

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?



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.



EVERYDAY TASKS FOR REMOTE WORK

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



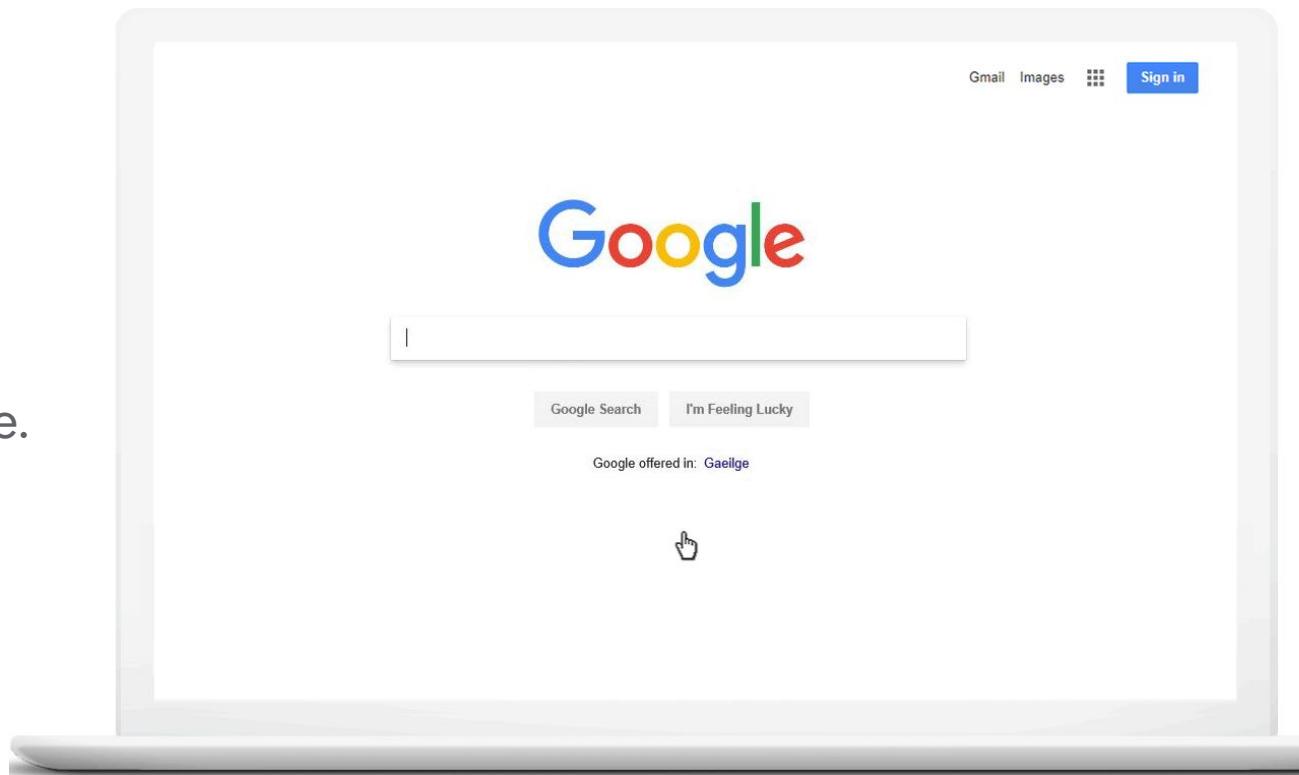
AGENDA

- **CREATE A TO-DO LIST WITH GOOGLE SHEETS**
- **CREATE A MEETING AGENDA WITH GOOGLE DOCS**
- **BUILD A STATUS UPDATE PRESENTATION WITH GOOGLE SLIDES**
- **RESOURCES**

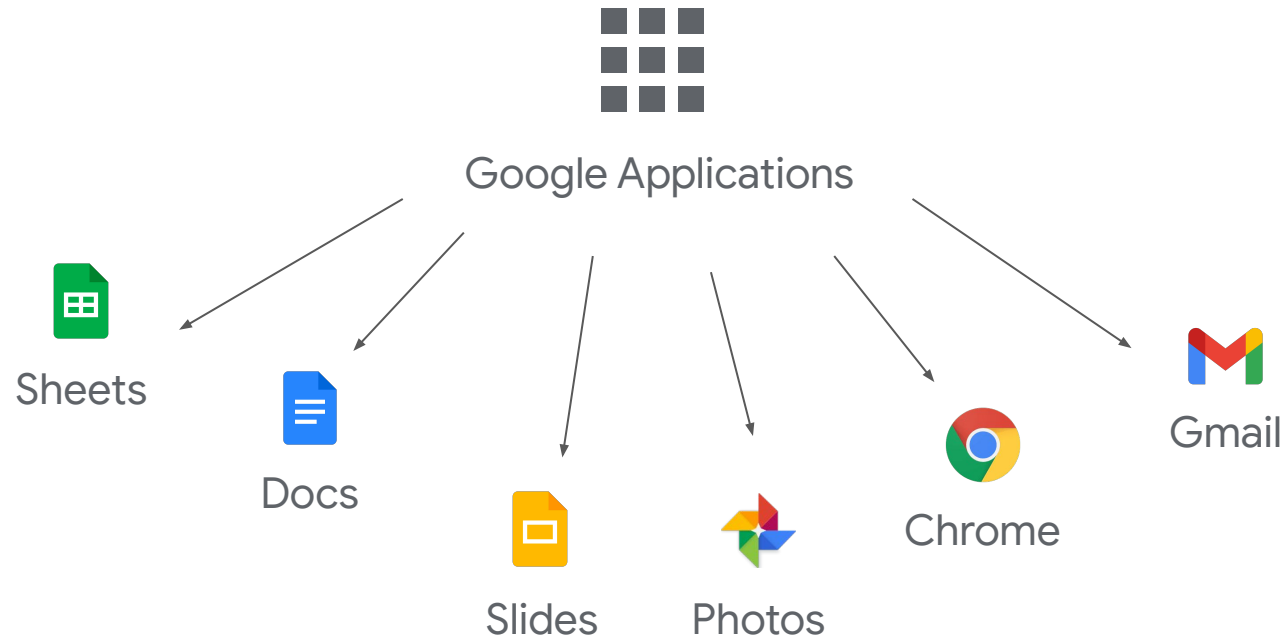
STEP 1: SIGN IN TO YOUR GOOGLE ACCOUNT

Sign in to your
Google Account.

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



GOOGLE APPLICATIONS



STEP 2: ACCESS GOOGLE DRIVE

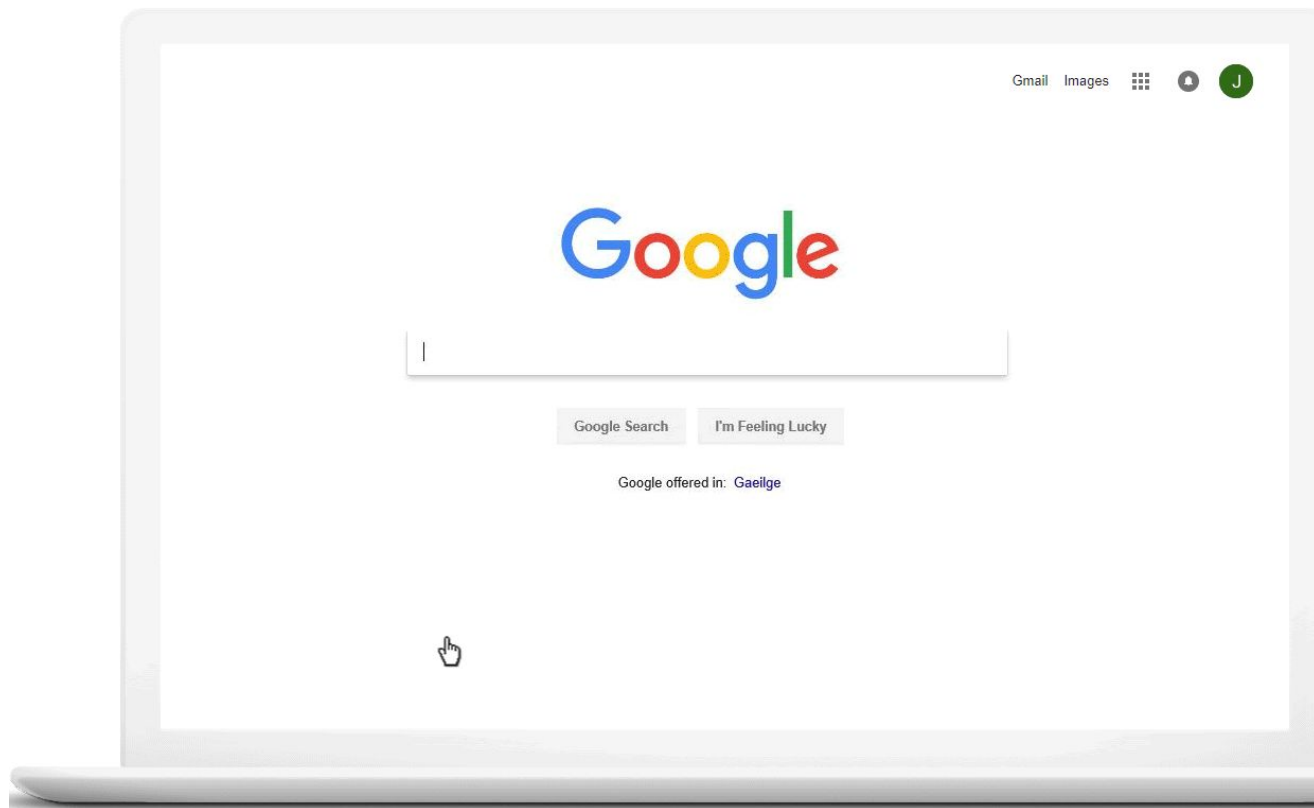
Click [Google Apps](#).

