Google Tools For Everyone

Introduction to Google Tools for Everyone

Google has created something truly remarkable with its Google application suite. We've all used Microsoft Office or some other office productivity applications suite before but it's not like this. Google tools are completely online 100 percent web-based. There are no applications to install or licenses to purchase. Explore new ideas for working together and running your business, shared by customers in different industries and all over the world

This course totally divided into 7 Chapters

1. Google Drive: Which is a cloud storage service where we can Upload/create/access files from anywhere anytime.

2. Google Calendar: It helps us in creating events/ appointments/ daily reminders.

3. Google Docs: It helps you create various types of text-based documents including letters memos reports, and newsletters.

4. Google Slides: Which is a presentation program. where we can create presentations about your work.

5. Google Sheets: Which is a spreadsheet tool that Google has to offer. So this will be comparable to something like Microsoft Excel. Which is used to store tabular data.

6. Google Forms: Which is an incredibly powerful tool. Forms are great for you to know being able to do surveys.

7. Google sites: One of the easy ways to create a site.

The main **advantages** for all the above tools are those are

1. easy to access anywhere from the world because all are saved on the cloud
2. No installations no licenses require
3. Free of cost
4. Share and collaborate with teams anywhere from the world

The only **disadvantage** is for accessing these tools we need internet although we can make files offline for sometime
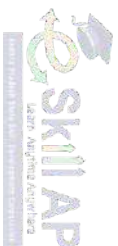
Requirements

The main requirements for this course are having a personal Google account and a steady internet connection full of enthusiasm.

Follow these steps for creating a personal Google account

- Firstly open any of your favorite web browsers and navigate to www.accounts.google.com/signup then you will get below page
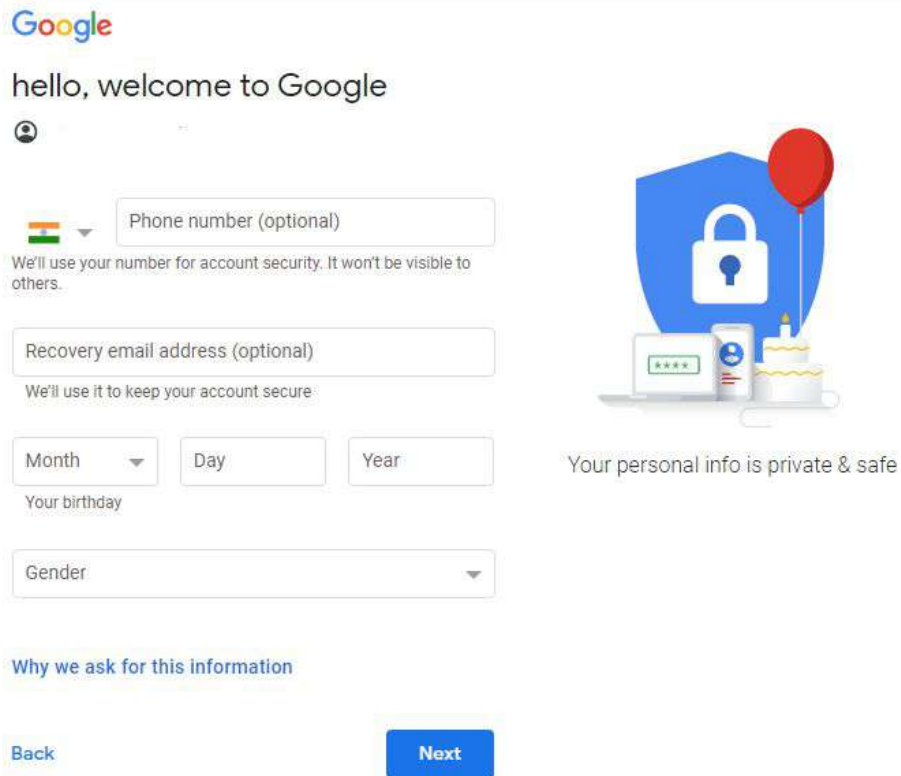
- Enter your first name and last name and enter the unique username to access your google account

- then create a strong password by the combination of special characters numbers and alphabets

● and click on Next, then you will get below page

● then enter your mobile number, Date of Birth, and Gender and click on next you will get a new window to verify your phone number and click on the send button.
● then enter the verification code and which is sent to your mobile and click on verify

● and click on skip and verify the settings and click on I Agree automatically your page will be navigated to this Page
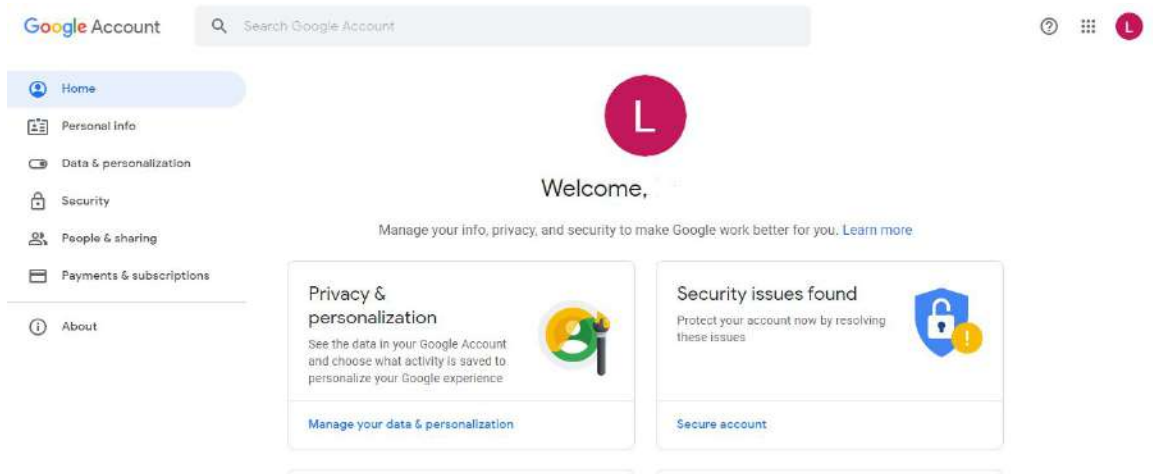
● That's it you have successfully created your personal Google account you can use the same userName and Password which you have entered in the initial steps for all the google services which we are using in this entire course or outside of the course.