

# HOW TO GOOGLE

Trainings by Bryan Kujawa

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“Google is so much more than just a search engine”

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Hello! I am an instructor and would like to teach you how to increase your productivity using Google!

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## Why Learn This?

- Save time by becoming more efficient with Google tools, in return, give more time to your work.
  - Get up to date with modern tools and technology that are in most schools and businesses.
  - Work towards going paperless, eliminate paper clutter, and become more green.
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## Did you know that with Google you can:

- Organize your Gmail so all unread/important come to the top
  - Search for files in Drive directly from the address bar
  - Type a Doc using your voice
  - Enable an audience to ask questions with a device in real time during a Slides presentation
  - Create a self grading multiple choice quiz in Forms
  - Organize your to-do list with an online post-it note like system (Keep)
  - Post all class related materials in one simple place (Classroom)
  - Have up to 50 people working on the same Doc simultaneously
  - Share access to a file so others can see updates, no more emailing copies back and forth!
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## Summary of Training Content



### Chrome

- Extensions
- Omnibox
- Goo.gl
- Custom search engines



### Gmail

- Organize important/unread emails
- Undo send
- Multiple Inboxes



### Drive

- Sharing
- Searching
- Organizing



### Keep

- Online post-it notes
- Edit/add from any device
- Create categories, share notes with others



## Docs

- Similar to Microsoft Word
- Voice typing
- Revision History
- Bookmarks/Page Jumps
- Up to 50 people edit same Doc at same time



## Sheets

- Similar to Microsoft Excel
- Freeze rows/columns



## Classroom

- Schools only
- A “one stop shop” for all class related things
- Teachers can post assignments, announcements, and more

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If you are seeking to learn an app not listed such as AdWords, Maps, Earth, News, Books, Scholar, Translate, Search, Sites, etc please email me to discuss.

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This PDF was created with Google Docs.



## Slides

- Similar to Microsoft Powerpoint
- Audience ask questions electronically during presentation



## Forms

- Similar to SurveyMonkey
- Data collection, quizzes, etc
- Auto grade multiple choice quiz
- Auto generate pie charts and spreadsheets



## Calendar

- Track all your important events
- Easily find a time to meet
- Appointment slots



## YouTube

- Create/edit a playlist
- Manage a channel
- Upload/edit videos



## Voice

- Free phone number through Google

Contact me for a quote [kujawabc@gmail.com](mailto:kujawabc@gmail.com)

