

# Grow with Google

## Digital Skills for Everyday Tasks

Many communities are navigating this time of uncertainty and need online tools to remain productive. To help, we've gathered some of Google's resources so you can work and collaborate from home.



Build a to-do list  
with a template  
[sheets.google.com](https://sheets.google.com)



Access your files  
from anywhere  
[drive.google.com](https://drive.google.com)



Get the additional  
training you need at  
[grow.google.com](https://grow.google.com)

### How to Create a To-Do List With a Google Sheets Template:

1. Navigate to [sheets.google.com](https://sheets.google.com)
2. Select **Template gallery** in the top right
3. Scroll down to find template options;  
we suggest **To-do list**
4. Open the template and rename it
5. Replace placeholder text with your info
6. Add due dates, owners, and notes

### How to Create a Meeting Agenda With a Google Docs Template:

1. Navigate to [docs.google.com](https://docs.google.com)
2. Select **Template gallery** in the top right
3. Scroll down to find template options;  
we suggest **Meeting notes**
4. Open the template and rename it
5. Replace placeholder text with your info
6. Share with your team and collaborate  
in real time

## How to Build a Status Update Presentation With Google Slides:

1. Navigate to [slides.google.com](https://slides.google.com)
2. Select **Template gallery** in the top right
3. Scroll down to find template options; we suggest **Status report**
4. Open the template and rename it
5. You can choose the slide layouts you wish to include in the presentation
6. You can change the design (theme) of your template and customize with fonts, images, and multimedia
7. You can share the presentation with others to let them collaborate or view your work

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## Additional Resources

**Grow with Google OnAir**  
[g.co/GrowOnAir](https://g.co/GrowOnAir)

Register for free virtual workshops to enhance your digital skills and grow your business.

**Applied Digital Skills**  
[g.co/applieddigitalskills](https://g.co/applieddigitalskills)

Use Applied Digital Skills training for free, video-based lessons for learners of all ages to prepare for jobs that require basic digital skills.

**Google Primer**  
[yourprimer.com](https://yourprimer.com)

Get quick, easy lessons on your phone, on topics like creating a business plan or finding remote work. Learn whenever you have a few minutes free, even on the go.

For additional resources, check out  
[google.com/grow](https://google.com/grow) and [grow.google/remotework](https://grow.google/remotework)

