

G SUITE BY GOOGLE CLOUD



Google Docs, Sheets, Slides and Forms

A free, web-based office suite by Google

Create, collaborate, and present from any web browser or mobile device (there's an app for that!)

Edit documents in real time with others

Why Should I Use it?

Docs: great for collaborative projects or team work

Sheets: create simple spreadsheets and lists

Slides: show off and share your work in a visual way

Forms: for your survey or RSVP needs



Be sure to check out all our upcoming classes including:

Intermediate Excel: Formulas

Tuesday, March 21st

7:00 pm

Tips and Tricks

No need for a flash drive

Converts easily between Microsoft products

No Internet connection, no problem

One word: autosave!

So many free online templates

Share your work with visibility options