

Google Calendar Advanced Features



8 August 2017



Demonstration outline



**OpenBet
Competence
Category**

Efficient Task Definition and
Management



Duration

15 mins



Our objectives for this demonstration

- **Showcase** three Google Calendar advanced features for streamlining tasks of Adding Events, daily Event Overview and Planning meetings
- **Practice** the use of the Google Calendar advanced features in exemplary scenarios



What we will be demonstrating



Add Event from
Google Chrome
Address Bar



Daily Events Overview
Notification



Get Suggested Times
for colleague meetings



Demonstration Evaluation

- Please use this online form to provide your feedback on the demonstration session:

<https://goo.gl/forms/xRSvEtwm6lIQ5wYZ2>