



Google Productivity Suite: Calendar, Docs, Sheets, and Slides

Overview: Google has many different software offerings. This class seeks to introduce students to each of these: The Calendar, Google Docs, Sheets, and Slides. They are all very similar to the Microsoft Office Suite and iWork by Apple.

Student Skill Level: Basic/Intermediate

Requirements:

- Good mouse skills (ability to move the mouse on the computer screen and click or double click as required with minimal assistance).
- GOOGLE ACCOUNT LOGIN (Student must know their own username/password)

Objectives:

- The student will:
 - See the various software apps that Google has to offer
- Log into their own Google Account
 - Use Google Apps
 - Docs
 - Sheets
 - Slides
 - Calendar



Google Sign In

To sign into your account:

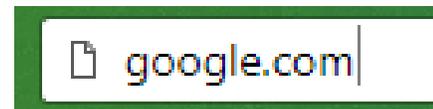
Click the Internet icon on the Taskbar



Click **once** in the **address bar** (everything in the bar will turn blue. This is NORMAL)



Type [google.com](https://www.google.com) and press the **Enter key** on your keyboard



The Google page loads directly

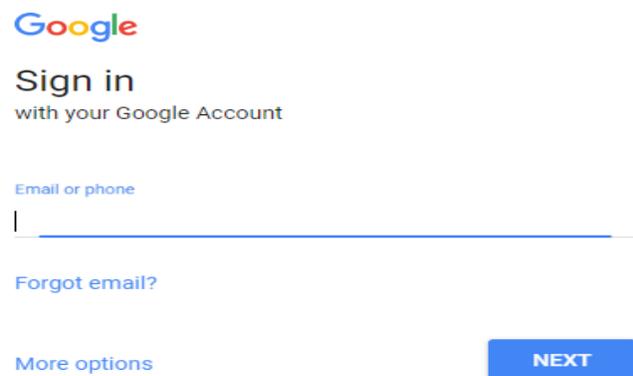
When Google loads, click the blue Sign in button in the upper right corner.



When the sign in page loads:

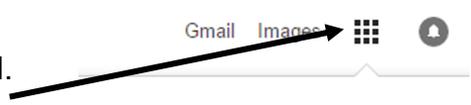
Type your Google ID in the first blank

Press **Enter** to move to the password block. Type in your password and press Enter or **Click** the **Sign in** button

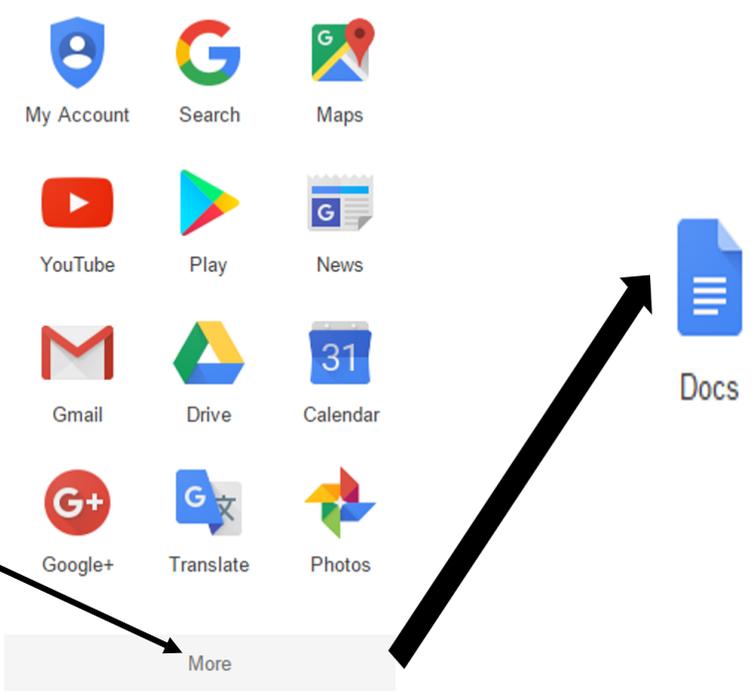


Google Apps

Once you've signed in, click on the grid.

