



Google Workspace Skills Checklist

This document is designed to provide educators with “How To” resources that support educators on using Google Tools. Videos and documents linked are created by Google as well as Google Edu community members.

[Drive](#) | [Docs](#) | [Slides](#) | [Forms](#) | [Sheets](#) | [Calendar](#) | [Groups](#)
[Sites](#) | [YouTube](#) | [Gmail](#) | [Classroom](#) | [Chrome](#)
[Blogger](#) | [Google Meet](#)

Google Drive	
Feature/Descripción	Instructions or Steps
Create Folder / Crear una carpeta	 Creating Folders in Google Drive
Create Subfolder / Crear una subcarpeta	 Creating Folders in Google Drive
Change Folder Color / Cambiar el color de la carpeta	 Creating Folders in Google Drive
Create Files (Docs, Sheets, Slides) / Crear documentos	 Creating Documents in Google Drive
Add Doc to Folder / Agregar un Doc a la carpeta	 Creating Folders in Google Drive
Share Folder with One Person / Compartir la Carpeta con una persona	 Sharing Google Drive Folders
Get Shareable Link to Folder / Obtener el enlace de la carpeta que se puede compartir	 Sharing Google Drive Folders
Star Folder and Doc / Poner estrella en Carpeta y	 Creating Folders in Google Drive

en un Documento	
Name and Rename a Folder / Nombrar y renombrar una carpeta	 Upload & Organize Folders into Google Drive
Organize a Shared Folder into 'My Drive' / Organizar una carpeta compartida conmigo en mi Google Drive	 Sharing Google Drive Folders
Remove a Folder / Eliminar una Carpeta	 Creating Folders in Google Drive
Upload files and folders from your computer into Drive / Sube archivos y carpetas de tu computadora a Drive	 Upload & Organize Folders into Google Drive  Uploading content is easy with Google Drive

Google Docs

Feature/Descripción	Instructions or Steps
Create New Doc / Crear un doc nuevo	 Create, Share, and Title a Google Doc
Title Doc / Agregar el título	 Create, Share, and Title a Google Doc
Share Doc with One Person /Compartir el Doc	 Create, Share, and Title a Google Doc
Get Link to Doc / Obtener enlace al Doc	 Create, Share, and Title a Google Doc
Get Link and Share pdf in Drive / Obtener enlace y Compartir un PDF en Drive	 Google Docs: Download a PDF version of your Doc
Change Font, Color, and Size / Cambiar fuente, color y tamaño	 Google Docs: Change Font, Color, and Size of Text
Change Line Spacing / Cambiar el interlineado	 Google Docs: Change Font, Color, and Size of Text
Comment in a Doc / Comentar en un Doc	 Google Docs: Comment Features
+email in a Comment / Agregar con '+correo' en comentario	 Take Team Collaboration to the Next Level
Download a PDF version of your Doc / Descargar un PDF de tu Doc	 Google Docs: Download a PDF version of your Doc

Google Slides

Feature/Descripción	Instructions or Steps
Create a New Slideshow / Crear una nueva presentación en Google Slides	 Google Slides: Create, Customize and Insert Media

Add a Slide / Añadir una diapositiva	 Google Slides: Create, Customize and Insert Media
Insert a Picture / Insertar una foto	 Google Slides: Create, Customize and Insert Media
Insert a Video / Insertar un video	 Google Slides: Create, Customize and Insert Media
Comment on a Slide / Comentario en una diapositiva	 Google Slides: Using the Comment Feature
+email in a Comment / Agregar comentario con +'correo'	 Google Slides: Using the Comment Feature
Insert a Text Box / Insertar un Cuadro de Texto	 Google Slides: Create, Customize and Insert Media
Change the Theme / Cambiar el Tema	 Google Slides: Create, Customize and Insert Media  Change the theme, background, or layout
Share Slideshow with One Email / Compartir presentación con un correo electrónico	 Google Slides: How to Share a Presentation
Get Link to Slideshow / Obtener enlace a la presentación	 Google Slides: Get Link to Slideshow  Share files from Google Drive
Create a Master Slide / Crear las diapositivas Maestras	 Google Slides: Create and Edit a Master Slide
Add a logo to Master Slide / Agregar un logo a las diapositivas maestras	 Google Slides: Create and Edit a Master Slide

Google Forms

Feature/Descripción	Instructions or Steps
Create a Form / Crear un Formulario	 What is Google Forms?  Creating a Google Form
Title Form / Agregar título a un Formulario	 Creating a Google Form
Add Different Types of Questions / Agregar diferentes tipos de preguntas	 Creating a Google Form
Insert Image / Insertar Imagen	 Adding Videos and Images to Google Forms
Insert Video / Insertar Video	 Adding Videos and Images to Google Forms
Change Theme of Form / Cambiar el Tema del formulario	 Customizing Colors and Fonts in Google Forms
Change Submission Settings of Form / Cambiar	 Customize Your Google Form in Settings

