

Make Your Life Easier with Google

FLLS Webinar | May 12, 2020

Access the Recording: <https://vimeo.com/417761892>

Jenny's Tips:

- All Google products discussed in the webinar (Drive, Docs, Sheets, Slides, and Forms) are FREE with your Google/Gmail account.
- Select the personal option when signing up. OR get G Suite for Non-Profits for FREE: <https://www.google.com/nonprofits/offerings/apps-for-nonprofits/>.
- There may be less functionality than Microsoft Products or other paid software, but Google makes it easy to share and collaborate!
- AutoSave is standard across the board.
- All Google products are available as apps on your smartphone or tablet. Just search for them in your app store.
- You can download icons for your desktop or just bookmark the websites for easy access.
- Use templates whenever possible, it will save you time.
- Add-ons are available for each Google product. There are free and paid options.
- The products are much easier to use if you have internet access. However, you can access them offline. Instructions are included in the links below.
- As with anything, these products will be easier to use with practice! I recommend grabbing a template and trying all the different features to see how they work.

Helpful Links

- About Google Drive: <https://www.google.com/drive/using-drive/>
- Use Google Drive Files Offline: <https://bit.ly/2Z6nt8K>
- About Google Docs: <https://www.google.com/docs/about/>
- About Google Sheets: <https://www.google.com/sheets/about/>
- About Google Slides: <https://www.google.com/slides/about/>
- About Google Forms: <https://www.google.com/forms/about/>
- How to Build a Digital Escape Room with Google Forms: <https://bit.ly/2AhXBMS>
- Google Support: <https://support.google.com/docs/>
- Google Tutorials: <https://edu.gcfglobal.org/en/topics/googleapps/>

Questions? Comments? Contact:

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