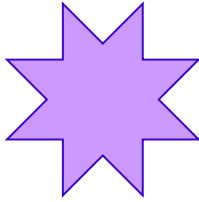


# CLASS: Upgrade Your Technology Efficiency & Knowledge

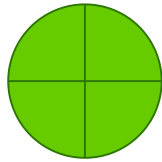
This class will take place on the first 5 Fridays of **2022**, and you will:

1. Learn about the benefits of using Google Gmail, Calendar, Keep, Tasks, and Adobe PDFs.
2. Produce content to post online for your iris club/section.
3. Discuss ways to be more productive for your AIS or iris club activities or for your own personal use.
4. Do actual work online and then submit your homework for review.
5. Discuss pros and cons of these tools.
6. Interact with members of AIS, AIS Affiliates and/or AIS Sections.
7. Learn to share the result with each other via Google Drive.
8. Watch a video weekly >> Learn a skill >> Apply that skill via homework >> Share with the class >> Meet via Zoom
9. There will be an extra bonus class (surprise!) announced on Feb. 4th.
10. Sign up by December 25th: <https://forms.gle/2xR2xDyYr5tgGS99>



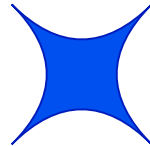
WEEK 1

January 7



WEEK 2

January 14



WEEK 3

January 21



WEEK 4

January 28



WEEK 5

February 4

## Google Drive

Are you using Google Drive?

What is Google Drive?

Why would you want to use it?

Do you currently use a cloud storage provider?

What are all the benefits of using Google Drive?

Learn to share a file or document and work together with a team?

Explore and use Google Drive features that are good for you.

Start using it today.

## Google Calendar

Learn to use Google Calendar.

Create new calendars, for personal, work or other purposes.

Get reminders about projects you're working on.

See your weekly projects and events in in weekly or monthly formats.

Connect your calendar with other Google platforms to enhance your productivity.

## Gmail In-Box Zero

Improve your productivity by achieving In-Box zero today.

What is In-Box Zero and what are the benefits?

Why should you switch to this method?

Learn a new way of processing emails that will save you time and make your email system more organized.

Connect with other Google systems to become a more productive, task-oriented person.

## Exploring PDFs

What can you do with a PDF file?

There's more to them than just reading these files.

Did you know that you don't need the PDF Reader to fill out a form?

Learn some of the most important features, such as: annotate, sticky notes, sign, and highlight PDF files.

Save your signature so you can reuse in your computer.

Also, print a PDF to a file, instead of on paper to save as a document online.

## Google Panel

Do you realize that there are some wonderful tools hidden in plain site of Gmail?

Let's explore Google Keep, Tasks, Maps and Calendar.

Learn to create, maintain and link To-Do lists and other reminders on Google Keep and Tasks.

Keep track of your important notes with images, lists and memos, all in one place.

Link your emails and calendar to Google Keep to have your information always ready.