

Study Unit 3

Digital Literacy: Online Tools and Skills Needed

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Outline

- Digital Literacy
- Offline Digital Tools
- Creating Digital Contents
- MS Word
- MS Excel
- MS PowerPoint
- Multimedia Creation
- Videos and Animations
- Skits and Vlogs

Study Unit Duration

This Study Session requires a 4 hours of formal study time.

You may spend an additional 2-3 hours for revision

Preamble

Embracement of new technologies, affordability of internet subscription and advancement in the speed of the internet, amongst others have ushered in an era of remote or online activities. While the acceptance of new technologies is usually slow, the pandemic Covid19 served as a catalyst which sped the acceptance and usage of several remote or online digital tools.

In this Study Session, you will be introduced to the popular remote work digital tools and their categories. You will also get to know how to use basic online tools such as Google Apps – G.Drive, G.Doc, G.Sheet, G.Sheet and G.Slide. While remote work in good and becoming more acceptable to employers, it comes with a couple of challenges. You will get to know about some of these challenges and how to overcome them to achieve high work efficiency and good time productivity.

Learning Outcomes of Study Unit 3

Upon completion of this study unit, you should be able to:

- 3.1 Identify appropriate digital tools for different online tasks
- 3.2 Create, Use, Edit and Share Google Apps or Workspace
- 3.3 Create digital contents using G.Docs, G.Form G.Sheet etc.
- 3.4 Use and adherence to effective remote work guidelines



3.1 Online Digital Tools

In the last Study Unit, Digital tools was defined as the programs, platforms, websites or any online resources that can make tasks easier to complete. While there exist several tools that can be used offline, majority of the new and revolutionizing digital tools are used online. A lot of these tools can be accessed and used via web browsers without the need for them to be downloaded, making them available from anywhere at any time.

With the recent increased acceptance of remote work, remote play, remote entertainment and other forms of remote activities, there is a need for every digitally literate person to be familiar with many of these technologies and be fluent in the use of the ones applicable to your subject domain or area of specialization. Sometimes work places or job requirements requests do state the skills needed for the job explicitly.

3.1.1 Categories of Online Digital Tools

There are several categories of online digital tools. These categories are mapped in accordance to their use cases and they do. Some of the popular categories and subcategories are:

1. Remote Work Tools

- a) **Cloud Storage Tools and Apps:** For storing files in the cloud that can be accessed, used and even edited anywhere, anytime as long as there is internet. Some of the popular and most used ones are:

- Dropbox
- One Drive
- Google Drive

b) **Video Conferencing Apps**

- Zoom
- Microsoft team
- Google Meet
- GoToMeeting

c) **Team Chatting or Discussion Apps**

- Slack
- Microsoft team
- Google Chat

d) **Screen Sharing Apps**

- ScreenLeap
- TeamViewer

- Zoom
 - Slack
- e) **To Do List Apps**
- Microsoft To Do
 - Todoist
 - TickTick
 - OmniFocus
- f) **Screen and Video Recording Apps**
- Camtasia
 - Camstudio
 - Screencastify
 - Apowersoft Unlimited
- g) **Video and Graphics Creating Platforms**
- Canva
 - Doodle
 - Renderforest
 - Animaker
- h) **Project Management Software - Collaborating on projects and documents**
- Trello
 - Surveymonkey
 - Lync
 - Google Apps
 - Tricider
- i) **Note Taking Apps**
- j) **Whiteboard and Mind Mapping Tools**
- k) **Focus Apps etc.**

II. Remote Educational Tools

- i. Digital Curricula Tools
- ii. Teaching and Learning Tools
- iii. Research and Practical Tools
- iv. Contents Creation Tools

III. Digital (Remote) Entertainment Tools

- a) Social Media (WhatsApp, WeChat, Twitter, Instagram, Facebook etc.)
- b) Video Streaming (YouTube, Netflix, etc)
- c) Remote Gaming
- d) Skits and Vlogs (TikTok, Triller, Vskit etc)

3.1.2 Essential Devices for Remote Activities

On a basic level, for any remote activity to be possible, you are going to need to either own or have continuous access to an internet-enabled device, which must be capable of running all software applications and other services you require for your job. There are a number of possible options here, but the main ones include:

- Desktop computer
- Laptop computer
- Smartphone
- Tablet

Realistically, and for most people, desktop or laptop computers can be regarded as essential when working remotely. They offer a large enough screen for you to work comfortably for prolonged periods and offer the processing power necessary to run key software. You will need a keyboard for any job that requires a significant amount of typing and while tablet keyboards exist, they are small and may not be ideal when typing for several hours every day.

At the same time, there may be instances where a tablet or smartphone is sufficient in its own right, but they tend to be better deployed as supplementary devices. This can be especially true for anyone who requires a second screen to perform work tasks.

Now, let us explore some of the digital tools used in major or general activities.

3.2 Google Workspace and Google Apps

Google Workspace, formerly known as G Suite, is a collection of several cloud computing tools for enhancing productivity and collaboration, they are software and products developed and marketed by Google. It was first launched in 2006 and the original set of tools in the suite included Gmail, Google Talk, Google Calendar, and Google Page Creator. Over time, it expanded to include Google Docs, Sheets, Slides, Forms, Google Drive, Google Chat, and Meet. All of these tools are available for free to consumers, but they lack certain features. G Suite customers also get custom domain email addresses (@gmail.com), cloud storage, admin tools, 24/7 customer support, and more.

Google Workspace continues the evolution of G Suite. In fact, it's not even the first name change. The service was originally called "Google Apps for Your Domain." Later, it was rebranded to simply "Google Apps," before it was eventually renamed to "G Suite" in 2016. At the core, Google Workspace is the same service as G Suite. It's the culmination of several changes Google made throughout 2020. The separate tools have deeper integration with each other. Rather than jump between Gmail, Docs, Meet, etc., everything is available in one central spot.

Is Google Workspace Free?

Google Workspace is not a free service, though all the tools available in Workspace do have free consumer versions. Google Workspace comprises Gmail, Chat, Meet, Calendar; Drive for storage; Docs, Sheets, Slides, Forms, and Sites for collaboration; and an Admin panel and Vault for managing users and the services. In addition to Google Workspace, google has tons of applications for web-based messaging and collaboration applications that Google hosts on their own servers. Google provides these applications as a "service," rather than as software to download and install. To access these applications, you simply use a web browser on a computer that's connected to the Internet.

To view all google apps visit <https://about.google/products/#all-products> .

3.2.1 Gmail

Gmail is a free email service created by Google. With this service, users can access email and other related services via the web and third-party programs that enable them to synchronize their mail contents through POP or IMAP protocols. Gmail beta version was released on April 1, 2004 and its testing phase was ended on July 7, 2009. Globally, by 2018, 1.5 billion active users were already using Gmail.

At launch, the initial storage capacity offered by Gmail to each user is one (1) gigabyte, which is a significantly higher amount than what other competitors offered at the time. Today, the service offers fifteen (15) gigabytes of storage for regular users and significantly higher storage for academic institution domains (e.g. admin@kiu.ac.ug). Users can receive incoming emails up to

50 megabytes (50 Mb) in size, including attachments, while for outgoing messages, they can send emails up to 25 megabytes (25 Mb). In order for users to be able to send larger files, they have to upload the files to Google Drive and then share or send the link via email or any other appropriate medium.

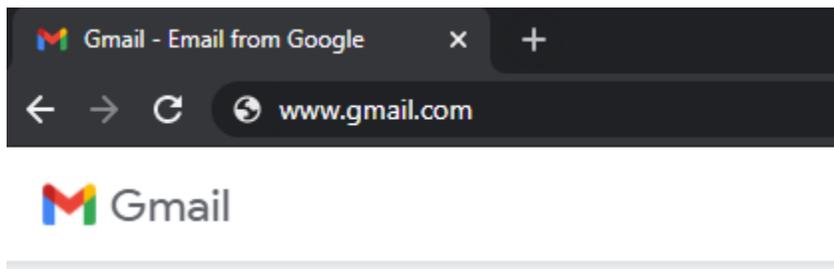
Setting up a Gmail account

To set up a Gmail address, the first step is to create a Google account. Gmail will then redirect you to the account sign-up page. You will be asked to provide some basic information about yourself including but not limited to your name, birth date, gender, and location. You will also need to choose a name for your new Gmail address or use the system suggested email. Once you have successfully create an account, you will now be able to start using free goggle services and you can also add contacts and adjust your mail settings.

Step 1: Make sure you have an active internet

Step 2: Launch a browser on your device

Step 3: Visit <https://www.gmail.com> in your browser.



*Step 4: Click on **create account***

Get more done with Gmail

Join video meetings with live captioning and screen sharing for up to 100 people—now with Google Meet in Gmail.

Create an account

Step 5: Supply details (preferable your name, if the name is not yet used), if it is used, you can choose any other username you want or adjust your choice by adding digit (e.g. nyala.zuri2020@gmail.com)



Create your Google Account

Continue to Gmail

First name Last name

Username @gmail.com

You can use letters, numbers & periods

Password Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

Show password

[Sign in instead](#)

Next



One account. All of Google working for you.

