

Please take!

Google Skills Check-Up



Find out if you're getting the most out of Google's free software!


Instructions

1. Fill out these checklists at your own pace.
2. Look back at your unchecked boxes. If the feature isn't useful for you, ignore it!
3. If there are features you'd like to learn more about, you have a few options:
 - Do a **Google search** for the topic. Google provides in-depth instructions on their help sites, or you could find a **YouTube video** with a demonstration.
 - Stop by the library's **Info Desk** on the 2nd floor anytime for tech help with Google services or anything else!
 - Bring your questions to a **Google Skills Drop-In** session with Stacey:
 - Thursday, May 26 6:00-7:00 pm ICPL Digital Media Lab
 - Tuesday, June 7 10:30-11:30 am ICPL Digital Media Lab

Gmail

- I know at least one way to get to Gmail.
- I understand that my @gmail.com email address is how I'll log into all Google services.
- If I already use a different email provider and must set up a Gmail account for access to other Google services, I know that it's OK to just ignore the Gmail account and never use it.
- I can start writing a new email.
- I can attach photos or other files from my device. From Google Drive and Photos, too.
- I can choose to Reply-all or just Reply to the sender.
- I know where to click to Forward an email to someone else. I don't get confused about where to type my own message to the new person in the forward.
- I can tell the difference between unread and already-read emails in my inbox.
- I've experimented with the star icon next to an email.
- I know what Labels are for, when I might want to use one, and how to see everything with the same label at once.
- I can identify the button that allows me to move an email into a Label folder.
- I know the difference between Archive and Delete.
- I could create a filter so that every email from a certain address automatically has a label added – or is moved into the Archive without showing up in the inbox.
- I've looked at the Advanced Search options for locating an old email.
- I have a sense of how often Gmail permanently deletes emails in the Trash.
- I've heard of "email threading" and could find where to change that setting.
- I've noticed that Gmail sometimes offers suggested replies (eg. "Sounds great!") and I can either use, ignore, or turn off that feature.
- I have a strategy for remembering to reply to an email later, among choices like "Mark as unread," using the star icons, or snoozing an email to be re-delivered later.
- I know how to unsubscribe from unwanted email lists.
- I'm not completely overwhelmed by my inbox. (Just kidding – almost everybody feels this way!)

Google Maps

- I know at least one way to get to Google Maps.
- I know how to search for an address or business.
- I know how to see which restaurants or gas stations are around my desired area.
- I know that clicking or tapping on a map marker  for a location brings up its details.
- I know that I can save a location to quickly find it later.
- I can find the link to the website of a business from the map listing.
- I can find the phone number and hours of a business.
- I know the difference between tapping "Directions" and "Start."
- Looking at Directions, I can choose between driving, walking, bicycling, and public transport.
- I know how to reverse the starting point and destination in my directions.
- I can change the directions to reflect what time I will leave for or arrive at my destination, which is especially useful for public transportation options.
- I can select a different route than the first one suggested, and add a third location.
- I can send the directions from my desktop computer to my phone.
- I can print the directions.
- I can share a link with the directions to others.
- I can change the map style from Default to Satellite or Street view, and I know when it might be useful.
- I know what Dropping a Pin does.
- When I'm driving, I can choose whether I'll hear audible directions or not.
- I can quickly zoom in and out to see my overall route and the streets around me.
- I know at least one way to measure the distance between 2 places.

Google Docs

- I know the difference between Google Docs and Google Sheets.
- I know how to open a Word document (.docx) in Google Docs.
- I can change my font, font size, and font spacing.
- I could create a numbered or bullet-pointed list.
- I could insert a table (a grid of rows and columns).
- I know how to add a photo from my computer into the document.
- I could get it to automatically put page numbers in the bottom corner of each page.
- I could add a Greek letter or an accented letter like é or ñ.
- I know how to make text bold, italic, underlined, or highlighted.
- I could change how much white space there is at the top and sides of my document.
- I know how to disable and enable auto-correct.
- I know where to look for my word and page counts.
- I can share a document without allowing others to edit it.
- I know how to add other editors to my document.
- I could add comments on the side of my document for collaboration with others.
- I can reply to and resolve comments written by others and/or me.
- I could see a record of how my document was changed over time.
- If a big mistake was made, I could revert back to an older version of my document.
- I know how to export my document as a Word file (.doc or .docx).
- I know how to export my document as a .pdf.
- I know how to see if my document has saved recently.

Google Sheets

- I know what Google Sheets is for and why I might want to use it.
- I know how to type or paste data into a cell (one of the rectangles) on a sheet.
- I know which keyboard key will move me to the next cell to the right and which key will move me to the next cell down.
- I know how to change the size (height and width) of a cell.
- I could change the background color of a cell and whether a cell has an outline.
- I know how to change the font, color, and size of text inside a cell.
- I could insert a picture in my sheet, if I wanted to.
- I know how to set the format of numbers, such as adding \$ signs, a percent, or the number of decimals.
- I know how to add another sheet in my Google Sheets document.
- If I'm using more than one sheet, I can change the name of each sheet.
- I know how to select one or more cells, an entire column, or an entire row.
- I can see the column and row numbers for the range of data I've selected.
- I can reference a cell or a group of data by its column and row (A1, B2:B6, etc.) for formulas.
- I can add or multiply cells by each other.
- I know that making my own complex formulas (eg. 10% off items over \$50) is possible.
- I can make a chart of the data I've selected and change the type of chart.
- I can change the labels and scale for my chart.
- I can change visual attributes of my chart such as line color, style, and opacity.
- I can apply a trendline to my chart.
- I know how to share my sheets with other people without letting them make changes.
- I know how to add collaborators to edit my sheets.

