

Activity 1: Create and modify an event in Google Calendar

In this activity, you practice creating and modifying an event in Google Calendar. Use your organization's corporate office as the location.

Complete the following steps:

1. In Google Calendar, select **Create**.
2. In the event window, include the following information:
 - a. Event title: STRATEGIC GOALS
 - b. Date: 23rd of next month between 2-3pm
 - c. Location: Enter the address of your corporate office
3. Select **Save** to add the event to your Google Calendar.
4. Switch from week view to month view. Find and select the event.
5. Select **Edit event**. Modify it to be a full day event.
6. Save the event.