Step 6: Next, enter your phone number to verify your account. Google uses a two-step verification process for your security. You will receive a text message from Google with a verification code. Enter the code to complete the account verification.

You can add other details to your Gmail account such your personal information, e.g. your full name, birthday, contacts etc.

For more details on how to set up and use your Gmail account, visit this url:

<https://edu.gcfglobal.org/en/gmail/>

Peer to Peer Review



- Open a Gmail account by visiting www.gmail.com
- Use your new email address to send a mail to a friend.
- Take a snapshot of your composed mail using Snipping Tool or Paint.
- Submit the screenshot
- Each of you will review at least 3 other submissions of your colleagues.

3.2.2 Google Drive

Google Drive a.k.a. g.drive is a free service for storing files online with remote access to these files anywhere, anytime using the cloud. Google Drive also comes with access to free web-based collaboration applications for creating documents, spreadsheets, presentations, and more. The maximum cloud storage a user can use free is 15GB. However, you can pay for additional storage space.

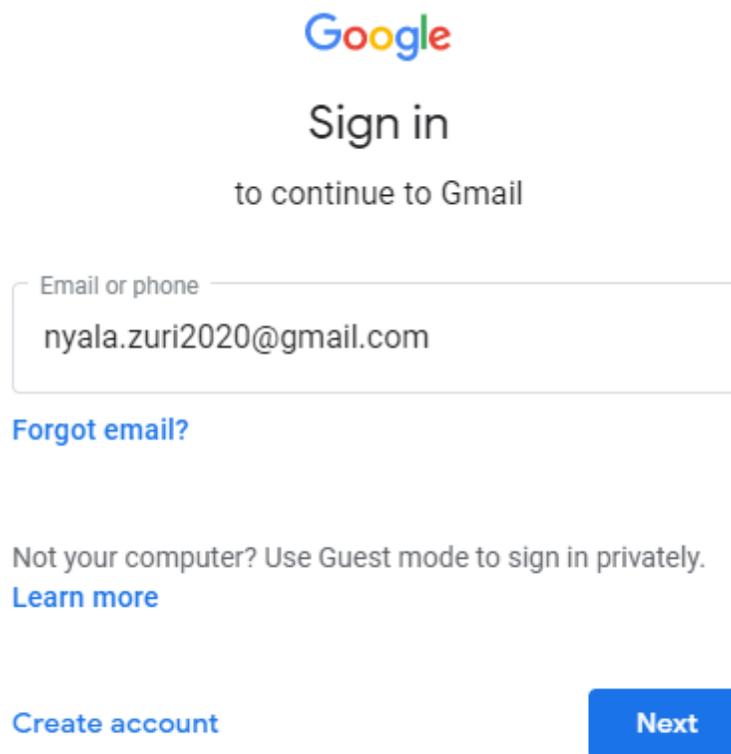
It should be noted that g.drive is not just meant for storing files; with it, you can also create, share, and manage documents using embedded collaboration and productivity apps. Some of the file types that can be created and shared on Google Drive include:

- Documents: this can be any kind of document ranging from memos, letters, essays, and other text-based files (similar to Microsoft Word documents)
- Spreadsheets: Used for storing data and organizing information (similar to Microsoft Excel workbooks)

- Presentations: For creating presentation slides or slideshows (similar to Microsoft PowerPoint presentations)
- Forms: For collecting and organizing data. Outputs of form is stored in spreadsheets
- Drawings: For creating simple vector graphics or diagrams

Setting up your Google Drive Account

For you to use gdrive, you must first set up Google account. If you already one, then you don't need to create another one, however, account, if you do not have an account yet, follow the instructions in the last section account. After creating a google account, you simply need to sign in to Drive using the same Gmail account details.



Google

Sign in

to continue to Gmail

Email or phone

nyala.zuri2020@gmail.com

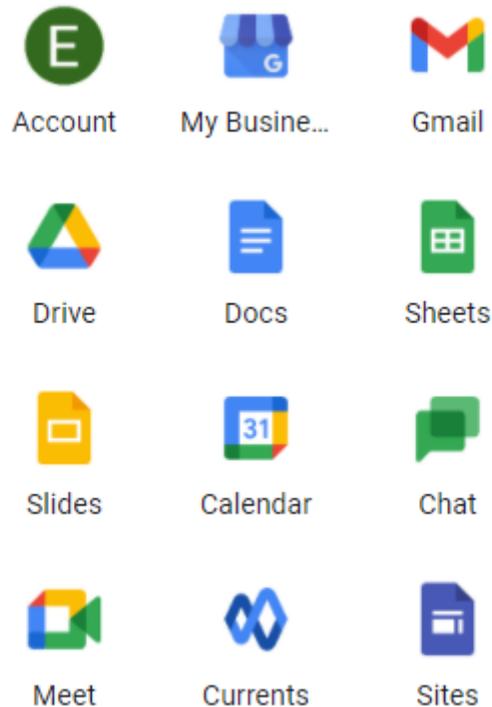
[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#) [Next](#)

Once the set-up of your Google account is completed, you can now access Google Drive by visiting <http://drive.google.com> using your web browser. Another way to access Google Drive is through

Google page (such as Gmail or Google search). Do this by selecting the grid icon near the top-right corner, then click on Drive.



The Google Drive interface

If your account is newly created, your g.drive may be empty right now, but as you begin to upload and create files to populate the drive, you'll need to know how to view, manage, and organize them accordingly.

Google drive is available on Windows, MAC, and the mobile platforms - Android and IOS. It is denoted by this logo



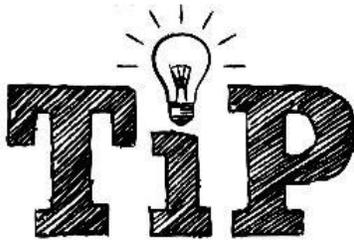
In addition, there is a desktop version of g.drive which can be installed on PC and it automatically sync files on the PC or desktop to the online google drive. Thus, making offline use possible.

How to Upload files & folders to Google Drive?

With google drive, you can upload, view, share, and edit files. When you upload a file to Google Drive, it will take up space in your Drive, even if you upload to a folder owned by someone else. (Take note of this)

The types of files that you can upload to Google Drive are:

- Documents
- Images
- Audio
- Video



You can upload up to 15gb for free on a gmail account, however, for an academic gmail that ends in country domain name (such as “.ug.ac”, “. edu.ng”, “.sm.ac”), the limit is much higher.

Steps Involved

- Via the browser on your computer, visit www.drive.google.com
- At the top left, click New and then File Upload or Folder Upload.
- Choose the file or folder you want to upload. OR Drag files into Google Drive

Dragging files into Google Drive

- On your computer, visit www.drive.google.com
- Click on open or create a folder.
- To upload files and folders, drag them into the Google Drive folder.

Use Backup & Sync

- Install backup (desktop g.drive) and sync on your computer.
- On your computer, you'll see a folder called "Google Drive."
- Drag the files or folders you want to upload and drop them into the "Google Drive" folder.
They will then sync and you will see them on www.drive.google.com

Google Drive for Desktop

Sometimes, it is easier to work offline and you might want the offline files to synchronize and be uploaded to the g. drive when you are online, this is possible through the g. drive desktop app. Download the App and install on your computer. The app can be found at <https://www.google.com/drive/download/>

It is available for both Windows and Mac OS X. Once it's installed, you'll see a new Google Drive folder on your computer. Any time you move files into this folder, it will automatically be uploaded to your Google Drive. For detailed guide on how to use google drive, check this link at

<https://zapier.com/blog/how-to-use-google-drive/>

3.2.3 Google Doc.

Imagine you are tasked with putting together a presentation which involves collaboration with other team members, and you are to share the responsibilities among them. Together, you realized meeting face-to-face won't work as work schedules of members clashed and deadlines might also be different.

The Question now is - How can your team work together on the presentation without physically meeting?

Your answer is to use Google Docs.

With Google Docs, every member can contribute to designing the presentations needed for your meeting. They can even create their respective documents and keep all concerned files in a single

safe manageable place. Though that is not all ... Not only can you complete the tasks using Google Docs, all members can even use and edit the tasks, right from the shared drive

In many ways, think of **Google Docs** as the Microsoft Word of G Workspace (formerly G Suite). It allows users to compose, edit and format several forms of documents with hundreds if not thousands of pre-designed templates and add-ons available for versatility of niche tasks.

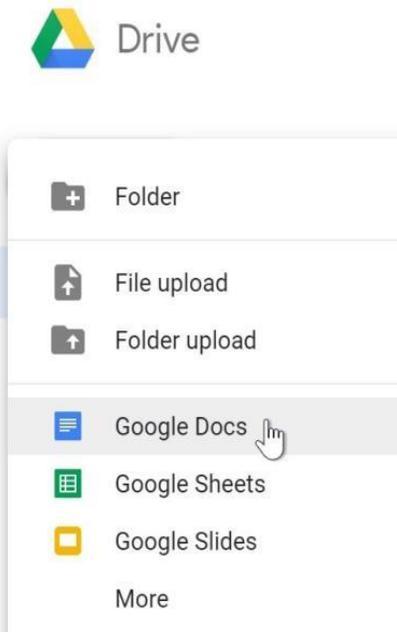
Simply put, **Google Doc** is a very powerful real-time collaboration and document authoring tool. Multiple users can edit a document at the same time, while seeing each other's' changes instantaneously. Users can produce text documents, slide presentations, spreadsheets, drawings, and surveys. The formats used are compatible with Microsoft Office and Open Office, so you can switch between these programs as needed.