la configuración de envío de formulario	
Send Form via Email Address / Enviar formulario por correo electrónico	 How to Send a Google Form to Your Users
Get Link to Form / Obtener enlace al formulario	 How to Send a Google Form to Your Users
View Responses of Form / Ver respuestas del formulario	 Viewing User Results in Google Forms and Sheets
Create Spreadsheet of Responses / Crear Hoja de cálculo con las respuestas	 Viewing User Results in Google Forms and Sheets
Google Sheets	
Feature/Descripción	Instructions or Steps
Create Spreadsheet / Crear una Hoja de Cálculo	 What is a Google Sheet?  Google Sheets 101
Title Spreadsheet / Crear el título	 Google Sheets 101
Add Data to Spreadsheet / Agregar datos a la hoja de cálculo	 Google Sheets 101
Sort Data in Columns / Ordenar datos en columnas	 Google Sheets 101
Insert a New Row or Column / Insertar una nueva fila o columna	 Google Sheets 101
Sum Row or Column of Data / Suma de fila o columna de datos	 Working with Functions in Google Sheets  Add formulas & functions
Average Row or Column of Data / promedio de fila o columna de datos	 Working with Functions in Google Sheets  Add formulas & functions
Protected Sheets and Ranges / Hojas y rangos protegidos	 Sharing and Protecting Data in Google Sheets
Create Basic Chart from Column of Data / Crear un gráfico básico de una columna de datos	 Add & edit a chart or graph  Add & edit a chart or graph
Share Sheets with an Email Address / Compartir la hoja con un correo electrónico	 Sharing and Protecting Data in Google Sheets
Create a Pivot Table / Crear una tabla dinamica	 Create a pivot table  Create & use pivot tables

Google Calendar	
Feature/Descripción	Instructions or Steps
Create a New Calendar / Crear un nuevo calendario	 Create a new Google Calendar
Create an Event / Crear un evento	 Create an Event in Google Calendar  Create an Event
Add Notification for Event / Agregar notificación para el evento	 Create an Event in Google Calendar
Add an Attachment to an Event / Agregar un archivo a un evento	 Create an Event in Google Calendar
Adjust Time on an Event / Ajustar el horario en un evento	 Create an Event in Google Calendar
Difference Between Reminder and Tasks / Aprender la diferencia entre recordatorios y tareas	 Difference Between Google Keep, Reminders and Tasks  Create and view Tasks in Calendar apps  Add reminders in Google Calendar
Create a Task / Crear una tarea	 Create and view Tasks in Calendar apps
World Clock / Reloj mundial	 Turn on World Clock
Difference Between Tasks and Keep / Aprender a diferencia entre tareas y Google Keep	 Difference Between Google Keep, Reminders and Tasks  How to Use Google Keep  Google Keep Cheat Sheet
Add a Hangout or Meet to your Event / Agregar un Hangout o un Meet a tu evento	 Create an Event in Google Calendar
Google Groups	
Feature/Descripción	Instructions or Steps
Create a Group / Crear un Grupo	 Create a Group & Settings
Add Members / Agregar Miembros	 Add People to Your Group
Post to Group / Publicar en un grupo	 Create and Respond to Posts
Send a Message to a Group / Enviar un mensaje a un grupo	 Create and Respond to Posts

Google Sites	
Feature/Description	Instructions or Steps
Create a Site using Simple Theme / Crear un sitio usando un tema simple	 Creating a Google Site
What is a Theme? / Que es un tema	 Creating a Google Site
What is the Home page vs. other pages? / ¿Cuál es la página de inicio frente a otras páginas?	 Creating a Google Site
Add Text to a Page / Agregar texto a una página	 Adding Text, Videos and More to a Google Site
Insert an Image to a Page / Insertar una imagen en una página	 Adding Text, Videos and More to a Google Site
Insert a Google Drive Doc on a Page / Insertar un documento de Google Drive en una página	 Adding Text, Videos and More to a Google Site
Insert a YouTube Video on a Page / Insertar un video de YouTube en una página	 Adding Text, Videos and More to a Google Site
Reposition Content on a Page / Reacomodar contenido en una página	 Adding Text, Videos and More to a Google Site
Add a New Page / Agregar una página nueva	 Creating a Google Site
What is a parent page vs a child page? / ¿Qué es una página 'Parent Page' vs una página secundaria 'child Page'?	 Creating a Google Site
Nest Pages Under Pages / Ponga páginas debajo de páginas	 Creating a Google Site
Share a Site with a Collaborator (Edit Access) / Compartir un sitio con un colaborador (acceso para poder Editar)	 Collaborating and Sharing Your Google Site
YouTube	
Feature/Descripción	Instructions or Steps
What is meant by enabling your YouTube Channel? / ¿Qué significa habilitar tu canal de YouTube?	 Create a YouTube channel  Create a new channel
Search Videos / Buscar videos	 YouTube Basics - Getting Started

