Mindluster Platform

About the course Google calendar for beginners

Course Presenter : dottotech

Google calendar, in this course we will learn about Google Calendar, an essential tool for organizing schedules, managing tasks, and improving productivity. Youâ€™ll explore how to create events, set up reminders, and schedule recurring tasks. The course covers advanced features such as sharing calendars, integrating with other apps, and customizing notifications. You will also learn tips for managing multiple calendars, setting up collaborative meetings, and syncing calendars across devices. Whether for personal time management or team collaboration, this course will help you master Google Calendar to stay organized, save time, and boost efficiency in daily planning and long-term scheduling. dottotech

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