All interactions and files are contained in Google's Internet servers (the cloud), and are accessible from within a web browser window.

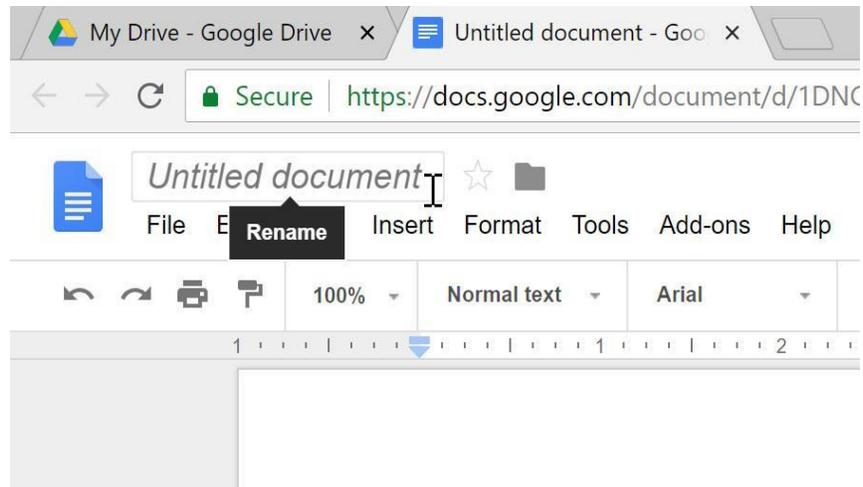
Now, let's illustrate some practical aspects. The purpose of this tutorial is to guide you through getting acquainted with Google Docs' features so that you can apply them to your professional environment.

Creating Google Docs

1. To create a new file, from Google Drive, locate and select the New button, then choose the type of file you want to create. For this tutorial, we'll select Google Docs to create a new document.



2. Your new file will appear in a new tab on your browser. Locate and select Untitled document in the upper-left corner.



3. The Rename dialog box will appear. Type a name for your file, then click OK. Here, let's use "***Digital Technology***" as our document name.
4. Your file will be renamed. Once it has been renamed successfully, you can access the file at any time from your Google Drive, where it will be saved automatically. Simply double-click to open the file again.

Sharing and collaborating on files

Recall the earlier question on how a team can work collaboratively on a single document which has been created and saved in the Google Drive. Google Drive makes sharing your files simple. It also allows multiple people to edit the same file, allowing for real-time collaboration.

Sharing files

When you are to share a file from your Google Drive, there is a setting that you need to set – do you want others that you are sharing to view only or be able to edit that same file. While you can share any file stored on your Google Drive, note that the collaboration features only works for the files created within your own Drive.

For example, take an example of Mariam, a teacher who makes use of her Google Drive to engage learners. Mariam's files include:

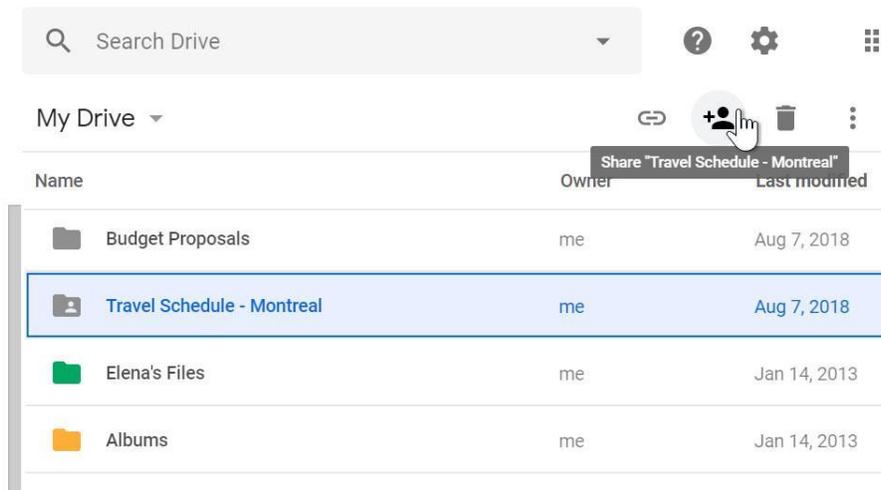
- Files that she keeps private such as expenses spreadsheet
- Files that she allows others to edit, e.g. the lesson-planning documents - she probably designs this together with her co-teacher
- Files she makes public but does not allow anyone to others edit. For example, newsletters, announcements etc. files that she shares with her students and their parents
- Files others share with her, including ones she can edit, like her co-teacher's supply inventory; and ones she can't, like a schedule sent to her by the principal

As you can probably deduce from the above listed Mariam files, there is no single sharing setting that would be appropriate for all Mariam's files. This implies that she has to set different file sharing options for each of her shared files and this probably depend on why you are sharing the files in the first place.

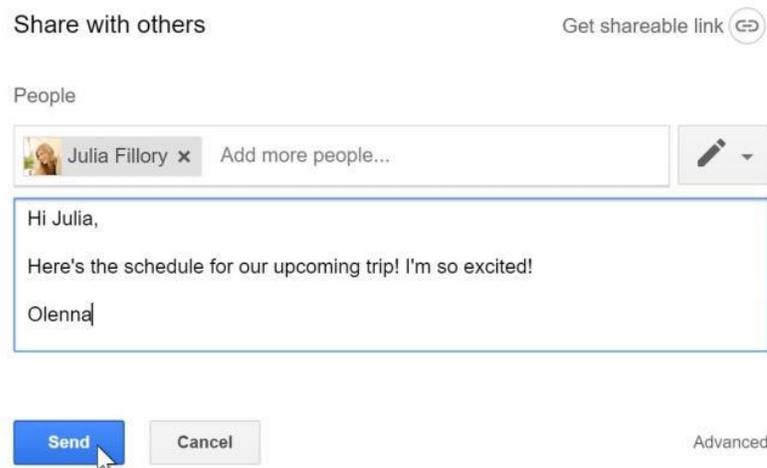
When you share a file with a limited group of people, your collaborators must sign in with a Google account to view or edit the file, with this mode, you have to add their email as collaborators, however, when you share with a larger group or make the file public, your collaborators will not need a Google account to access the file.

To share a file with a limited group of people:

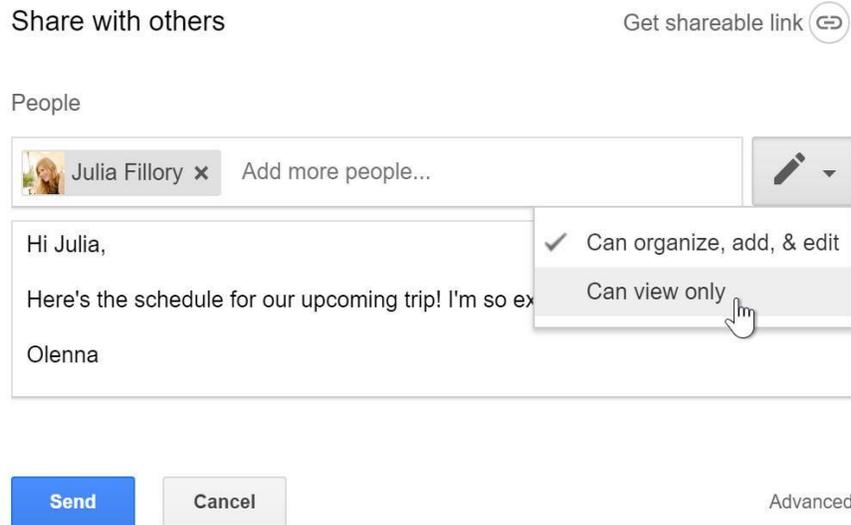
1. Locate and select the file you want to share, then click the Share button.



2. A dialog box will appear. In the **People** box, type the email addresses of the people you'd like to share the file with. If you want, you can add a message that will be emailed to the people you share the file with.
3. Click **Send**. Your file will be shared.



For more control over your files, you can click the drop-down arrow to decide whether people can edit, comment on, or simply view the file.

