



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

# Google Education - Habilidades Digitales Aplicadas

Google Applied Digital Skills es una colección de lecciones que le mostrarán cómo estudiar, aprender, enseñar, trabajar, prepararse para un trabajo o explorar la cultura en línea.

## Instrucciones

1. Abra su navegador de Internet (es decir, Chrome, Internet Explorer, Safari, etc.) y vaya a <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. Busque una lección, filtre por audiencia / herramienta digital / tema, o explore las colecciones disponibles

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**Audience**

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

**Digital tool**

**Topic**

**Collections** [See all](#)

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- Prepare for and Succeed at Your Next Job**

## 3. Dentro de una colección, elija la lección que le gustaría aprender. Para este ejemplo, elegiremos "Crear un presupuesto en hojas de cálculo de Google".

### 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. Seleccione comenzar para comenzar la lección desde el principio, o elija la actividad que le gustaría ver

## 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. Siga las instrucciones en pantalla.

Sigue instrucciones adicionales

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](https://sheets.google.com).
2. Open a blank spreadsheet.
3. Name your spreadsheet "Product Comparisons."

##### LINKS

- [sheets.google.com](https://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 →

Detener / iniciar video

Avanzar a la siguiente sección

#### 5. En cualquier momento, inicie sesión para poder guardar su progreso y acceder a funciones adicionales

Google for Education

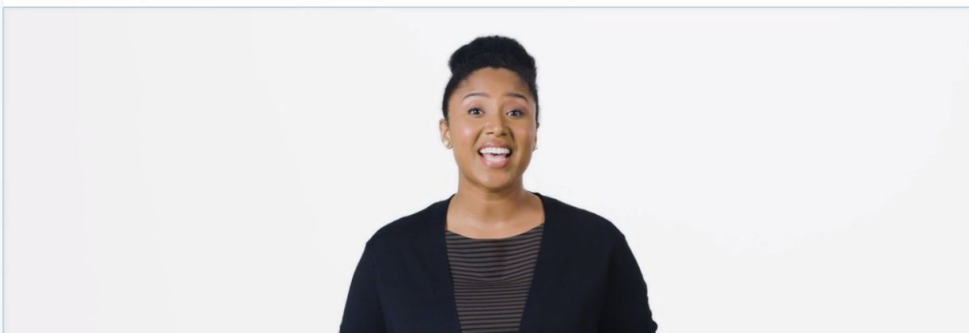
Applied Digital Skills For teachers For students Lessons



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#### 6. ¡Felicidades! Ahora está listo para continuar tomando lecciones de habilidades digitales aplicadas