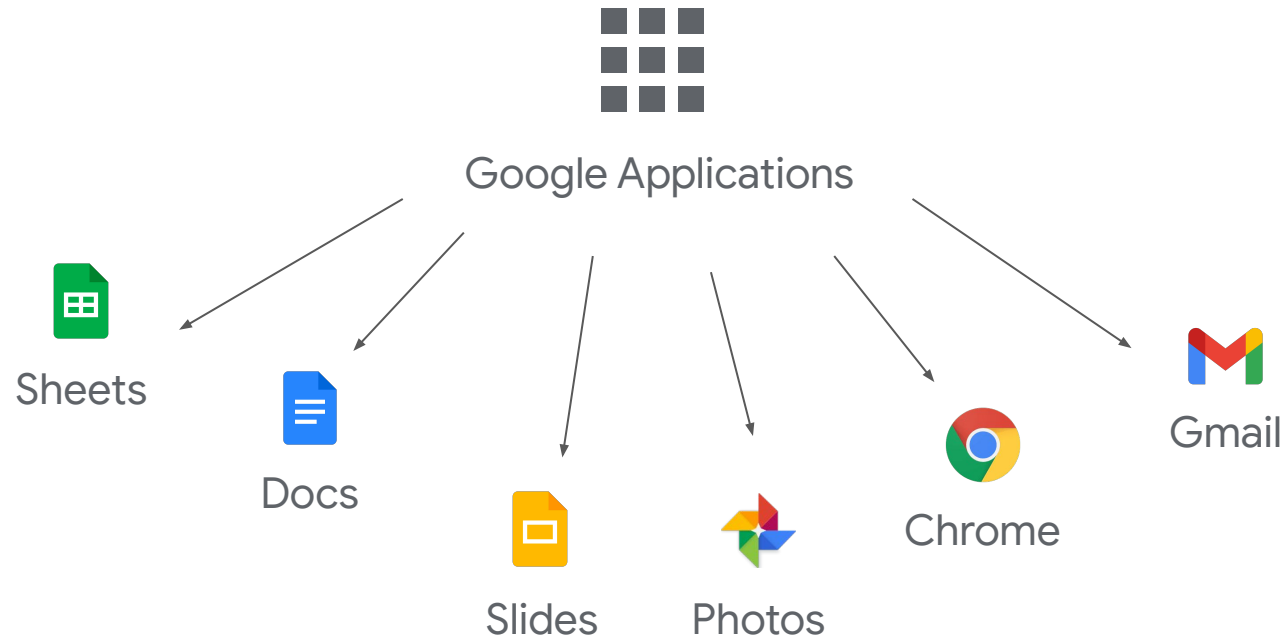
Click Google Apps.

Click Google Drive to access a file.

Quick Tip:
You can also click one of the Google Apps to start a new file.
sheets.google.com

Gmail Images

Google

Google Search   I'm Feeling Lucky

Google offered in: Gaeilge
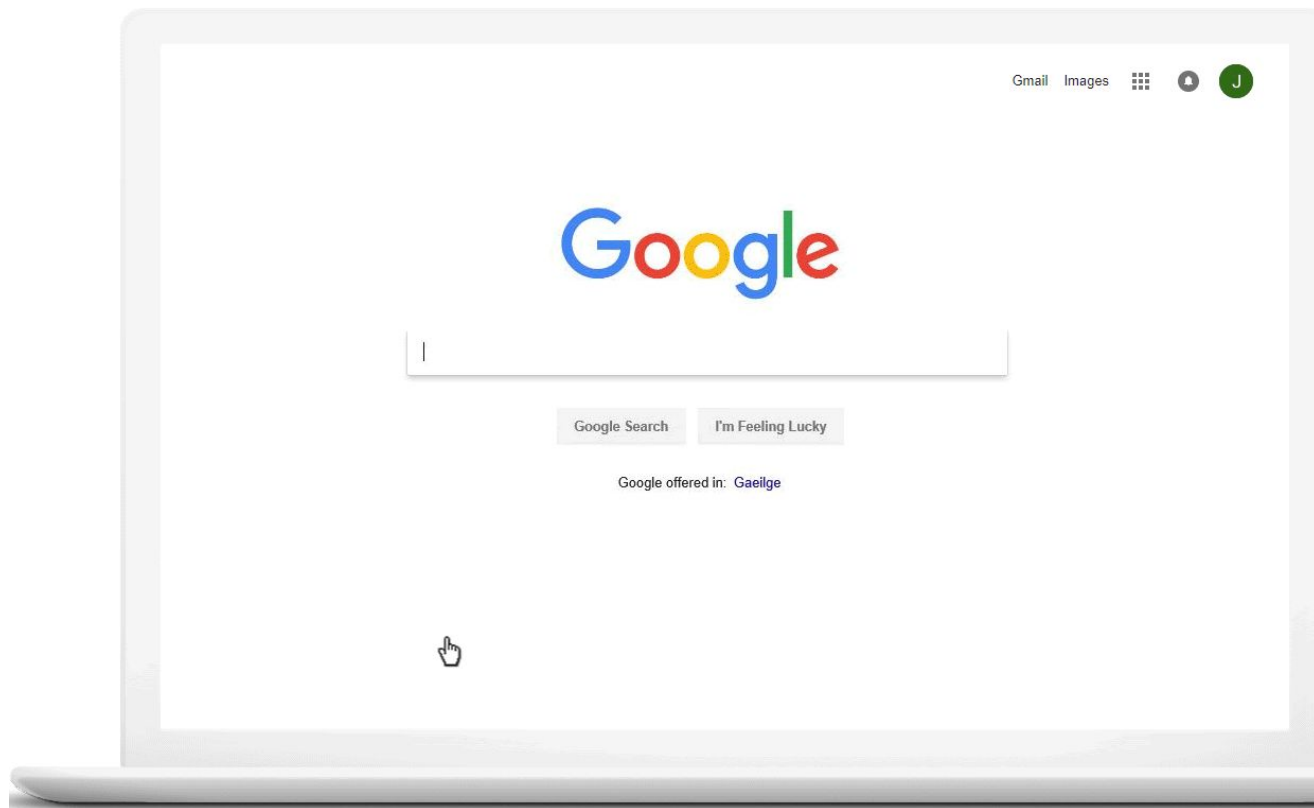
Create a To-Do List With Google Sheets

STEP 3: ACCESS GOOGLE SHEETS

Click New.

Click Google Sheets.

Click From a template.

Click To-do list.

STEP 4: POPULATE YOUR SHEET

Add tasks.

Add dates.

STEP 4: POPULATE YOUR SHEET

Add tasks.

Add dates.

STEP 5: ADD COLUMNS AND POPULATE ROWS

Add columns.

Populate rows.

STEP 6: FORMAT YOUR SHEET

Change the fill color.

Change the font size, style, and color.

Click the Drive tab.

Find your updated file in your project list.
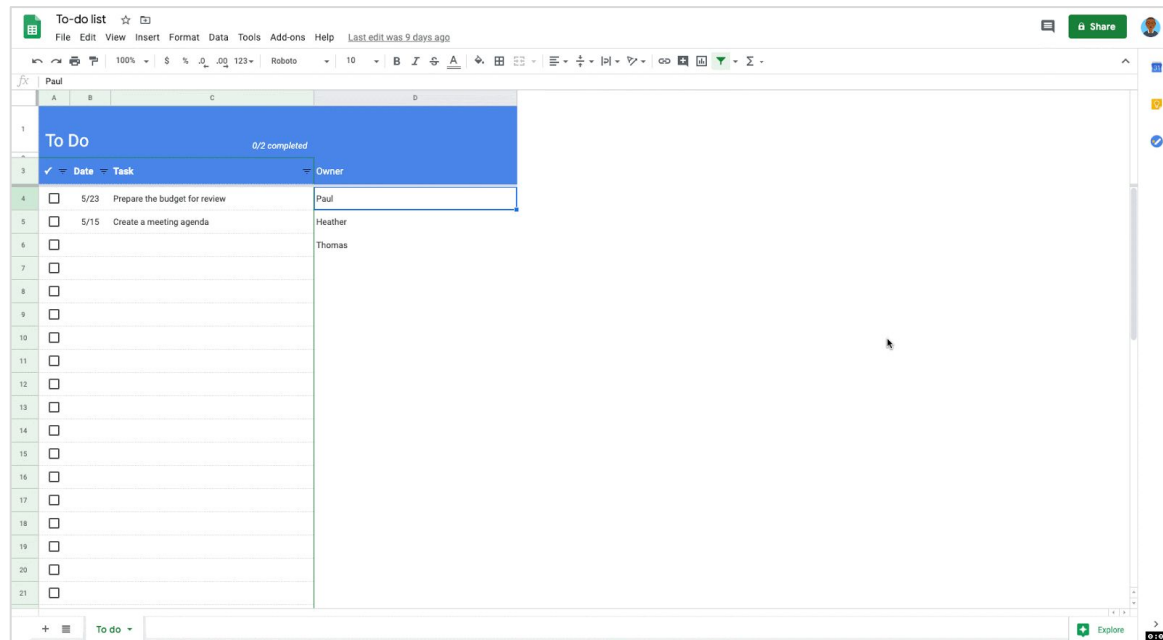
Create a Meeting Agenda With Google Docs

STEP 8: ACCESS GOOGLE DOCS

Click New.

