

Google Apps for Education Glacial Lakes Adult Education Fall 2023

Instructor

Matt Fischer

mattjirish0089@gmail.com

Course Description

This course is intended for students with basic computer skills. Students will learn Gmail basics, how to create and manage files in Google Drive, and how to create files using Google Sheets, Google Slides and Google Docs.

Course Schedule and Outline

Friday mornings, October 27 - December 22, 2023

8:30 - 10:30 AM on Zoom

Join Zoom Meeting

Learning Outcomes

1. Create and send Gmail using various features
2. Organize Gmail
3. Create Gmail contacts
4. Create/edit folders and files in Google Drive
5. Create/edit documents using Google Docs
6. Create /edit spreadsheets using Google Sheets
7. Create/edit presentations using Google Slides