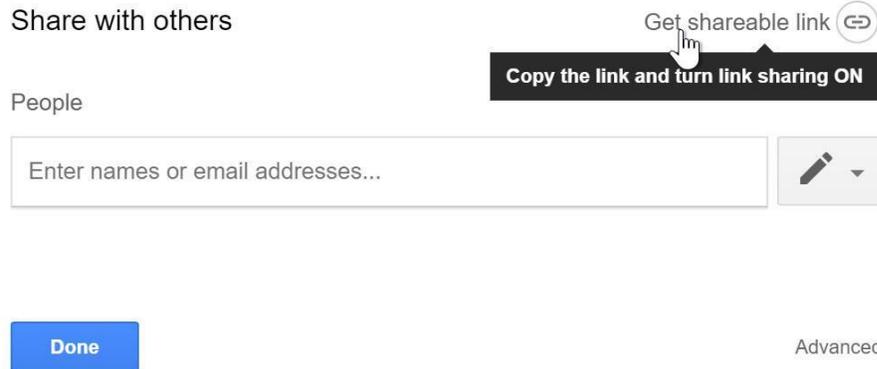


Sharing with a link

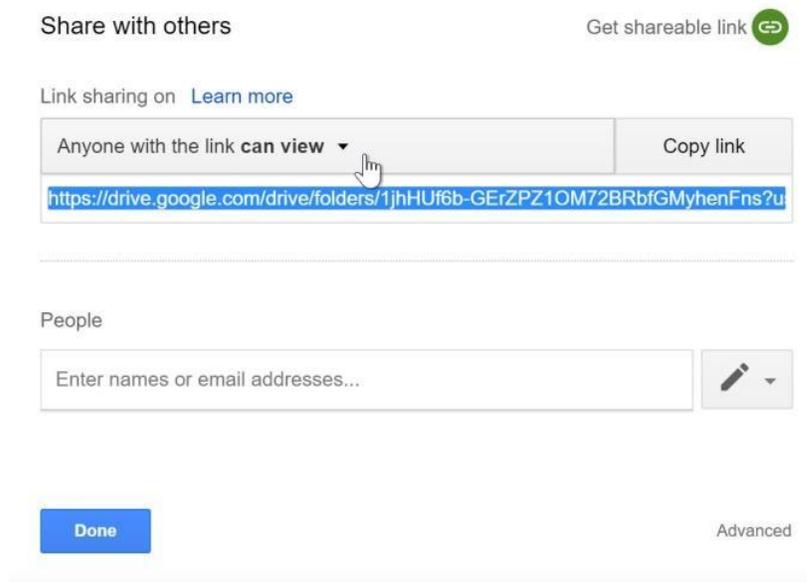
You can easily share a file with a larger group of people by providing a link or URL to any file in your Google Drive. This is very helpful most specially when the files to be shared is too large to be sent as an email attachment, e.g. music or video files. File sharing can also be done by posting the file link to a public webpage. Anyone who clicks the link on the webpage will be redirected to the file.

To share a link:

1. Locate the file you want to share and select it, then click the Share button.
2. A dialog box will appear. Click Get shareable link.

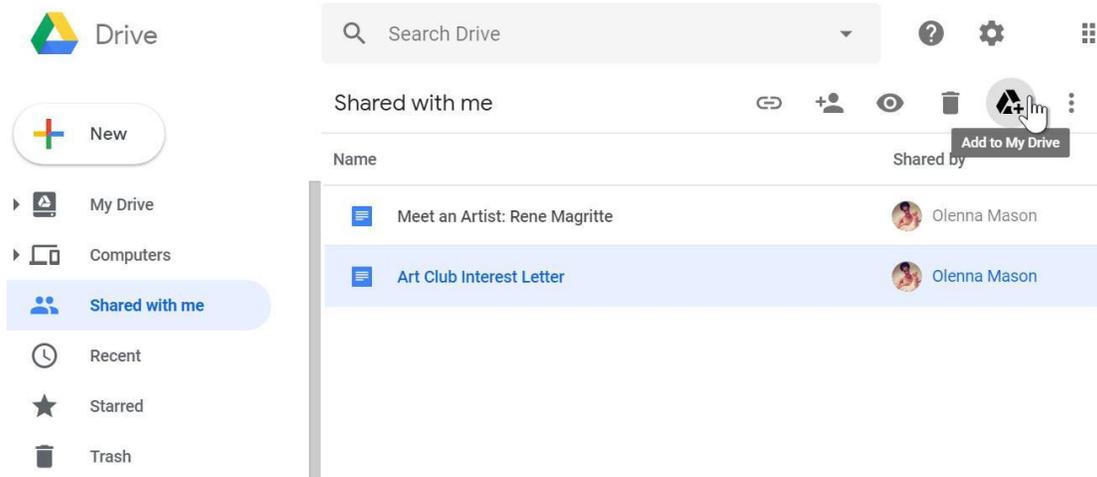


3. A link to the file will be copied to your web clipboard. You can then paste the link in an email message or on the Web to share the file. When you're finished, click Done.



Files shared with you

Other individuals might also want to share files with you. The shared files will appear in your drive under the “**Shared with Me**” folder. However, if you'd prefer to access a file from your own Google Drive without switching to this view, you can move it. To do this, navigate to your “Shared with Me folder”, hover the mouse over the desired file, then select Add to My Drive.



Collaboration tools

Whenever you share a file in a Google Drive format, you'll have the option to allow your co-editors to change and edit the file. Google Drive offers several tools that enhance collaboration by making it easier to communicate with your co-editors and to see which changes have been made and by whom.

Suggesting mode

Google Drive also has a feature called Suggesting mode, which is similar to the Track Changes feature in Microsoft Office. This allows each collaborator to make changes, while giving the other collaborators a chance to review the changes before making them permanent.

For Full tutorial

<https://edu.gcfglobal.org/en/googledocuments/>

3.2.4 Google Sheet

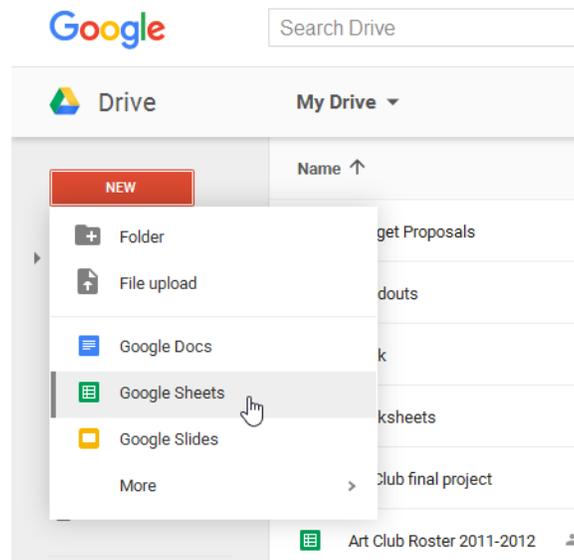
Google Sheet is a web-based spreadsheet for storing, organizing and analyzing different types of data. It is much similar to like Microsoft Excel but a simpler version as While Google Sheets does not offer some of the advanced features present in excel.

In this lesson, you will be shown how to use spreadsheets and how to navigate the interface. You will also learn the basic use of google sheet – you will work with cells and their respective content, including how to select cells, how to insert content, and how to copy and paste cells.

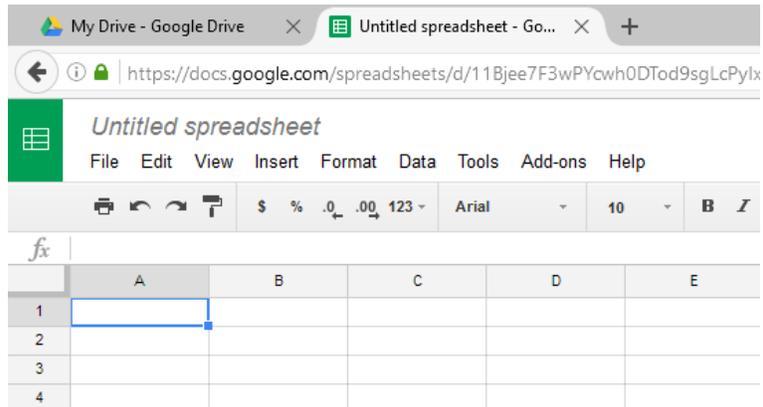
Many people think spreadsheets are used by only certain people such as accountants to calculate and process numbers and data, but the actual reality is that spreadsheet can be used for a variety of everyday tasks. Activities such as creating a budget, planning cost of projects, or creating business invoices etc. are examples of ways spreadsheets can be used to organize information.

