**Day 1 (04-04-2020)**

Observations:

1. About the Program- Ganta Subba Rao
2. Google education products
3. Goto meeting, zoom meeting etc.. for conducting online teaching.
4. Creation of google site
5. Quiz

Tasks Completed

1. Google Site Created

 https://sites.google.com/view/fdp-gitam-srinivasarao-10202

**Day 2 (05-04-2020)**

Observations:

1. Revised Day 1 Topics
2. Google Drive-(Folder wise representation)
3. Voice typing commands
4. Creation of youtube channel
5. Updating of google site
6. Quiz

Tasks Completed

1. Google Site updated

<https://sites.google.com/view/fdp-gitam-srinivasarao-10202>

1. Created my youtube channel and uploaded one    video

Channel name: Srinivasa Rao Dhanikonda

Link: <https://www.youtube.com/channel/UCRAm89SIWtpbzuPhlhwr79Q>

**Day 3 (06-04-2020)**

Observations:

1. Revised Day 1 & 2 Topics
2. Google Forms
3. Timify.me (Add on to google forms)
4. Google Keep
5. Google Calendar
6. Keep vs Calendar
7. Updating of google site
8. Quiz

Tasks Completed

1. Google Site updated <https://sites.google.com/view/fdp-gitam-srinivasarao-10202>
2. Google form created on artificial intelligence subject.
3. Practiced google keep and calendar
4. Configured Timify.me add on to the forms

Token is

kTwxAkbasz8Ob8dPL4W3SLsUySuhLZ

**Day 4 (07-04-2020)**

Observations:

1. Revised forms
2. Google groups
3. Zoomit tool
4. Introduction to google sheets
5. Updating of google site
6. Quiz

Tasks Completed

1. Google Site updated

<https://sites.google.com/view/fdp-gitam-srinivasarao-10202>

1. Created google group and verified with friends.
2. Installed Zoomit tool and practiced

 Ctrl + 1=======> Zoom

 Ctrl + 2=======> Draw

 Ctrl + 3=======> Break (Timer)

 Ctrl + 4=======> Livezoom

 Ctrl + ‘t’ ======> To enter the text

**Day 5 (08-04-2020)**

Observations:

1. Google Sheets

Multi tasking, conditional formatting, sorting techniques (filter), macros, analytics, charts, pivot tables, lookup, vlookup, hlookup

1. Updating of google site
2. Quiz

Tasks Completed

1. Google Site updated

<https://sites.google.com/view/fdp-gitam-srinivasarao-10202>

1. Created google sheets and practiced