Mindluster Platform

About the course Google Calendar basics for beginners

Google Calendar basics course, in this course designed to help you master the foundational skills needed to efficiently manage your time and schedule using Google Calendar. In this course, we will learn about Google Calendar basics, starting with how to create and organize events, set reminders, and customize notifications to stay on top of your appointments and tasks. Youâ€™ll explore how to manage multiple calendars, share them with others, and coordinate schedules with your team or family members. The course will also cover setting up recurring events, color-coding your calendar for easy reference, and integrating Google Calendar with other tools like Gmail and Google Meet. Additionally, weâ€™ll delve into tips and tricks for optimizing your calendar to enhance productivity and ensure you never miss an important meeting or deadline. By the end of this course, youâ€™ll have the skills to confidently use Google Calendar to streamline your daily routines, improve your time management, and stay organized in both your personal and professional life.

Computer Softwares Category's Courses

Course Lesson(5)

Lesson 1 : **Set Goals in Google Calendar New Feature**

Lesson 2 : **Learn Google Calendar Tutorial**

Lesson 3 : **10 Google Calendar Tips Tricks You re Probably Not Using**

Lesson 4 : **The NEW Google Calendar Tutorial**

Lesson 5 : **How to Use Google Calendar 2020 Tutorial for Beginners**

Related courses

Excel Power Query

Excel VBA

Excel Dashboard

Excel Course Basic to Advanced

Excel Functions

Excel Charting

for Business Contact
business@mindluster.com