Mindluster Platform

About the course Google calendar skills for beginners

Course Presenter : dottotech

Google calendar skills, in this course we will explore the essential skills needed to master Google Calendar, a powerful tool for managing your time and staying organized. Youâ€™ll learn how to create, edit, and manage events, set up reminders, and schedule recurring tasks to streamline your daily activities. Weâ€™ll cover advanced features like sharing calendars, integrating with other apps, and using color-coded labels for better organization. Additionally, the course will teach you how to optimize your productivity by syncing Google Calendar with Gmail and other tools, enabling seamless collaboration and efficient scheduling. Whether youâ€™re a student, professional, or anyone looking to stay on top of their commitments, this course will empower you with the skills to organize your life effectively using Google Calendar. dottotech

Computer Softwares Category's Courses

Course Lesson(20)

Lesson 1 : **Google Account Google Basics Part 1**

Lesson 2 : **How to Use Gmail Google Basics Part 2**

Lesson 3 : **Google Calendar Google Basic Part 3**

Lesson 4 : **Google Drive Google Basics Part 4**

Lesson 5 : **Google Photos Google Basics Part 5**

Lesson 6 : **Google Chrome Google Basics Part 6**

Lesson 7 : **What is the difference between Google Gmail and Workspace GSuite**

Lesson 8 : **Google Calendar Skills You Need to Know**

Lesson 9 : **How to Create and Use Shared and Public Calendars**

Lesson 10 : **Build A Better Browser Improve Your Browsing Experience**

Lesson 11 : **5 FANTASTIC Google Maps Features You Want To Know About**

Lesson 12 : **5 Google Photo Tips that make a big difference**

Lesson 13 : **How to add a Signature in Gmail**

Lesson 14 : **How do I delete all email in Gmail**

Lesson 15 : **How to Report a Spam Email in Gmail**

Lesson 16 : **7 Google Calendar Integrations That Will Make Your Life Easier**

Lesson 17 : **Upgrade Your Email Signature for Free 2 FantasticTips for Crushing Email Signatures**

Lesson 18 : **Google Docs 8 Coolest Features**

Lesson 19 : **How to Take Control of Your Google Account Google Privacy Settings and More**

Lesson 20 : **Planning Multi Stop Routes with Google Maps**

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