



Task Title: Using Google Calendar

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The learner will review instructions for using Google Calendar to input events and appointments.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2
- Use Digital Technology/D.2

Materials Required:

- Computer or digital device
- Gmail account (required for tasks 4-5)

Task Title: UsingGoogleCalendar_EASPI_A1.2_D.2

Learner Information

Many people use digital calendars to track appointments, work and personal commitments.

Learner Instructions

Copy and paste this address into the web browser of the computer
<https://edu.gcfglobal.org/en/google-tips/getting-started-with-google-calendar/1/>

Read "Getting Started with Google Calendar".

Work Sheet

Task 1: How can you access your Google calendar?

Answer:

Task 2: How can you change the calendar view to day, week or month?

Answer:

Task 3: How do you create a new event on Google calendar?

Answer:

Task 4: Open your Google Calendar. Create a new event for Friday. The event is titled "coffee with John" and is from 2pm to 3pm.

Answer: No written response required here.

Task completed: Yes: ☐ No: ☐

Task Title: UsingGoogleCalendar_EASPI_A1.2_D.2

Task 5: Create a new event for Saturday. This is an all-day event. The event is "library book sale".

Answer: No written response required here.

Task completed: Yes: ☐ No: ☐
