

# PRESENTATION ON GOOGLE CALENDER



**Subject:-**IT Tools

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**Roll No.:-**55

# Google Calendar

- ❑ What is Google Calendar ?
- Google Calendar, often colloquially abbreviated as gCal, is a time-management and scheduling calendar service developed by Google. It became available in beta release April 13, 2006, and in general release in July 2009, on the web and as mobile apps for the Android and iOS platforms.

# Google Calendar

- **What are the features of Google Calendar?**
- Google Calendar allows users to create and edit events. Events have a set start time and stop time, with an option for an "All-day event".
- Users can enable a "Recurring" functionality with optional parameters for frequency.
- Users can add a color to an event for recognition or to distinguish the event from others.
- Events are viewable in different types of setups, including day, week, month, or schedule.
- Locations can be added for easy understanding of an event's place.

# Google Calendar

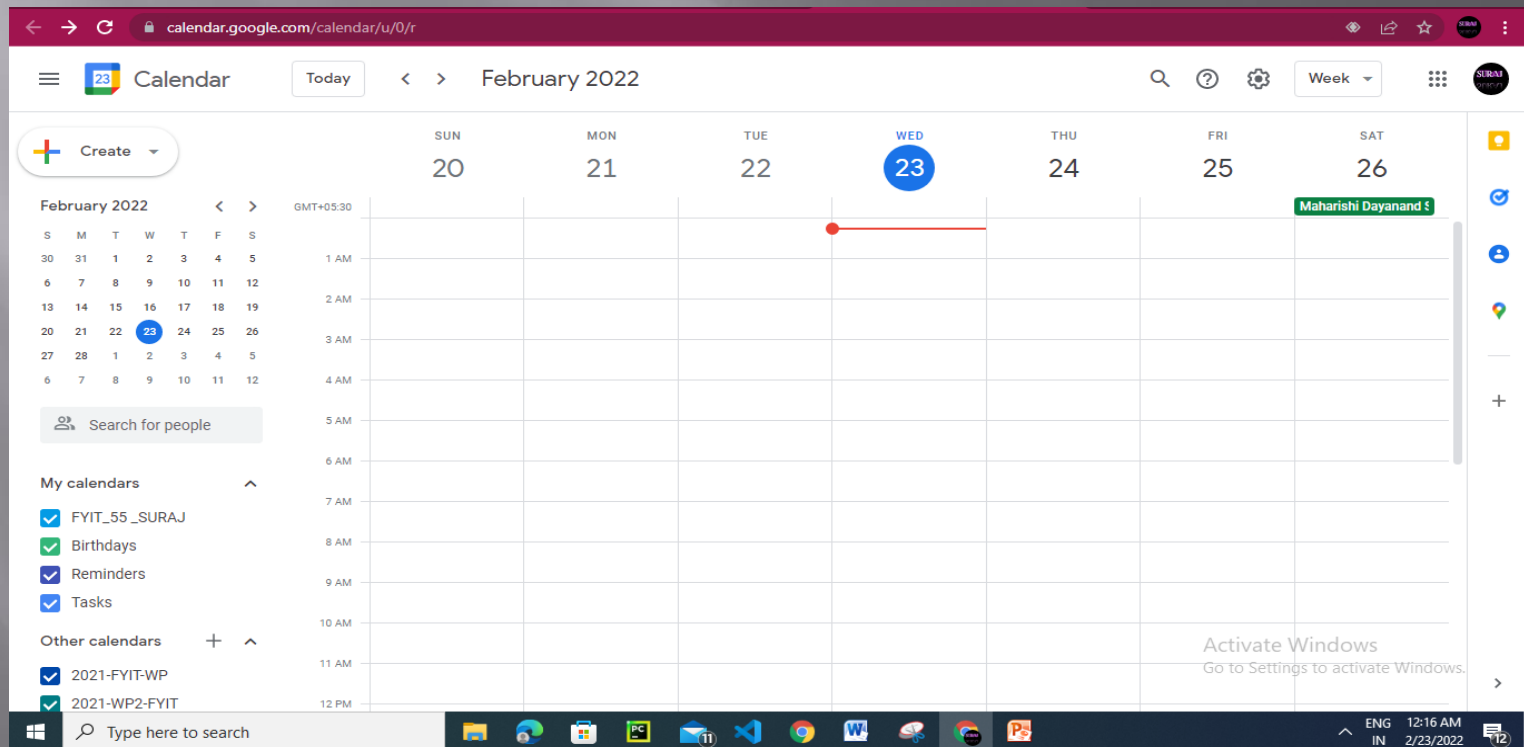
- ▣ Users can optionally set notifications, with options for type (email, mobile push notifications) and time.
- ▣ Users can invite other people to events; for other Google Calendar users, the event becomes visible in their calendar, and for non-Google Calendar users, an email will have options for "Yes", "No", or "Maybe".
- ▣ Privacy settings allow the user to define the levels of public visibility of the entire calendar or individual events. Although the calendar defaults to showing users event times in their local time, users can specify a different time zone for an event.

