

Just Google It!

Clinic 120e

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Common G suite Apps

- Gmail 
- Docs 
- Calendar 

**WAS DRIVING WITH MY DAD
THE OTHER DAY AND HE TOLD
ME TO GET THE MAP OUT
OF THE GLOVE BOX.**

**EASY THERE INDIANA JONES,
I WILL JUST GOOGLE IT.**

The Lesser Used Apps

- Keep 
- Forms 
- Classrooms 
- Slides 
- Sheets 

KEEP

- Great Place for Punch Lists
- Replaces Sticky Notes
- Ability to Label, Archive, and Search (even deleted items)

FORMS

- Create Polls, Surveys, Order Forms
- Forms created are mobile friendly
- All responses are automatically collected in excel
- Choose to receive email notification
- Supports a wide range of questions formats

CLASSROOMS

- Great collaboration tool
- Increases accountability
- Embed forms in order to engage

SLIDES

- Google's version of PowerPoint
- This presentation was created using Google Slides

SHEETS

- Real time updating in sheets, no need to save your work!
- Like excel, you can use this powerful tool to save time, by taking advantage of the function capabilities
- Unlike excel, you can collaborate with others by “sharing” the file or sending a link to collaborators
- You control how the collaborator can use the document. You can grant access to only view, to edit, or to comment on the information

RESOURCES

- For Google Sheets list of Functions, please visit this site: <https://support.google.com/docs/table/25273?hl=en>
- For short, 3-5 minute training videos on all things G Suite, please visit this site:
<https://gsuite.google.com/apps-show/#/>
- For a tips & tricks to stay organized with Google Keep, please visit this site:
<http://www.androidguys.com/2018/02/21/google-keep-tips-tricks/>

QUESTIONS