Share a Video Directly with an Email / Compartir un video directamente con un correo electrónico	 YouTube Basics - Getting Started  Share videos and channels
Get Share Link for Video / Obtener enlace para compartir el video	 YouTube Basics - Getting Started
Create a Playlist / Crear una Lista de reproducción (Playlist)	 YouTube Basics - Getting Started
Edit Title and Add Description to Playlist / Editar título y agregar descripción a la Lista de reproducción	 YouTube Basics - Getting Started
What are the different types of privacy settings with videos? / ¿Cuáles son los diferentes niveles de privacidad con tus videos?	 YouTube Basics - Getting Started
Email Playlist Directly with an Email / Enviar una Lista de reproducción directamente con la opción de correo	 YouTube Basics - Getting Started  Share Playlists
Subscribe to Channel / Suscribirse a un Canal de YouTube	 YouTube Basics - Getting Started
Gmail	
Feature/Descripción	Instructions or Steps
Compose a Message / Crear un Mensaje	 Gmail Overview  Send or unsend Gmail messages
Find emails with an attachment or stars / Encuentra correos con archivos adjuntos o estrellas	 Search in Gmail  Search operators you can use with Gmail
Create a Filter / Crear un Filtro	 Create rules to filter your emails
Find Contacts / Encuentra tus contactos	 Gmail Overview
Find Tasks / Encuentra Tareas	 Gmail Overview
What is a label? / ¿Qué es una etiqueta?	 Create labels to organize Gmail
Initiate a Hangout from within Gmail / Empezar un Hangout de tu correo	 Start or join a video call from Gmail
Add Emails Directly to Tasks / Agregar correos directamente a Tareas	 Add a Task from an Email

Google Classroom	
Feature/Descripción	Instructions or Steps
Create a Class / Crear una Clase	 Google Classroom Overview  Google Classroom 101  How do I sign in to Classroom?  Google Classroom Getting Started Guide
Invite Student / Invitar a un Estudiante	 Google Classroom Basics  How to Add Students and Guardians  Join a Class as a Student
Find Class Code / Encuentra el código de clase	 Google Classroom Basics
Create an Assignment and Set a Due Date / Crear una actividad y establecer una fecha de entrega	 Google Classroom Basics  Create an Assignment
Attach Google Drive Docs to Assignments / Adjuntar documentos de Google Drive a las asignaciones	 Google Classroom Basics
How do you "Make a copy" for each student? / ¿Cómo "hacer una copia" para cada estudiante?	 Google Classroom Basics
Classroom Navigation Bar (to jump to another class) / Barra de navegación del aula (para saltar a otra clase)	 Google Classroom Overview
How can Classroom be used for PD? / ¿Cómo se puede usar Classroom para DP?	-To co-teach and build lessons / assignments together -To deliver PD to teachers -To share resources with other teachers -Teachers can copy assignments and classes
Google Chrome	
Feature/Descripción	Instructions or Steps
What is the omnibox? / ¿Qué es la omnibox?	 Chrome Omnibox Searches
Calculate Math Equations in Omnibox / Calcular matemáticas en la Omnibox	 Chrome Omnibox Searches
Calculate Measurement in Omnibox / Calcule medidas en la Omnibox	 Chrome Omnibox Searches
Convert money in Omnibox / Convierte dinero	 Chrome Omnibox Searches

en la Omnibox	
Bookmark Websites / Marcar sitios web	 Chrome Bookmarks  Create, view & edit bookmarks
Create Bookmark Folders / Crear carpetas de marcadores	 Chrome Bookmarks  Create, view & edit bookmarks
What is the Chrome Store? / ¿Qué es la tienda de Chrome Store?	 How to Install Extensions from the Chrome Web Store  What is the Chrome Web Store?
What are Extensions? / ¿Qué son las extensiones?	 How to Install Extensions from the Chrome Web Store
Blogger	
Create a Blog	 Blogger 101  Create a Blog  Create, edit, manage, or delete a post  Change the design of your blog
Add a post	 Blogger 101
Share your Blog	 Blogger - Add Team Members to your Blog  Control Access to Your Blog
Google Meet	
Start a Google Meet / Iniciar una reunión de Google	 How to get started with Google Meet  EDU in 90: Innovate with Hangouts Meet  Start a video call  Start a Google Meet video meeting  Start or join a video call from Gmail  Schedule a video meeting from Google Calendar
Share your screen with others during a Meet / Comparte tu pantalla con otras personas durante una reunión	 Present during a video call
Start a Meet from Your Android or iOS Device / Inicie una reunión desde su dispositivo Android o iOS	 Start a Meet from an iOS device  Start a Meet from Android device
Join a Meet, Get People into the Meet with Links and Calendar / Únase a una reunión, haga que las personas participen en la reunión con enlaces y calendario	 Find Google Meet join info and Join a Meet  Join a Google Meet in Different Ways

Manage Bandwidth to Maintain Call Quality on a Meet / Administre el ancho de banda para mantener la calidad	 Change your computer's camera or video quality
Create and Name Group Chats / Crear y nombrar chats	 Get started with classic Hangouts  Start a group conversation
Archive a Chat / Archivar un chat / Archivar un chat	 Delete or turn off your message history
Manage/Delete Your Chat History / Administrar / eliminar su historial de chat	 Delete or turn off your message history
Turn off Chat Notifications / Desactivar las notificaciones de chat	 Turn Off Notifications
Blocking Inappropriate Users / Bloqueo de usuarios inapropiados	 Block, report, or ignore someone