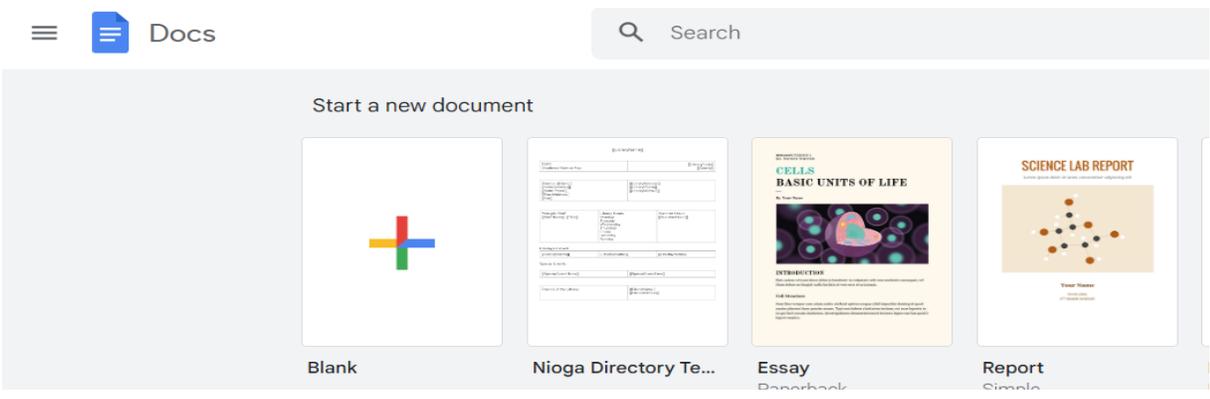


Find **Docs** in the application list (you may need to click on **More** at the bottom, pictured here)