Click Google Docs.
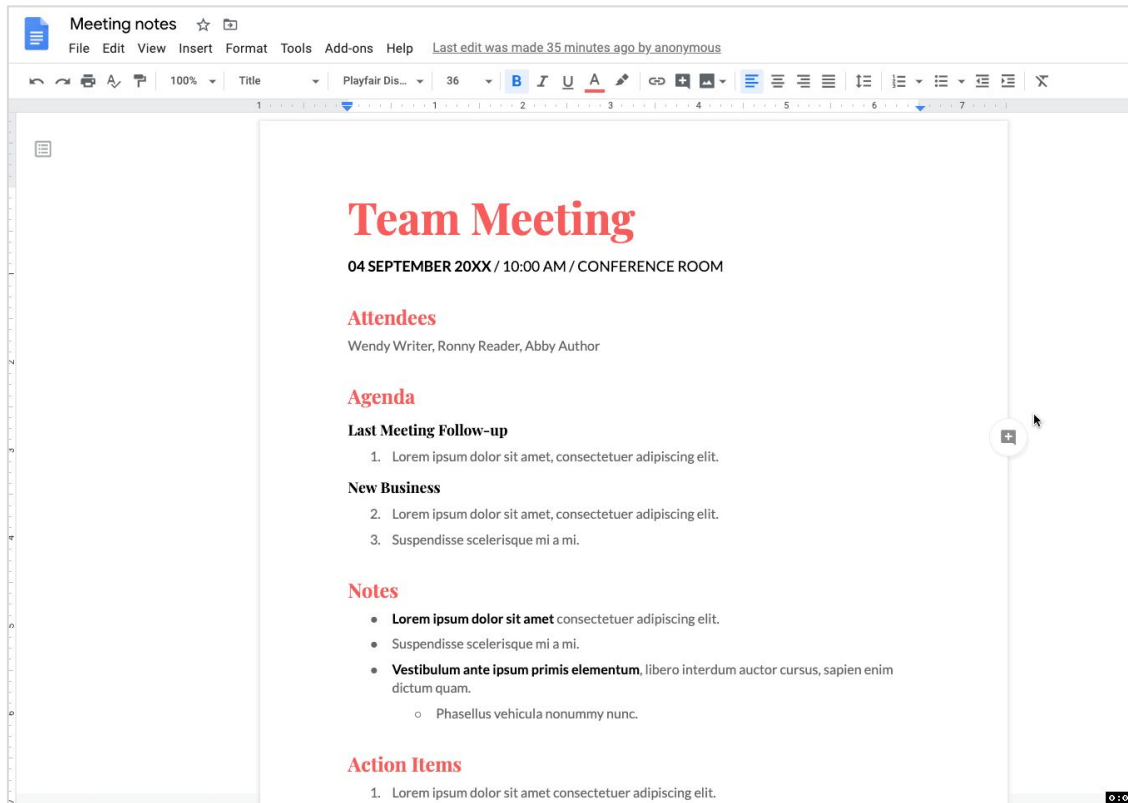
Click From a template.

Click Meeting notes.

STEP 9: POPULATE AND FORMAT YOUR DOCUMENT

Add text.

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STEP 9: POPULATE AND FORMAT YOUR DOCUMENT

Add text.

Format text.

STEP 9: POPULATE AND FORMAT YOUR DOCUMENT

Add text.

Format text.

Insert a comment.
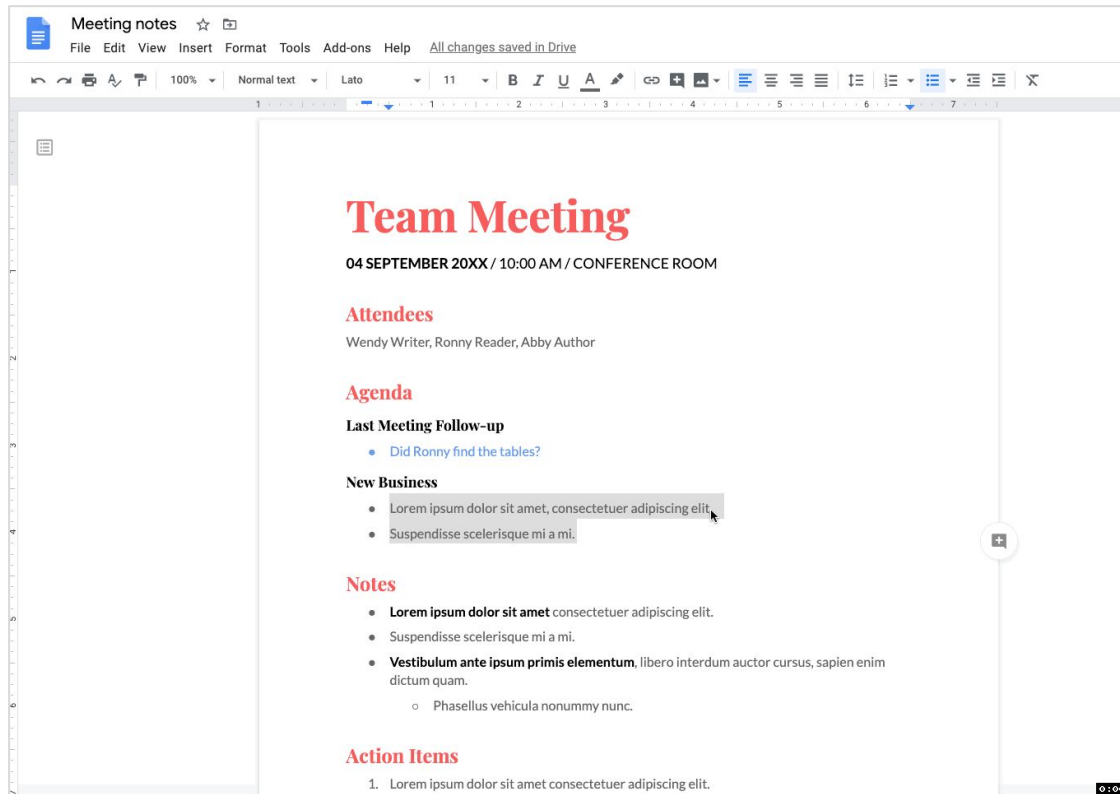
STEP 10: COLLABORATE WITH OTHERS

Click on a comment or create a new one.

