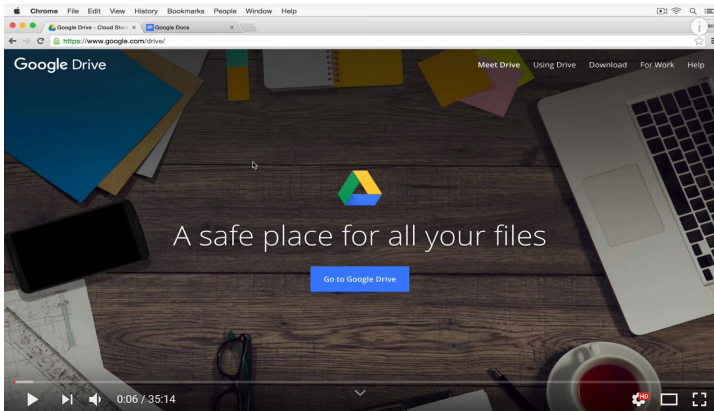


# 5 PRODUCTIVITY TOOLS LINK & TUTORIAL SHEET



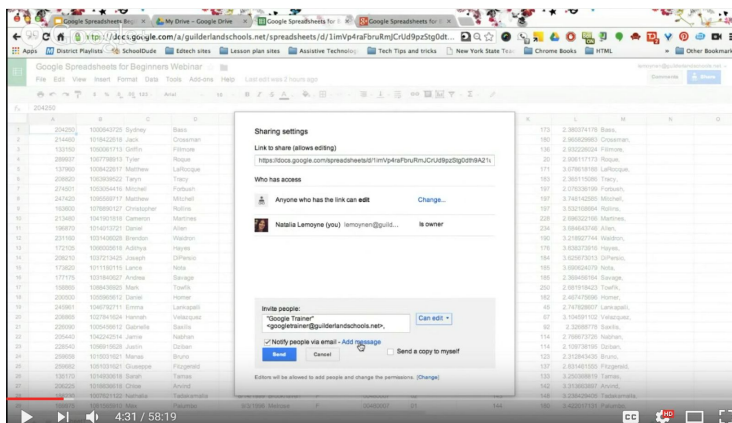
## [Using Google Drive and Google Drive 2016](#)

- Great first-level introduction
- Watch step by step instructions
- How to setup Google
- Finding Google drive
- Searching your documents
- How to share documents students/friends
- How to create Word files for non-google users
- How to email documents to people



## [More about using Asana](#)

- Overview of what it can do
- In-depth demonstrations
- How collaboration works
- Using the calendar
- To do lists



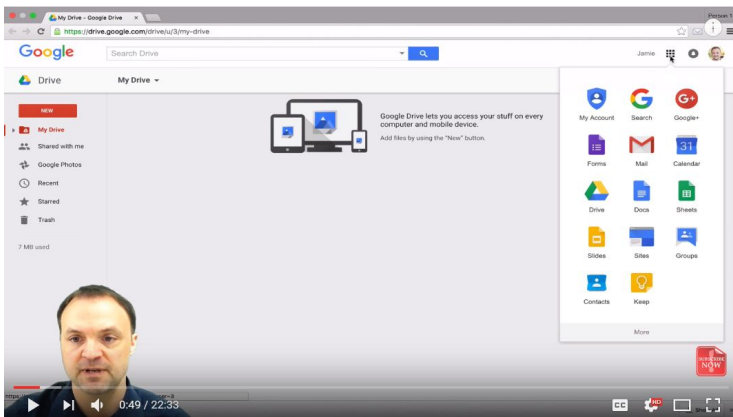
## [Google Sheets for Beginners](#)

- This is a recording of a webinar on Google
- Great beginners introduction to using Sheets
- Setup, layout and sharing
- Why there is no save button
- Where your files are
- How to select, sort, arrange
- Using filtering
- Automation and validation



### [Google Drive Tutorial - SyncSisters](#)

- Really down-to-earth and easy to follow explanations about Google Drive
  - What it is and how it works
  - How to upload files to your drive
  - How to create new files
  - How to organise different file types
  - How to view and sort files
  - Using the details window



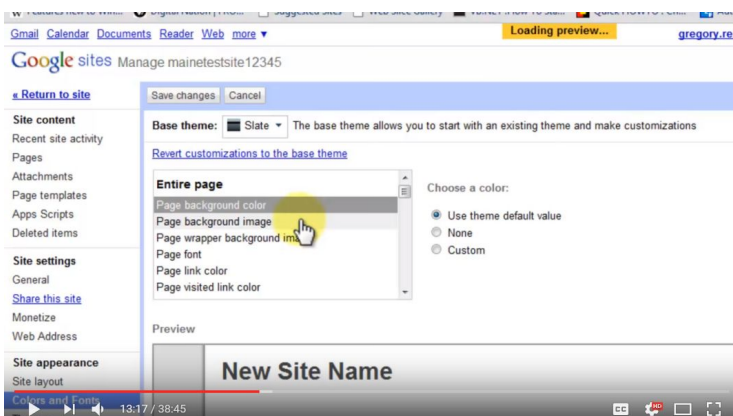
### [Google Forms 2016 Tutorial](#)

- How to setup your first form
- Styling
- Making questions \*required\*
- How to add photos
- Different question types
- Rating questions
- Creating drop-down menus
- Viewing responses



### [Using Forms to Send Certificates Automatically](#)

- This is great for recitals, exams, events
- Step-by-step demonstration
- Creating the form
- Seeing the results in sheets
- Creating your certificate
- Using Add-ons to link the files
- Setting up the automation
- Testing



### [How to build a website using Google Sites](#)

- While this might be more advanced than you need, if you enjoyed seeing how Joyce is using Google Sites in her business, this tutorial will get you started.
  - How to access and setup
  - Adding links and images
  - Adding forms
  - Layout tips