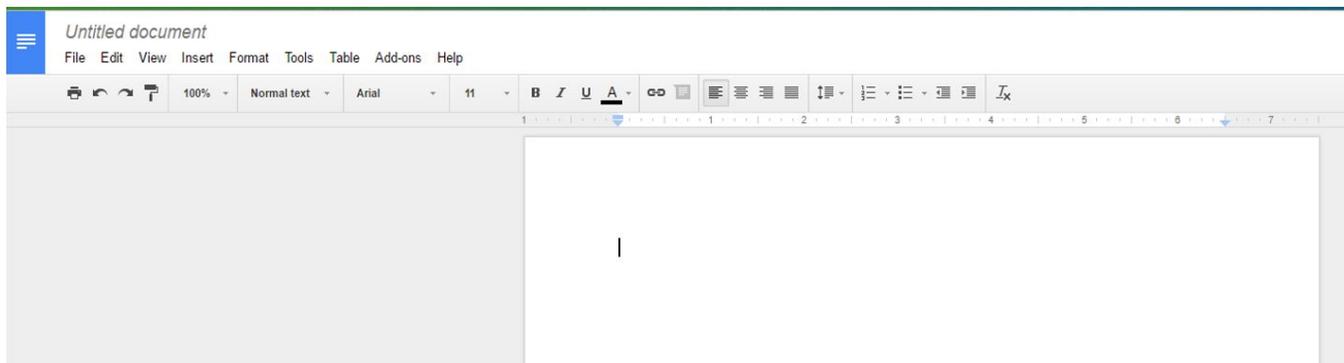


Click to open Docs

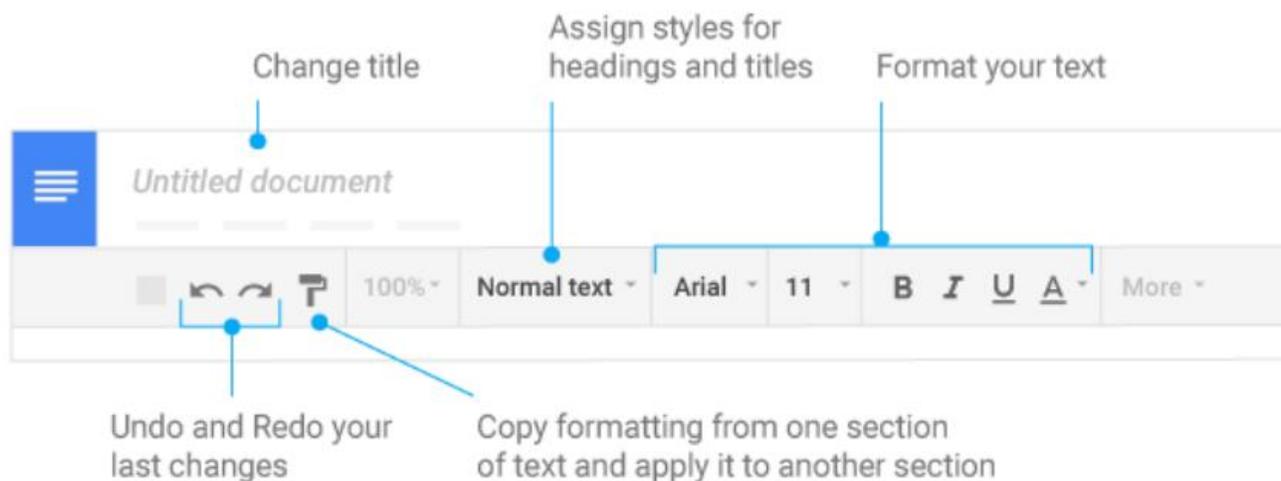
Start a new document or pick a template.



Pictured here is the top of a new, untitled document. Google docs work similarly to Microsoft Word or Google email. We have a menu bar and tool bar at the top, and we can begin typing our document immediately.

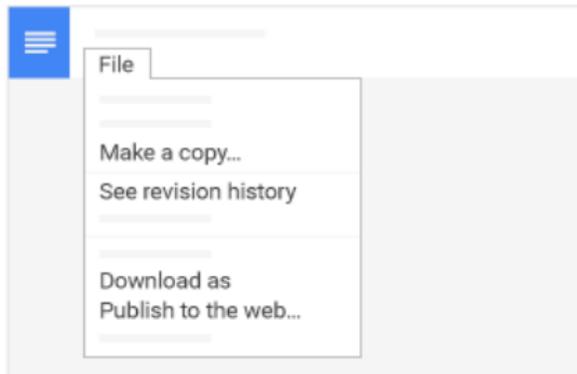


Edit and add styles to your text.



From: <https://gsuite.google.com/learning-center/products/docs/cheat-sheet/docs-cheat-sheet.pdf>

2 Work with different versions and copies of your document.



Make a copy—Create a duplicate of your document. This is a great way to create templates.

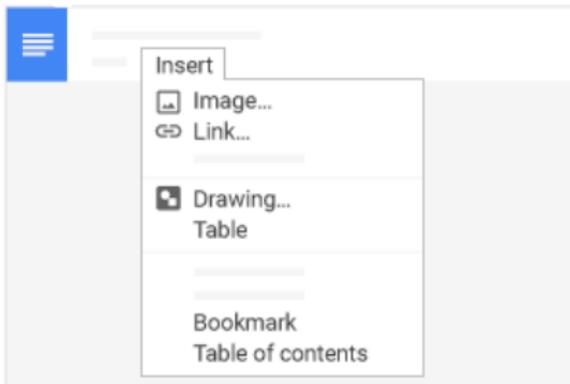
See revision history—See all the changes you and others have made to the document or revert to earlier versions.

Download as—Download your document in other formats, such as Word or PDF.

Publish to the web—Publish a copy of your document as a webpage, or embed your document in a website.

From: <https://gsuite.google.com/learning-center/products/docs/cheat-sheet/docs-cheat-sheet.pdf>

3 Enhance your document by adding features.



Image—Insert an image from your computer, the web, or Drive.

