Lesson 2: Google Calendar & Maps

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| Handouts | Class Prep | Agenda |
| * Day 2 Daily Agenda * Google Calendar Key Sheet * Google Calendar Activity | * Sign-In Sheet * Handouts stapled * Day 1 ICS PPT on Smartboard * Google Calendar & Maps PPT minimized | * Day 1 ICS Intro PPT (5 mins) * Google Calendar and Maps PPT (Entire Class) |

**Objective:** To learn how to use Google Drive, which includes learning how to:

* Create and share files
* Upload files to your Google Drive
* Attach Google Drive files to your email

ICS PPT \*IF THERE ARE NEW STUDENTS\* (5 mins)

1. Welcome to our Intermediate Computer Skills Course!
   1. Reminder: Take a break whenever you need to!
   2. Practice makes perfect!

Google Calendar & Maps PPT (Entire Class)

*(Open and start presenting PPT)*

**Say:** Ok! Today’s class is really fun. We’ll be learning how to use Google Calendar as well as Google Maps.

**Ask**:

* Have any of you used these two things before?
* Have you heard of them?
* If you *have* used them before, do you remember why you used them? *(Give a minute for students to respond)*

**Say:** Both of these programs are super useful and easy to learn. It’s nice because now, with these programs, you don’t need a physical map if you are traveling or going to a new location, and you definitely do not need a physical pen and calendar to carry around in order to save the dates of upcoming events or meetings. So, let’s get started!

*For the rest of class, follow the PPT as there are instructions and all the info needed already in it.*