

# IT LITERACY

# GOOGLE PRODUCTIVITY APPS



# Agenda



- ▶ Introduction
- ▶ Google Docs
- ▶ Google Calendar
- ▶ Google Presentations
- ▶ Google Hangouts
- ▶ Google Sheets
- ▶ Google Fonts

# Introduction

Were you able to finish  
pre-class material?



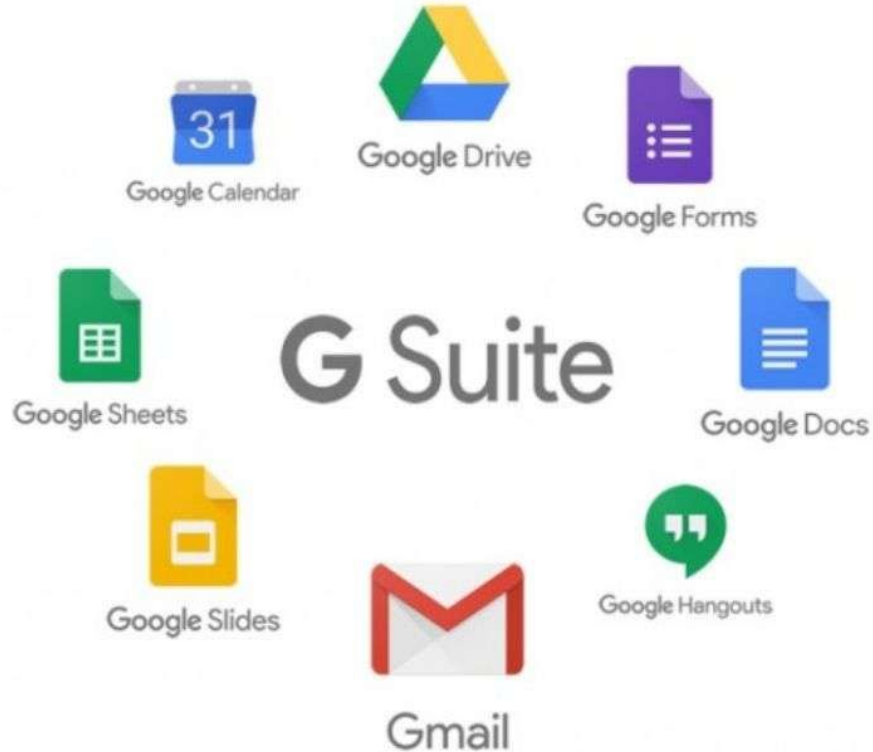
PEAR DECK  
JISWAY©

Students choose an option

Pear Deck Interactive Slide

Do not remove this bar

# Google Productivity Apps



# Google Docs





# Using Google Docs

- ▶ Document Creation
- ▶ Text Editing
- ▶ Paragraph Formatting
- ▶ Inserting Elements
- ▶ Collaboration Tools
- ▶ File Management
- ▶ Sharing and Permissions
- ▶ Revision History

# Google Calendar

The screenshot displays the Google Calendar interface. At the top, the header includes a menu icon, the Google logo, the word 'Calendar', a 'Today' button, navigation arrows, the month 'January', search, help, settings icons, a 'Week' view selector, and a user profile for 'Dwelling Fund'.

The main calendar area shows a weekly view from Monday, January 20, to Friday, January 24. A context menu is open over the 'Office' location pin on Wednesday, Jan 22. The menu options are:

- Working location (Wed, Jan 22)
- Office
- Home (checked)
- Unspecified
- Somewhere else
- Settings

The left sidebar contains the following sections:

- Create** button
- December** calendar grid with navigation arrows
- Meet with...** section with a 'Search for people' input field
- My calendars** section with checkboxes for 'Work', 'Personal', and 'Tasks' (all are checked)
- Other calendars** section with a list of shared calendars: Alan Cook, Helen Chang, Janice Castro, Lori Cole, and Roger Nelson.

The calendar grid shows various events such as 'Zürich design days', 'Flight to Barcelona (LX 195)', 'Project update, 10-10:30 AM', 'Marketing workshop', 'Store opening', 'Dinner with Gloria', 'Weekly update', 'Lunch with Noah', and 'Project planning'.



# Google Calendar

- ▶ Google Calendar is a powerful time management tool that helps you stay organized, plan your schedule, and effectively manage your events and tasks.
- ▶ With its user-friendly interface and comprehensive features, Google Calendar allows you to streamline your day-to-day activities and ensure you never miss an important appointment or deadline.





