IT
LITERACY

GOOGLE
PRODUCTIVITY
APPS

Agenda

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

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Introduction

Were you able to finish pre-class material?

Google Productivity Apps
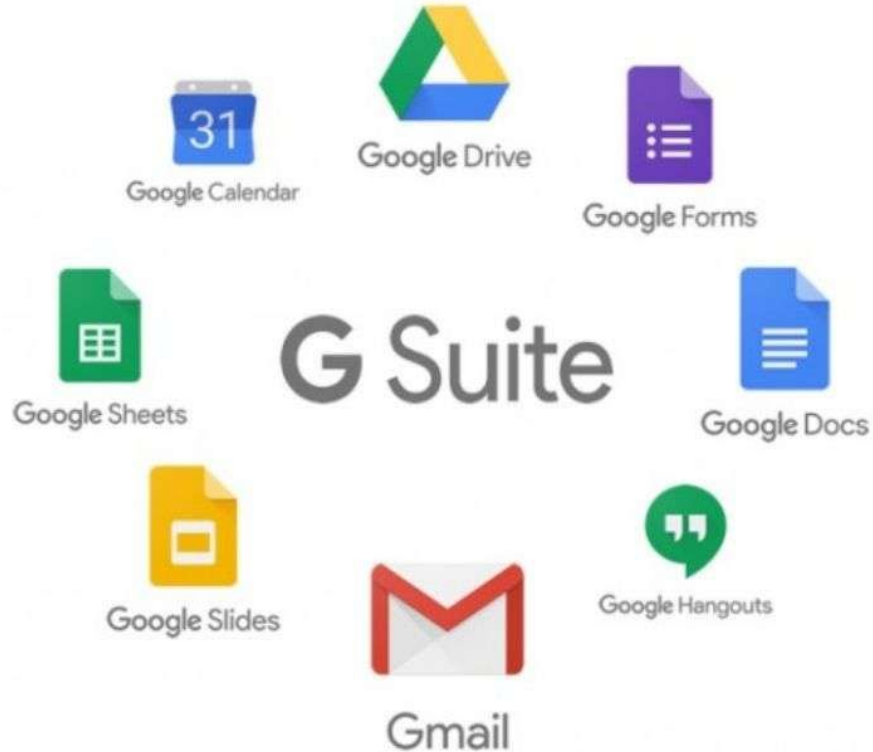
Google Docs

Using Google Docs

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

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Google Calendar

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

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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.
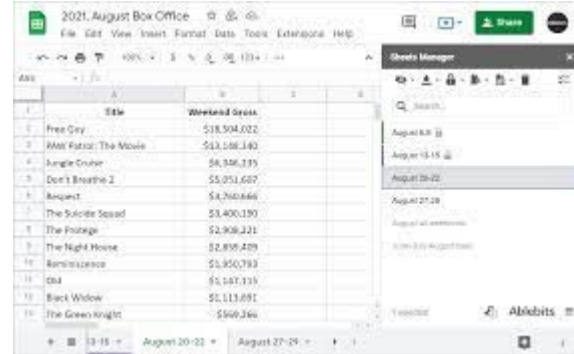
Using Google Hangouts

- ▸ 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

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

- 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

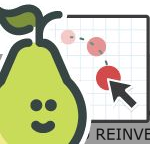- ▶ Advanced Customization

Drag your dot to how you are feeling:

| Keep going, I understand | I'm a little confused | Stop, I need help! |

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THANKS!

Any questions?