Type + followed by an email address.
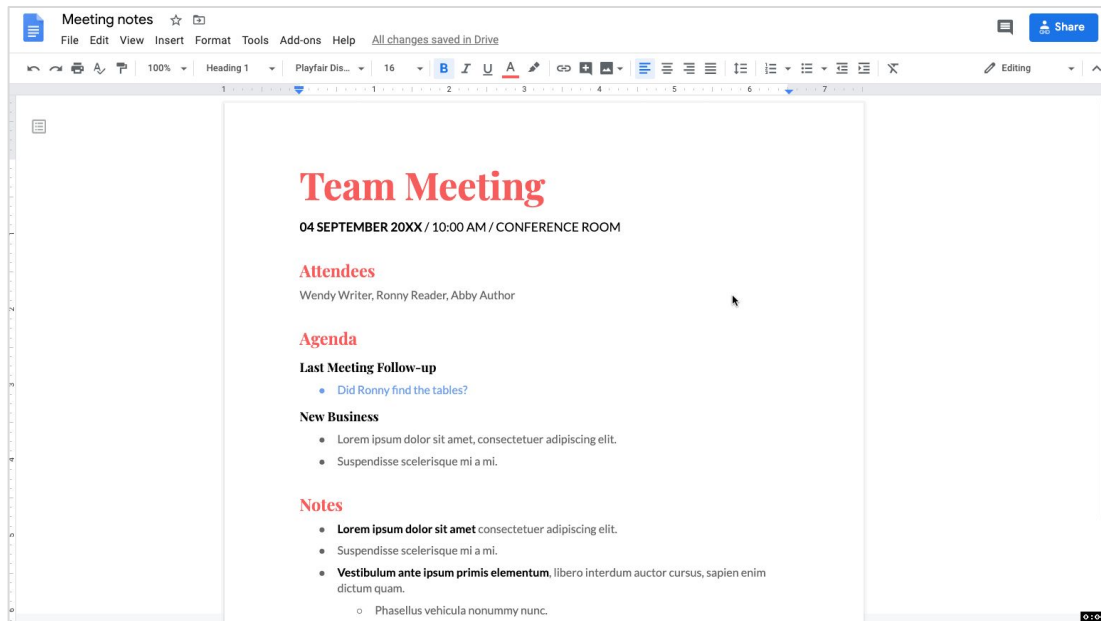
STEP 10: SHARE YOUR FILES WITH OTHERS
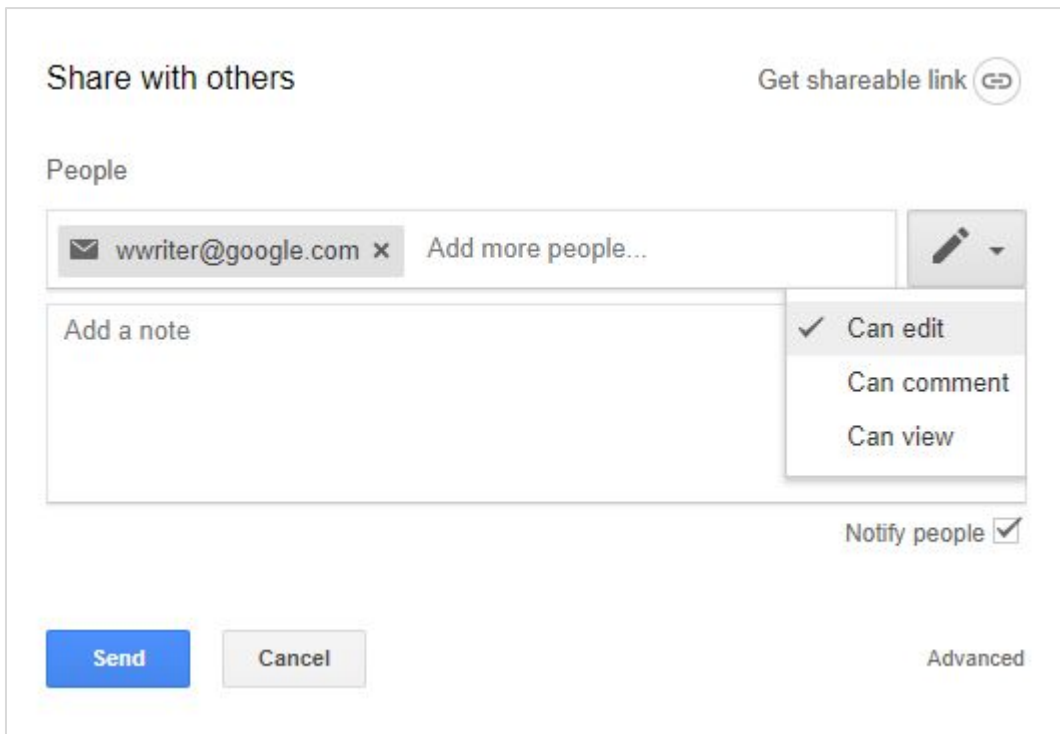
Click on a comment or create a new one.

Type + followed by an email address.

Click Share in the upper-right corner.

Select the access level.

Add a comment and then click Send.

Share with others

Get shareable link 🔗

People

✉ wwriter@google.com ✕   Add more people...

✏ ▾

Add a note

✓ Can edit

Can comment

Can view

Notify people ☑

Send   Cancel

Advanced

CONTROL WHO SEES YOUR FILES

Google Drive

Share access to different files with different groups or individuals.

🔒 **Share** Agenda

🔒 **Share** Budget

Share with others Get shareable link 🔗

People

👤 Planner 1 ✕   👤 Planner 2 ✕   👤 Planner 3 ✕   ✏️ ▾

Add more people...

Here's the agenda for our event! |

Notify people ☑

Send **Cancel** Advanced

Share with others Get shareable link 🔗

People

👤 Planner 1 ✕ Add more people...   ✏️ ▾

Started a Budget sheet for us!

Notify people ☑

Send **Cancel** Advanced
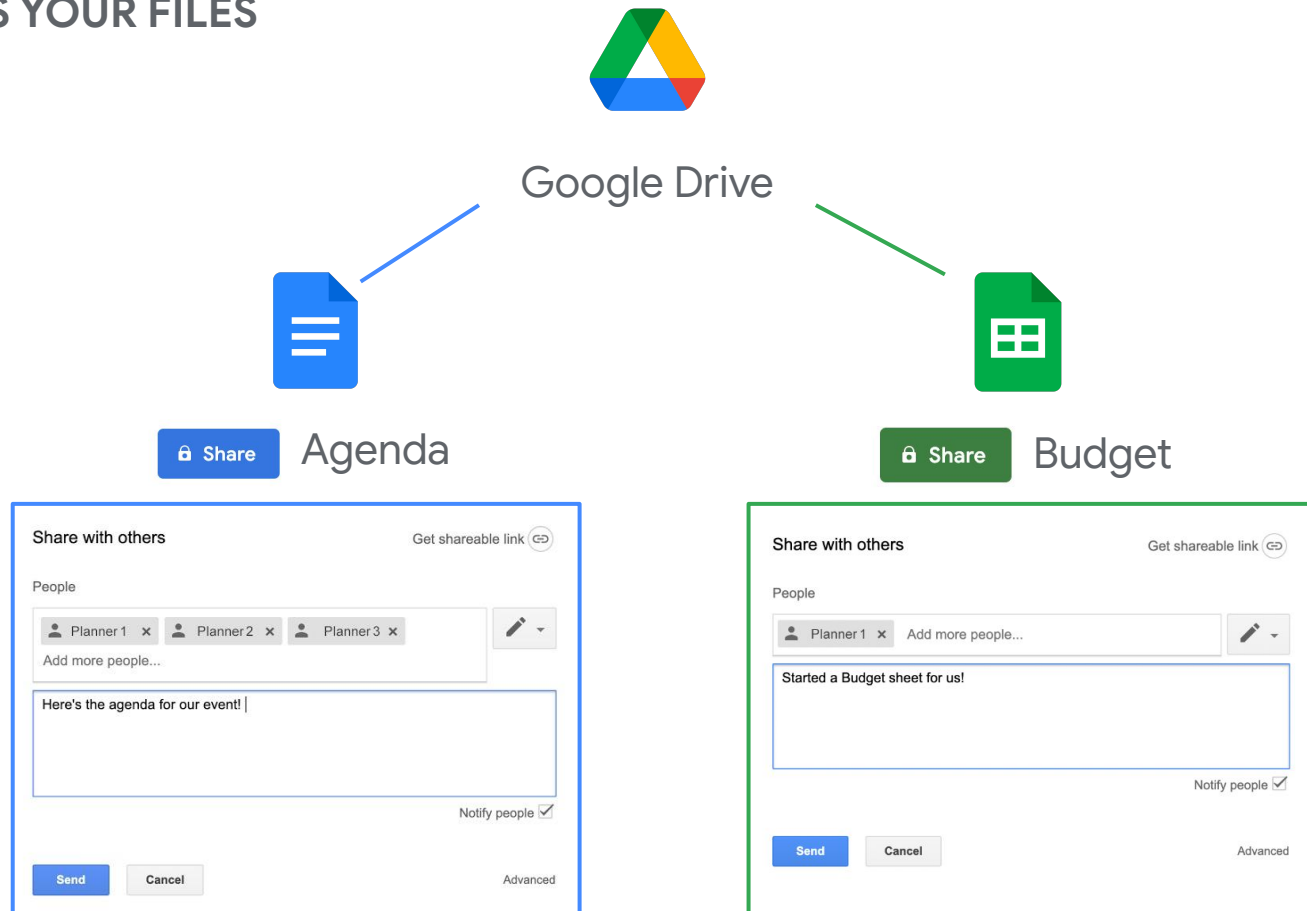
Build a Status Update Presentation With Google Slides

STEP 11: ACCESS GOOGLE SLIDES

Click New.