Link—Add a link to another page or to a header or bookmark in the same document.

Drawing—Create pictures, flowcharts, diagrams, and more in your document.

Table—Select the number of columns and rows to create a table.

Bookmark—Add shortcuts to specific places within your document.

Table of contents—Create an autogenerated table of contents that links to each heading (where you've applied heading styles).

From: <https://gsuite.google.com/learning-center/products/docs/cheat-sheet/docs-cheat-sheet.pdf>

Click  **Share** to share your document and then choose what collaborators can do. They'll also receive an email notification.

	Share or unshare	Edit content directly	Suggest edits	Add comments
Can edit	✓	✓	✓	✓
Can comment	—	—	✓	✓
Can view	—	—	—	—

From: <https://gsuite.google.com/learning-center/products/docs/cheat-sheet/docs-cheat-sheet.pdf>

Please see: Gsuite Learning Center: <https://gsuite.google.com/learning-center/products/docs/get-started/>

Download versions in other formats

To download your document so it can be opened by other programs, click **File > Download as** and choose one of the following formats:

- Microsoft Word (.docx)
- OpenDocument Format (.odt)
- Rich Text Format (.rtf)
- PDF Document (.pdf)
- Plain text (.txt)
- Web page (.html, zipped)

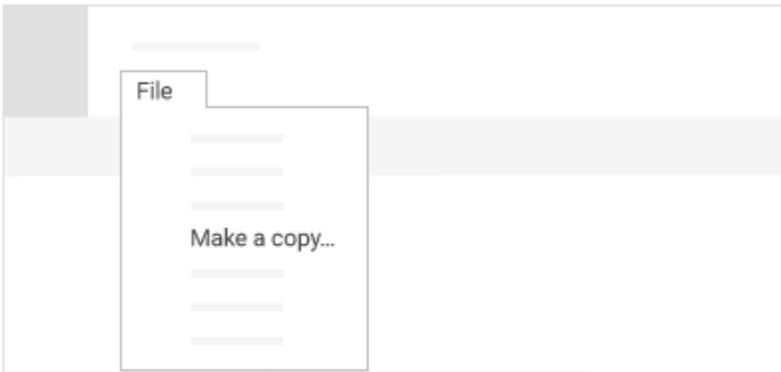


4.3

Make a copy in Docs

Copying a document is useful for creating templates. For example, if you write a lot of proposals, you can make copies of one proposal and then update each copy for a new project without having to format it again.

To make a copy of your document, click **File > Make a copy**. You can rename the copy, change where you save it in Drive, and optionally share it with the same collaborators.

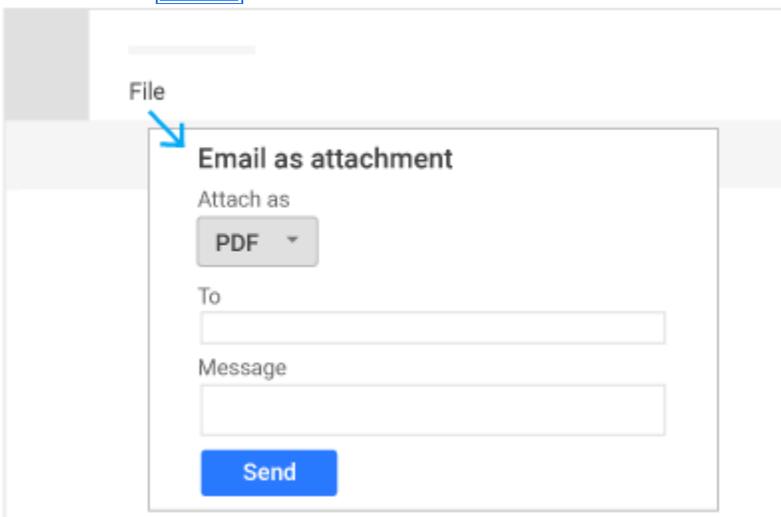


4.4

Email a copy as an attachment

If you need to collaborate with someone on your document in a different program or format, such as Word or PDF, you can email it as an attachment. However, this sends a copy of the document instead of sharing the original, so you won't be able to use Doc's collaboration tools.

