



<https://applieddigitalskills.withgoogle.com/c/en/curriculum.html>

Google Education - Applied Digital Skills

Google Applied Digital Skills is a collection of lessons that will show you how to study, learn, teach, work, prepare for a job, or explore culture online.

Instructions

1. Open your internet browser (i.e. Chrome, Internet Explorer, Safari, etc.) and browse to <https://applieddigitalskills.withgoogle.com/c/en/curriculum.html>

Google for Education

Applied Digital Skills

For teachers

For students

Lessons



Sign in

Need to learn or teach remotely? Check out our [new resources](#) to help you work, learn or teach from anywhere.

Search for a lesson

Filter by

[Clear filters](#)

Audience



Digital tool



Topic



Collections

[See all](#)

Collections are lessons organized around a common theme. Students can complete any number of lessons in any order.

Teach from Anywhere

Help students continue their learning even when you're not with them in person

Collection of 6 lessons



Learn from Anywhere

Sharpen your digital skills for remote learning

Collection of 4 lessons



Work from Anywhere

Connect and collaborate from anywhere to keep your work running smoothly

Collection of 6 lessons



Explore the World with Google Arts & Culture

Study Skills and Learning Strategies
Build digital skills to help you prepare for

Prepare for and Succeed at Your Next Job

2. Search for a lesson, filter by audience / digital tool / topic, or browse the available collections

Search here Filter by selecting options from these drop-down menus

Choose a collection that sounds like your goal(s)

Google for Education

Applied Digital Skills For teachers For students Lessons

Need to learn or teach remotely? Check out our [new resources](#) to help you work, learn or teach from anywhere.

Search for a lesson

Filter by Clear filters

Audience

- Late Elementary
- Middle School
- High School
- Adult Learners

Digital tool

Topic

Collections See all

Collections are lessons organized around a common theme. Students can complete any number of lessons in any order.

- Teach from Anywhere**
Help students continue their learning even when you're not with them in person
Collection of 6 lessons
- Learn from Anywhere**
Sharpen your digital skills for remote learning
Collection of 4 lessons
- Work from Anywhere**
Connect and collaborate from anywhere to keep your work running smoothly
Collection of 6 lessons
- Explore the World with Google Arts & Culture**
- Study Skills and Learning Strategies**
Build digital skills to help you prepare for
- Prepare for and Succeed at Your Next Job**

3. Within a collection, choose the lesson you would like to learn. For this example, we will choose "Create a Budget in Google Sheets".

Start learning in 3 steps



Sign in with Google

[Sign up](#) and set up your account



Choose a lesson

Pick one or more lessons that you are interested in



Learn new skills

Learn how to practically use new skills

4 Lessons in this Collection

Introduction to Google Hangouts

G Suite offers a variety of programs to help you work collaboratively and productively in a professional environment. In this lesson, you will demonstrate effective communication with an online meeting solution called Google Hangouts.

45 - 90 minutes

Track Due Dates and Tasks in Gmail

Keep track of important dates and tasks using your Gmail side panel.

45 - 90 minutes

Create a Budget in Google Sheets

Learn to make good financial decisions by researching and comparing costs and spending in a spreadsheet.

7 - 9 hours

4. Select start to begin the lesson from beginning, or choose the activity you would like to watch

Create a Budget in Google Sheets

Learn to make good financial decisions by researching and comparing costs and spending in a spreadsheet.

[Start](#)

