



Google Workspace + Using Bookmarks

With Aunonto Rahman

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Google Calendar

Google Calendar

- Google Calendar is a free online calendar service by Google for scheduling and managing events that helps organize personal and professional schedules, set reminders, and share calendars
- **Event Creation:** You can add events with details such as title, location, time, description, and repetition along with invite guests and manage RSVPs
- **Other Kinds of Events:** create other types of events such as Focus Time, Out of Office, Working Location, Tasks, and Appointment Schedules
- **Customizable Views:** View schedules by day, week, month, or as an agenda list using button or shortcuts (C creates an event) and switch between time zones when traveling



Google Calendar

- Making meetings: Invite people to join you in an event by sharing the event to their email
- Making calendars: Organize different times of things scheduled on your calendar by making a custom calendar with a specific title and color coding
- Time insights: View data on time spent on meetings and how much time is spent with different people
- Gmail: Automatically sync to an event through accepting a Google Calendar invite on your gmail, add links to google meetings or zoom meetings inside the Google Calendar invite for efficiency
- Sync: Google calendar is synced across all devices logged into the same google account
- Other: search for different events in the search bar, make tasks that you can check off, access while offline



Google Slides



Google Slides



- Google Slides is a web-based presentation tool that allows users to create, edit, and collaborate on slideshows online. It is part of Google Workspace.
- **Creation and Editing:** Create slideshows with customizable layouts, themes, and designs, add text, images, shapes, videos (from YouTube), and charts
- **Collaboration and Sharing:** Multiple users can edit a slideshow simultaneously, comments and suggestions allows you to leave feedback or discuss edits directly on the slide
- This presentation was made using Google Slides!

Google Slides



Google Slides

- **Templates:** Built-in templates for professional and personal presentations; easy customization of fonts, colors, and backgrounds (SlidesGo is great for different themed slide templates)
- **Animations and Transitions:** Add animations to elements (e.g., text, images) for dynamic effects, apply slide transitions for smooth navigation between slides
- **Offline Mode:** Enable offline mode to work on presentations without an internet connection (changes sync automatically when online)
- **Export and Import Options:** Export slides as PDF, PowerPoint (.pptx), or image files, import PowerPoint presentations and edit them in Google Slides

Steps to Use Offline Mode

1. Use Google Chrome:

- Offline mode works best in the **Google Chrome browser**. Make sure you have it installed.

2. Install Google Docs Offline Extension:

- Open Chrome and visit the [Google Docs Offline Extension](#).
- Click **Add to Chrome** to install the extension.

3. Enable Offline Mode in Google Drive:

- Go to [Google Drive](#).
- Click the **Settings gear icon** in the top-right corner → Select **Settings**.
- Under the **General** tab, check the box next to **Offline**:
"Create, open, and edit your recent Google Docs, Sheets, and Slides files on this device while offline."
- Click **Done** to save changes.

4. Sync Files for Offline Use:

- Only files you've opened recently or specifically marked for offline use will be available offline.
- To ensure a file is available offline:
 - Right-click the file in Google Drive.
 - Select **Available offline**.



Alternative

Alternative:

- Microsoft PowerPoint is a widely used presentation software that allows users to create and deliver visually engaging slideshows for personal, educational, and professional purposes. It's part of the Microsoft Office suite and is widely recognized as the industry standard for document creation

Comparison:

- *Google Slides*: Simplicity, real-time collaboration, and cost-effectiveness
- *Microsoft PowerPoint*: Advanced animations, multimedia features, and offline work



Alternative





Google Meet & and Zoom



Google Meet & Zoom

- **Google Meet:** Schedule meetings directly through Google Calendar or Gmail Quick join via meeting links or codes—no additional software required
- Supports meetings with up to 100 participants
- **Collaboration tools:** Share your screen to present slides, documents, or applications, use In-Meeting Chat to exchange messages with participants during the meeting
- **Zoom:** Zoom is a popular video conferencing platform that enables virtual meetings, webinars, and collaborative communication
- **Meeting Scheduling and Joining:** Schedule meetings via the Zoom app, website, or integration with calendar tools like Google Calendar or Outlook.
- Join meetings through a link, Meeting ID, or passcode
- Share your entire screen, specific windows, or individual applications.



SENIOR PLANET



SENIOR PLANET

Google Contacts

Google Contacts



- Google Contacts is a cloud-based address book and contact management tool by Google. It helps users organize and access contact information across their devices seamlessly
- **Contact Storage:** Save names, phone numbers, email addresses, and other details, add additional fields like birthdays, notes, and company information
- **Labels and Groups:** Organize contacts into customizable labels (e.g., "Family," "Work," "Clients"), send emails or invitations to entire groups easily
- Sync phone contacts to google contacts

Sync Phone Contacts to Google Contacts

Add Your Google Account:

- Open Settings → Contacts → Accounts
- Tap Add Account → Select Google
- Sign in with your Google account credentials

Enable Contact Sync:

- After adding your Google account, toggle on Contacts under the account settings.
- This will sync your iPhone contacts with Google Contacts

How to Use Bookmarks on Chrome

- Bookmarks in Chrome allow you to save your favorite or frequently visited websites for quick access. They can be organized into folders and synced across devices.
- Open the website you want to bookmark
- Click the star icon in the address bar (on the right-hand side)
- Choose a folder to save it in (default is Bookmarks Bar) and click Done
- To see bookmarks, Click the three-dot menu → Bookmarks → Select the desired bookmark or folder



How to Use Mobile Hotspot

- A mobile hotspot allows your iPhone to act as a Wi-Fi router, sharing its cellular data connection with other devices like laptops, tablets, or other smartphones
- Go to the Settings app on your iPhone.
- Tap Personal Hotspot (or Cellular → Personal Hotspot)
- Toggle the Allow Others to Join switch to turn the hotspot on
- Tap Wi-Fi Password to set a secure password for devices connecting to your hotspot
- Your iPhone's hotspot will now be discoverable by nearby devices under its Wi-Fi name



Using an iPhone as a
data Hotspot



Using an Android phone as
a data Hotspot





Any Questions?
