

# Google Tools 1

Google Tools: An introduction to the suite of collaborative tools created by Google, including Mail, Calendar, Photos, Maps, Docs and Sites.

In part one of this three-part series, we will become familiar with Mail, Calendar, and Photos, while creating and managing a Google class website.

Google Docs is a free online word processor, spreadsheet, and presentation editor that allows you to create, store, share, and collaborate on documents with others.

Creating a Google site is just like editing a document, and is the easiest way to make information accessible to people who need quick, up-to-date access.

Google Mail (Gmail) is an easy, efficient email with less spam and more space. Organizational capabilities include search, filters, labels + stars. Use built-in chat, + access mail from any device.

Location: Technology Lab  
Educational Resource Services  
7000 Doe Ave., Suite A, Visalia  
Date: February 7, 2012  
Time: 4:00-7:00pm  
Cost: \$35.00

Open to administrators,  
teachers, and parents

Professional development unit available  
through Fresno Pacific University

Contact: Dr. Glenn Williams, glennw@ers.tcoe.org, (559) 651-3047  
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**Tulare County Office of Education**  
Jim Vidak, County Superintendent of Schools



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