

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)