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



Create a To-Do List With Google Sheets



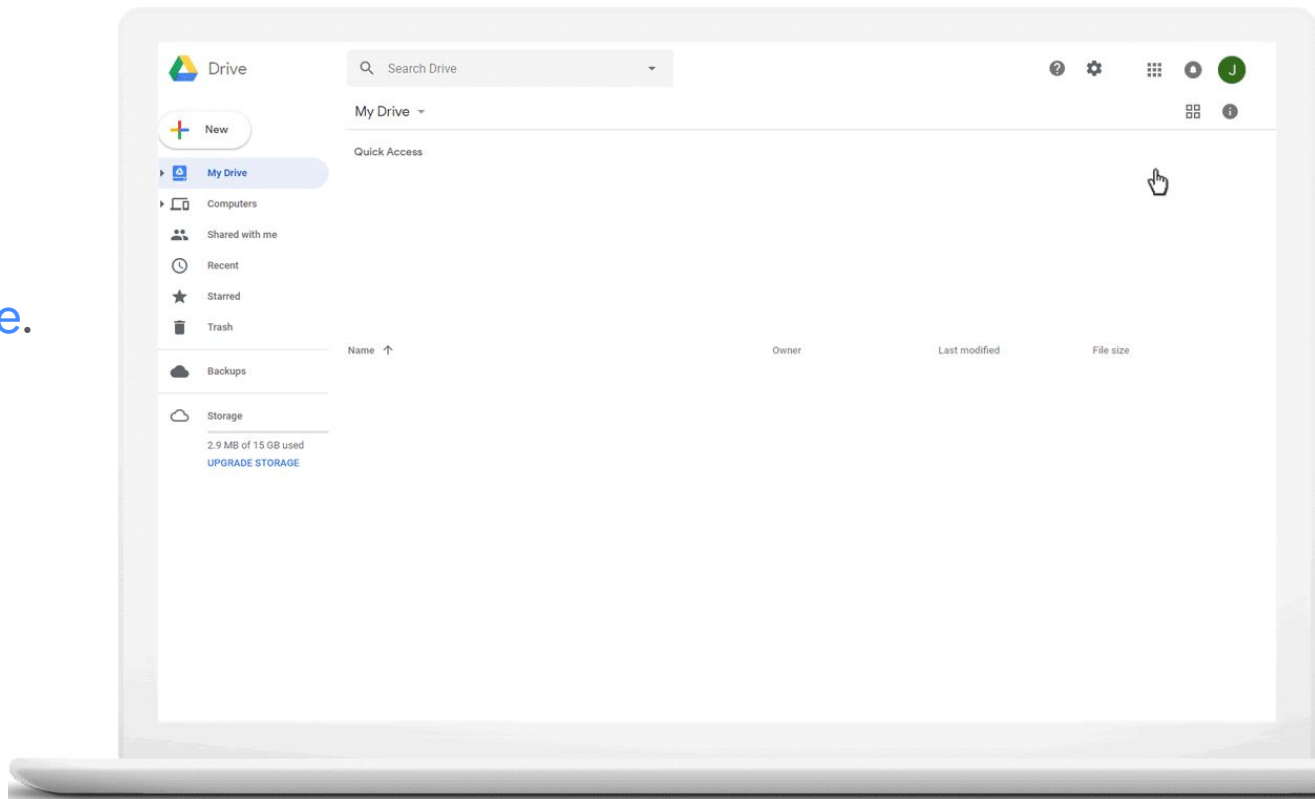
STEP 3: ACCESS GOOGLE SHEETS

Click **New**.

Click **Google Sheets**.

Click **From a template**.

Click **To-do list**.



STEP 4: POPULATE YOUR SHEET

Add tasks.

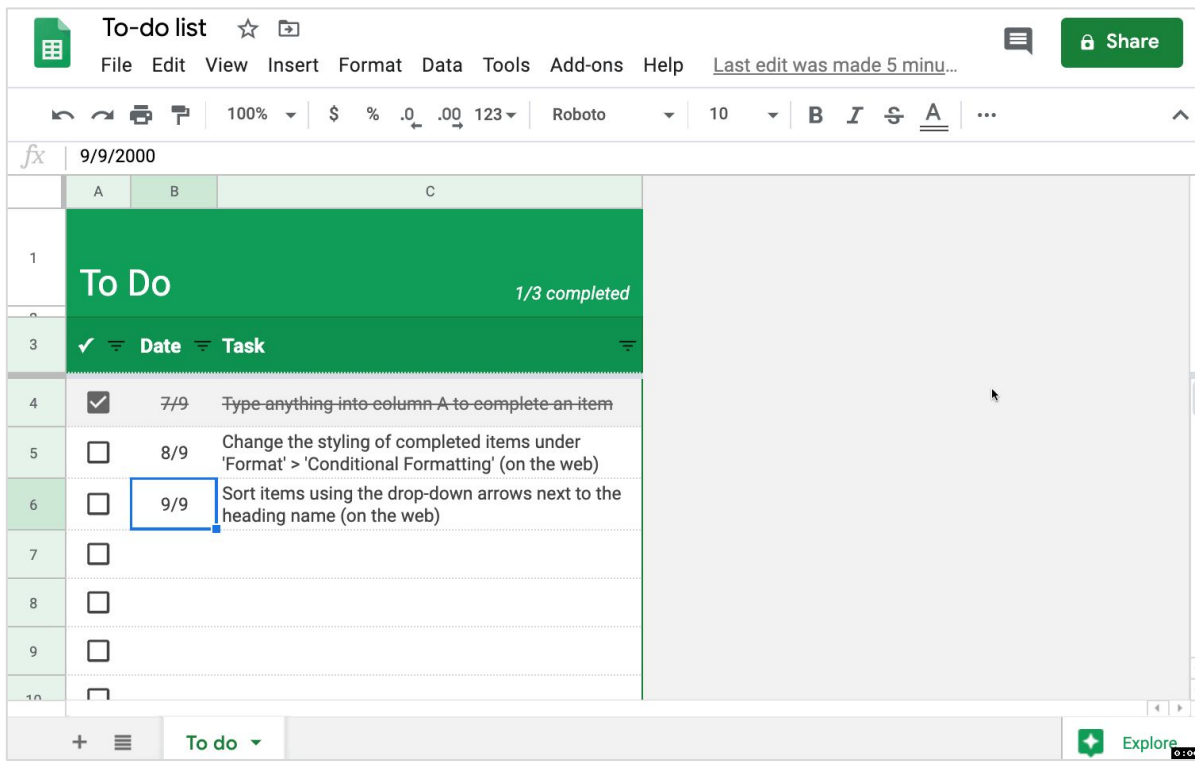
Add dates.

	A	B	C
1	To Do		
2	1/3 completed		
3	✓	Date	Task
4	✓	7/9	Type anything into column A to complete an item
5	□	8/9	Change the styling of completed items under 'Format' > 'Conditional Formatting' (on the web)
6	□	9/9	Sort items using the drop-down arrows next to the heading name (on the web)
7	□		
8	□		
9	□		
10	□		

STEP 4: POPULATE YOUR SHEET

Add tasks.

Add dates.



The screenshot shows a Google Sheets spreadsheet titled "To-do list". The spreadsheet has three columns: A, B, and C. The first row (row 1) is a green header row with the text "To Do" in column A and "1/3 completed" in column C. The second row (row 2) is a green header row with the text "Date" in column A and "Task" in column C. The third row (row 3) contains a checked checkbox in column A, the date "7/9" in column B, and the text "Type anything into column A to complete an item" in column C. The fourth row (row 4) contains an unchecked checkbox in column A, the date "8/9" in column B, and the text "Change the styling of completed items under 'Format' > 'Conditional Formatting' (on the web)" in column C. The fifth row (row 5) contains an unchecked checkbox in column A, the date "9/9" in column B, and the text "Sort items using the drop-down arrows next to the heading name (on the web)" in column C. The sixth row (row 6) contains an unchecked checkbox in column A and is empty in columns B and C. The seventh row (row 7) contains an unchecked checkbox in column A and is empty in columns B and C. The eighth row (row 8) contains an unchecked checkbox in column A and is empty in columns B and C. The ninth row (row 9) contains an unchecked checkbox in column A and is empty in columns B and C. The tenth row (row 10) contains an unchecked checkbox in column A and is empty in columns B and C. The spreadsheet is displayed in a web browser window with a menu bar (File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help) and a toolbar with various icons. The status bar at the bottom shows "To do" and "Explore".

	A	B	C
1	To Do 1/3 completed		
2	✓	Date	Task
3	✓	7/9	Type anything into column A to complete an item
4	☐	8/9	Change the styling of completed items under 'Format' > 'Conditional Formatting' (on the web)
5	☐	9/9	Sort items using the drop-down arrows next to the heading name (on the web)
6	☐		
7	☐		
8	☐		
9	☐		
10	☐		

STEP 5: ADD COLUMNS AND POPULATE ROWS

Add columns.

Populate rows.

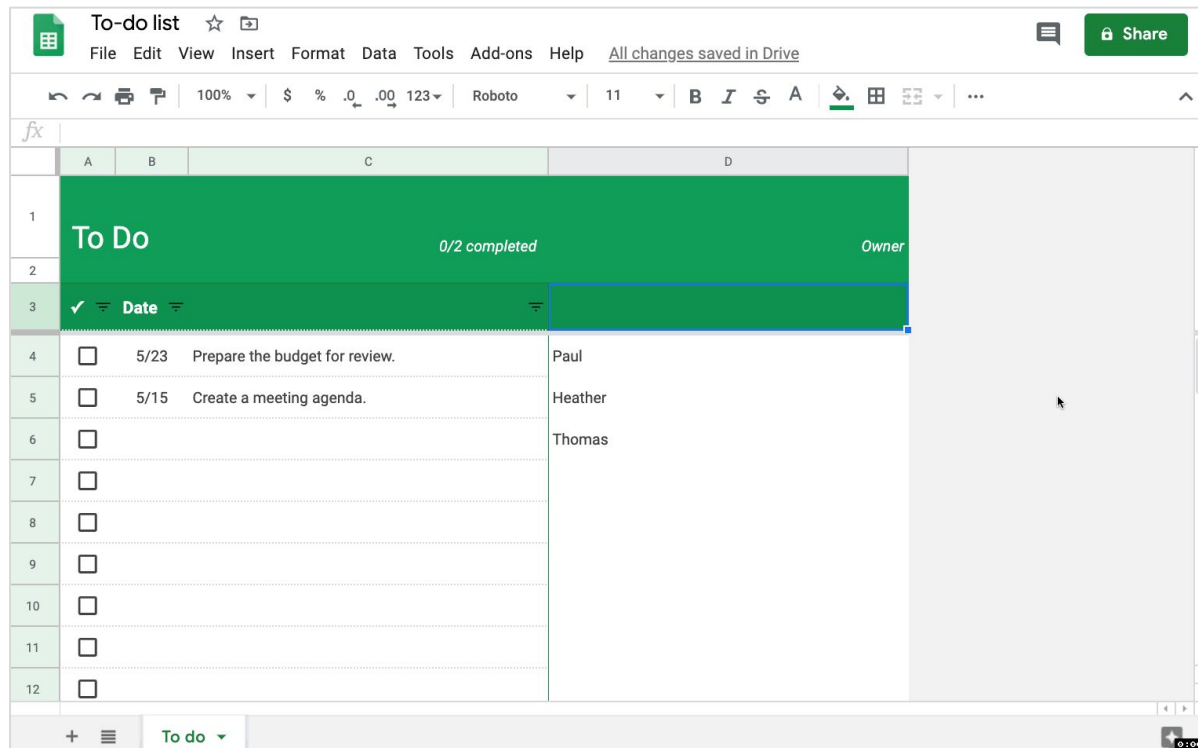
The screenshot shows a Google Sheets spreadsheet titled "To-do list". The interface includes a menu bar (File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help), a toolbar with various icons, and a status bar at the bottom. The spreadsheet has three columns: A, B, and C. Row 1 is a header row with a green background. Row 2 is a data row with a green background. Row 3 is a data row with a green background. Row 4 is a data row with a white background. Row 5 is a data row with a white background. Row 6 is a data row with a white background. Row 7 is a data row with a white background. Row 8 is a data row with a white background. Row 9 is a data row with a white background. Row 10 is a data row with a white background. The data in the spreadsheet is as follows:

	A	B	C
1	To Do 0/2 completed		
2	✓	Date	
3	<input type="checkbox"/>	5/23	Prepare the budget for review.
4	<input type="checkbox"/>	5/15	Create a meeting agenda.
5	<input type="checkbox"/>		
6	<input type="checkbox"/>		
7	<input type="checkbox"/>		
8	<input type="checkbox"/>		
9	<input type="checkbox"/>		
10	<input type="checkbox"/>		

STEP 6: FORMAT YOUR SHEET

Change the fill color.

