

Digital Skills for Everyday Tasks

Digital tools can help you manage work and life tasks more effectively. We've compiled resources from Google to help.



Learn about Google's productivity tools

workspace.google.com



Access your files from anywhere

drive.google.com



Get the additional training you need at

grow.google.com

Create a To-Do List with Google Sheets:

1. Visit sheets.google.com
2. Select **Template gallery** in the top right
3. Scroll down to find templates; we suggest **To-do list**
4. Open the template and rename it
5. Replace placeholder text with your info
6. Add due dates, owners, and notes

Create a Meeting Agenda with Google Docs:

1. Visit docs.google.com
2. Select **Template gallery** in the top right
3. Scroll down to find templates; we suggest **Meeting notes**
4. Open the template and rename it
5. Replace placeholder text with your info
6. Share with others to collaborate in real time

For additional resources check out

google.com/grow



Create a Presentation with Google Slides:

1. Visit slides.google.com
2. Select **Template gallery** in the top right
3. Scroll down to find templates; we suggest **Status report**
4. Open the template and rename it
5. Choose the slide layouts you wish to include in the presentation
6. You can change the design (theme) and customize with fonts, images, and multimedia
7. Share with others to let them collaborate or view your work

What's your action plan?

Write down one thing you will do after this workshop to grow your digital skills:

Additional resources from Grow with Google

Google Career Certificates

grow.google/certificates

Prepare for a new career in six months or less with professional training designed by Google. Learn at your own pace and get a certificate to help you stand out to employers.

YouTube Channel

YouTube.com/GrowWithGoogle

Subscribe to the Grow with Google YouTube Channel for expert tips to grow your skills, career, or business.

