CHAPTER 2

HOW TO USE GOOGLE TOOLS

Skills
to
Connect

INTRODUCTION

In this chapter, you will learn how to use the free tools presented in the previous chapter (Google Drive, Google Doc, Google Forms & Google Calendar). For each tool, you can access a tutorial (either video or handwritten) explaining the basics of each tool.

1 GOOGLE DRIVE

HOW TO USE GOOGLE DRIVE?

What is Google Drive?

How to use the Drive tool on Gmail?

How does Drive work on Gmail?

CLICK ON THE FOLLOWING COURSES TO DISCOVER GOOGLE DRIVE

Click here for a video tutorial on how to use Google Drive

Click here to check out a handwritten course on how to use Google Drive

2 GOOGLE DOC

HOW TO USE GOOGLE DOC?

- Create a Gmail address

What is Google Doc?

How to use the Drive tool on Gmail?

- Write text, format it, insert images, insert links, record text vocally, count the number of words, count the number of pages

🔔 **1** MODULE 4 ALERT

Discover our module on this subject by clicking here!

CLICK ON THE FOLLOWING COURSE TO DISCOVER GOOGLE DOC

Click here for a video tutorial on how to use Google Doc

Click here to check out a handwritten course on using Google Doc

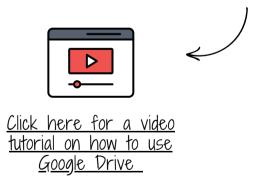**MORE ADVANCED TUTORIAL, TO GO FURTHER!**

3 GOOGLE FORMS

HOW TO USE THE FORMS TOOL TO CREATE AN ONLINE QUESTIONNAIRE?

Google Forms Basics

More complex functions such as configuration, questionnaire layout

CLICK ON THE FOLLOWING COURSE TO DISCOVER GOOGLE FORMS

Click here for a video tutorial on how to use Google Drive

4 GOOGLE CALENDAR 📅

HOW TO USE THE CALENDAR TOOL IN GOOGLE?

Calendar interface and navigation
- Settings
- Creating the agenda
- Difference between tasks and events
- Event Options

**CLICK ON THE FOLLOWING COURSE TO
DISCOVER GOOGLE CALENDAR**

Click here for a video
tutorial on how to use
Google Drive