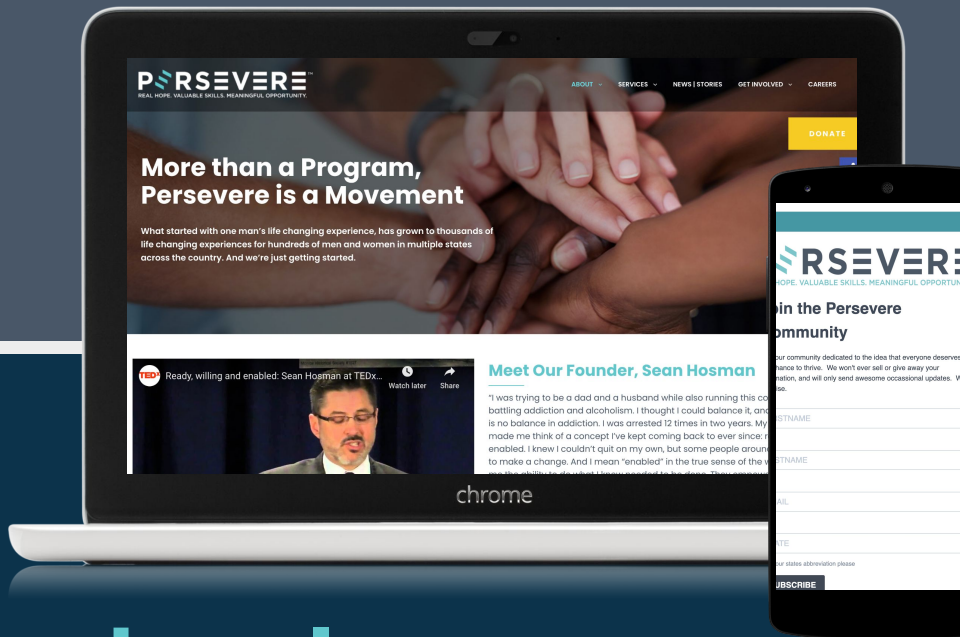


Welcome to Persevere

Instructor: J. Doty

Module 0.1

Introduction to Technology



Welcome to Persevere

Module 0.1.3.1

Introduction to Technology

Introduction to Google Suite

Overview

Google Suite, now known as Google Workspace, is a collection of cloud-based productivity and collaboration tools developed by Google. It offers a wide range of applications designed to enhance productivity, communication, and collaboration within organizations.



Welcome to Persevere

Module 0.1.3.2

Introduction to Technology

Introduction to Google Suite

Google Docs

- **Google Docs:**

Collaborative document creation and editing

Google Docs is a web-based word processing application that enables users to create, edit, and collaborate on documents in real time. It supports various formatting options, includes a revision history feature, and allows simultaneous collaboration.



Welcome to Persevere

Module 0.1.3.3

Introduction to Technology

Google Docs: Getting Started

Video Tutorial

GOOGLE DOCS
GETTING
STARTED



Welcome to Persevere

Module 0.1.3.4

Introduction to Technology

Google Docs: Using Docs on a mobile device

Video Tutorial

GOOGLE DOCS
USING THE
MOBILE APP



Welcome to Persevere

Module 0.1.3.5

Introduction to Technology

Google Docs: How to track changes

Video Tutorial

GOOGLE DOCS
HOW TO
TRACK
CHANGES



Welcome to Persevere

Module 0.1.3.6

Introduction to Technology

Google Docs: Changing ownership

Video Tutorial

GOOGLE DOCS
CHANGING
OWNERSHIP
OF A DOC



Welcome to Persevere

Module 0.1.3.7

Introduction to Technology

Google Docs: Linking within document

Video Tutorial

GOOGLE DOCS
LINK TO
A BOOKMARK



Welcome to Persevere

Module 0.1.3.8

Introduction to Technology

Google Docs:
Email a Doc as an
attachment

Video Tutorial

GOOGLE DOCS
LINK TO
A BOOKMARK



Welcome to Persevere

Module 0.1.3.9

Introduction to Technology

Google Docs: Finding keyboard shortcuts

Video Tutorial

GOOGLE DOCS
KEYBOARD
SHORTCUTS



Welcome to Persevere

Module 0.1.3.10

Introduction to Technology

Introduction to Google Suite

Google Sheets

- **Google Sheets:**

Introduction to spreadsheets and data management

Google Sheets is a web-based spreadsheet application that provides similar functionality to Microsoft Excel. It offers powerful data manipulation and analysis features, supports formulas and functions, and enables real-time collaboration.