Change the font size,
style, and color.



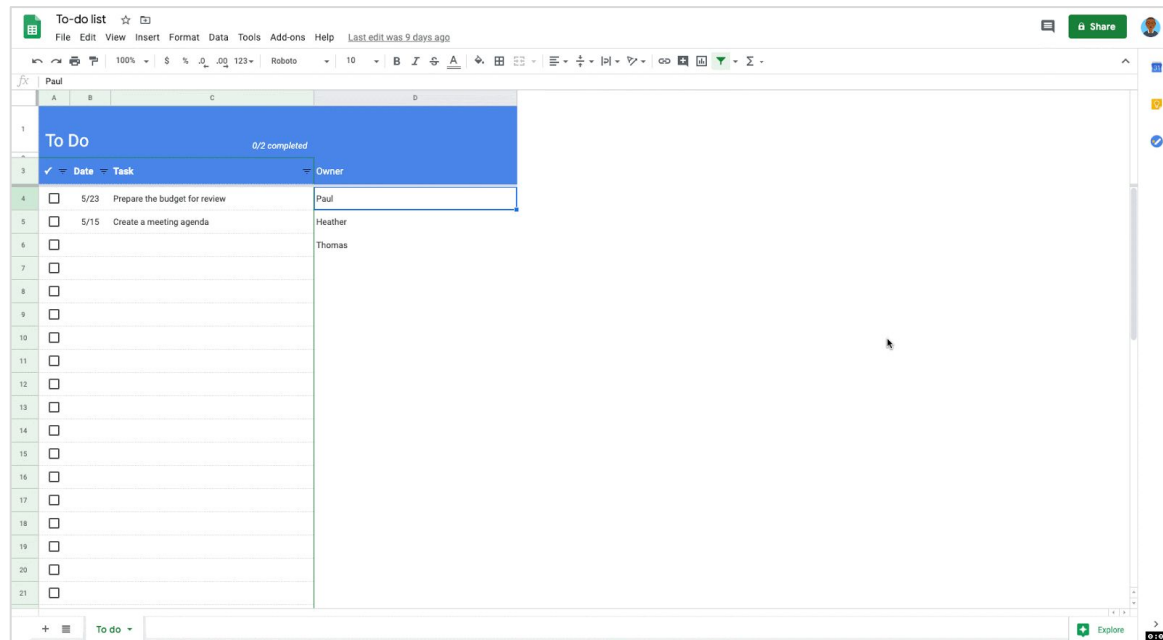
The screenshot shows a Google Sheets spreadsheet titled "To-do list". The interface includes a menu bar (File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help), a toolbar with various icons, and a status bar at the bottom. The spreadsheet has four columns labeled A, B, C, and D. The first row (row 1) is a green header with the text "To Do" in column A, "0/2 completed" in column C, and "Owner" in column D. The second row (row 2) is empty. The third row (row 3) is a green header with a checkmark icon in column A, the text "Date" in column B, and a blue border in column D. The fourth row (row 4) contains a checkbox in column A, the date "5/23" in column B, the text "Prepare the budget for review." in column C, and the name "Paul" in column D. The fifth row (row 5) contains a checkbox in column A, the date "5/15" in column B, the text "Create a meeting agenda." in column C, and the name "Heather" in column D. The sixth row (row 6) contains a checkbox in column A and the name "Thomas" in column D. The seventh row (row 7) contains a checkbox in column A. The eighth row (row 8) contains a checkbox in column A. The ninth row (row 9) contains a checkbox in column A. The tenth row (row 10) contains a checkbox in column A. The eleventh row (row 11) contains a checkbox in column A. The twelfth row (row 12) contains a checkbox in column A. The bottom status bar shows a plus icon, a hamburger menu icon, the text "To do", and a small icon.

	A	B	C	D
1	To Do		0/2 completed	Owner
2				
3	✓	Date		
4	<input type="checkbox"/>	5/23	Prepare the budget for review.	Paul
5	<input type="checkbox"/>	5/15	Create a meeting agenda.	Heather
6	<input type="checkbox"/>			Thomas
7	<input type="checkbox"/>			
8	<input type="checkbox"/>			
9	<input type="checkbox"/>			
10	<input type="checkbox"/>			
11	<input type="checkbox"/>			
12	<input type="checkbox"/>			

STEP 7: FIND YOUR SHEET IN GOOGLE DRIVE

Click the Drive tab.

Find your updated file
in your project list.



Create a Meeting Agenda With Google Docs



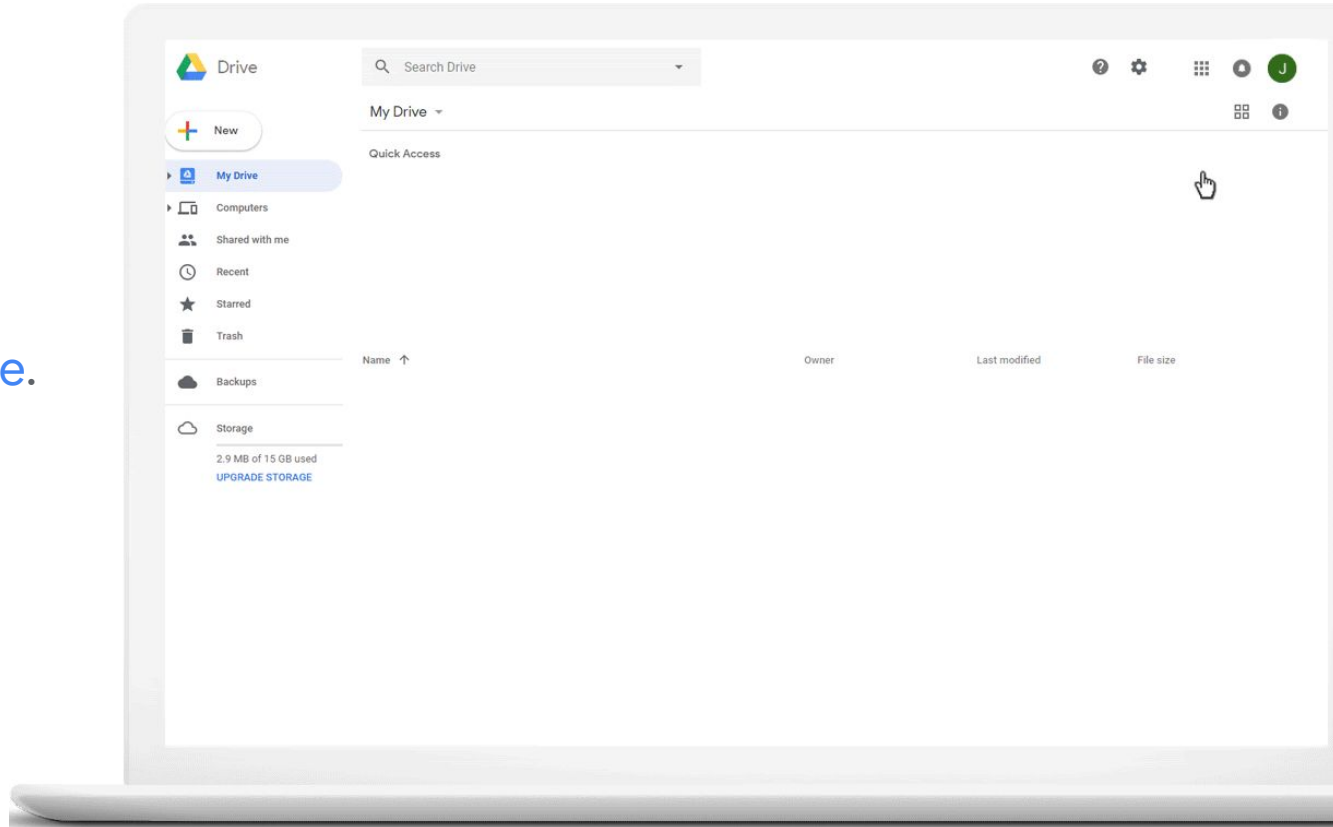
STEP 8: ACCESS GOOGLE DOCS

Click [New](#).

Click [Google Docs](#).

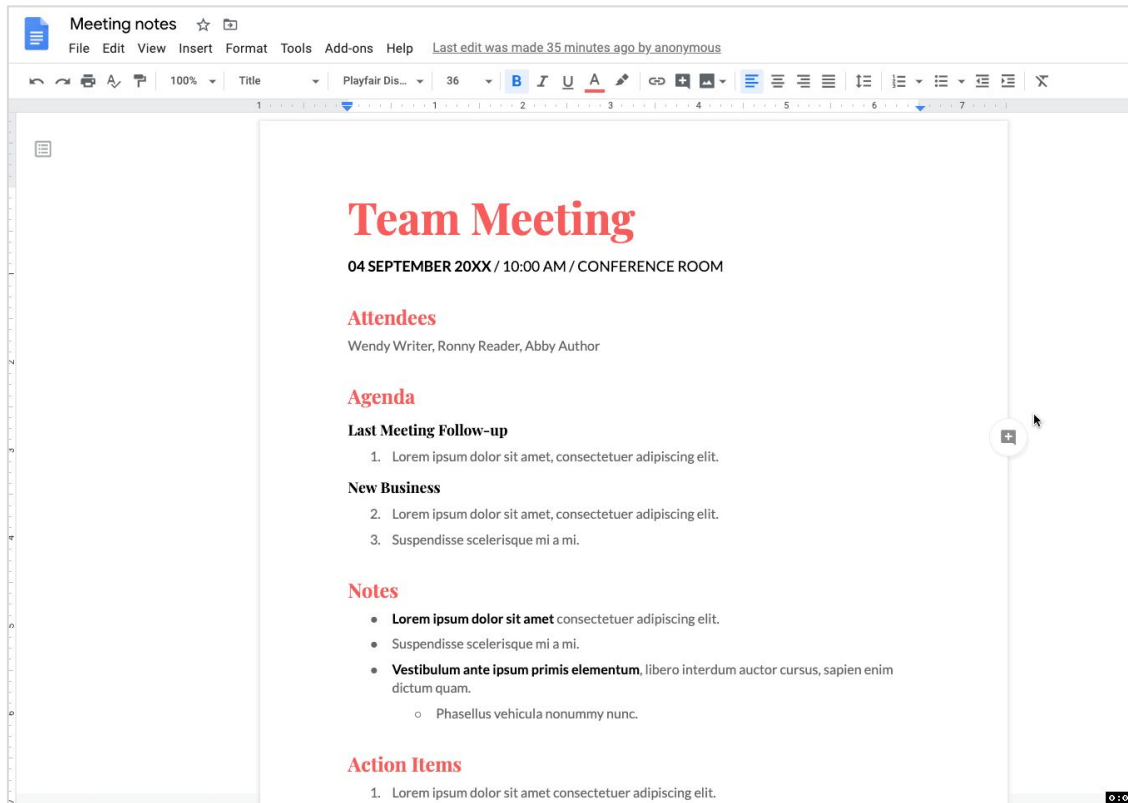
Click [From a template](#).

