

Google Products

A Basic Presentation to Get you Started

ABOUT THIS TRAINING

This free, informational webinar will explain the basics of some Google Workspace products and how they can help you in the office and on the go. You'll learn what each of the products does and we'll compare them to a similar Microsoft Office product. You'll also learn a little bit about sharing files with coworkers and some tips about online storage to keep your files organized. If you've been curious about Google products, this webinar is for you! We'll talk about:

- Google Docs – a word processor
- Google Sheets – a spreadsheet application
- Google Slides – a presentation program
- Google Drive – an online file storage service
- Google Forms – a surveying tool
- Google Keep – a note taking tool
- Google Tasks – a standalone to-do list
- And more!

OUR PRESENTERS



Reagan May



Amy Spahn

Registration is required for fulfillment of continuing education. Read the Center for Technology & Training policy [here](#).

No-shows/cancellations within three business days of the event are charged the full registration fee; substitutions accepted.

Michigan Technological University is an Equal Opportunity Educational Institution/Equal Opportunity Employer that provides equal opportunity for all, including protected veterans and individuals with disabilities.

Accommodation requests related to a disability should be made at least ten business days prior to the event by emailing ctt@mtu.edu.

INTENDED AUDIENCE

Those who:

- want access to files when they aren't in the office.
- want to be able to review, create, and edit files on their phone or tablet.
- frequently collaborate with coworkers on documents, spreadsheets or presentations.
- want to be able to edit a file when someone else has it open.
- have a Google Drive that is cluttered and overwhelming.
- are curious about Google products.

REGISTRATION & TRAINING DETAILS

Training Date : April 9, 2024

Time : 10:00 AM - 11:00 AM (ET)

Cost : FREE

Registration Deadline : April 8, 2024

QUESTIONS?



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