Click Google Slides.

Click From a template.

Click Status Report.
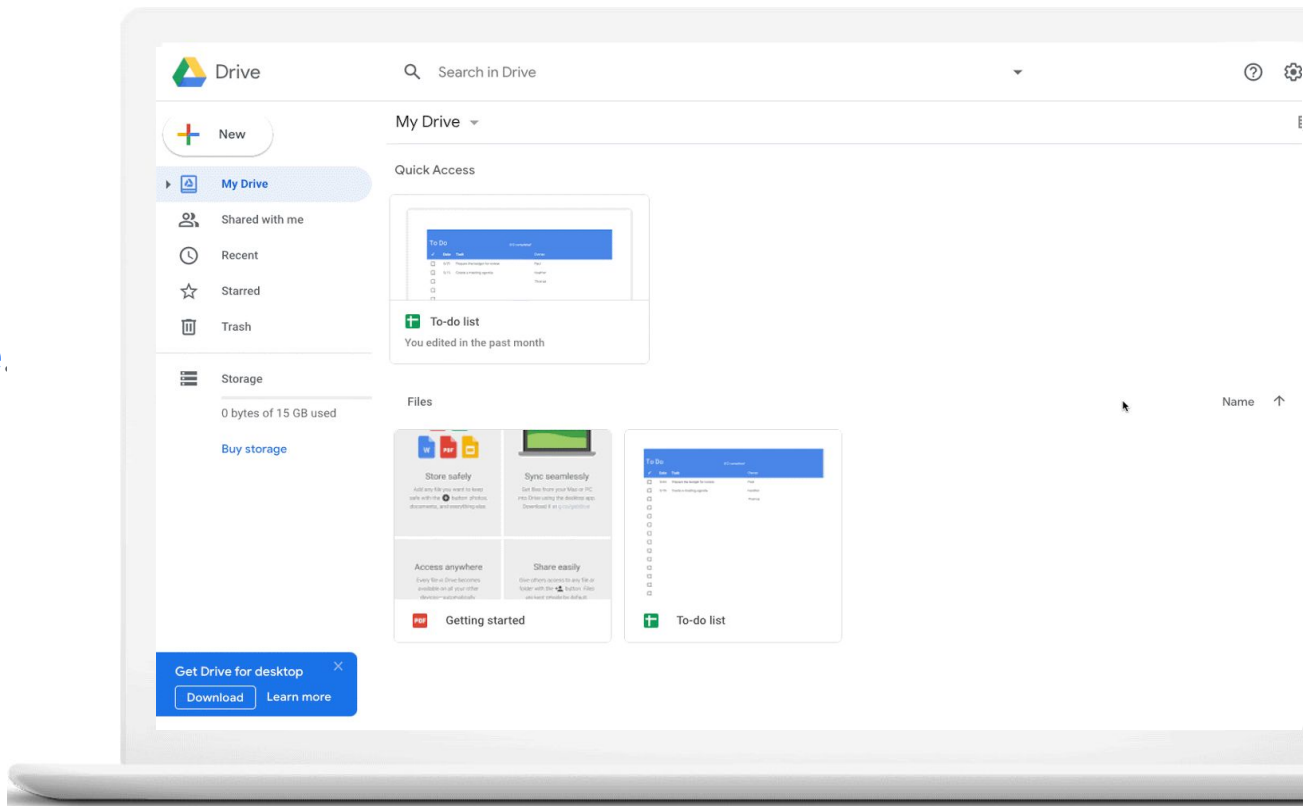
STEP 12: POPULATE AND FORMAT YOUR PRESENTATION

Create a title slide.
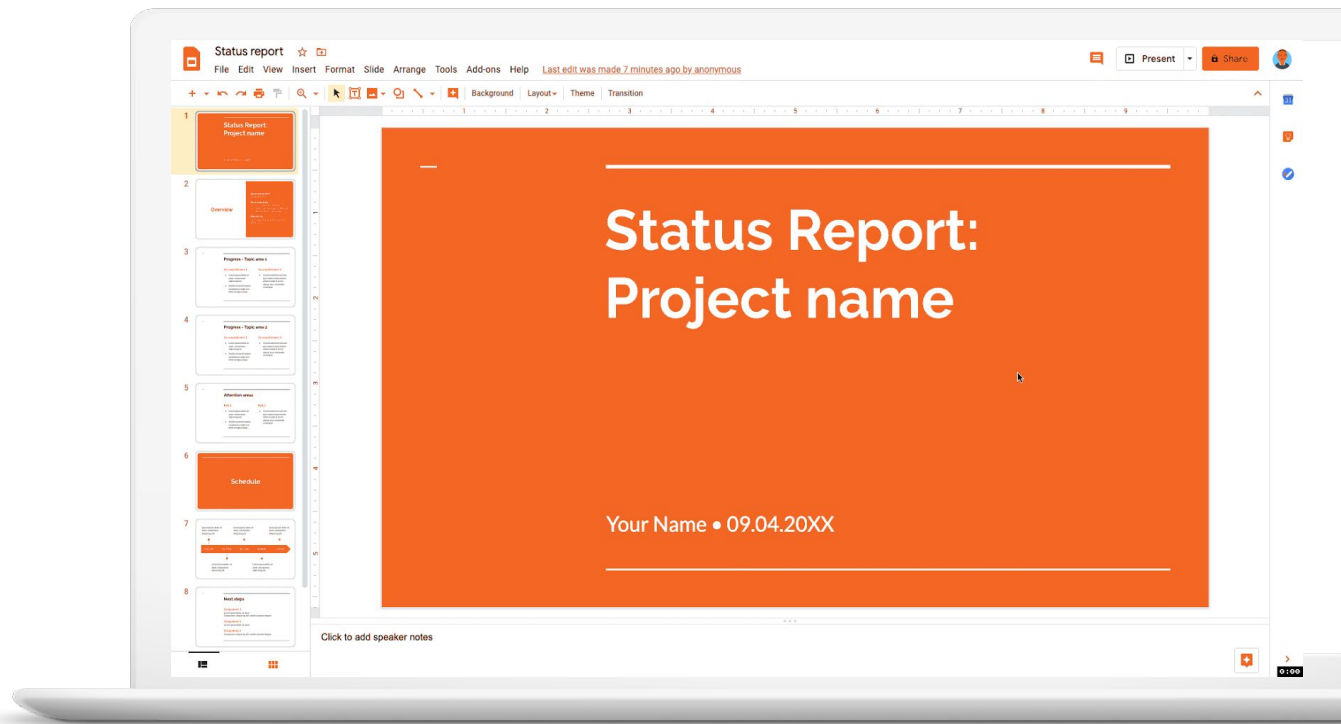
STEP 12: POPULATE AND FORMAT YOUR PRESENTATION
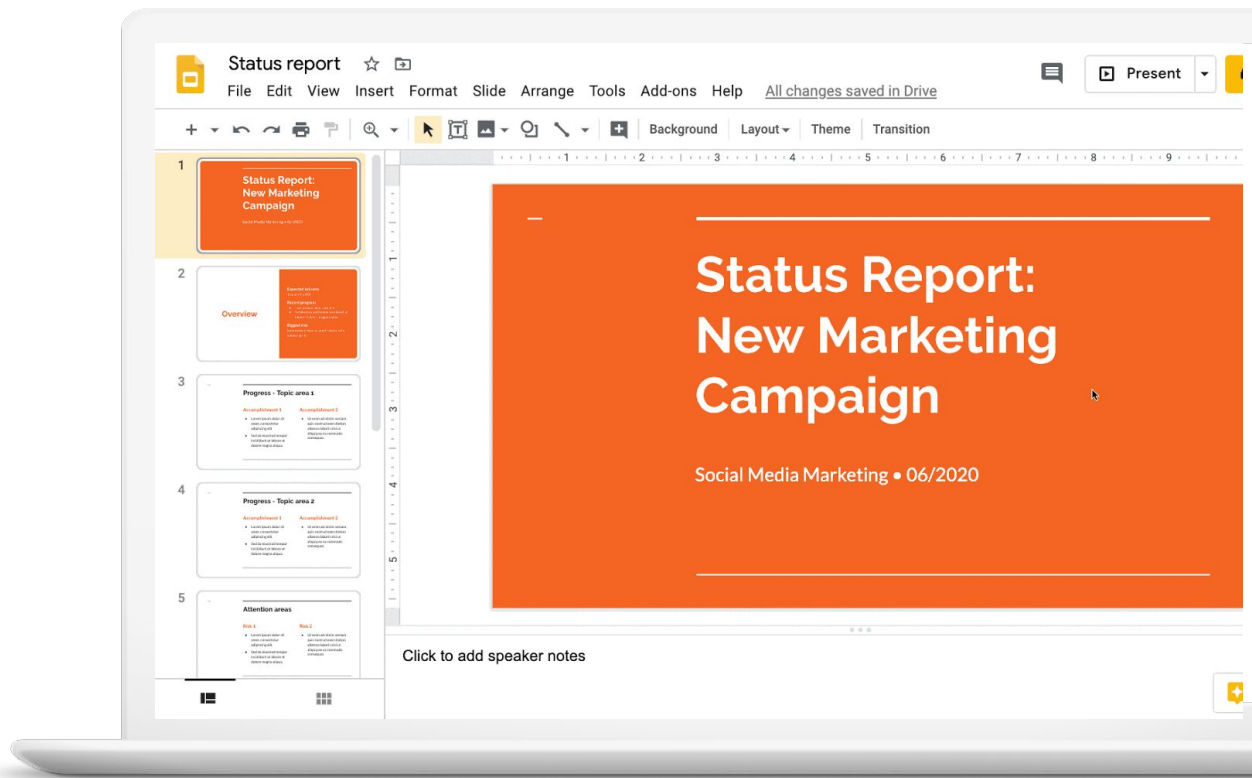
Create a title slide.