To create a new Google spreadsheet:

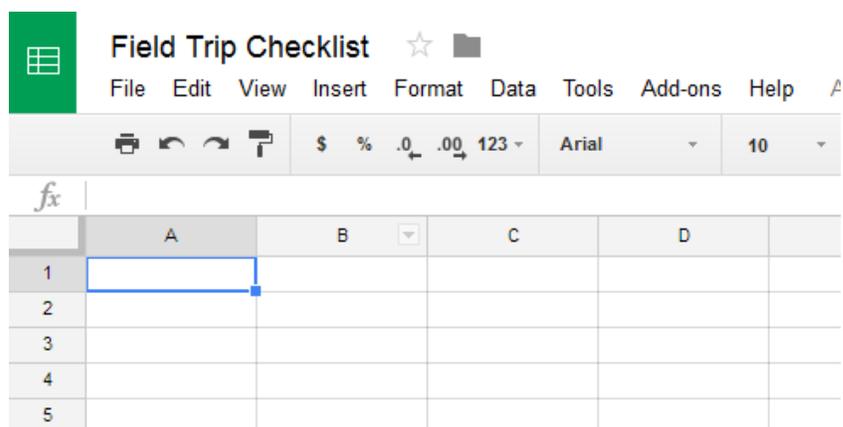
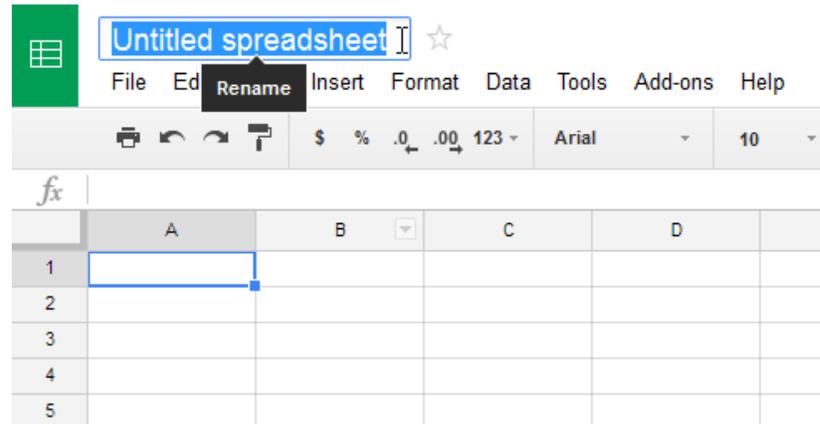
1. From Google Drive interface, click New and from the dropdown menu, select Google Sheets.



2. After launch, a new browser tab will open showing the spreadsheet.

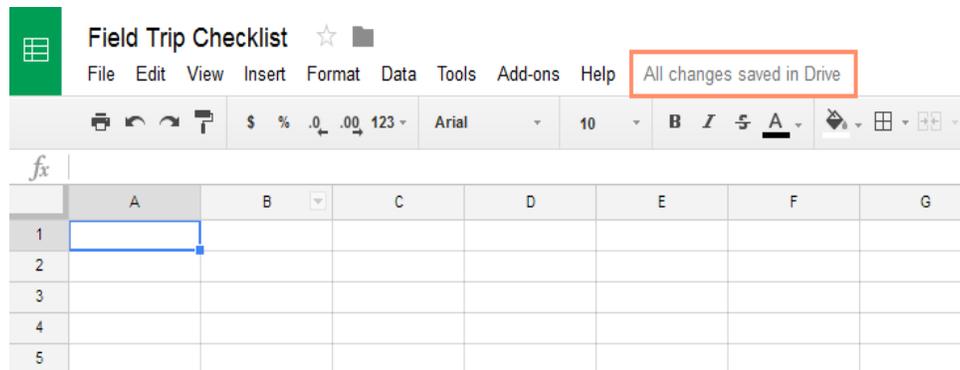
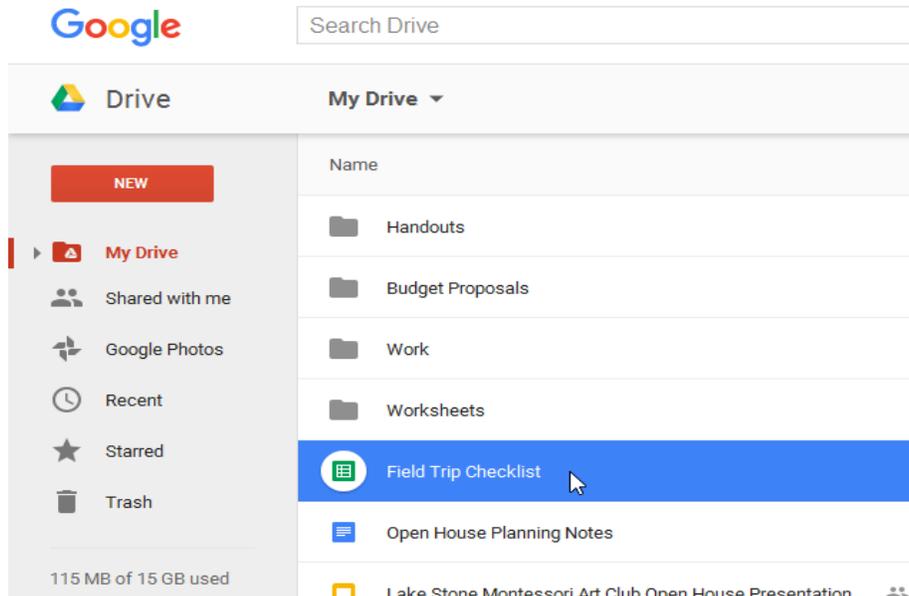


3. Don't forget to name your spreadsheet. To do this, select **Untitled** located at the top of the page. Put your selected name then press Enter on the keyboard.



Whenever you want to view or edit your spreadsheet, you can access it from your Google Drive. With use, you may have realized that there is no save button as it is in MS Excel. This is because

Google Drive uses auto save, makes all work done to be saved immediately i.e. everything you do on the spreadsheet will be saved automatically.

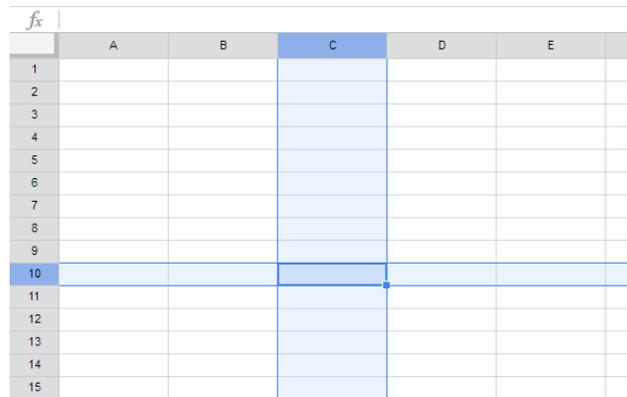


The Google Sheets interface

For professional use of spreadsheets for your everyday activities, you must be familiar with the interface.

Cell basics

Every spreadsheet has thousands of rectangles called cells. A cell is the intersection of a row and a column. Columns are identified by letters (A, B, C), while rows are identified by numbers (1, 2, 3).



The image shows a spreadsheet grid with columns labeled A through E and rows numbered 1 through 15. The cell at the intersection of column C and row 10 is highlighted in a darker blue, indicating it is the active cell. The column and row headers are also highlighted in a lighter blue.

Cell C10

Each cell has its own name popularly called the cell address—it is based on its column and row. In the above figure, the cell selected intersects row 10 and column C, thus the cell address is C10

Selecting a Cell

Note that a cell's column and row headings become darker when the cell is selected. You can also select multiple cells at the same time. A group of cells is known as a cell range. Rather than a single cell address, to refer a cell range, use the cell address of the first and last cells in the cell range, separated by a colon. For example, a cell range that included cells A1, A2, A3, A4, and A5 would be written as **A1:A5**.

In the images below, two different cell ranges are selected:

Cell range A2:A8

fx | 5/6/2016

| | A | B |
|---|-----------|----------|
| 1 | Date | Sales |
| 2 | 5/6/2016 | \$100.00 |
| 3 | 5/7/2016 | \$121.00 |
| 4 | 5/8/2016 | \$86.00 |
| 5 | 5/9/2016 | \$25.00 |
| 6 | 5/10/2016 | \$154.00 |
| 7 | 5/11/2016 | \$110.00 |
| 8 | 5/12/2016 | \$80.00 |

Cell range A2:B8

fx | 5/6/2016

| | A | B |
|---|-----------|----------|
| 1 | Date | Sales |
| 2 | 5/6/2016 | \$100.00 |
| 3 | 5/7/2016 | \$121.00 |
| 4 | 5/8/2016 | \$86.00 |
| 5 | 5/9/2016 | \$25.00 |
| 6 | 5/10/2016 | \$154.00 |
| 7 | 5/11/2016 | \$110.00 |
| 8 | 5/12/2016 | \$80.00 |

Understanding cell content

Every data or information entered in a spreadsheet is stored in a cell and each cell can contain different types of contents such as text, formulas, and functions.

- **Text:** e.g. letters, numbers, and dates.

| | A | B | C |
|---|-----------|-------|---------------------|
| 1 | Date | Sales | Percentage of Total |
| 2 | 5/6/2016 | 100 | 0.1479 |
| 3 | 5/7/2016 | 121 | 0.1790 |
| 4 | 5/8/2016 | 86 | 0.1272 |
| 5 | 5/9/2016 | 25 | 0.0370 |
| 6 | 5/10/2016 | 154 | 0.2278 |
| 7 | 5/11/2016 | 110 | 0.1627 |
| 8 | 5/12/2016 | 80 | 0.1183 |
| 9 | | | |

- Formatting attributes:** formatting attributes are the attributes that change the way contents of a cell are displayed. Formats can show contents in form of letters, numbers, and dates. For example, percentages can appear as 0.15 or 15%. Even the background colour of a cell can be changed. See the figure below

| | A | B | C |
|---|--------|----------|---------------------|
| 1 | Date | Sales | Percentage of Total |
| 2 | May 6 | \$100.00 | 14.79% |
| 3 | May 7 | \$121.00 | 17.90% |
| 4 | May 8 | \$86.00 | 12.72% |
| 5 | May 9 | \$25.00 | 3.70% |
| 6 | May 10 | \$154.00 | 22.78% |
| 7 | May 11 | \$110.00 | 16.27% |
| 8 | May 12 | \$80.00 | 11.83% |
| 9 | | | |

- Formulas and functions:** At times, you might want to do calculations on the contents of a cell, formulas and functions comes handy here. Cells can contain formulas and functions that employs cell contents or cell values to calculate expected outputs.

