1 – How to access to Google Calendar

2 - Why Google Calendar?

3 – How to know the day of today on Google Calendar?

4 - How to How to view calendar as a day, week, month, year?

5 – How create new calendar?

6 – How to create meeting schedule on Google Calendar specific time, date and invite your members?

7 – How to set the meeting repeat every week on Friday afternoon from **1 – 3 PM** with title **student meeting with social affair?**

8 – How to remove the event on Google calendar?

9 – How to change the event from today to other day?

10 – How to join online meeting following Google calendar?