Share to   

Activities

Teaching materials

TIME TO COMPLETE

🕒 7 - 9 hours

DIGITAL TOOLS

Maps
Search
Sheets

SKILLS

Conditional formulas
Data analysis
Organizing data

Lessons

1. Make a Long-Term Spending Decision

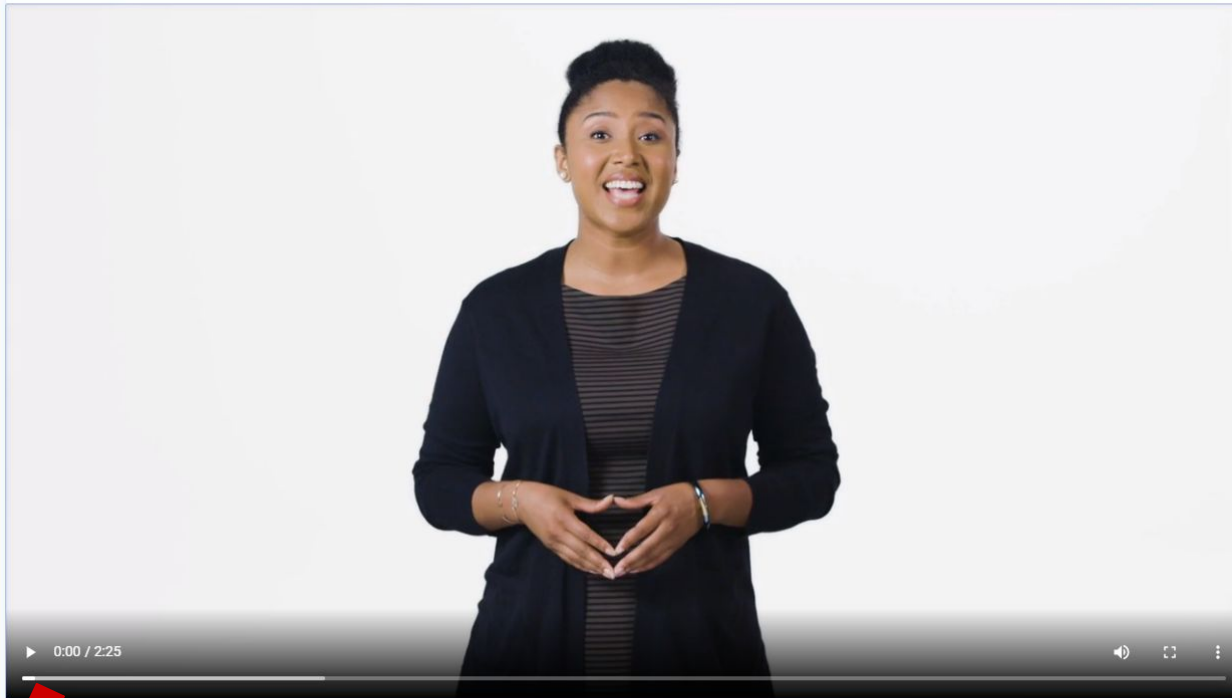
▶ 1. Budget to Make Good Financial Decisions

▶ 2. Long-Term Spending Decisions 

4. Follow instructions on screen

Follow additional instructions

CREATE A BUDGET IN GOOGLE SHEETS > LESSON 1: MAKE A LONG-TERM SPENDING DECISION
2. Long-Term Spending Decisions



INSTRUCTIONS

1. Go sheets.google.com.
2. Open a blank spreadsheet.
3. Name your spreadsheet "Product Comparisons."

LINKS

- sheets.google.com

SHARED WORK

Students can submit their work on this page.

Students: [sign in](#) to submit your work.
Teachers: [sign in](#) to view submitted work.

[Sign in](#) to track your progress through this course

▶ TRANSCRIPT

Playback Speed: Normal

← Back

Next →

Stop / start video

Advance to next section

5. At any time, sign in so you can save your progress and access additional features

Google for Education

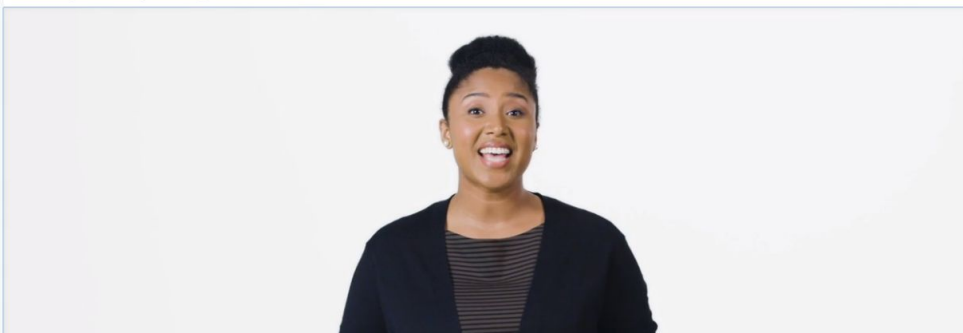
Applied Digital Skills For teachers For students Lessons



Sign in

Need to learn or teach remotely? Check out our [new resources](#) to help you work, learn or teach from anywhere.

CREATE A BUDGET IN GOOGLE SHEETS > LESSON 1: MAKE A LONG-TERM SPENDING DECISION
2. Long-Term Spending Decisions



INSTRUCTIONS

1. Go sheets.google.com.
2. Open a blank spreadsheet.
3. Name your spreadsheet "Product Comparisons."

LINKS

- sheets.google.com

SHARED WORK

Students can submit their work on this page.

Students: [sign in](#) to submit your work.
Teachers: [sign in](#) to view submitted work.

6. Congratulations! Now you are ready to continue taking lessons in Applied Digital Skills