**Questions and Answers**

Calendar

# **Section 1: Introduction**

### 01-01 Introduction to Google Calendar

Q: What can the lessons in this Google Calendar course do for you?

1. Increase your productivity.
2. Save you time.
3. Simplify communication with others.
4. **All of the above.**

# **Section 2: Google Calendar**

### 02-01 Settings

Q: What settings can help you save emails when working with others?

1. Set your working hours.
2. Set your working locations.
3. Customize your access permissions.
4. **All of the above.**

Q: This feature is built into Google Calendar acting as a to-do that can be either time/date based or general.

1. Notes
2. **Tasks**
3. Events
4. Appointments

### 02-02 Creating Events: Part 1

Q: Which simple, yet powerful feature of a calendar event can provide clear, transparent messages to attendees?

1. Location
2. Find a Time
3. **Description**
4. Date

Q: Which of the following is **NOT** true regarding recurring events?

1. Recurring events options include daily, weekly, monthly, annually, or customize.
2. Recurring events can be set to end on a specific date.
3. **Recurring events can be set as the default in the Calendar settings.**
4. Recurring events can be set to end after a number of occurrences.

### 02-03 Creating Events: Part 2

Q: When would you use Find a Time?

1. To reserve a meeting room.
2. **To compare your calendar with guests to find the best time to meet when everyone is available without having to send an email.**
3. To email guests about a time to meet.
4. To adjust working hours.

Q: Which of the following is true regarding color on Google Calendar events?

1. Use bright colors for anything, even lunch blocks, because our brain doesn’t associate these colors, such as red, with anything .
2. Use color on everything, such as a different color for every single event.
3. Color is just for looks and is doesn’t provide any help in organization of Calendar events.
4. **Pick one color for your main calendar and then use a special colors on specific events sparingly, reserving bright colors (red, yellow, orange) for important or special events so that they stand out.**

Q: When creating an event, the options are Event, Task, or Appointment Schedule. Business or education users have additional options such as:

1. Focus Time
2. Out of Office
3. Working Location
4. **All of the above**

### 02-04 Appointment Schedules

Q: Google Calendar’s Appointment Schedule syncs or “reads” events on your current calendar, therefore removing “busy” times from the booking page.

1. **True**
2. False

Q: Which of the following is true regarding Google Calendar’s Appointment Schedule?

1. The schedule can repeat weekly or set as “does not repeat”.
2. Each day can have a customized set of hours and time slots.
3. The booking page can be customized with questions to collect specific pre-meeting information.
4. **All of the above.**