



## Resource Persons



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# PRIMAX ACADEMY

**3 Day -Workshop**

**on**

**“HOW TO BE PRODUCTIVE USING GOOGLE SUITE APPS”**

**14<sup>th</sup> -16<sup>th</sup>, August 2020**  
**6.00 PM to 8.00 PM**

**For Registration ....**

**CLICK HERE..**

**Registration Fee - Rs.300**

(Payment through Google Pay/PhonePe  
to 9986530012 & Payment Screenshot send to same Number)

**For any queries please feel free to contact**

**Ph: 8971725451**

## Day -1

No.	Apps	Contents
1	Docs	All Menus briefing, Tables, Charts, Images, Share Files, Collaboration, How to recover document, Modes (Editing, suggesting) Header and footer, Format Menu, Compare Documents, and Preferences (Tools Menu) Add-on menu
2	Slides	Similarities (All apps), All Menus briefing, Import Slides Insert Menu, Themes, background, and Explore (Design Suggestion)
3	Class room	Stream, Class work, People and Grade

## Day - 3

No.	Apps	Contents
1	Gmail	Gmail Menu Briefing, Compose, Labels, Meet and chat, Search, Filter, Settings, Archive, and snooze
2	Calendar	Create and share a Calendar, Settings Add Other Calendars, and Search People to invite for meeting.
3	Keep (Notes) & Task	Notes, Reminders, Edit Label Archive trash, and Settings
4	All other Apps	Photos, Maps, Play, Books, News, Contacts, Hangout, Meet, Duo (Simple Video Calling App), Shopping, Blogger, Earth, Jamboard, Collections, Arts & Culture, Currents, Sites, Google Ads, Vault, Translate, Search
5	Google Account	Explaining all Settings

## Day -2

No.	Apps	Contents
1	Forms	Add Question, Import Question, Add Title and description, Add Image, Add Video, Add Section, Themes, Preview, Settings, Send Add on, Preferences and Add-on menu.
2	Sheets	All Menus briefing, Functions: Google Finance, Functions: Mean Mode Median, Explore, Charts, Images, Group, and Help Menu
3	Drive	How to add files and folders, Priority My Drive, Shared Drives, Shared with Me Recent, Starred, Trash, Storage & Buy storage and How to access files from Drive.
4	YouTube & YouTube upload	All Menus, Add/Upload, Edit, Video Settings and Dashboard.

### Note:

- All the participants should have Gmail ID
- The maximum intake 60 Seats.
- The Fee Include E-Certificate.
- No Video recording.

**MODE OF CLASS**  
**ZOOM CLOUD MEET/JIO MEET**

**Happiness Comes From**  
**Giving Happiness ....**