1. Click **File > Email as attachment**.
2. Select a format.
3. Enter the email addresses or Groups you want to send copies to.
4. (Optional) Enter a message.
5. Click **Send**.



Google Sheets

From: <https://gsuite.google.com/learning-center/products/sheets/cheat-sheet/>

Customize your spreadsheet and data.

Change title

Copy formatting from one section of text and apply it to another

Format your text

Add or edit cell borders

Merge cells

Undo and Redo your last changes

To enter data, click any cell and start typing

Format your data as currency, percentages, decimal places, or other options.

Add links, comments, charts, filters, or functions

2

Work with rows, columns, and cells.

- Add rows, columns, and cells**— Select a cell or block of cells. Then, on the menu bar, click **Insert** and choose where to add the row, column, or cells.
- Delete or hide rows and columns**— Right-click the row number or column letter and select **Delete** or **Hide**.
- Delete a cell or a block of cells**— Select the cells you want to delete. Click **Edit > Delete cells and shift up**, or **Edit > Delete cells and shift left**.
- Move rows and columns**— Click the row number or column letter to select it. Then, drag it to a new location.
- Freeze header rows and columns**— Keep some data in the same place as you scroll through the rest of your spreadsheet. On the menu bar, click **View > Freeze** and choose an option.

3 Edit

1 Insert

Row above

Row below

Column left

Column right

Cells and shift down

Cells and shift right

Delete cells and shift up

Delete cells and shift left

2

3

4

5

Edit View Insert

Delete column

Hide column

11

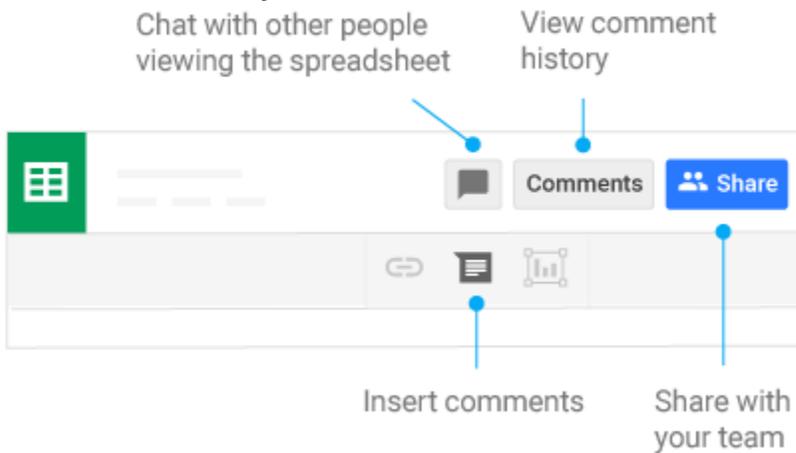
3

Click **Share** to share your spreadsheet and then choose what collaborators can do. They'll also receive an email notification.

	Share or unshare	Edit content directly	Add comments
Can edit	✓	✓	✓
Can comment	—	—	✓
Can view	—	—	—

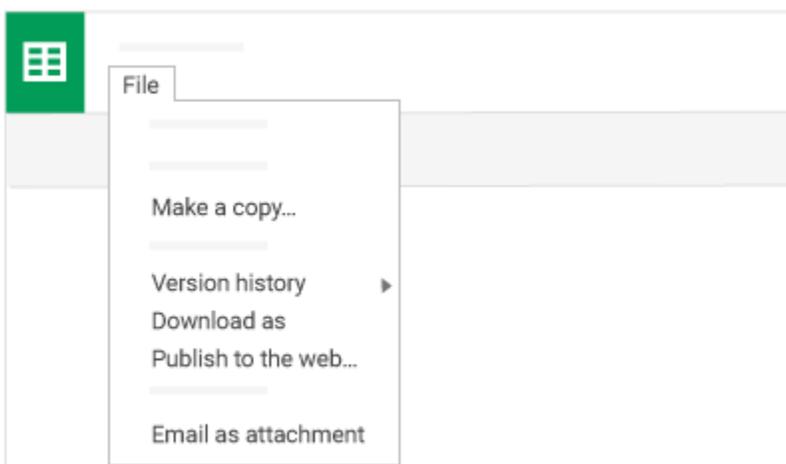
4

Collaborate with your team in real time.