Click [Meeting notes](#).



STEP 9: POPULATE AND FORMAT YOUR DOCUMENT

Add text.



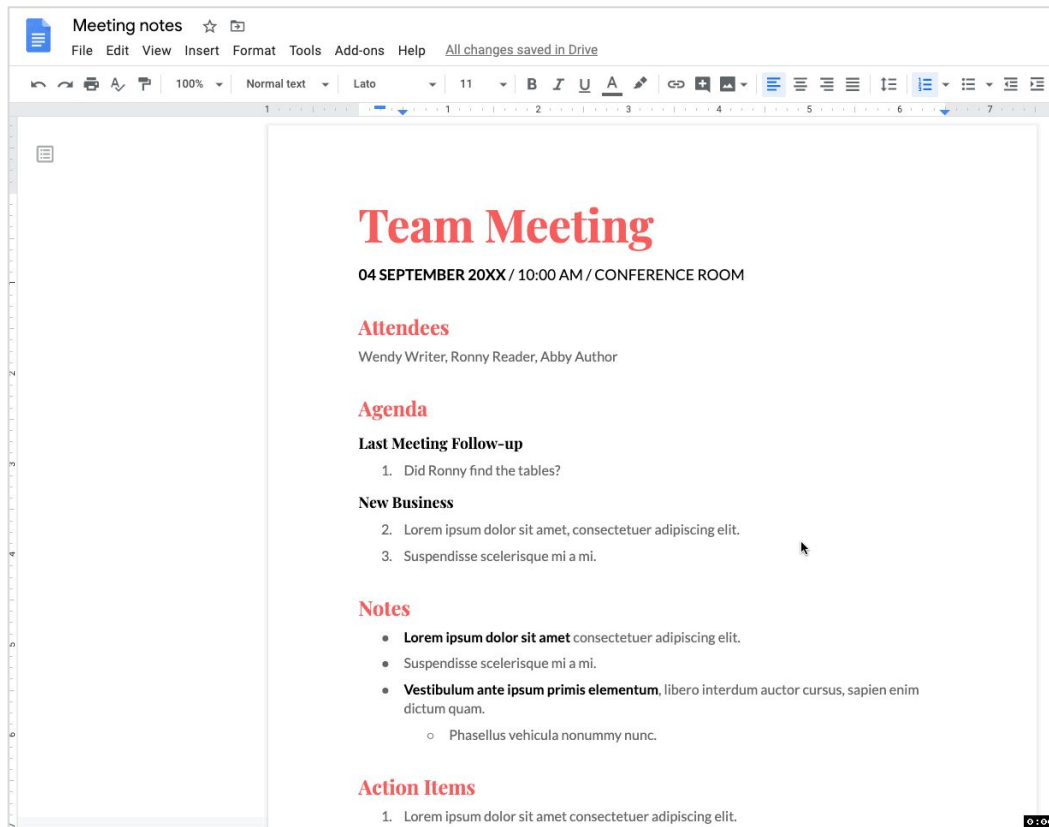
The screenshot displays a Google Docs window titled "Meeting notes". The interface includes a standard menu bar (File, Edit, View, Insert, Format, Tools, Add-ons, Help) and a toolbar with various editing tools. The document content is structured as follows:

- Team Meeting** (Large red heading)
- 04 SEPTEMBER 20XX / 10:00 AM / CONFERENCE ROOM** (Date and time)
- Attendees** (Red heading)
 - Wendy Writer, Ronny Reader, Abby Author
- Agenda** (Red heading)
 - Last Meeting Follow-up**
 - 1. Lorem ipsum dolor sit amet, consectetur adipiscing elit.
 - New Business**
 - 2. Lorem ipsum dolor sit amet, consectetur adipiscing elit.
 - 3. Suspendisse scelerisque mi a mi.
- Notes** (Red heading)
 - Lorem ipsum dolor sit amet consectetur adipiscing elit.
 - Suspendisse scelerisque mi a mi.
 - Vestibulum ante ipsum primis elementum, libero interdum auctor cursus, sapien enim dictum quam.
 - Phasellus vehicula nonummy nunc.
- Action Items** (Red heading)
 - 1. Lorem ipsum dolor sit amet consectetur adipiscing elit.

STEP 9: POPULATE AND FORMAT YOUR DOCUMENT

Add text.

Format text.

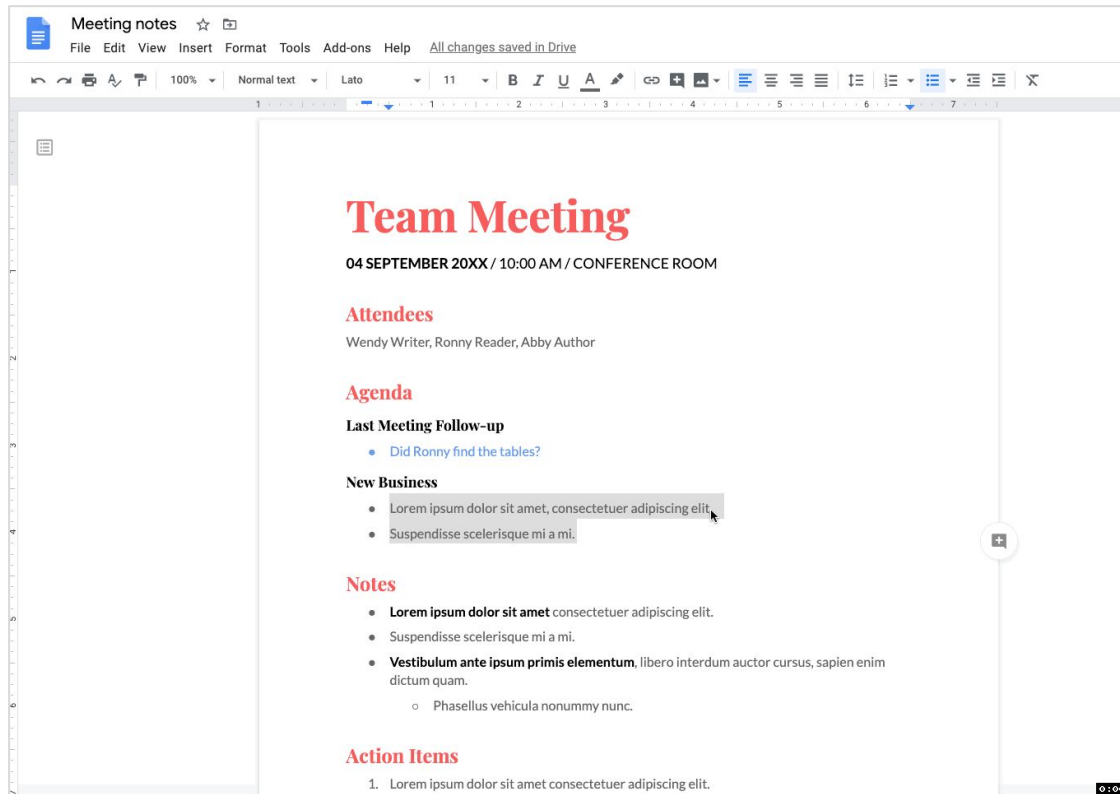


STEP 9: POPULATE AND FORMAT YOUR DOCUMENT

Add text.

Format text.

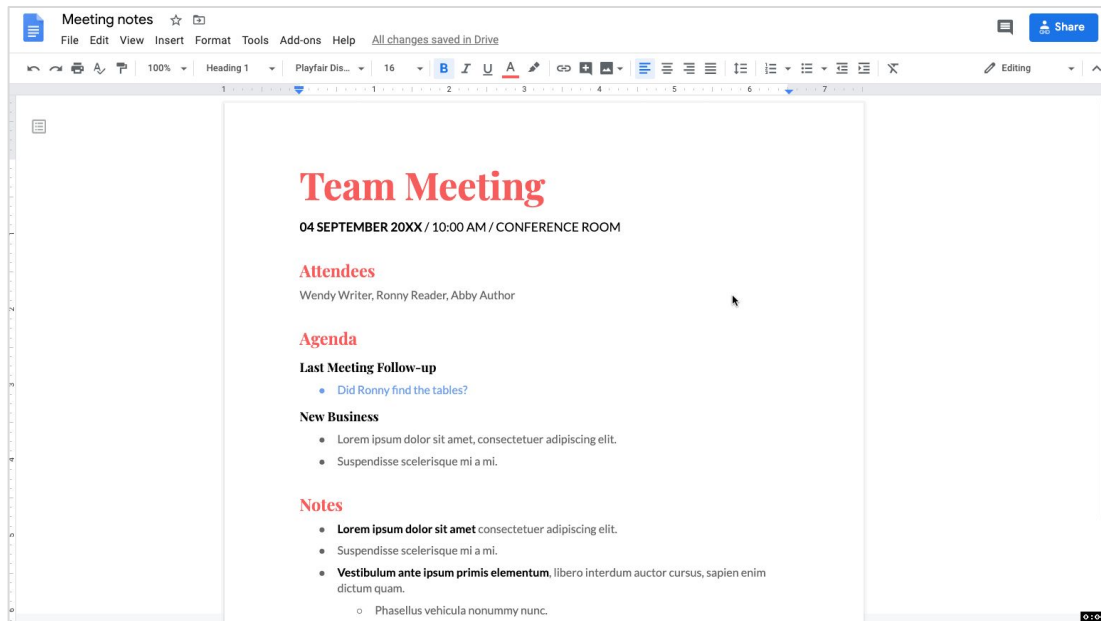
Insert a comment.



