



Grow with **Google**

Digital Skills for Everyday Tasks

Make the most of your time by managing your work in Google Sheets and creating a meeting agenda in Google Docs that drives your project forward and keeps you on pace.

Activity 1: Create a To-Do List

- ☐ Open a new Google Sheet
- ☐ Use the Sheets template for "To Do List"
- ☐ Rename your Sheet
- ☐ Add a new column
- ☐ Add cell titles to create headers
- ☐ Add tasks and due dates
- ☐ Assign owners
- ☐ Change the column and row colors
- ☐ Adjust the font (size, color, and style)

Activity 2: Create Meeting Notes

- ☐ Open Google Docs
- ☐ Use a Docs template for "Meeting Notes"
- ☐ Rename your Doc
- ☐ Update the placeholder text with your meeting information
- ☐ Change from bullet to numbered list
- ☐ Add a comment with a note
- ☐ Adjust the font (size, color, and style)

For additional resources and to continue learning
check out [google.com/grow](https://www.google.com/grow)





Plano Public Library

Continue practicing with Applied Digital Skills

Applied Digital Skills is a free curriculum designed for a self-paced blended learning environment where learners practice life skills while building creative projects using Google's Suite of apps.

Visit google.com/AppliedDigitalSkills
to learn more and try these additional lessons.

1

Manage a Project with Digital Tools

Plan a team project, track its progress and costs, and prepare a summary report.

2

Plan an Event

3

Create to-do lists, assign tasks, and promote an event.

Plan and Budget

Learn to make good financial decisions by analyzing long-term spending, researching and comparing costs, and planning for major purchases.

Notes:

A grant from Libraries Lead with Digital Skills is enhancing Grow with Google programs at the Plano libraries! Grow with Google training materials are aimed at empowering small businesses to grow online or assist job seekers to prepare for and find work.



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