Name:

Getting to Know Google

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| I can log in to my Google account |  |
| I can upload a document (convert uploaded files to Google format) |  |
| I can create a document/presentation/spreadsheet |  |
| I can rename a document |  |
| I can sort my documents and switch document views |  |
| I can search for a document |  |
| I can share a document 2 ways |  |
| I can set sharing rights |  |
| I can download a document |  |
| I can create folders to organize my documents |  |
| I can move a documents to a different folder |  |
| I can delete a document |  |
| I can upload a document and download it as a .pdf |  |
| I can open my email account |  |
| I can create/send an email with an attachment |  |