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

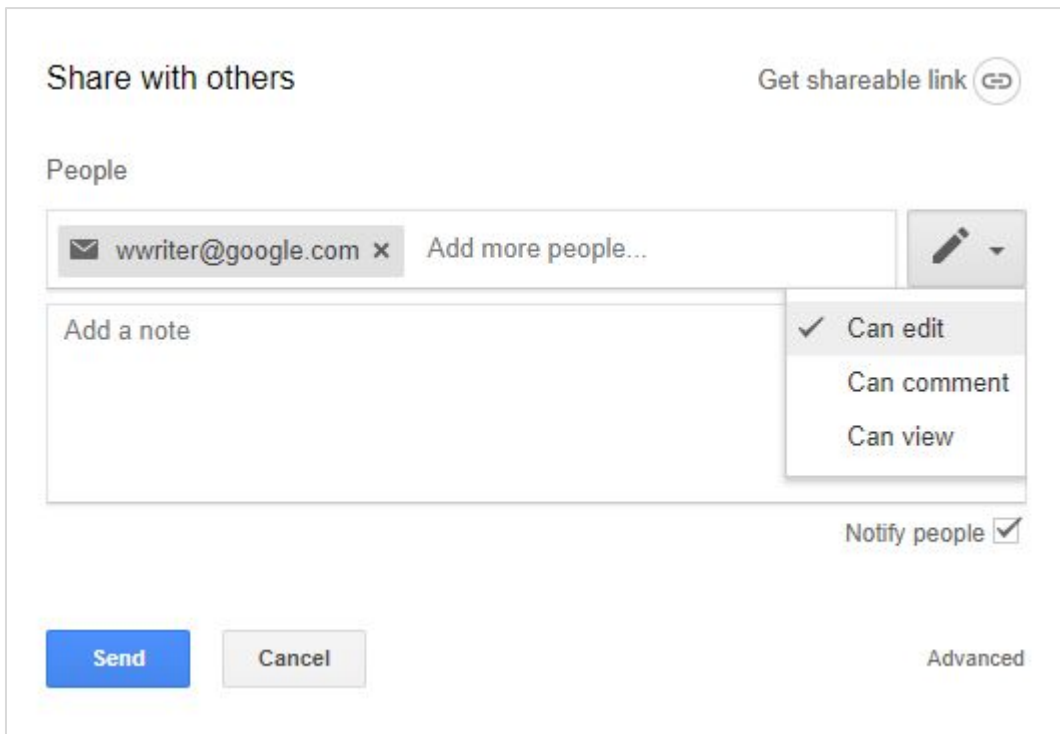
Click on a comment or create a new one.

Type + followed by an email address.

Click [Share](#) in the upper-right corner.

Select the access level.

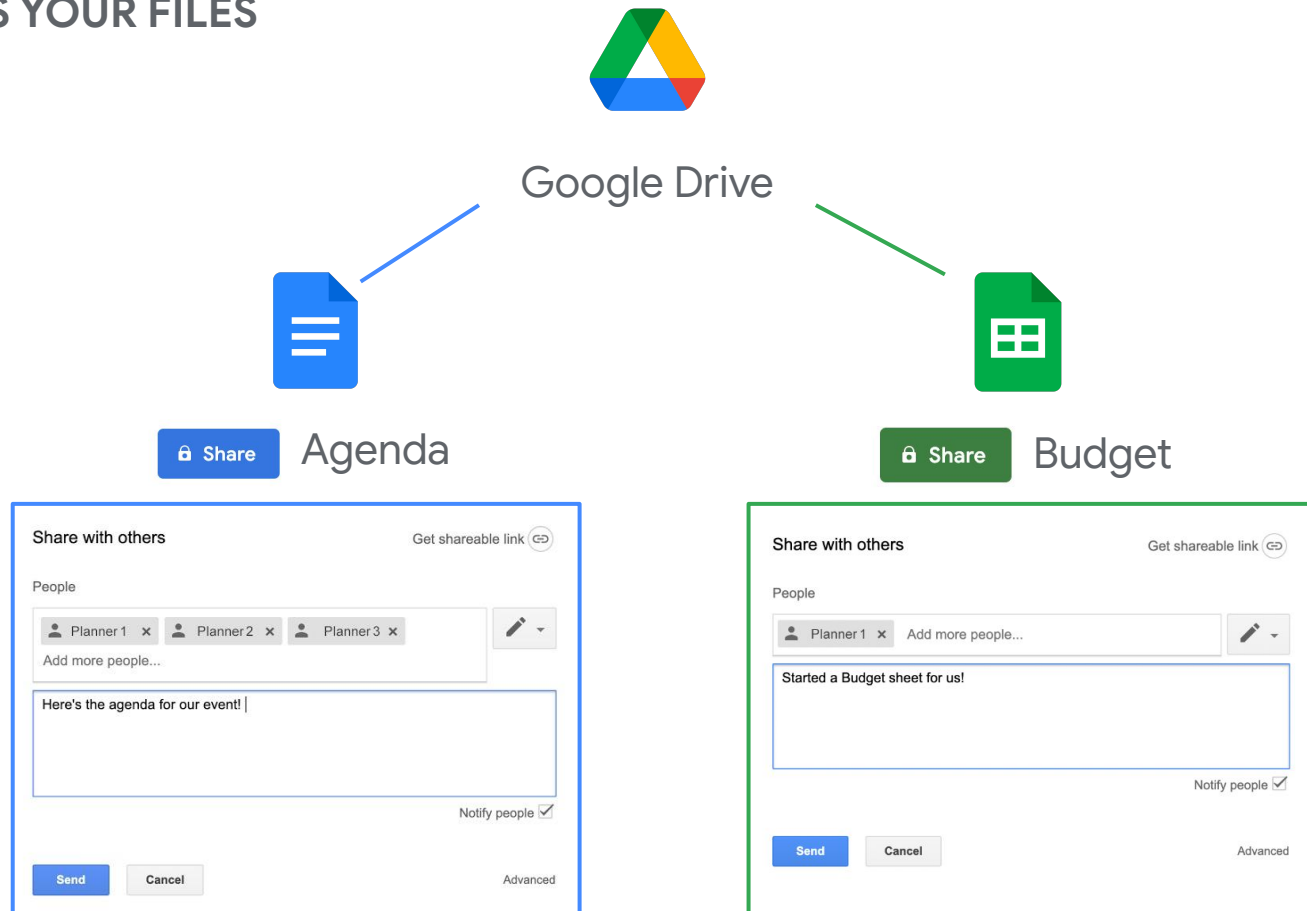
Add a comment and then click [Send](#).



The screenshot shows the 'Share with others' dialog box. At the top right is a 'Get shareable link' button with a link icon. Below this is a 'People' section with a search bar containing 'wwriter@google.com' and an 'Add more people...' button. A dropdown menu is open, showing three access levels: 'Can edit' (selected with a checkmark), 'Can comment', and 'Can view'. Below the dropdown is a text area labeled 'Add a note'. At the bottom right is a 'Notify people' checkbox, which is checked. At the bottom left are 'Send' and 'Cancel' buttons. At the bottom right is an 'Advanced' link.

CONTROL WHO SEES YOUR FILES

Share access to different files with different groups or individuals.



Build a Status Update Presentation With Google Slides



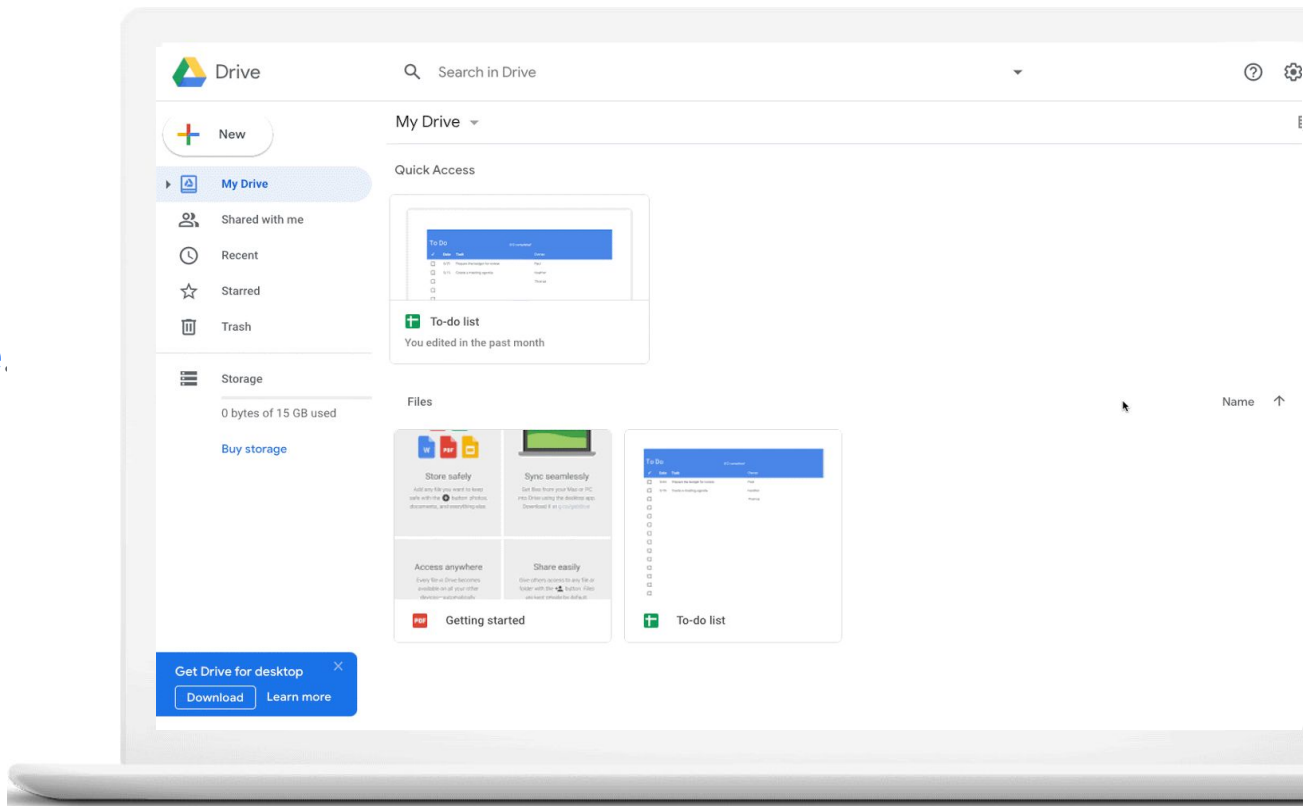
STEP 11: ACCESS GOOGLE SLIDES

Click **New**.

Click **Google Slides**.