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- ▣ Users can enable or disable the visibility of special calendars, including a Birthdays calendar, that automatically retrieves dates of births from a user's Google contacts and displays the dates on a yearly basis, and a Holidays calendar, a country-specific calendar featuring dates of special occasions.

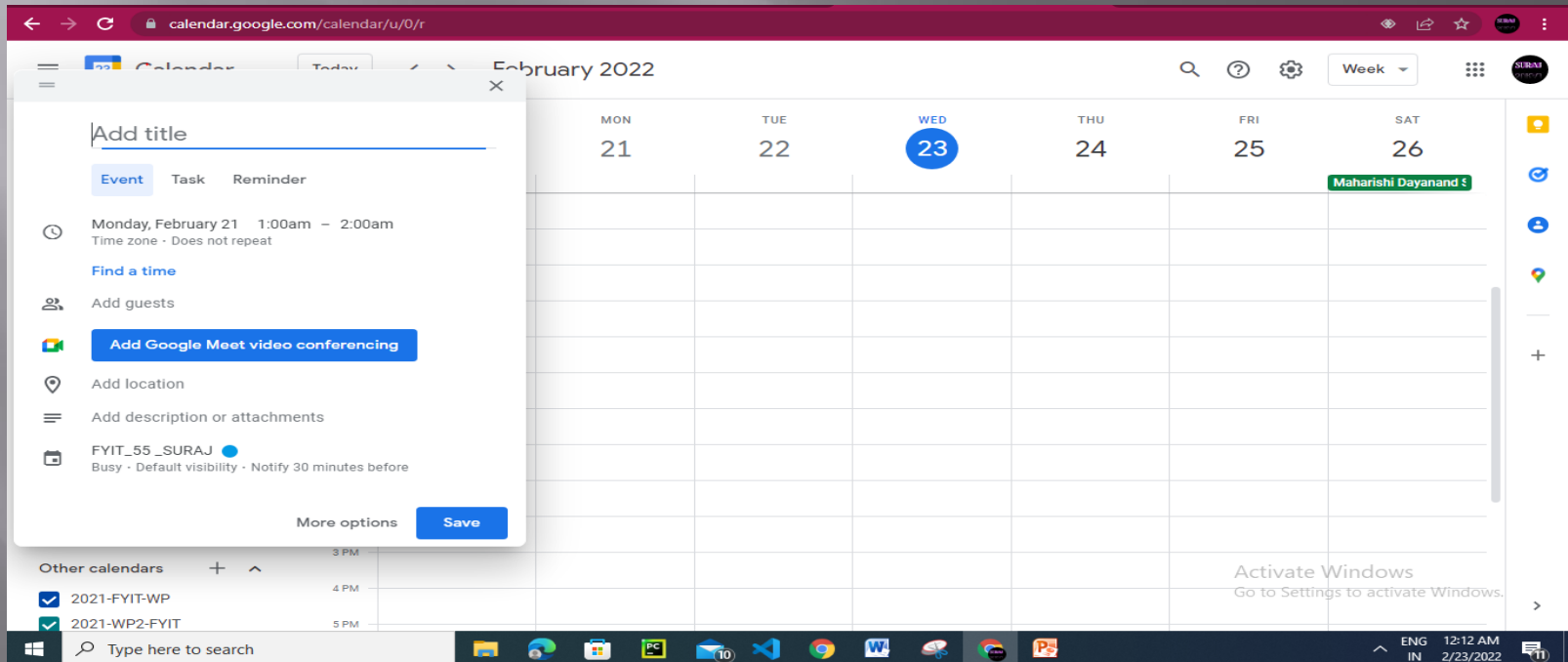
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- ❑ Working of Google calendar?
- ❑ On home page of google calendar we can see the Date and we can create Events, Tasks and Reminders.By clicking on any day box.