# Using Google Calendar

- ▶ Calendar Views
- ▶ Creating Events
- ▶ Event Reminders
- ▶ Recurring Events
- ▶ Event Color Coding
- ▶ Inviting Guests



# Using Google Calendar

- ▶ Event Notifications
- ▶ Sharing Your Calendar
- ▶ Adding Tasks
- ▶ Task Reminders
- ▶ Task Prioritization

# Google Presentations





# Google Presentations

- ▶ Google Slides is a cloud-based presentation software provided by Google as part of the Google Workspace (formerly G Suite) productivity suite.
- ▶ It is designed to create, edit, and collaborate on presentations online.



# Using Google Presentations

- ▶ Interface Overview
- ▶ Adding Slides
- ▶ Text Formatting
- ▶ Adding Images and Videos
- ▶ Shapes and Icons
- ▶ Slide Transitions



# Using Google Presentations

- ▶ Object Animations
- ▶ Timing and Order
- ▶ Sharing Options
- ▶ Presenting Your Slides
- ▶ Importing and Exporting
- ▶ Customization and Design

# Google Hangouts





# Google Hangouts

- ▶ Google Hangouts is a versatile communication platform that enables seamless video calls, messaging, and collaboration.
- ▶ Whether you need to connect with colleagues, host virtual meetings, or stay in touch with friends and family, Google Hangouts provides a user-friendly interface and robust features to enhance your communication experience.

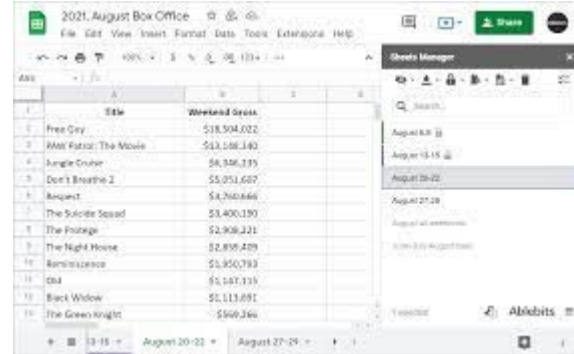




# Using Google Hangouts

- ▶ Interface Overview
- ▶ Chatting and Messaging
- ▶ Voice and Video Calls
- ▶ Group Video Calls and Meetings
- ▶ Integration with Other Google Services
- ▶ Hangouts on Mobile Devices

# Google Sheets



2021 August Box Office

File Edit View Insert Format Data Tools Extensions Help

400% 10/10

Sheets Manager

	A	B	C	D
1	Title	Weekend Gross		
2	Free Guy	\$18,504,022		
3	Walt Patrol: The Movie	\$13,588,140		
4	Jungle Cruise	\$8,848,175		
5	Don't Breathe 2	\$5,051,687		
6	Respect	\$4,760,846		
7	The Suicide Squad	\$3,400,190		
8	The Postage	\$2,908,221		
9	The Night House	\$2,895,409		
10	Ammonite	\$1,950,793		
11	Old	\$1,587,135		
12	Back Widow	\$1,113,691		
13	The Green Knight	\$549,266		

August 6-8  
August 13-15  
August 20-22  
August 27-29  
August all weekends  
View July August total

1 selected

Abbebits



# Google Sheets

- ▶ Google Sheets is a powerful cloud-based spreadsheet application that allows you to organize, analyze, and collaborate on data in a convenient and efficient manner.
- ▶ Google Sheets offers a range of features that make it a versatile tool for various tasks



# Using Google Sheets

- ▶ Interface Overview
- ▶ Creating and Formatting Spreadsheets
- ▶ Data Manipulation and Analysis
- ▶ Collaboration and Sharing
- ▶ Data Visualization
- ▶ Data Import and Export
- ▶ Automation and Customization

# Google Fonts



Google Fonts

ns Caption Exo Pathway Gothic One Questr  
Fatface Architects Daughter Covered By You  
Veb Patua One Josefin Slab Armata  
e Code Pro Chewy AMATIC SC Gloria Hal  
ans BenchNine Crete Round News Cycle  
o Sans Old Standard TT Quattrocento Sans  
EB Garamond ABeeZee *Kaushan Script*



# Google Fonts

- ▶ Google Fonts is a collection of free and open-source web fonts provided by Google.
- ▶ It is designed to make it easy for web developers and designers to access a diverse range of high-quality fonts that can be used to enhance the typography and aesthetics of websites and web applications.



# Using Google Fonts

- ▶ Introduction to Google Fonts
- ▶ Font Categorization
- ▶ Choosing and Previewing Fonts
- ▶ Installing and Implementing Google Fonts
- ▶ Optimizing Performance
- ▶ Advanced Customization



# Drag your dot to how you are feeling:



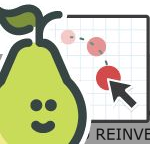
Keep going, I understand



I'm a little confused



Stop, I need help!



Students, drag the icon!

REINVENT YOURSELF



Pear Deck Interactive Slide  
Do not remove this bar







# THANKS!

## Any questions?