Welcome to Persevere

Module 0.1.3.11

Introduction to Technology

Google Sheets: Getting started

Video Tutorial

GOOGLE SHEETS
GETTING
STARTED



Welcome to Persevere

Module 0.1.3.12

Introduction to Technology

Google Sheets: Modifying cells

Video Tutorial

GOOGLE SHEETS
MODIFYING
CELLS



Welcome to Persevere

Module 0.1.3.13

Introduction to Technology

Google Sheets: Formatting cells

Video Tutorial

GOOGLE SHEETS
FORMATTING
CELLS



Welcome to Persevere

Module 0.1.3.14

Introduction to Technology

Google Sheets: Working with multiple sheets

Video Tutorial

GOOGLE SHEETS

WORKING

WITH MULTIPLE

SHEETS



Welcome to Persevere

Module 0.1.3.15

Introduction to Technology

Google Sheets: Creating simple formulas

Video Tutorial

GOOGLE SHEETS
CREATING
SIMPLE
FORMULAS



Welcome to Persevere

Module 0.1.3.16

Introduction to Technology

Google Sheets: Creating complex formulas

Video Tutorial

GOOGLE SHEETS

CREATING

COMPLEX

FORMULAS



Welcome to Persevere

Module 0.1.3.17

Introduction to Technology

Google Sheets: Types of cell references

Video Tutorial

GOOGLE SHEETS
CELL
REFERENCES



Welcome to Persevere

Module 0.1.3.18

Introduction to Technology

Google Sheets:
Working with functions

Video Tutorial

GOOGLE SHEETS
WORKING
WITH
FUNCTIONS



Welcome to Persevere

Module 0.1.3.19

Introduction to Technology

Introduction to Google Suite

Google Slides

- **Google Slides:**

Creating and delivering presentations

Google Slides is a web-based presentation application comparable to Microsoft PowerPoint. It allows users to create visually appealing slideshows, add multimedia content, and collaborate with others in real time.



Welcome to Persevere

Module 0.1.3.20

Introduction to Technology

**Google Slides:
Getting started**

Video Tutorial

GOOGLE SLIDES
GETTING
STARTED



Welcome to Persevere

Module 0.1.3.21

Introduction to Technology

Google Slides:
Slide basics

Video Tutorial

GOOGLE SLIDES

SLIDE

BASICS



Welcome to Persevere

Module 0.1.3.22

Introduction to Technology

Google Slides:
Presenting your slide
show

Video Tutorial

GOOGLE SLIDES
PRESENTING



Welcome to Persevere

Module 0.1.3.23

Introduction to Technology

Google Slides:
Printing and creating
PDF files

Video Tutorial

GOOGLE SLIDES
PRINTING
AND CREATING
PDF FILES



Welcome to Persevere

Module 0.1.3.24

Introduction to Technology

Introduction to Google Suite

Google Drive

- **Google Drive:**

Storing, organizing, and sharing files

Google Drive is a cloud storage service that allows users to store and share files online. It provides a generous amount of storage space and offers seamless integration with other Google applications, making it easy to access and collaborate on files.



Google Drive

Welcome to Persevere

Module 0.1.3.25

Introduction to Technology

**Google Drive:
Getting started**

Video Tutorial

GOOGLE DRIVE

GET
STARTED



Welcome to Persevere

Module 0.1.3.26

Introduction to Technology

**Google Drive:
Creating files**

Video Tutorial

GOOGLE DRIVE

CREATE

FILES



Welcome to Persevere

Module 0.1.3.27

Introduction to Technology

**Google Drive:
Managing files**

Video Tutorial

GOOGLE DRIVE

MANAGE

AND ORGANIZE

YOUR FILES



Welcome to Persevere

Module 0.1.3.28

Introduction to Technology

Google Drive:
Uploading files

Video Tutorial

GOOGLE DRIVE
UPLOAD
FILES



Welcome to Persevere

Module 0.1.3.29

Introduction to Technology

Google Drive: Sharing & Collaborating

Video Tutorial

GOOGLE DRIVE
SHARE AND
COLLABORATE



Welcome to Persevere

Module 0.1.3.30

Introduction to Technology

Introduction to Google Suite

Google Calendar

- **Google Calendar:**

Scheduling, organizing, and meeting

Google Calendar is a cloud storage service that allows users to store and share calendars, tasks and events online. It provides a generous amount of capabilities and offers seamless integration with other Google applications, making it easy to access and collaborate on meetings and events.

Google
Calendar



Welcome to Persevere

Module 0.1.3.31

Introduction to Technology

Google Calendar: Beginners tutorial

Video Tutorial



Welcome to Persevere

Module 0.1.3.32

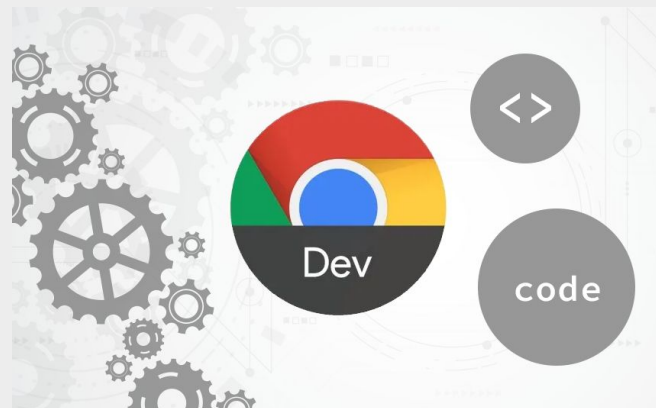
Introduction to Technology

Google Dev Tools Introduction

Tutorial

What is Dev Tools? Developer tools, or DevTools, are programs that help developers create, test, and debug software.

These tools are used to make the coding and programming process more efficient. They can help developers find and fix issues in layouts and functionality across browsers.



Welcome to Persevere

Instructor: J. Doty

Module 0.1

Introduction to Technology

