

## Google For Education Modules 1-8



### Google GMAIL

- Introduction to Gmail
- Setting Up a Gmail Account
- Sending Email
- Responding to Email
- Managing Email
- Gmail for Mobile Devices
- How to Unsend an Email in Gmail
- Time-Saving Email Tips



### Google Drive

- All About Google Drive
- Getting Started with Google Drive
- Creating Google Docs
- Uploading Files to Google Drive
- Managing Your Files
- Sharing and Collaborating
- Converting and Printing



### Google Calendar

- Getting started with Google Calendar
- How to get to Google Calendar
- Navigating Google Calendar
- Adding Events
- Creating new calendars
- Sharing and customizing calendars



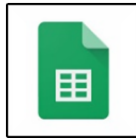
### Google Classroom

- Getting Started with Google Classroom
- Creating Assignments and Materials
- Using Forms with Google Classroom
- Grading and Leaving Feedback
- Communicating with Students and Parents



### Google Docs

- Creating Google Docs
- Uploading Files to Google Drive
- Managing Your Files
- Sharing and Collaborating
- Converting and Printing Docs
- Formatting Text and Adding Hyperlinks
- Using Indents and Tabs
- Headers, Footers, and Page Breaks



### Google Sheets

- Formatting Cells
- Working with Multiple Sheets
- Creating Formulas
- Types of Cell References
- Working with Functions
- Sorting and Filtering Data
- Uploading, managing, and sharing files to Google Drive



### Google Sites

- Create your site
- Name your site
- Select a layout
- Select a background image, header type, and theme
- Add, reorder, and nest pages
- Set up site navigation
- Update and personalize your site
- Add content to your site



### Google Slides

- Getting Started with Your Presentation
- Slide Basics
- Text Basics
- Adding Pictures and Shapes
- Adding Transitions and Animations
- Presenting Your Slide Show