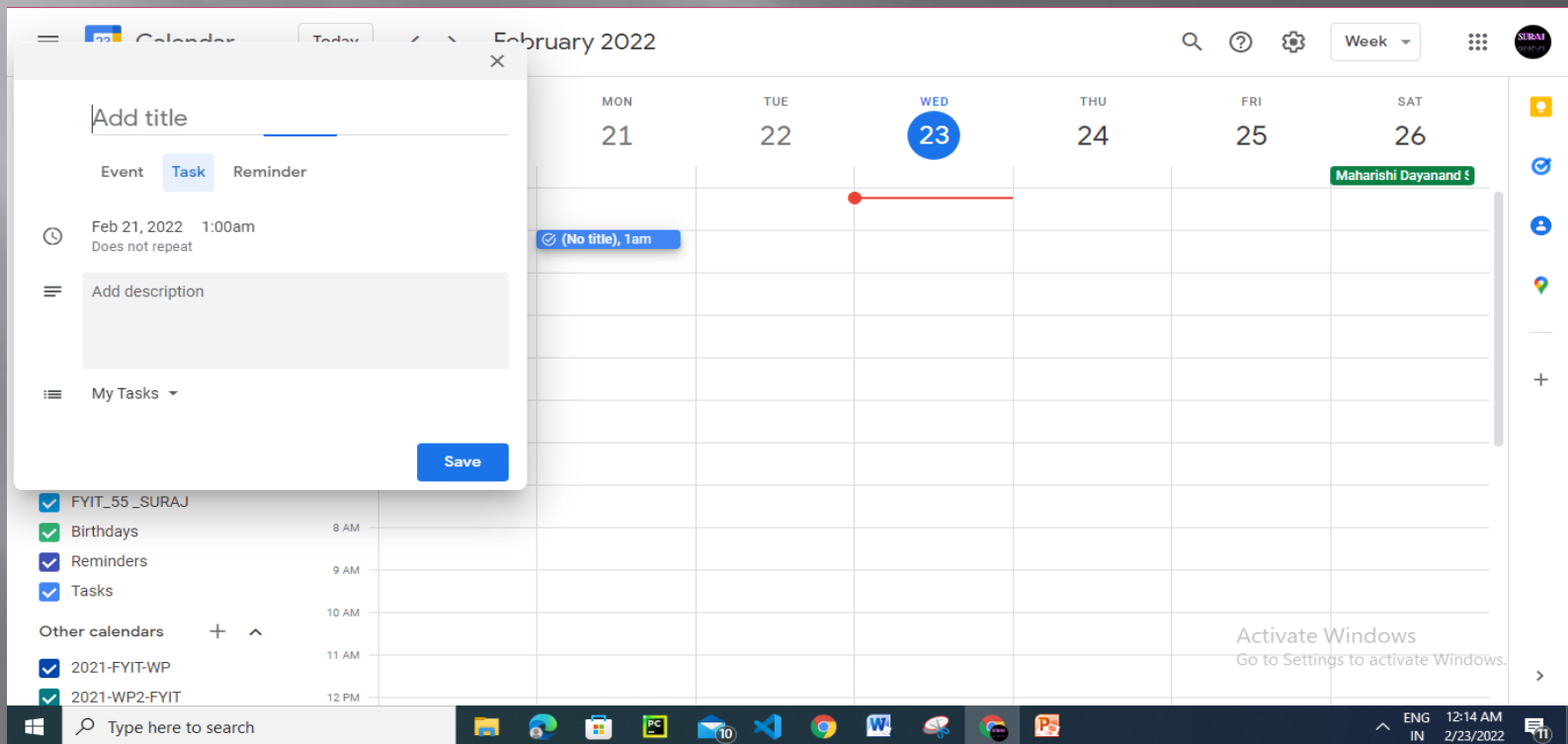
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- ❑ Create Event and we can give the time of event and title of event and we can also schedule a meeting and we can also add the location of the event. It will also notify us before 20 mins. Of scheduled Event.