5

Create different versions and copies of your spreadsheet.



Make a copy—Create a duplicate of your spreadsheet. This is a great way to create templates.

See revision history—See all the changes you and others have made to the spreadsheet or revert to earlier versions.

Download as—Download your spreadsheet in other formats, such as Excel or PDF.

Publish to the web—Publish a copy of your spreadsheet as a webpage or embed your spreadsheet in a website.

Email as attachment—Email a copy of your spreadsheet.

6

Work with functions

Your most important Excel functions exist in Sheets, too. Here's a few of the things you can do.

AVERAGE	Statistical Returns the numerical average value in a dataset, ignoring text.
AVERAGEIFS	Statistical Returns the average of a range that depends upon multiple criteria.
CHOOSE	Lookup Returns an element from a list of choices based on index.
COUNT	Statistical Returns the count of the number of numeric values in a dataset.
COUNTIF	Statistical Returns a conditional count across a range.
DATE	Date Converts a provided year, month, and day into a date.
FIND	Text Returns the position at which a string is first found within text.
FINDB	Text Returns the position at which a string is first found within text counting each double-character as 2.
IF	Logical Returns one value if a logical expression is true and another if it is false.
INDEX	Lookup Returns the content of a cell, specified by row and column offset.
INT	Math Rounds a number down to the nearest integer that's less than or equal to it.
LOOKUP	Lookup Looks through a row or column for a key and returns the value of the cell in a result range located in the same position as the search row or column.
MATCH	Lookup Returns the relative position of an item in a range that matches a specified value.

MIN	Statistical Returns the minimum value in a numeric dataset.
NOW	Date Returns the current date and time as a date value.
ROUND	Math Rounds a number to a certain number of decimal places according to standard rules.
SUM	Math Returns the sum of a series of numbers and/or cells.
SUMIF	Math Returns a conditional sum across a range.
TODAY	Date Returns the current date as a date value.
VLOOKUP	Lookup Searches down the first column of a range for a key and returns the value of a specified cell in the row found.

Google Slides

From: <https://gsuite.google.com/learning-center/products/slides/cheat-sheet/>

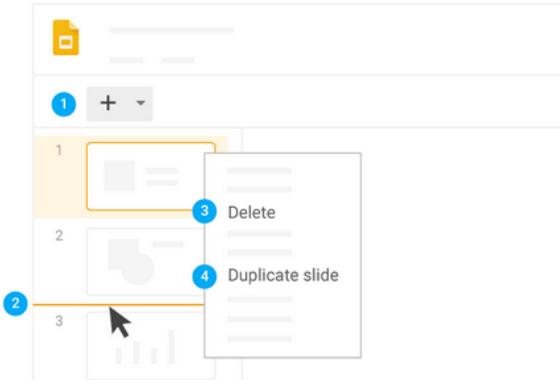
Add and edit content in your slides.

1. Add and edit content in your slides.



2. Add and organize slides.

- 1 **New slide**—Click New slide + in the toolbar. Click the Down arrow ▾ to choose a layout for the new slide.
- 2 **Move slide**—Drag the slide to a different position in the presentation. To move several slides at once, **Ctrl+click** multiple slides before dragging them.
- 3 **Delete slide**—Right-click the slide and select **Delete**.
- 4 **Duplicate slide**—Right-click the slide in the sidebar and select **Duplicate slide**.