Select layouts.

STEP 12: POPULATE AND FORMAT YOUR PRESENTATION

Create a title slide.

Select layouts.
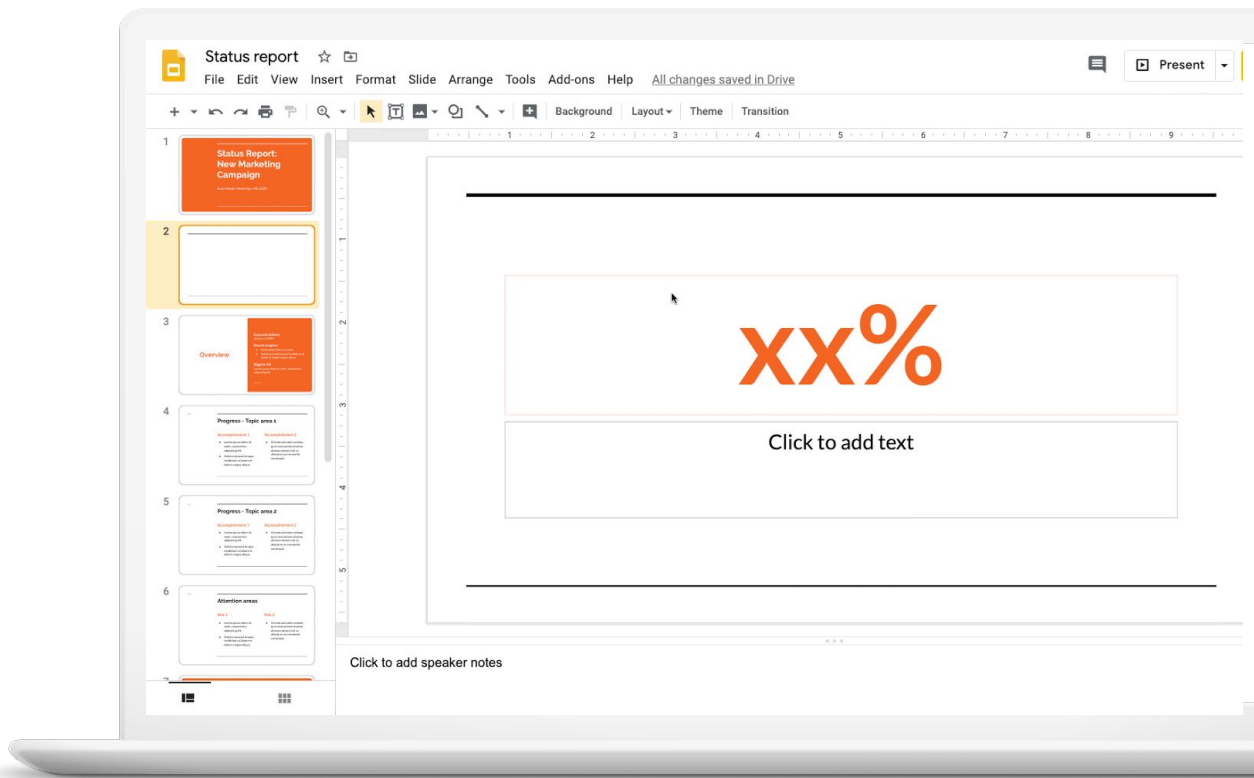
Add visuals.

STEP 13: COLLABORATE ON THE PRESENTATION

Create a title slide.

Select layouts.

Add visuals.

Share the presentation.

