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Q1)  
1) Create a Google account To access many people products

Step 1: Go to official Google (Gmail)

Step 2: Click on create account & fill details

Step 3: Create password

Step 4: Account created

2) Control what others see about you across Google service

Step 1: Login

Step 2: Click personal info option

3: Go to about me.

4: many options like dob change & more

5: Apply privacy on personal details

6: Successfully

3) Check for Account security

Step 1: Login

Step 2: Security option

Step 3: You have many options to change the security

- 1) Sign in with strong password & two step verification
- 2) Adding phone no & email for recovery
- 3) Can check recent security events
- 4) Check third party apps with account access