

Dear Students,

Each of the 3 Google courses will be geared to beginner/moderate level users and will explore the many fabulous features of each tool. Each session will build upon the other, but the sessions can also stand alone.

- For Session #1 - Gmail and Calendar, you will discover the many hidden conveniences, organizational tools and how to customize your gmail and calendar to your personal taste.
- For Session #2 - Drive, Docs and Slides, bring a Microsoft Word file, or some text, PDF and images in png or pdf format, on a thumb drive (or email to yourself so you can download in class) to assist in developing a Google Doc and Google Slide Presentation.
- For Session #3 - Surveys and Sheets, prepare to create a survey for a potluck or a registration event by bringing a list of questions, items, or instructions.

This class is designed for people with limited to moderate experience with Google, but who have strong computer skills. Computer skills necessary are: the ability to create an account with username and password; understand how to upload and download files; have word processing skills; use browsers such as Chrome, Firefox or Safari.

Thank you for joining us. See you in class!

- Denise