Google Slides

- I know what Google Slides is for and why I might want to use it.
- I can get to Google Slides. (slides.google.com, the button in Gmail, or the app.)
- I know how to open a PowerPoint document (.ppt) in Google Slides.
- I know how to find the slideshows I've made.
- I can start a new slideshow.
- I know where to rename my document.
- I know what Themes do.
- I can change the background color of a slide.
- I can add a new slide.
- I know how to move my slides around into a new order.
- I can remove the default "Click to add title" and "Click to add subtitle" text blocks if I want to.
- I can insert a text box and change the formatting to a new font, color, and size.
- I can insert an image from my computer, resize it, and move it to the exact center of the slide.
- I can get the software to automatically add slide numbers to the bottom corner.
- I know where to click so my finished presentation fills the screen, for sharing with a crowd or on Zoom.
- I know that there are websites with free slideshow templates that I can use in Google Slides.
- I could figure out how to let a collaborator make edits on my document from their computer.
- I can save a Google Slides presentation as .ppt to be opened in PowerPoint.
- I can save a Google Slides presentation as a .pdf.
- I can email someone permission to view my presentation but not make any changes to it.

Google Drive

- I know how to get to Google Drive.
- I know that I can use Drive as a backup for my most important files.
- I know that I can use Drive's cloud storage to access the same file from multiple computers.
- I know that every person with a Google account (ie. a Gmail account) gets 15 gigabytes of free storage in Drive.
- I know that all of my Gmail emails and old attachments, plus all of my files in Google Photos and Google Drive are part of the 15GB.
- I have a sense of how much 15GB is.
- I know what to click on to move a file from my computer/device into Drive.
- I know I can store almost any file type in Drive: .doc, .xls, .pdf, .jpg, .png, .mp3, .mov, etc.
- I could use Drive to share a file that's too big for email (eg. over 10MB) with a friend.
- I can share a document so the other person cannot make changes.
- I can share a document so that the other person CAN make changes.
- I can go directly to the documents that someone else created and shared with me.
- I know what would happen if I opened a Microsoft Word document from Drive.
- I'm not surprised when I see something I made in Google Docs show up in Drive.
- I can see how much space I have used.
- I know how to delete some of my files in Google Drive to free up space.
- I know that people can pay Google a monthly or annual fee for extra storage space.

Google Calendar

- I could log into Google Calendar on a computer or get the app.
- I know how to begin creating an event in Google Calendar.
- I can add guests to my event.
- I can change guest permissions for my event, to control whether they can edit, view, or share the event.
- I can add a time and location to my event.
- I know how to make an event repeat on my calendar.
- I know how to add attachments or documents to my event.
- I know how to put my event on a specific calendar of mine.
- I can change the visibility of an event (make it public or private).
- I know how to edit an event after I've created it.
- I know how to delete an event after I've created it.
- I can change the view settings to show a day, week, month, or year at a time.
- I know how to create a new calendar (and what that means).
- I know how to share existing calendars with other people.
- I know how to accept a shared event or calendar.
- I can use my internet safety skills to verify that links are trustworthy before opening them.
- I know how to RSVP to a shared event.
- I can unsubscribe from or delete a calendar I don't want.
- I can find the settings page on Google Calendar.
- I can change my notification settings to what I prefer.

Google Forms

- I know what Google Forms is for and why I might want to use it.
- I know how to add a question to my form.
- I know how to add a description to my question.
- I know how to insert an image or video in my question.
- I can make a question required.
- I know how to change the type of response my question receives. (short answer, time, multiple choice, etc.)
- I know how to add another section to my form.
- I know how to jump to a different section or immediately submit the form depending on the answer to a question.
- I know how to add titles and descriptions to my sections.
- I know how to randomize the order of questions.
- I know how to view results of a form.
- I know how to view each form response.
- I know how to share the form. (email, link)
- I know how to limit the form to one response per person.
- I know how to invite other people to view the results or edit the form.
- I can clear the form responses.
- I can delete individual responses.
- I know how to close a form to no longer take responses.
- I know how to export the results to Google Sheets.
- I know how to customize the appearance of my form.

Google Translate

- I know what Google Translate is for & when I might want to use it.
- I can get to Google Translate. (translate.google.com or the app.)
- I know how to change the input language.
- I know how to change the output language.
- I can find the full list of languages offered and not just the first three recommended.
- I know how to swap my input and output languages using just one button.
- I understand what the detect language option does.
- I can type information in the input box.
- I can find the "voice to text" option and use it.
- I can translate a live conversation (app only).
- I can upload and translate a document.
- I can translate a website with Google Translate.
- I know how to make the input or output text be spoken aloud to me.
- I can "star" or save a translation.
- I can share a translation with someone else.
- I can rate a translation.
- I can copy a translation to paste it elsewhere.
- I can find my translation history and clear it if I want to.
- I know how to send feedback to Google if necessary.
- I could figure out how to contribute to Google Translate if I wanted to.

BONUS

Google Alerts

- I know that I could set up an Alert to receive an email anytime my name, my workplace, my hometown, or a favorite topic is mentioned online.
- I could find a list of all my Alerts and delete any that I don't want anymore.

Google Books

- If I'm looking for an old book (published at least 70 years ago) and don't mind reading on a computer, I know that it's worth checking to see if Google Books has the full text.
- If I'm trying to remember an exact quotation or who wrote a certain phrase, I know Google Books has indexed a huge number of books and I could try searching for the source there.
- I know I can search within a particular book for a name or word and see a sentence or two around it, even if it's a pretty new book.

Google Scholar

- If I'm looking for free academic articles on a particular topic, I know that Google Scholar may have some.

Google Meet

- I know that Google Meet is a video conferencing tool similar to Zoom.
- I know the free version of Meet allows for a meeting of 100 participants for up to 60 minutes.