3. Work with different copies and versions of your presentation.

Import slides—Add slides from another presentation to your current slide deck.

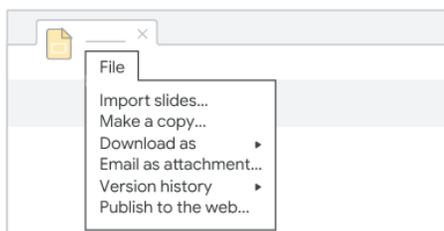
Make a copy—Create a duplicate of your presentation. This is a great way to create templates.

Download as—Download your presentation in other formats such as Microsoft PowerPoint or Adobe PDF.

Email as attachment—Email a copy of your presentation.

Version history—See all the changes you and others have made to the presentation, or revert to earlier versions.

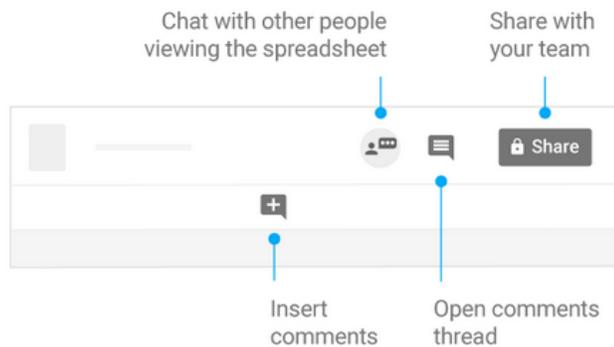
Publish to the web—Publish a copy of your presentation as a webpage, or embed your presentation in a website.



4. Click Share to share your presentation, then choose what collaborators can do. They'll also receive an email notification.

	Share or unshare	Edit content directly	Add comments
Editor	✓	✓	✓
Commenter			✓
Viewer			

5. Collaborate with your team in real time.

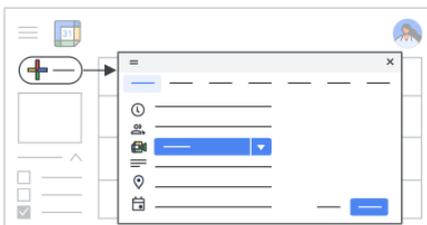


Calendar

See: <https://support.google.com/a/users/answer/9290350>

Create an event

- In [Calendar](#), choose an option:
 - Click an empty time slot in the calendar grid.
 - Click **+Create**.
- Add an event title, date, and time.
- (Optional) To create the event on another calendar you have edit access to, at the bottom click your calendar name and select another calendar.



When you add an event to the calendar, multiple options appear. Fill in the title and add a time.

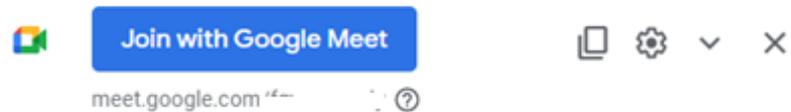
You may add a guest(s) and even video conferencing right in the event.

If you add a location, Google Maps will work to find it!

Be sure to save your event when finished!

The screenshot shows the 'Add event' form in Google Calendar. At the top, there's a search bar with a hamburger menu icon on the left and a close icon on the right. Below the search bar is the text 'Add title and time'. There are four tabs: 'Event' (selected), 'Out of office', 'Working location' (with a 'NEW' badge), and 'Task'. The date is set to 'Monday, October 24 - Monday, October 24' with a clock icon on the left and 'Does not repeat' below it. A 'Find a time' link is present. Below that is 'Add guests' with a person icon. A prominent blue button says 'Add Google Meet video conferencing' with the Meet logo. Below that is 'Add location' with a location pin icon. Then 'Add description or attachments' with a list icon. At the bottom, there's a calendar icon and the text 'Free · Default visibility · 2 notifications'. On the right side, there are 'More options' and a blue 'Save' button.

If you click the button to add Google Meet, you'll be provided with a link automatically.



To update a scheduled event:



Manage your time with integrated online calendars designed for teams.

