

# Google Workshop

## Session 2



**Best if run on two devices**  
(one for Zoom, and one to work on)

**Or work with a split screen**

# Overview

Google Forms

Google Sheets

Google Keep

Pulling it all together



**TOOLS  
TEAMWORK  
CONFIDENCE**

**Communications**

California School  
Employees Association

Committee



# Google Forms

Can create surveys and gather information

Set up RSVP forms for meetings and events

Easy to set up and launch

Results can be pulled into a Google Sheet



# Google Forms



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# Google Sheets

Google Sheets is the Spreadsheet, like Excel

Not as robust as Microsoft Excel

Does not take up “space” on Drive



# Google Sheets



# Google Keep

Online notes app

Can be copied right into Google Docs

Accessible on right-hand panel most Google apps

Accessible on phones through app for quick notes



# Google Keep







# Questions?



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