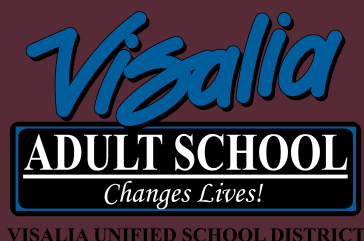# GOOGLE
BASICS AND BEYOND

Google (www.google.com) is the world's most popular website. Google is primarily known as a search engine which handles over 3 billion searches every day. But Google is more than just a website; there are few aspects of everyday life Google hasn't taken over – from the internet, to cell phones, to TV, and even to self-driving cars. Understanding the full capabilities of Google (and how to properly use them) can be a huge benefit to anyone.

This class will cover the basics (and a few super cool 'more advanced' features) in the following topics:

• Getting started with Google
• Chrome: A browser built for speed, simplicity and security
• Search: Search billions of web pages
• Gmail: Fast, searchable email with less spam
• Drive: Create, share and keep all your stuff in one place
• Docs: Open, edit, and create documents
• Sheets: Open, edit, and create spreadsheets
• Forms: Build free surveys (and much more)
• Slides: Open, edit, and create presentations (and much more)
• Drawings: Create diagrams and flow charts
• Calendar: Organize your schedule and share events with friends
• Hangouts: Conversations that come to life - anytime, anywhere, for free
• Sites: Create websites and secure group collaboration spaces

MARCH 17, 2020
TUESDAY
6-8:45 PM
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