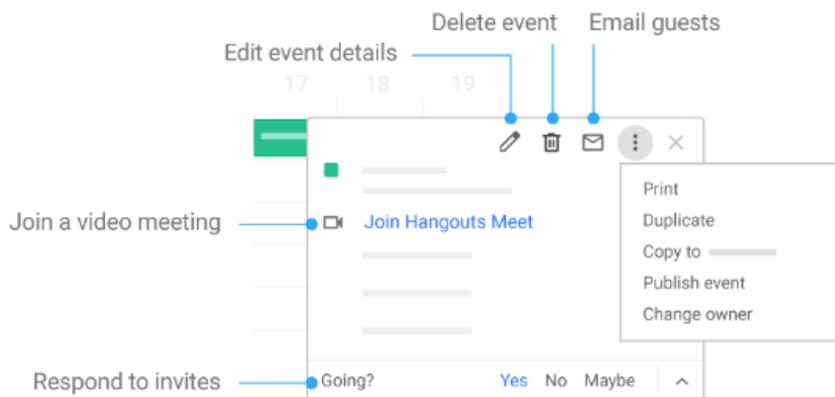
Keep track of important events, share your schedule, and create multiple calendars.

Get Calendar: [Web \(calendar.google.com\)](https://calendar.google.com), [Android](#), or [iOS](#)

1. To create an event, click  Create > Event. To update an event, click the event > Edit 

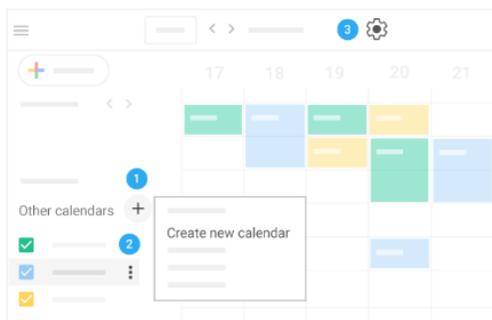
.

2. Click any event on your calendar to respond to an invite, join a video meeting, or edit the event.



3. Add and customize calendars.

- 1 **Create a new calendar**—Make more calendars, such as a team calendar or a project calendar.
- 2 **Add calendar**—Enter someone's email address and click More \ddots next to their name to choose an option.
- 3 **Change calendar settings**—Change default notifications, share calendars, set working hours, and more.



Get your daily agenda in Gmail

Start your day with a daily agenda in your Gmail inbox, based on your Google Calendar schedule.

You can even give your daily agenda to your team or an assistant so they know the best times to reach you.

[Learn how](#) ^

1. In [Calendar](#) , go to Settings  > **Settings**.
2. On the left under **Settings for my calendars**, click your name and go to **Other notifications**.
3. In the **Daily agenda** field, click the Down arrow  next to **None** and select **Email**.

Use Google Apps Offline

If you aren't connected to the Internet, you can still create, view, and edit files on:

- Google Docs
- Google Sheets
- Google Slides

Turn on offline for Google Docs, Sheets, and Slides

You can save the most recently opened documents on your computer. To turn on offline access:

1. On your computer, open the Google [Docs](#), [Sheets](#), or [Slides](#) home screen.
2. In the top left, click Menu .
3. Click **Settings**.
4. Turn **Offline** on.
5. When you turn on offline access for Docs, Sheets, Slides, or Drive, it will be turned on for the others, too.

Make specific files available offline

If you have enough storage, some of your most recent files will be automatically saved offline. To manually select files to save offline:

1. Follow the steps above to turn on offline access in Google Drive.
2. Open the Google Docs, Sheets, or Slides home screen.
3. On the file you want to use offline, click More .
4. Click Available offline. A checkmark will appear in the bottom left corner to show that the file is available offline

Computer Training Program is provided by:



NIOGA LIBRARY SYSTEM
6575 Wheeler Road - Lockport, NY 14094
Phone - (716) 434-6167 Fax - (716) 434-8231



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