

Activity 3: Use Google Calendar search

Now it's your turn to search for the event you created earlier.

Complete the following steps:

1. Select **Search** then select the **down arrow** to enter your criteria.
2. Try your search with different criteria:
 - a. Strategic Goals
 - b. 23rd of next month (use the date criteria in the search dialog)
 - c. Your corporate office location (use the where field in the search dialog)