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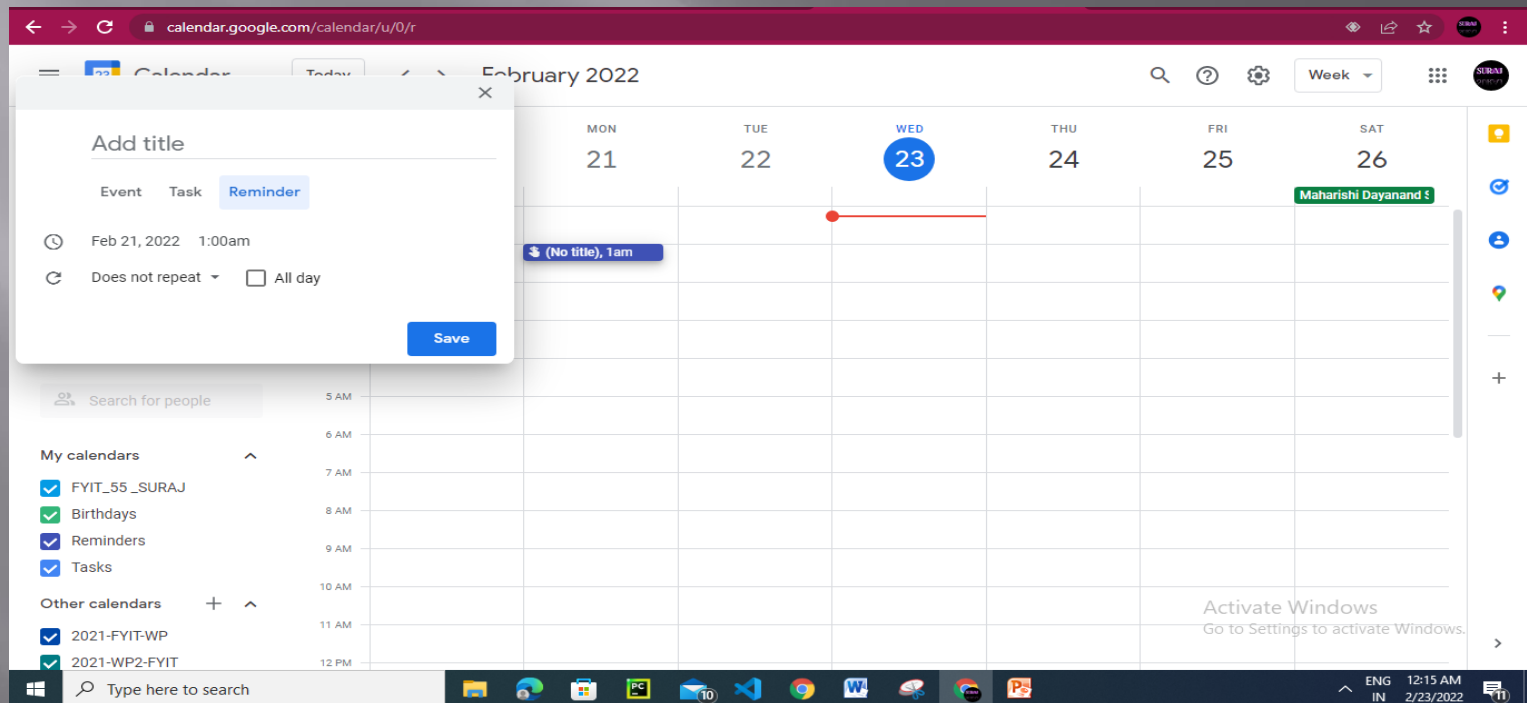
- We can also schedule a Task and we can put the description of what the task is and information of task we can give the task according the time.





# Google Calendar

- We can also keep the reminders of anything and schedule the time accordingly and then it will notify us.



# Google Calendar

- This are some of the features and working of Google Calendar.