For example, **SUM (B2:B8)** will adds the value of each cell in cell range B2:B8 and displays the total in cell B9.

fx | =SUM(B2:B8)

| | A | B | C |
|---|-------------|----------|---------------------|
| 1 | Date | Sales | Percentage of Total |
| 2 | May 6 | \$100.00 | 14.79% |
| 3 | May 7 | \$121.00 | 17.90% |
| 4 | May 8 | \$86.00 | 12.72% |
| 5 | May 9 | \$25.00 | 3.70% |
| 6 | May 10 | \$154.00 | 22.78% |
| 7 | May 11 | \$110.00 | 16.27% |
| 8 | May 12 | \$80.00 | 11.83% |
| 9 | Total Sales | \$676.00 | |

To select cells:

To input or edit cell content, you'll first need to select the cell.

- Click a cell to select it. A blue box will appear around the selected cell.

fx | x

| | A | B | C |
|---|---------------------------------|-----------|---------------|
| 1 | Art Museum Field Trip Checklist | | |
| 2 | | | |
| 3 | Student | Attending | Not Attending |
| 4 | Anderson, Stewart | x | |
| 5 | Bledsoe, David | x | |
| 6 | Carter, Angela | x | |
| 7 | Flint, Tony | | x |
| 8 | Jimenez, Alfonso | x | |
| 9 | Jones, Drew | x | |

- You can also select cells using the arrow keys on your keyboard.

To select a cell range:

Sometimes you may want to select a larger group of cells, or cell range.

- i. Click and drag the mouse until all of the cells you want to select are highlighted.
- ii. Release the mouse to select the desired cell range.

| | A | B | C |
|----|---------------------------------|-----------|---------------|
| 1 | Art Museum Field Trip Checklist | | |
| 2 | | | |
| 3 | Student | Attending | Not Attending |
| 4 | Anderson, Stewart | x | |
| 5 | Bledsoe, David | x | |
| 6 | Carter, Angela | x | |
| 7 | Flint, Tony | | x |
| 8 | Jimenez, Alfonso | x | |
| 9 | Jones, Drew | x | |
| 10 | Martin, Billy | | x |

To insert cell content:

- i. Select the desired cell.

| | A | B | C |
|----|---------------------------------|-----------|---------------|
| 1 | Art Museum Field Trip Checklist | | |
| 2 | | | |
| 3 | Student | Attending | Not Attending |
| 4 | Anderson, Stewart | x | |
| 5 | Bledsoe, David | x | |
| 6 | Carter, Angela | x | |
| 7 | Flint, Tony | | x |
| 8 | Jimenez, Alfonso | x | |
| 9 | Jones, Drew | x | |
| 10 | Martin, Billy | | x |
| 11 | Quince, Tim | | x |
| 12 | Polanski, Lisa | | x |
| 13 | Olsen, Stephanie | | |
| 14 | Stephenson, Anneke | | |

- ii. Type the content into the cell selected, then press Enter. The content will appear in the cell and the formula bar. You can also input content into and edit cell content in the formula bar.

| | A | B | C |
|----|---------------------------------|-----------|---------------|
| 1 | Art Museum Field Trip Checklist | | |
| 2 | | | |
| 3 | Student | Attending | Not Attending |
| 4 | Anderson, Stewart | x | |
| 5 | Bledsoe, David | x | |
| 6 | Carter, Angela | x | |
| 7 | Flint, Tony | | x |
| 8 | Jimenez, Alfonso | x | |
| 9 | Jones, Drew | x | |
| 10 | Martin, Billy | | x |
| 11 | Quince, Tim | | x |
| 12 | Polanski, Lisa | | x |
| 13 | Olsen, Stephanie | x | |
| 14 | Stephenson, Anneke | | |

To delete cell content:

- i. Select the cell you want to delete.
- ii. Press the Delete or Backspace key on your keyboard. The cell's contents will be deleted.

Using Formulas in Spreadsheets

When working with numerical data, you can use google sheet to perform calculations. Let us quickly look at how to create simple formulas that will add, subtract, multiply, and divide values.

Mathematical operators

Google Sheets makes use of standard operators for formulas: e.g. plus sign is used for addition (+); minus sign for subtraction (-); asterisk for multiplication (*); forward slash for division (/); and caret (^) for exponents.

| | |
|----------------|---|
| Addition | + |
| Subtraction | - |
| Multiplication | * |
| Division | / |
| Exponents | ^ |

Standard operators

To use a formula in a cell, all formulas must begin with an equals sign (=). This is because the newly picked cell will now contain—or is equal to—the formula and the resulting value it calculates.

Using cell references

When a formula contains a cell address, it is using a cell reference. Creating a formula with cell references is useful because you can update the numerical values in cells without having to rewrite the formula.

| | A | B |
|---|---------------------|---|
| 1 | 7 | |
| 2 | 3 | |
| 3 | <code>=A1+A2</code> | |
| 4 | | |

| | A | B |
|---|----|---|
| 1 | 7 | |
| 2 | 3 | |
| 3 | 10 | |
| 4 | | |

| | A | B |
|---|----|---|
| 1 | 8 | |
| 2 | 3 | |
| 3 | 11 | |
| 4 | | |

| | A | B |
|---|----|---|
| 1 | 8 | |
| 2 | 3 | |
| 3 | 11 | |
| 4 | | |

By combining a mathematical operator with cell references, you can create a variety of simple formulas in Google Sheets. Formulas can also include a combination of a cell reference and a number.

| | |
|------------------------|-----------------------------|
| <code>=A1+A2</code> | Adds cells A1 and A2 |
| <code>=C4-3</code> | Subtracts 3 from cell C4 |
| <code>=E7/J4</code> | Divides cell E7 by J4 |
| <code>=N10*1.05</code> | Multiplies cell N10 by 1.05 |
| <code>=R5^2</code> | Finds the square of cell R5 |

Creating formulas

In our example, we'll use simple formulas and cell references to help calculate a budget.

To create a formula:

- Select the cell where the calculated value will be displayed.
- Type the equals sign (=) into the cell.
- Type the cell address of the cell you want to reference first in the formula. A dotted border will appear around the cell being referenced.
- Type the operator you want to use. For example, type the addition sign (+).
- Type the cell address of the cell you want to reference second in the formula.
- Press the Enter key on your keyboard. The formula calculates, and Google Sheets displays the result.

To see how the formula recalculates, try changing the value in either cell. The formula automatically displays the new value.

To edit a formula:

Sometimes, there might be a need to modify an existing formula. Let us assume you typed an incorrect cell address in your formula, so you need to correct it.

- Double-click the cell containing the formula you want to edit. The formula will be displayed in the cell.
- Make the desired edits to the formula. In our example, we will replace C4 with C5.

- When you're finished, press the Enter key on your keyboard. The formula recalculates, and the new value displays in the cell.

There are so many functionalities that Google Sheet can do. It can even be used to perform complex tasks such as data analysis, chart plotting, and so on. For more details on the use and functionalities of google sheet. Visit this platform.

<https://edu.gcfglobal.org/en/googlespreadsheets/>

3.2.5 Google Form

Google Form is also one of the Google Workspace tools, however in its case, it lets users collect information from people via personalized quizzes or surveys. Google form lets you create these surveys or quizzes with a great variety of customization options. You can then connect the info to a spreadsheet on sheets to automatically record the answers. The spreadsheet then populates with the responses from the quiz or survey in real-time. This makes Google Forms one of the easiest ways to save data directly into a spreadsheet. Also, since forms is an online tool, this means you can share and collaborate with multiple people on the same form in real-time.