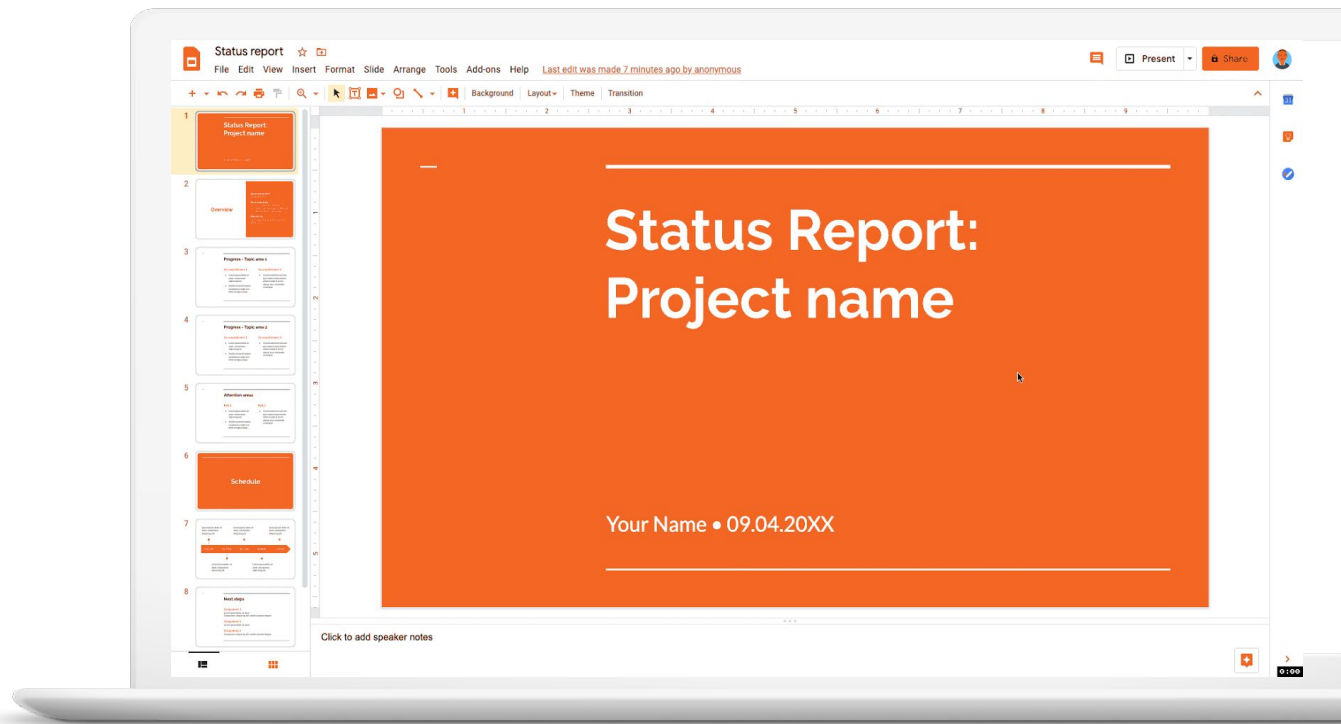
Click **From a template**.

Click **Status Report**.



STEP 12: POPULATE AND FORMAT YOUR PRESENTATION

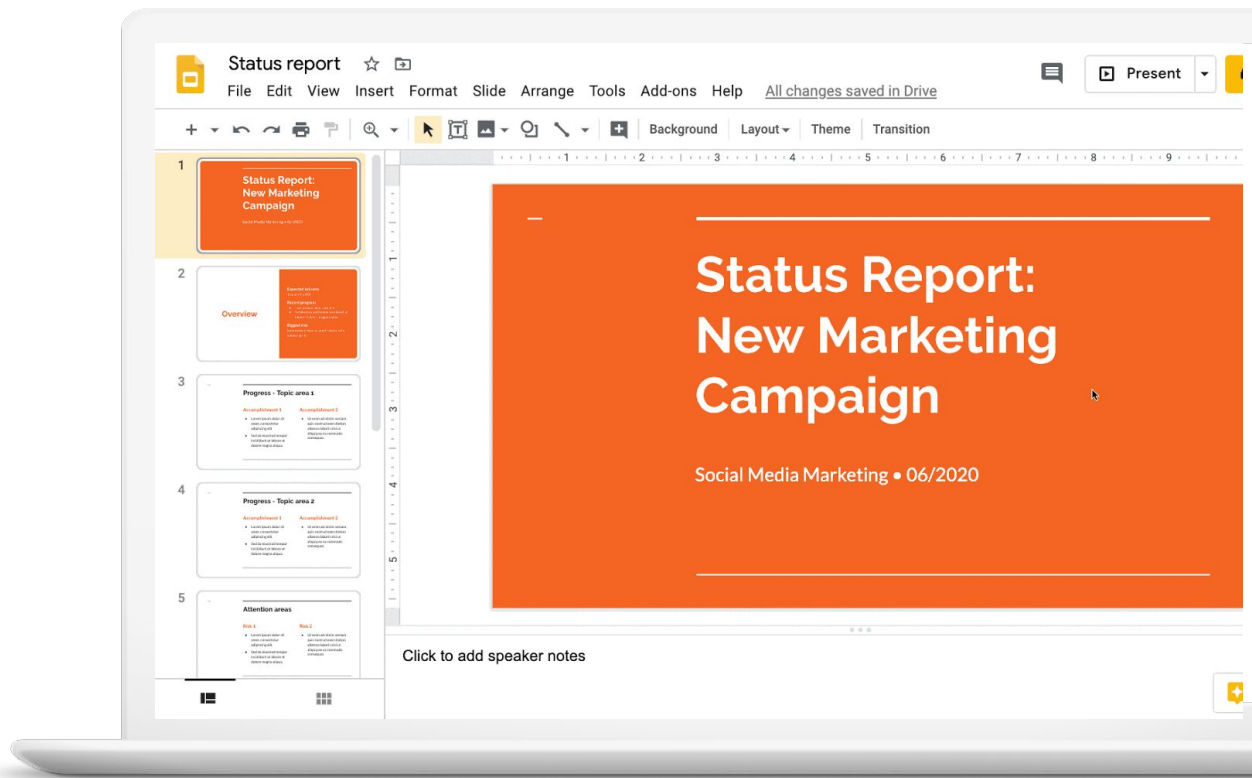
Create a title slide.



STEP 12: POPULATE AND FORMAT YOUR PRESENTATION

Create a title slide.

Select layouts.

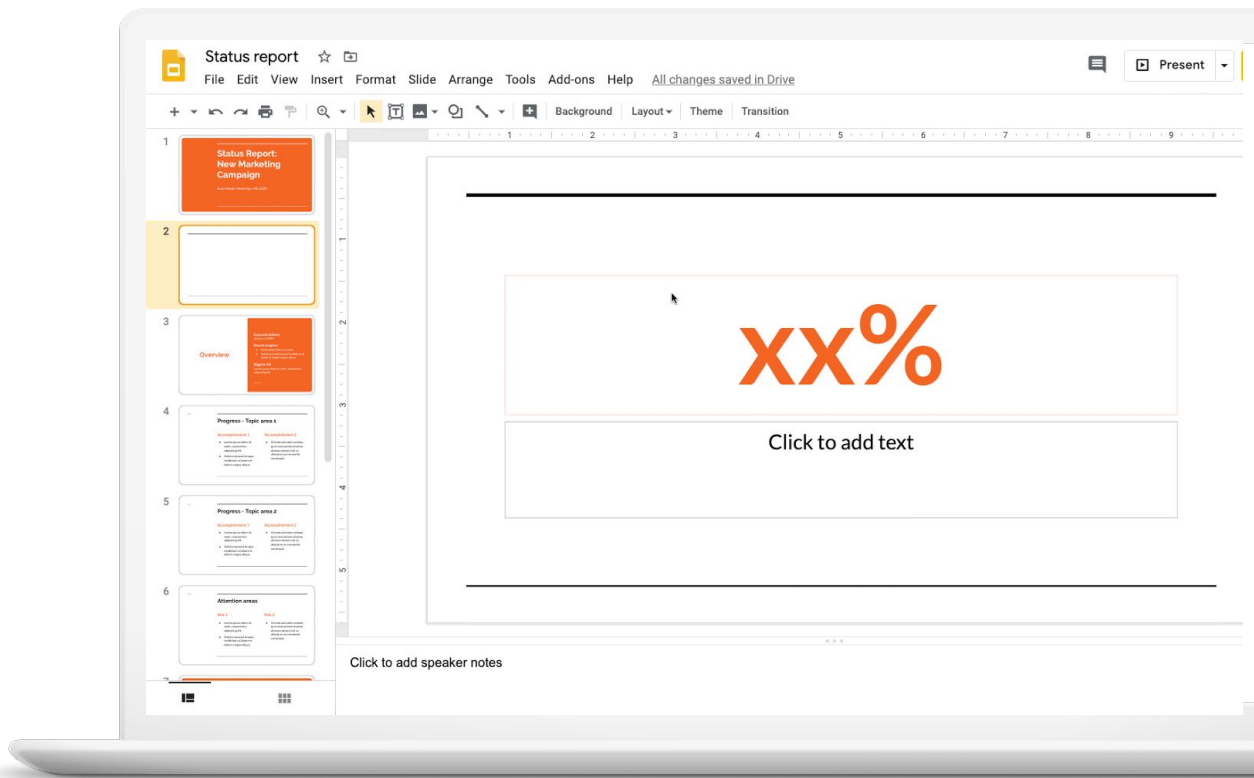


STEP 12: POPULATE AND FORMAT YOUR PRESENTATION

Create a title slide.

Select layouts.

Add visuals.



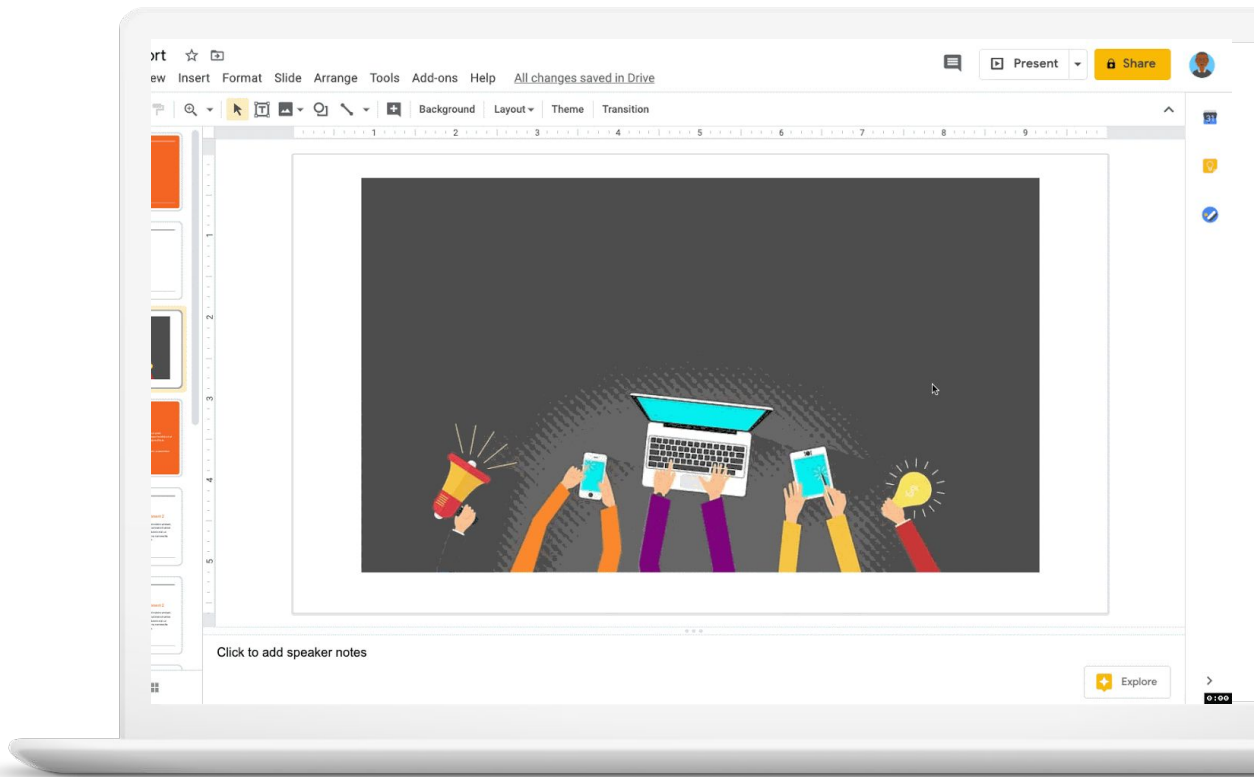
STEP 13: COLLABORATE ON THE PRESENTATION

Create a title slide.