Grow with Google
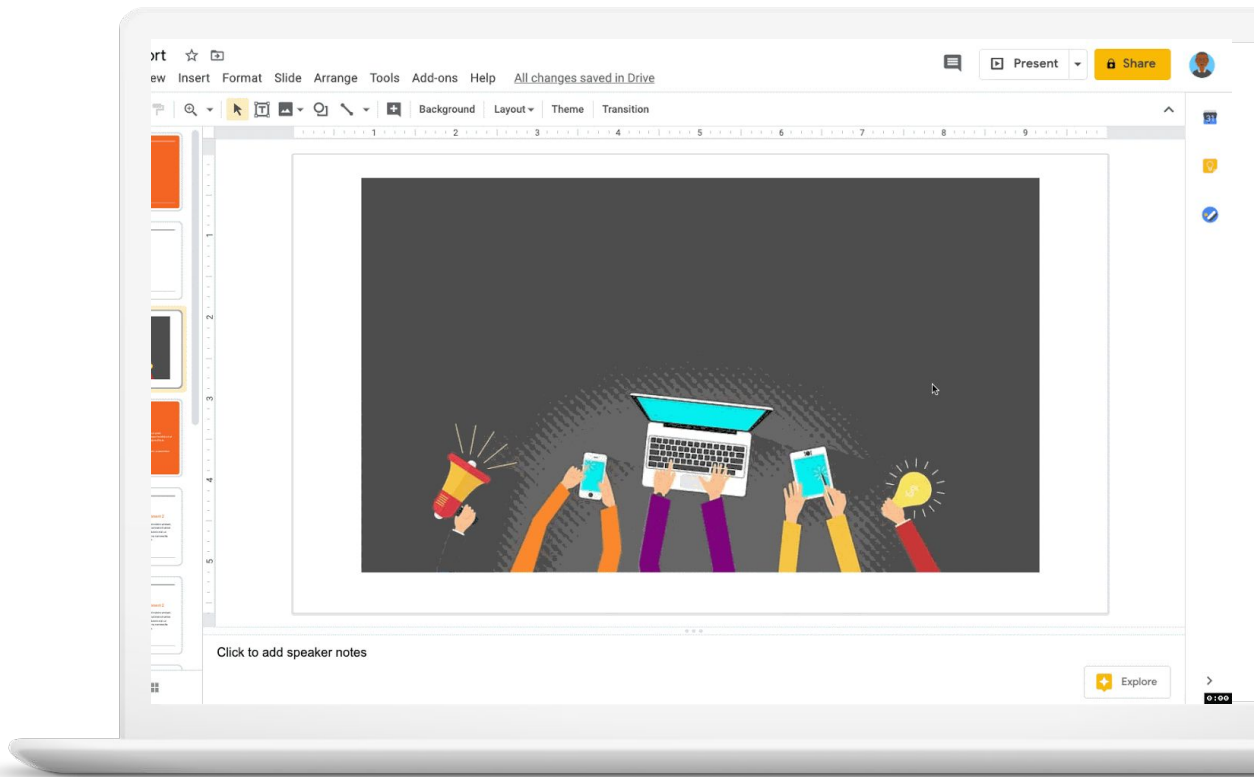
RECAP: GOOGLE SHEETS TO-DO LIST
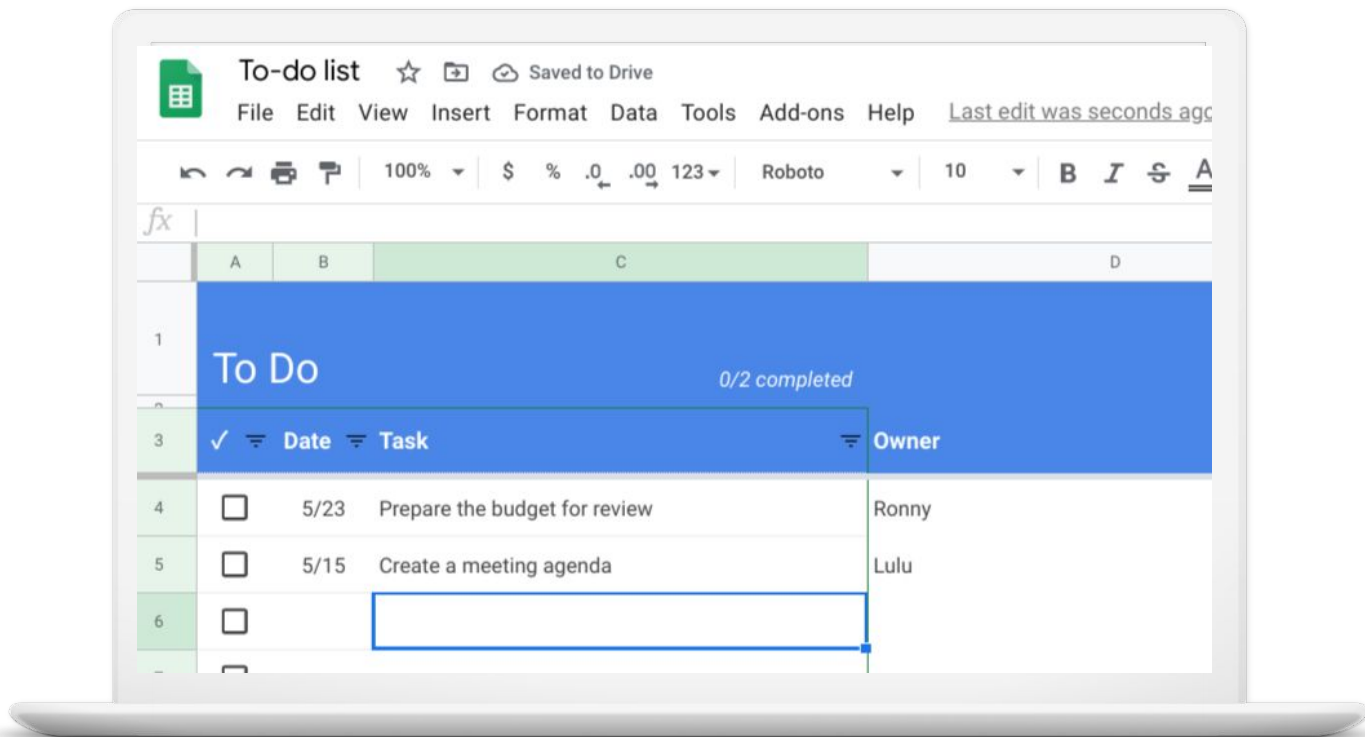
RECAP: GOOGLE DOCS AGENDA
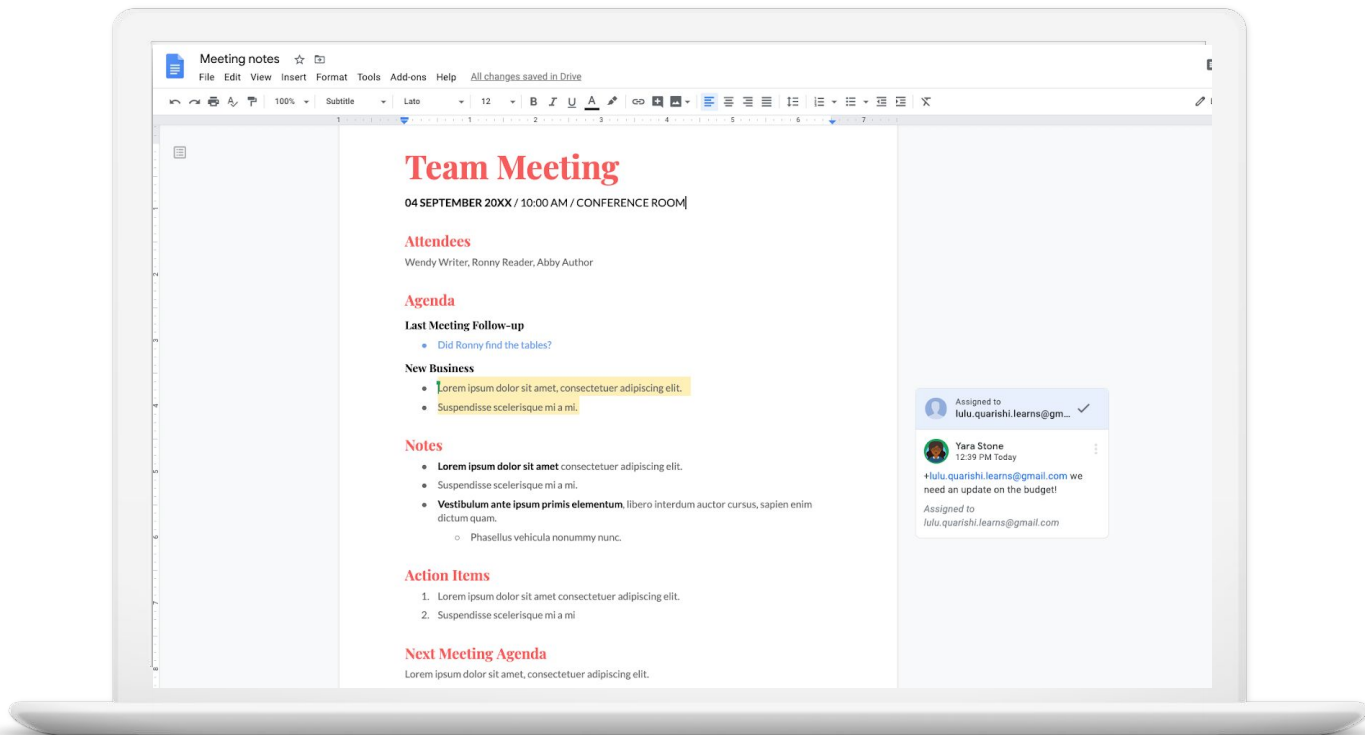
RECAP: GOOGLE SLIDES UPDATE PRESENTATION
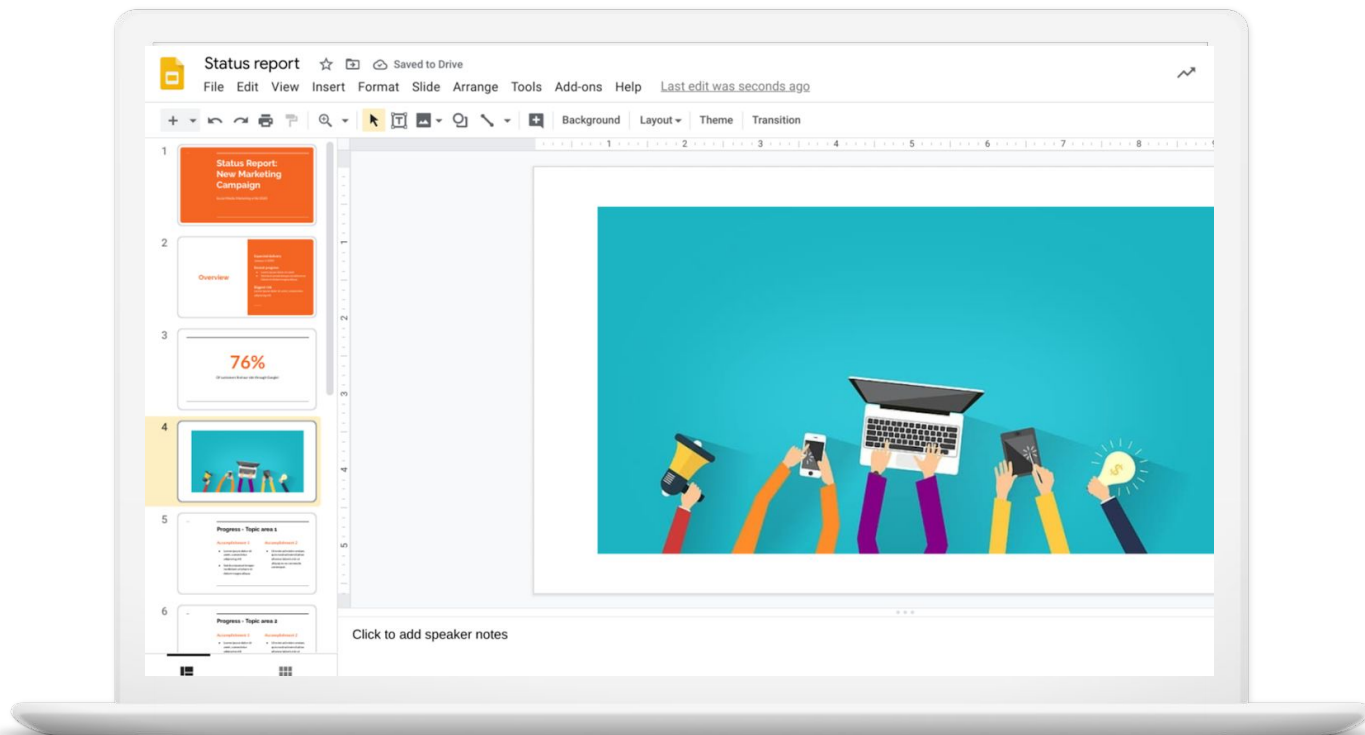
EXPLORE OTHER APPS