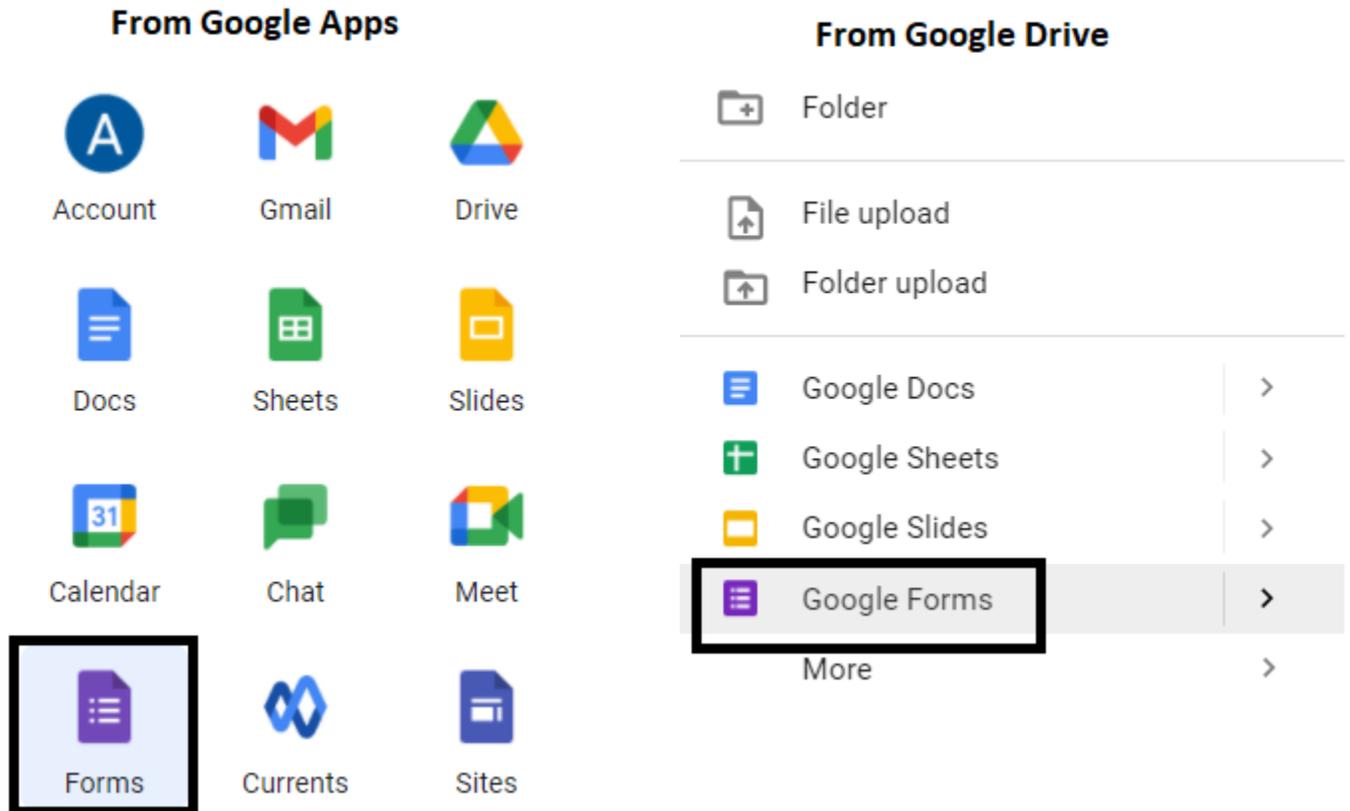
With Forms, you can collect RSVPs, create surveys, or even create an assessment or quizzes for students with a simple online form. After successful design, you can share the form via email, or use a direct link. You might even share on social media or any other appropriate platform and ask everyone to participate.

Let's look at some of the simple tasks that can be done with google forms.

Creating simple Google Form

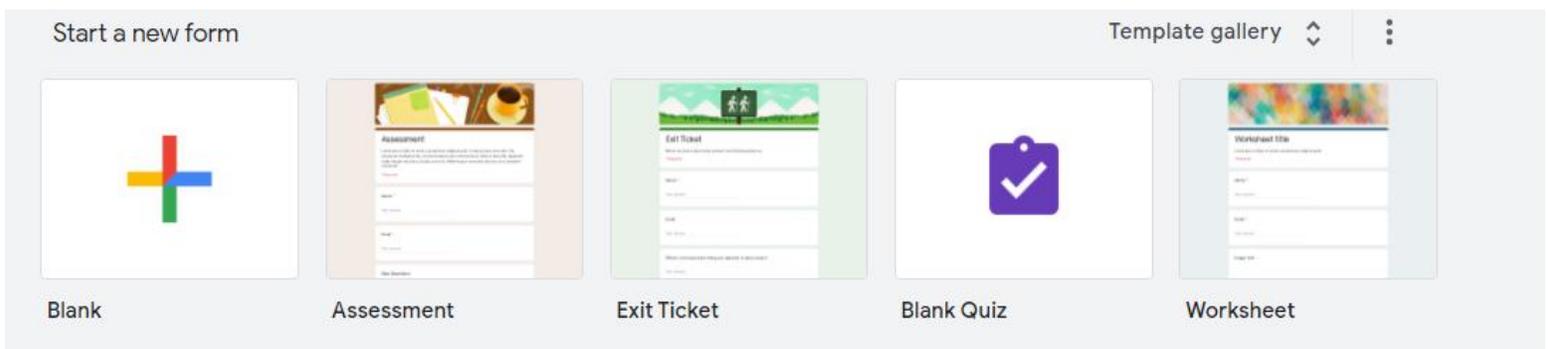
Google Forms allows you to create and edit a variety of forms, either from scratch or by using a template. In the practical tutorial you will learn how to create your own forms, the various types of questions you can use, and how to store and access any responses you receive.

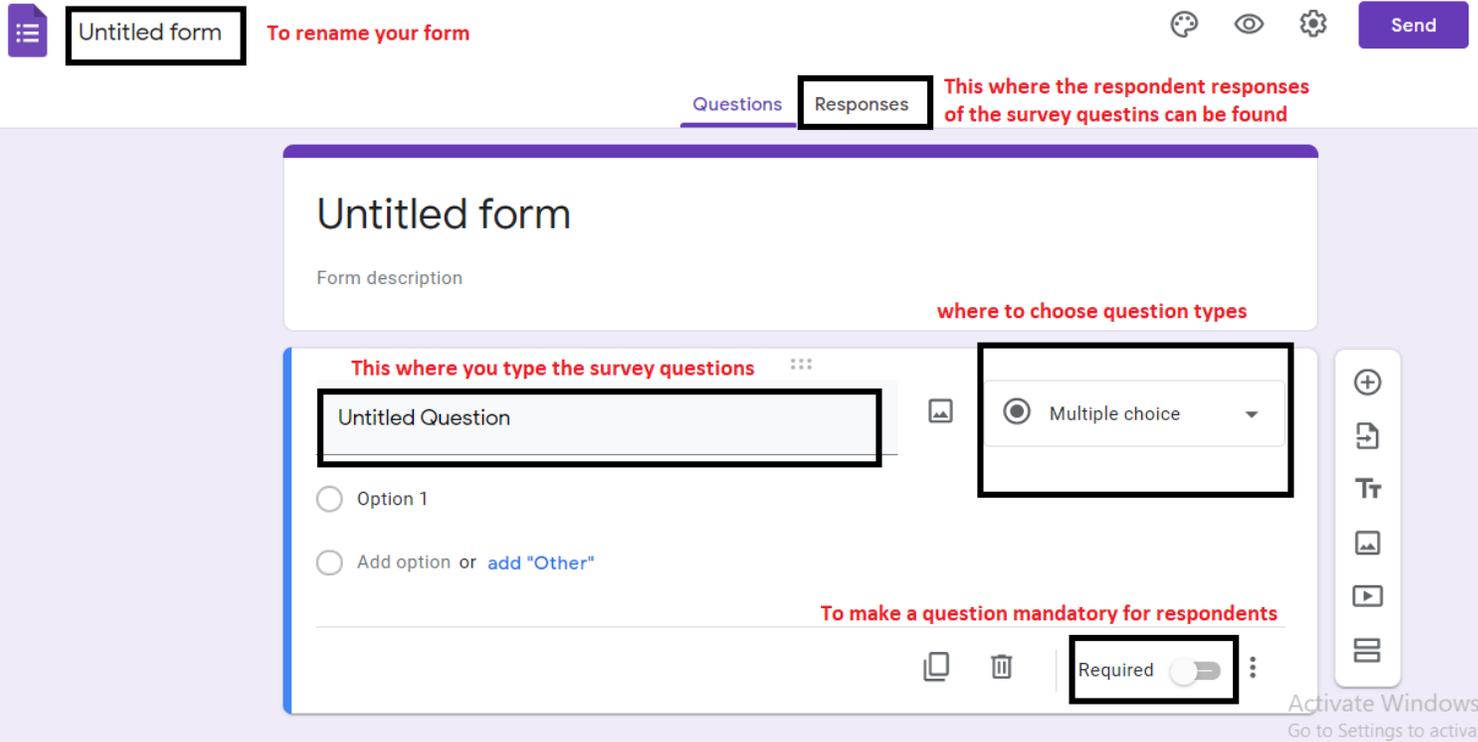
1. To create new form, from Google Drive, locate and select the New button, then choose the type of file you want to create. Or from Google Mail, click on Goggle Apps. For this tutorial, we'll select Google Forms to create a new form.



Google form comes with predesigned templates of forms; however, you can create from the scratch too.

2. To create a blank form. On the Google Forms homepage, simply click the Blank form button and if you are interested in using predesigned templates, click on the respective template you are interested in.





