

# U3A Program – Semester 2 2016

## Google Apps

Google Apps requires a Google Account which comes with 15Gb cloud storage and includes Chrome (web browser), email, contacts, docs (word processor), sheets (spreadsheet), calendar, photos, sites (create and maintain your own website).

This course is applicable to Windows, iOS and Android users. The course leader, Terry Dillon, will be assisted by two members of the Tech Savvy group.

## Requirements

Participants will be required to have their own device (Tablet, phone etc) but desktop computers will not be feasible. Participants should be competent in basic use of their device and should already have a gMail account. Notes on creating a gMail account will be sent to participants on enrolment.

## Coverage

There will be 10 sessions, each of 60 minutes between 2.30 and 3.30 pm, on alternating Tuesdays and Wednesdays over 10 weeks in between September & December covering:

Day	Date	Session #	Topic
Wed	21 Sept	1.	Creating a gmail account, sending and receiving email
Tues	27 Sept	2.	Using Chrome and installing apps extensions
Wed	5 Oct	3.	Contacts. Adding contacts, using groups
Tues	11 Oct	4.	Calendar. Adding an event, repeating events, views including Agenda, other calendars Tasks. Develop a to-do list
Wed	19 Oct	5.	Drive. Storing, organising and sharing files
Tues	25 Oct	6.	Photos. Albums, edit a photo
Wed	2 Nov	7.	Docs. Create & edit a document
Tues	8 Nov	8.	Sheets. Create & edit a spreadsheet
Wed	16 Nov	9	*Sites. Create your own google website
Tues	22 Nov	10	*Forms. Add a form eg "Contact Us" to your website *Keep. Creating notes
Wed	30 Nov	11 if req	*Panoramio. Photo sharing

Topics 1 to 8 will be covered on successive sessions. Topics marked\* are optional topics to be covered optionally in sessions 9 and 10. Sessions 9 & 10 are elective sessions which may include extensions to previous sessions. \*There is also an option of Wednesday 30 November if topics still need to be completed.)

NB: W4 will be open for Drop In queries and general support from 1:30 to 2:15, allowing for a coffee break between 2:15 to 2:30 pm.

Contact: Course Leader: Terry Dillon [terry@greygypsies.com.au](mailto:terry@greygypsies.com.au) Phone –0419 343 129 and/or put your name on the Course List on the notice board in W4.