Forms

Click **Forms** to create surveys.

Sites

Click **Sites** to create your own websites or work portfolio.

Slides

Click **Slides** to make presentations.

Calendar

Click **Calendar** to create appointments and meetings.

Google Meet

Click **Meet** to connect with people using video.

YOUR NEXT STEPS

Visit **docs.google.com** and review possible **templates** you might use for work. **Choose one** that suits your industry, experience, and style.

Experiment with a shared spreadsheet at **sheets.google.com**.

Consider our other professionalization workshops to continue growing your career.

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Resources

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FREE LESSONS FROM APPLIED DIGITAL SKILLS

Sharpen your Google
Workspace knowledge with
Applied Digital Skills lessons.

Quick Tip:
Free video lessons available at
g.co/applieddigitalskills

FIND ANSWERS IN THE LEARNING CENTER

Visit the Learning Center to find answers to questions, checklists for new users, video tutorials, and more.
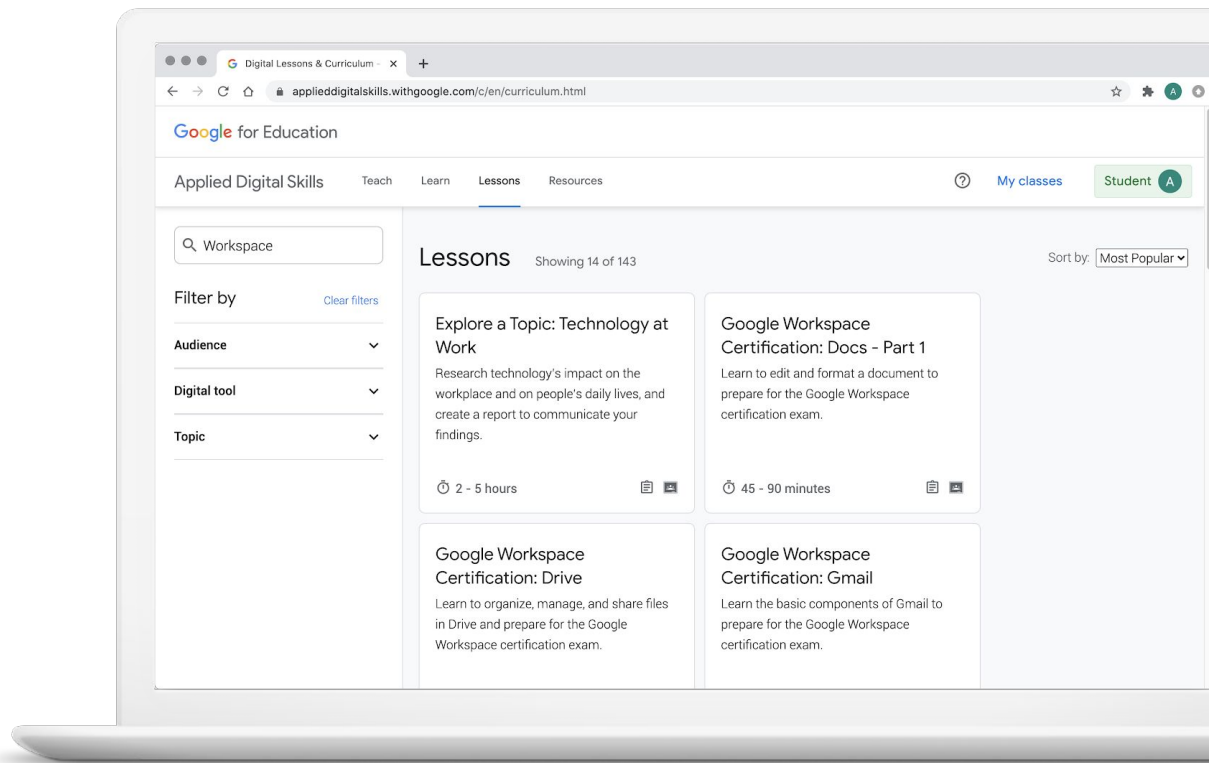
Quick Tip:
Visit the Learning Center at
g.co/grow/workspacehelp
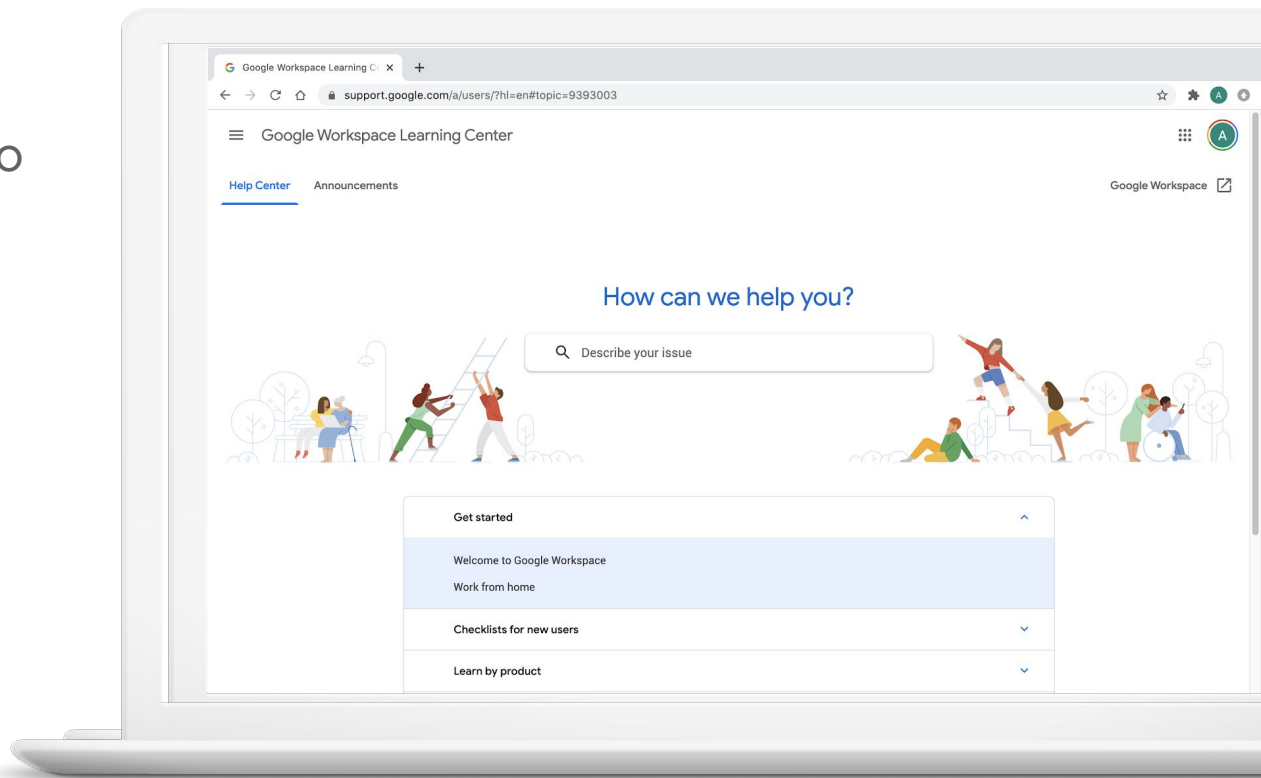
GOOGLE PRIMER: BUSINESS AND MARKETING LESSONS

