Task Title: Using a Calendar App in the Workplace

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 read and follow written instructions to perform tasks related to using a calendar app on a computer.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2
- Understand and Use Numbers/Manage Time/C2.3
- Use Digital Technology/D.2

Materials Required:

- Pen/pencil and paper
- Computer with access to a Google Account

Learner Information

Employees use electronic calendars in the workplace to manage meetings and appointments. This helps them to schedule and manage time.

This calendar task will be completed on a computer. It will vary from the calendar app on a phone or tablet.

Scan the **Using a Google Calendar in the Workplace.**

Using a Google Calendar on the Computer

<u>Create an Event</u>
1. **Open Google Calendar**
2. **Go to the day, week, or month where you want to add/schedule an event**
3. **Click on "+ Create" button**
4. **Enter the meeting title, date and time**
5. **Choose "Add location" if known (could be physical location or phone/online, etc.)**
6. **Save the Event**

<u>Set a Reminder</u>
1. **Create an Event**
2. **Enter the meeting title, date and time**
3. **Choose "Add location" if known (could be physical location or phone/online, etc.)**
4. **Select "More options"**
5. **Select "Notification" and choose the type of notification and length of time prior to the event for a reminder to be sent**
6. **Save the Event**

<u>Update an Event</u>
1. **Open the Event**
2. **Click "Edit Event"**
3. **Change the date and time**
4. **Save the Event**

<u>Add a Recurring Event</u>
1. **Create a new Event**
2. **Enter the meeting title, date and time**
3. **Choose "Add location" if known**
4. **Choose "Doesn't Repeat" and select a recurring scenario**
5. **Save the Event**

<u>Print the weekly schedule</u>
1. **Click on "Settings"**
2. **Select "Print"**
3. **Ensure the Print Range is correct**
4. **Print**

<u>Delete An Event</u>
1. **Select the Event**
2. **Click on the "Trash Can" icon**

Work Sheet

Task 1: Schedule a team meeting for all teams Monday, March 3 from 2 pm to 3 pm in the Boardroom.

Answer: No written response required here.

Task Completed: Yes ☐

_____

Task 2: Set up a client call on Friday, March 7 at 10:30 am for 30 minutes and include a reminder notification for 15 minutes. Show your instructor your completed task.

Answer: No written response required here.

Task Completed: Yes ☐

_____

Task 3: Update the team meeting for all teams scheduled at 2 pm on March 3. The meeting has moved to March 5 at 11 am.

Answer: No written response required here.

Task Completed: Yes ☐

_____

Task 4: Set up a recurring weekly Staff Meeting for 1 hour every Tuesday at 9 am.

Answer: No written response required here.

Task Completed: Yes ☐

_____

Task 5: Schedule an all day conference for 9 am to 4 pm on March 3.

Answer: No written response required here.

Task Completed: Yes ☐

_____

Task 6: Find an open 3-hour slot on your calendar and schedule a 3-hour meeting for a conference debrief with the managers, taking into consideration the appointments already in your calendar and the information below.

    a) **Most of the managers are tied up at a Job Fair on March 6.**
    b) **You are away for a Personal Appointment from 12 pm to 3 pm on March 4.**
    c) **You have a Lunch Meeting and Business Walkthrough planned with the CEO on March 7 from 12 noon until 2:30 pm.**

Answer: No written response required here.

Task Completed: Yes ☐

Task 7: Print a copy of the weekly schedule.

Answer: No written response required here.

Task Completed: Yes ☐