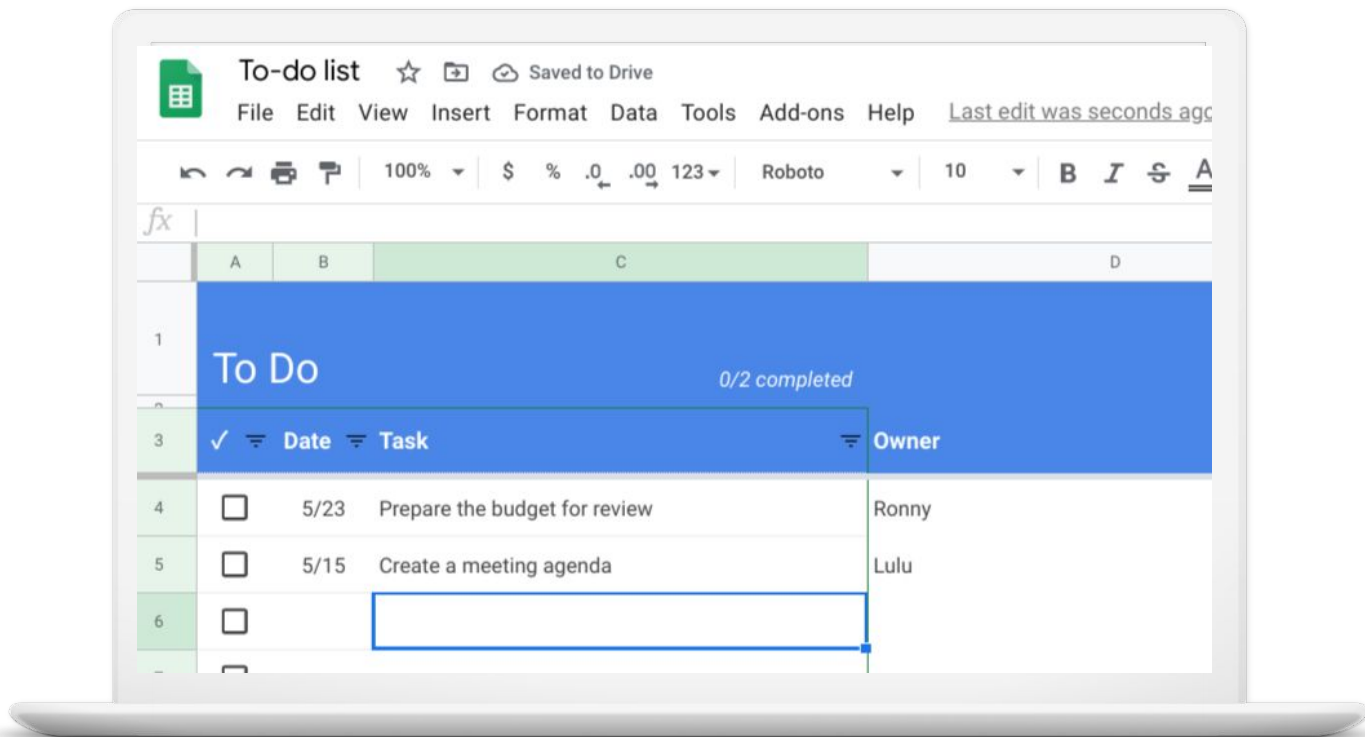
Select layouts.

Add visuals.

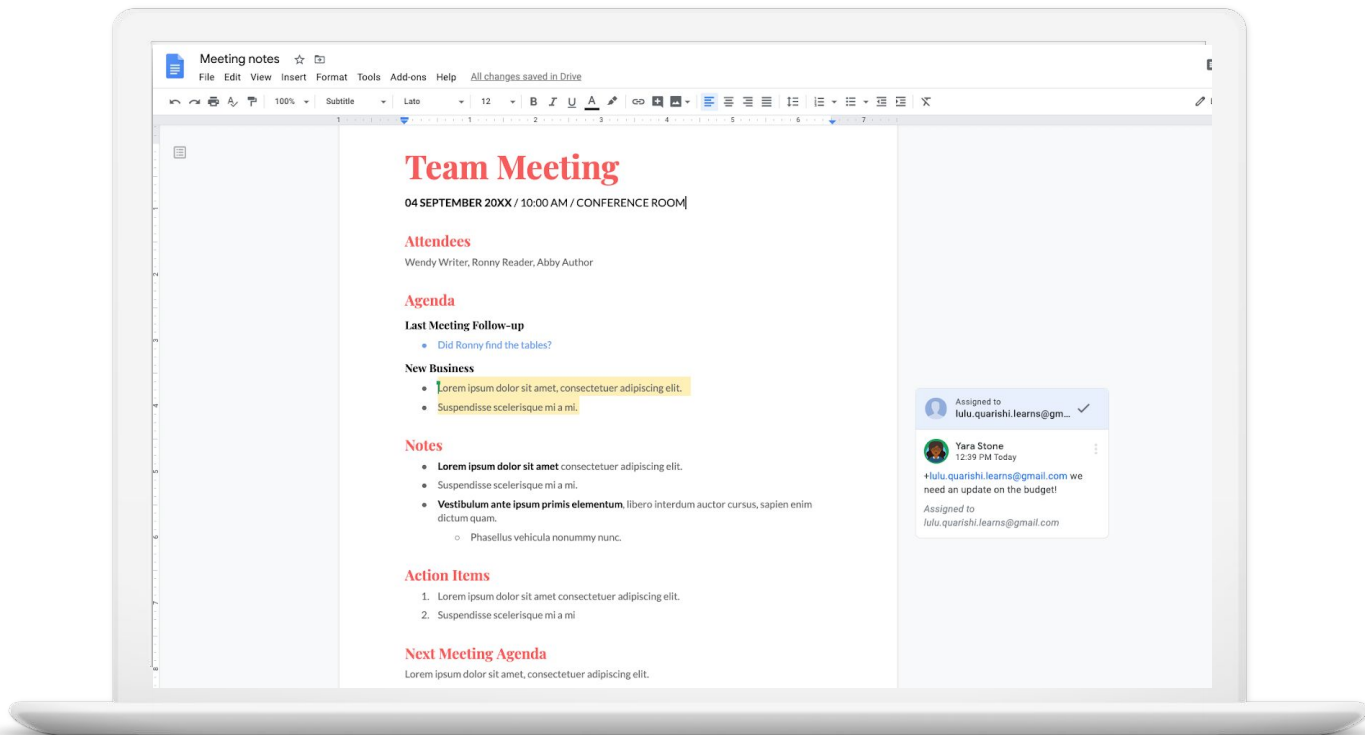
Share the presentation.



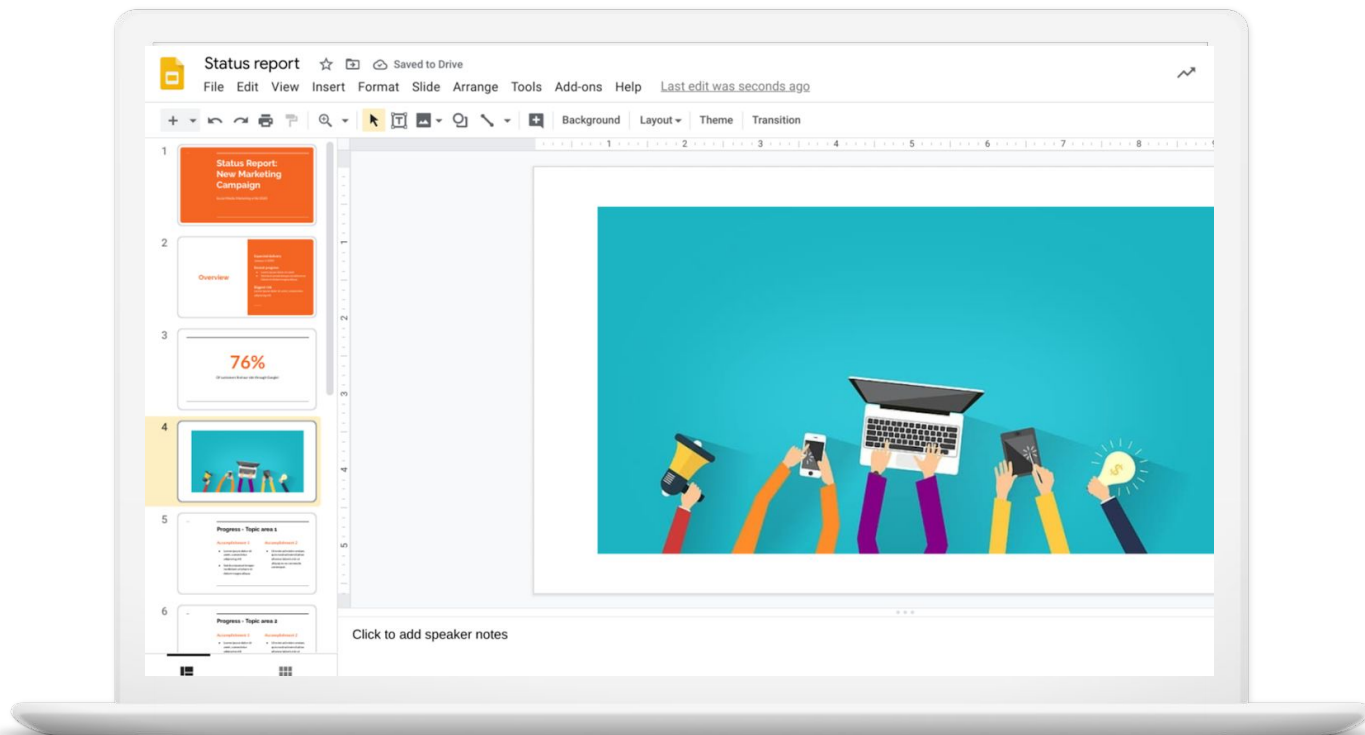
RECAP: GOOGLE SHEETS TO-DO LIST



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.

