

HOW MUCH DO YOU KNOW ABOUT GOOGLE WORKSPACE?

Give yourself ONE point for each of the following tasks that you can do.

“Using Google Workspace, I can...

add collaborators to a Google Doc and give them editing rights.”

create a Google Form from scratch and change the response types.”

track my own data using Google Sheets and sort and filter as needed.”

use the majority of the features in Google Slides.”

use the Explore button to do other tasks, such as create graphs and charts using Google Sheets data.”

_____ Your score (Max = 5; min = 0)