

## Applied Digital Skills Extension Library

<b>LESSON</b>	<b>EXTENSION</b>	<b>APP</b>
<a href="#">Create a Scrapbook</a>	<a href="#">Give a Scrapbook as a Gift</a>	Slides
<a href="#">Create a Guide to an Area</a>	<a href="#">Translate with Google Sheets</a>	Sheets
<a href="#">Calculate Probability with Google Sheets</a>	<a href="#">Create a Batting Order Using Probability</a>	Sheets
<a href="#">Brainstorm Ideas in a Group</a>	<a href="#">Use Checkboxes to Complete Tasks in a Google Spreadsheet</a>	Sheets
<a href="#">Negotiate Your Salary</a>	<a href="#">Set Goals and Check Progress in Google Sheets</a>	Sheets
<a href="#">Negotiate Your Salary</a>	<a href="#">Create a Work Log in Google Sheets</a>	Sheets
<a href="#">Create a Guide to an Area</a>	<a href="#">Design a Custom Form</a>	Forms
<a href="#">Create a Guide to an Area</a>	<a href="#">Share a Form Through Social Media</a>	Forms
<a href="#">Program a Progress Bar</a>	<a href="#">Add a Progress Bar in Google Forms</a>	Forms
<a href="#">Plan and Promote an Event/Research and Develop a Topic</a>	<a href="#">Wrapping Text Around Images</a>	Docs
<a href="#">Plan and Promote an Event</a>	<a href="#">Use Your Voice to Type</a>	Docs
<a href="#">Research and Develop a Topic</a>	<a href="#">Add a YouTube Video to Your Document</a>	Docs
<a href="#">Research and Develop a Topic</a>	<a href="#">Add More Fonts</a>	Docs
<a href="#">Research and Develop a Topic</a>	<a href="#">Utilize Spelling Preferences and Personal Dictionary</a>	Docs
<a href="#">Research and Develop a Topic</a>	<a href="#">Organize Images in a Table</a>	Docs

<a href="#">Evaluate Credibility of Online Sources</a>	<a href="#">Stay Informed About Current Events</a>	Docs
<a href="#">Create a Resume in Google Docs</a>	<a href="#">Write a Cover Letter</a>	Docs
<a href="#">Give and Receive Feedback</a>	<a href="#">Propose Wording Changes with Suggestion Mode</a>	Docs
<a href="#">Plan and Promote an Event/Research and Develop a Topic</a>	<a href="#">Annotating Images with Google Drawings</a>	Drawings
<a href="#">Evaluate Credibility of Online Sources</a>	<a href="#">Design a Credibility Poster</a>	Drawings
<a href="#">Identify Cyberbullying</a>	<a href="#">Create a Kindness Art Project</a>	Drawings
<a href="#">Avoid Online Scams</a>	<a href="#">Create a Poster to Teach Others About Online Scams</a>	Drawings
<a href="#">Create and Safeguard Passwords</a>	<a href="#">Design a Poster of Secure- Password Techniques</a>	Drawings
<a href="#">Create a Resume in Google Docs</a>	<a href="#">Use Gmail to Request a Letter of Recommendation</a>	Gmail
<a href="#">Avoid Online Scams</a>	<a href="#">Check an Email for Detailed Sender Information</a>	Gmail
<a href="#">Send Emails in the Workplace</a>	<a href="#">Create an Automated Reply</a>	Gmail
<a href="#">Send Emails in the Workplace</a>	<a href="#">Attach a Document to Your Email</a>	Gmail
<a href="#">Send Emails in the Workplace</a>	<a href="#">Save Emails to Read Later</a>	Gmail
<a href="#">Ask Someone to Be a Reference</a>	<a href="#">Write a Thank You Email</a>	Gmail
<a href="#">Use Drive to Organize Files</a>	<a href="#">Review Your Google Drive Settings</a>	Drive

<a href="#">Use Drive to Organize Files</a>	<a href="#">Search for Files</a>	Drive
<a href="#">Search for a Part-Time or Summer Job</a>	<a href="#">Create a Portfolio in Google Drive</a>	Drive
<a href="#">Search for Colleges Online</a>	<a href="#">Use More Tools to Search Online for Colleges</a>	Search
<a href="#">Organize Your Time with a Digital Agenda</a>	<a href="#">Add a Birthday Reminder</a>	Calendar
<a href="#">Organize Your Time with a Digital Agenda</a>	<a href="#">Edit an Event in Your Digital Agenda</a>	Calendar
<a href="#">Track Due Dates and Tasks in Gmail</a>	<a href="#">Attach Files to Events in Google Calendar</a>	Calendar
<a href="#">Track Due Dates and Tasks in Gmail</a>	<a href="#">View Tasks in Google Calendar</a>	Calendar
<a href="#">Create and Safeguard Passwords</a>	<a href="#">Add a Calendar Reminder to Change Your Passwords</a>	Calendar
<a href="#">Prepare for Your First Day of Work</a>	<a href="#">Add Work Schedule to Google Calendar</a>	Calendar
<a href="#">Prepare for Your First Day of Work</a>	<a href="#">Plan Your Daily Drive Through Traffic</a>	Maps
<a href="#">Get Organized in Google Photos</a>	<a href="#">Create a Collage</a>	Photos
<a href="#">Get Organized in Google Photos</a>	<a href="#">Add Descriptions to Your Photos</a>	Photos