Resources

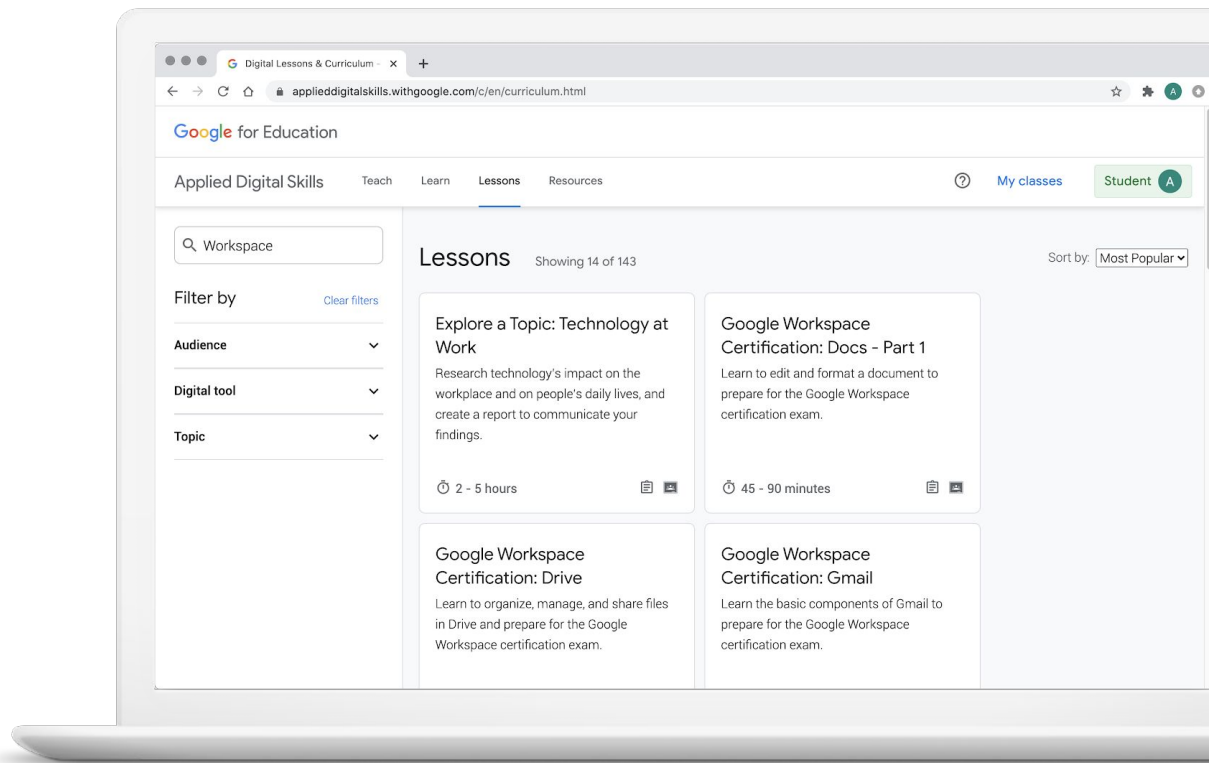


FREE LESSONS FROM APPLIED DIGITAL SKILLS

Sharpen your Google Workspace knowledge with Applied Digital Skills lessons.

Quick Tip:

Free video lessons available at
g.co/applieddigitalskills

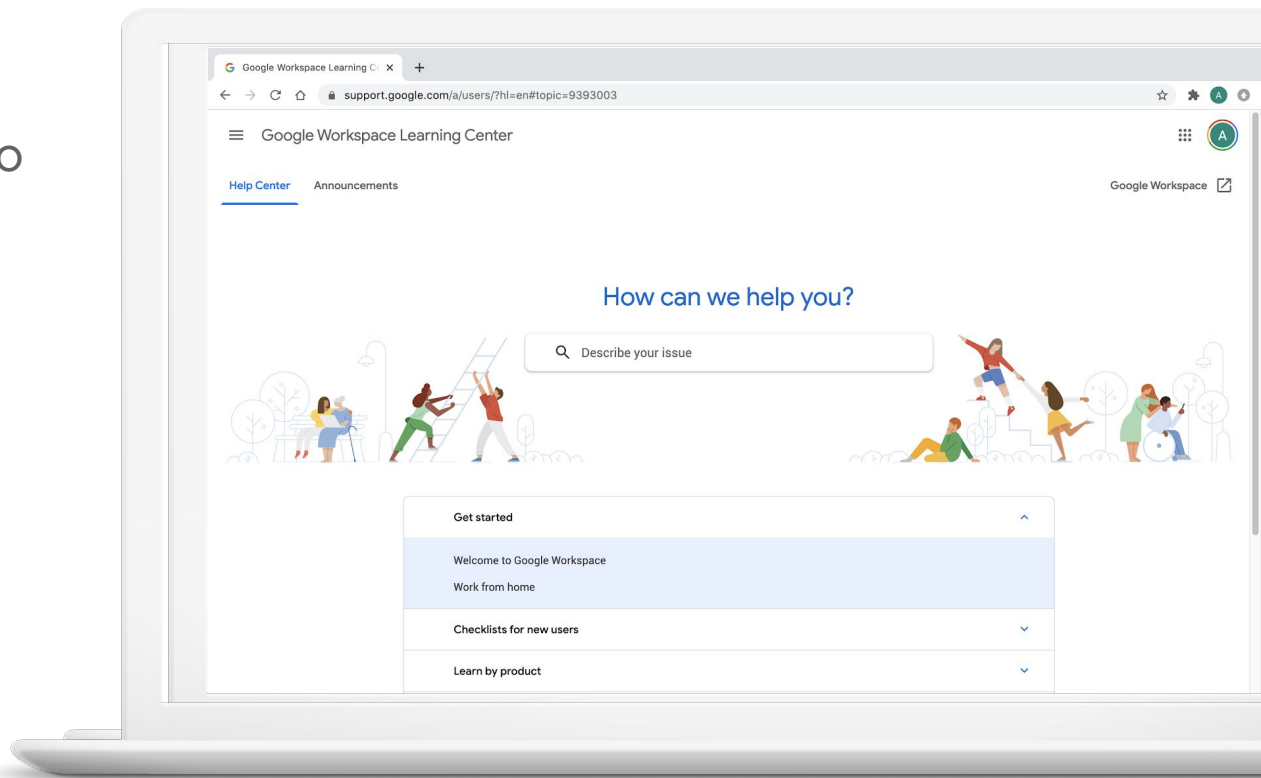


FIND ANSWERS IN THE LEARNING CENTER

Visit the Learning Center to find answers to questions, checklists for new users, video tutorials, and more.

Quick Tip:

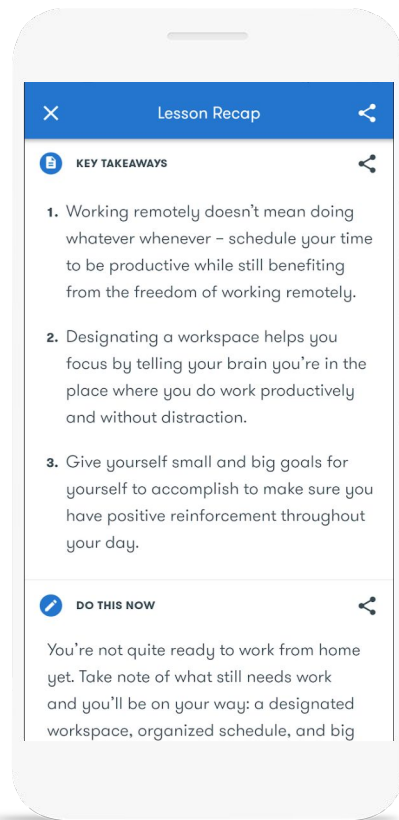
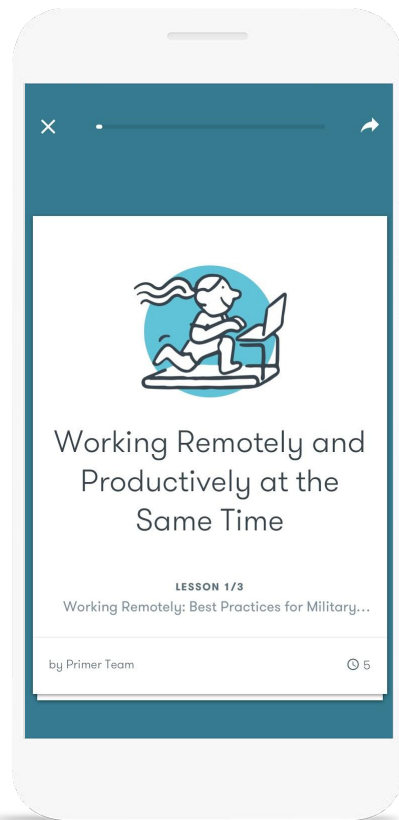
Visit the Learning Center at
g.co/grow/workspacehelp



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

FREE ONLINE TRAINING AND TOOLS AT GROW.GOOGLE

For teachers and students

Bring digital tools into your classroom.

For local businesses

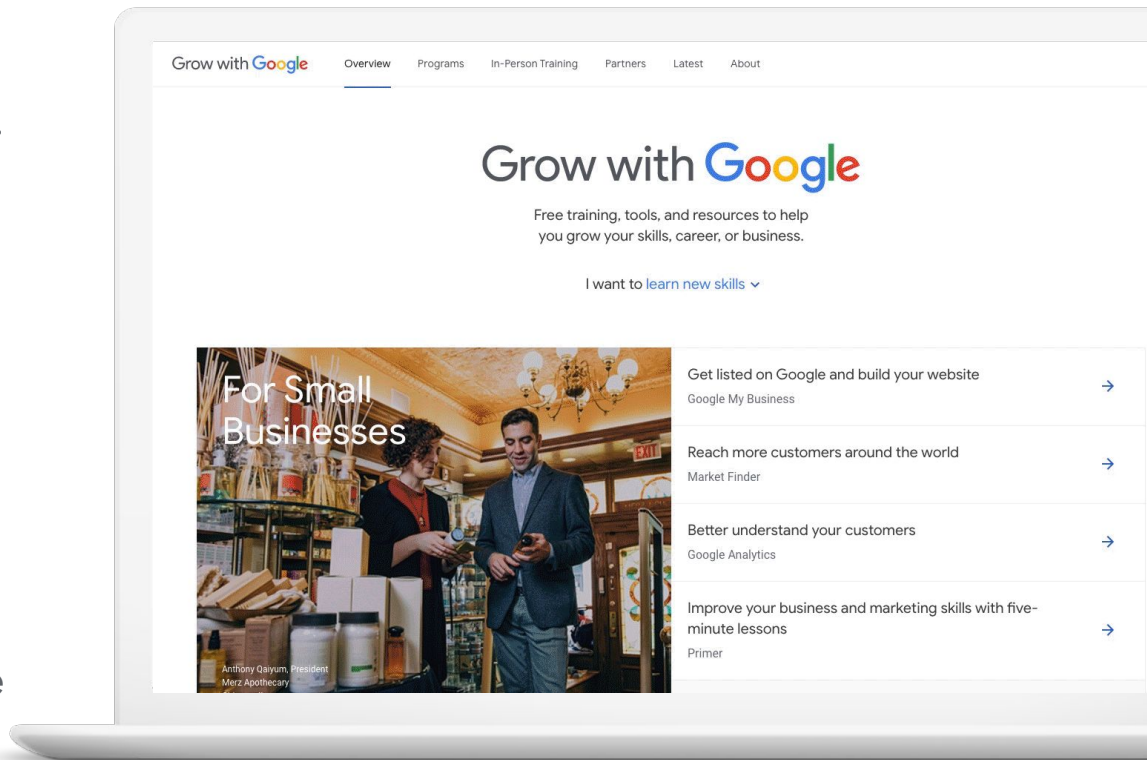
Help new customers find you online.

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

Grow with Google

Thank You



Grow with Google