Types of questions

Google Forms offers a variety of questions for you to choose from. The type of question you use will depend on what kind of answers you're looking to get with your form. Below are a few types and how you can use them:

- **Short answer:** These allow your recipients to type anything they want as an answer. They're good to use when you want personal responses for feedback or for written portions of assignments.
- **Multiple choice, check boxes, and drop-down lists:** These questions allow recipients to select answers from a list. They're helpful when you want a narrow selection of responses, and they can be useful for quizzes.
- **Linear scale:** With this type of question, the answers are selected from a number scale. This lets recipients rate things or give feedback on how they felt about something, like an event or course.

For more details on the use and functionalities of google forms. Visit this platform.

<https://edu.gcfglobal.org/en/google-forms/>

3.2.6 Google Slides

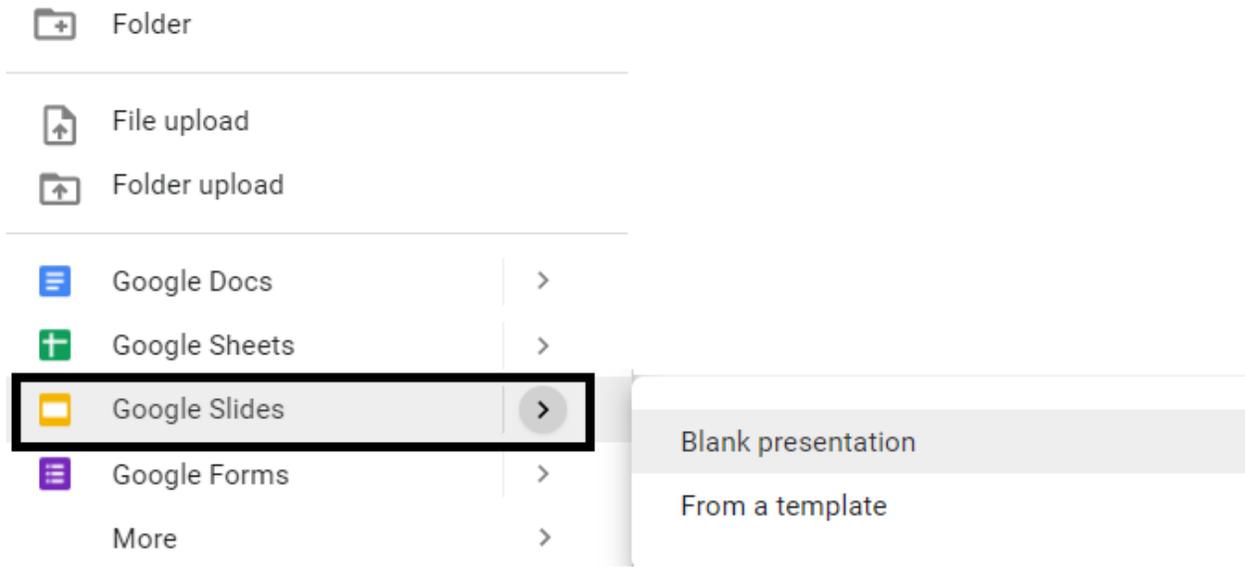
Google Slides allows users to create dynamic slide presentations. These presentations can include animation, narration, images, videos, and much more. It is free to use (along with some other G Workspace such as Docs, Drive, Sheets and more) as long as you have a Google account – which is also free.

You might have been wondering how is Google slide different from the many traditional presentation apps like MS PowerPoint. There are few differences between them however, here are the three key principles to keep in mind when you're learning Google Slides:

- It's still relatively new. MS PowerPoint was built in the 90's., though still updated till now but Google Slides is a browser-first experience that set the tone for how powerful apps that live inside your web browser can be.
- It's connected. Because Google Slides is a browser-based app, it hooks into other web-connected services. That means collaboration and connecting to other apps is easy. It can be used for automated tasks.
- It's simplified and focuses on simplifying user experience. It's easy to use any of other google apps for other tasks.

In the practical sessions, you will be introduced to the google Slides interface and the basics of how to set up your document, including the menu and shortcut toolbars, and choosing a theme, amongst others.

To launch google slide, follow the same approach as others and locate google slides from google app or from google drive



For more details on the use and functionalities of google slides. Visit this additional resource.

<https://edu.gcfglobal.org/en/googleslides/>

3.3 Remote Work Tips and Guide

Even though remote work has existed for a while now, covid19 served as catalyst to its increased acceptance. Many organizations asked their employees to work remotely during the pandemic and even after the outbreak; the practice is being continued by some organizations. Now, there are several remote work opportunities. You can also tap in to these opportunities if you possess the required skills.

If you've never worked from home, it can be challenging as there are several challenges faced. However, below are some tips on how you can make it work.

A. Self-Care

- Don't put too much pressure on yourself. Cut yourself some slack. Working from home can be exhausting as you might feel lonely, stressed, isolated, frustrated, anxious, unmotivated etc. All of these are normal and OK, so try to take it easy.

- Take scheduled breaks. You can try setting an alarm to ring every hour or so. Get up, walk around, stretch, and relax your muscles. You can also try using standing desks, which looks like placing your laptop on top of a bookshelf, it can be beneficial for your overall health.)
- Protect your time. While taking breaks periodically is good, don't overdo it by becoming distracted. For example, during the break you now began doing laundry or watching movie on Netflix. Set "in office" hours and communicate this to any party- colleagues and family that may disrupt your schedules.
- Protect your workspace. Inform co-occupants of your living place about the hours you will be working from home and come up with ground rules during those hours. If disturbance will be from outside, if possible, scribble "Do Not Disturb!" sign and tape to your door.
- Turn on a white noise machine or app. This really helps to reduce noise distractions around your work area.
- Pay attention to ergonomics. Use comfortable chair with provision for back support. Also consider buying a hands-free headset. You might have long phone calls and meetings with work team members, this might come in handy.

B. Communication

- Know your employer's remote work policies.
- Inform your team how you can be reached quickly. If you are the team manager, explain clearly to team members of the preferred communication means and the productivity expectations you expect from them. How should they reach you if they have urgent question or challenge? Should they call, text, email, IM, Zoom, Skype, Slack, WeChat? Don't assume they know what you want.
- Tell your team members the time they can reach you. Do you want daily check in, first thing in the morning or in the afternoon? or weekly update? Let them know how often you want updates on what they have been working on?
- Connect with key colleagues around work priorities, communication protocols, and success metrics, timeline progress etc. Will all projects and plans be moving forward or some will be pended? Are all projects' timeline still on track? Don't let people make assumptions about anything that's unclear.

- Note your own progress and inform your team. As a remote worker, you should be proactive and always alert your colleagues to progress made on longer-term goals. For instance, sending daily email of list of projects that have advanced that day is good.
- When issues and misunderstanding occurs, try to resolve those issues as quick as possible, best done by phone calls. Misunderstandings can occur if you reach out through email, text, or any other written methods of communication, which can escalate the issue. When you sense this is happening, be quick to pick up the phone to resolve issues.
- Promptly return emails, calls, and voice mails and other communication received. Avoid delay as others might be expecting your response and tend to be more aware of time when working remotely.
- Keep in touch with colleagues via casual communication. If you normally catch up with colleagues talking about common hobbies like football, movies etc. in person, do the same before joining group conference or after to familiarize and socialize with others.
- Create your video studio in your assigned work zone. As videoconferences is common in remote work, make sure you have a professional or plain background behind you and always dress professionally (like you would if the conference will be physical). Invest in adequate lighting and a decent microphone. Having a mobile ring light might be helpful.
- Create a system for sharing documents. Consider using cloud to save your documents - platforms such as Google Drive, One Drive or Dropbox is advised. With these platforms, file sharing is also possible, thus, you can access, edit and share your files from anywhere, and at any time. to share files. Also, name and arrange the files neatly and professionally, to make sure you can find the files easily.

C. Morale

- Stay aligned with existing company culture. This might include but not limited to sending funny, work-appropriate GIFs over social groups, Slack, text, or any other common group platform; chatting about sports or anything else you would normally do by the water cooler in a physical office setting. These little things help reduce feelings of isolation and anxiety.
- Dress and groom professionally in the morning or whatever time you set aside for remote work. Your prep routine plays a large role in determining your mindset for the day. While

it is tempting, to join meetings on bed or in your pajamas, try to avoid this. Research had found out that you can be more productive when you prepare for the day by dressing well and brushing your teeth, as you would have done if you were to go office physically.

- Use video, even if it's uncomfortable for you. To avoid feeling isolated, use video technology to connect with your team and colleagues in a more intentional, human way. Though, video calls are not comfortable for everyone, but the slight discomfort can be worth the benefit of seeing people's faces.
- Always ask for feedbacks from your supervisors and colleagues. This is important, especially if you are new to working remotely. Use feedbacks to adjust and work on your areas of weakness and improve on it. Likewise, give feedbacks too. Do not be the benchwarmer in your group. Voice out your opinions and comments. However, make sure your feedbacks are constructive, avoid criticism and insulting words, these kind of feedbacks can affect people's mood, their relationship with you, and hence, their productivity. Learn to be diplomatic when writing reports and feedbacks.
- Finally, always communicate, communicate, and then communicate some more.