Quick, easy lessons on your phone, on topics like creating a business plan or finding remote work.

- Learn whenever you have a few minutes free, even on the go
- Practical, personalized next steps

yourprimer.com

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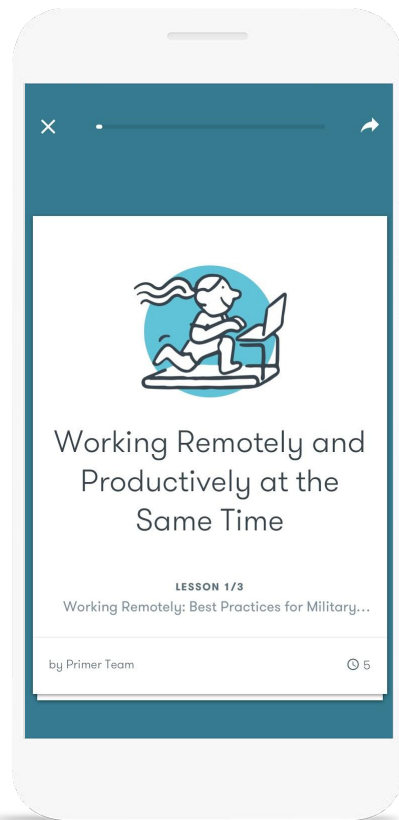
FREE ONLINE TRAINING AND TOOLS AT GROW.GOOGLE

For teachers and students
Bring digital tools into your classroom.

For local businesses
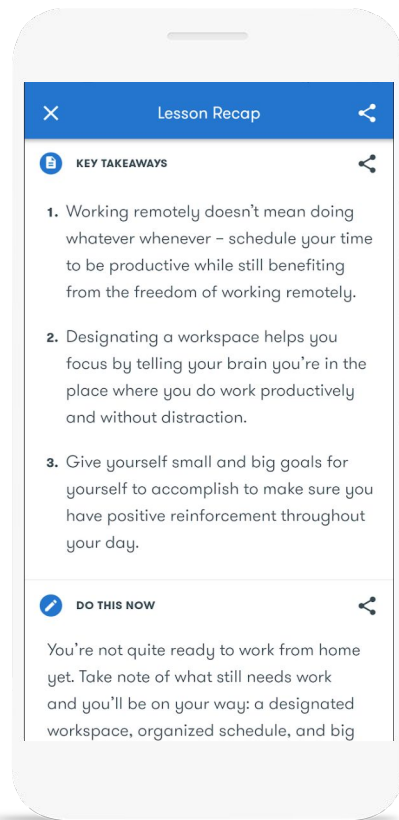Help new customers find you online.

For job seekers
Boost your resume with a new certification.

For developers
Learn to code or take your skills to the next level.

RESOURCES
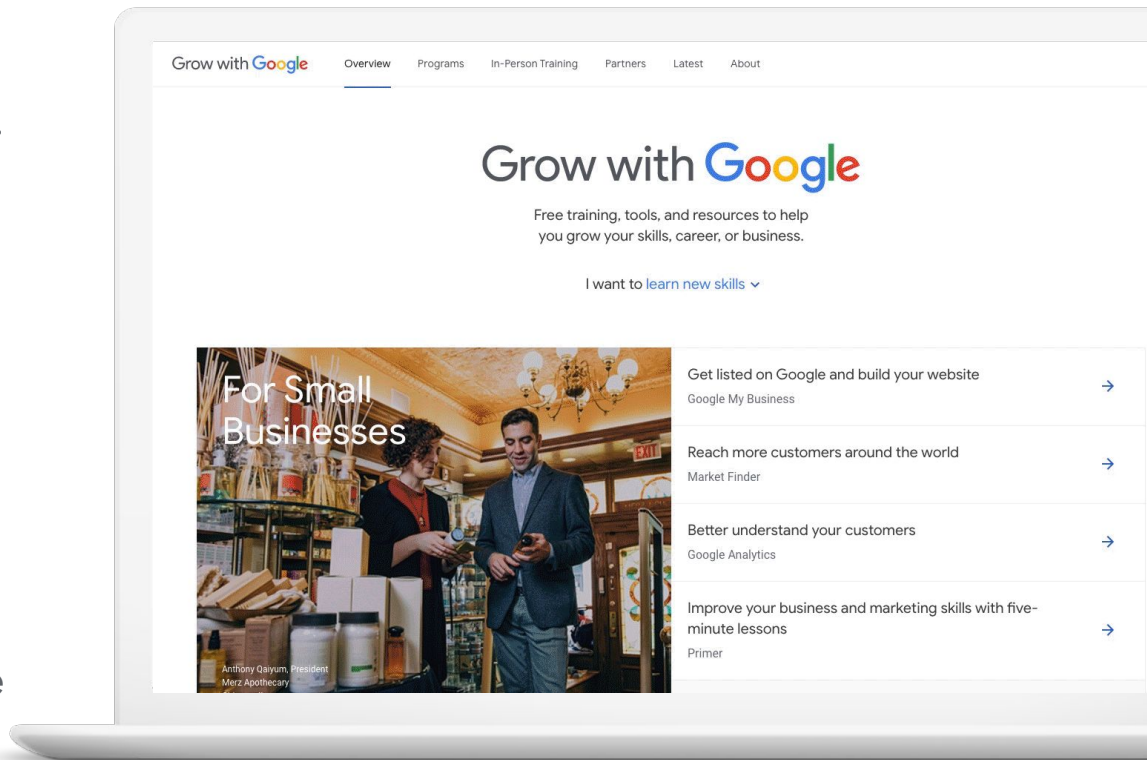
Remote Work	**grow.google/remotework**
Applied Digital Skills	**g.co/applieddigitalskills**
Primer	**yourprimer.com**
Google Accounts	**account.google.com**
Google Calendar	**calendar.google.com**
Google Docs	**docs.google.com**
Google Drive	**drive.google.com**
Gmail	**gmail.com**
Google Sheets	**sheets.google.com**
Google Slides	**slides.google.com**
Google Workspace	**g.co/workspace**

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Thank You

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