



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

谷歌教育 - 应用数字技能

Google 应用数字技能是一系列课程，它们将指导您如何研究、学习、教学、工作、进行职业准备或在线探索文化。

应用步骤

1. 打开您的互联网浏览器 (i.e. Chrome, Internet Explorer, Safari, etc.) 并登陆网站 <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. 您可以按受众/数字工具/主题进行课程搜索，或浏览提供的课程系列。

在此处搜索 从这些下拉菜单中选择选项进行课程筛选

选择您的目标课程系列

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Filter by Clear filters

Audience

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

Digital tool

Topic

Collections

See all

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- Teach from Anywhere**
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- Prepare for and Succeed at Your Next Job**

3. 在课程系列中，选择您希望学习的课程。例如，我们将选择"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. 单击”Start”开始课程学习, 或选择其它想要学习的课程

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

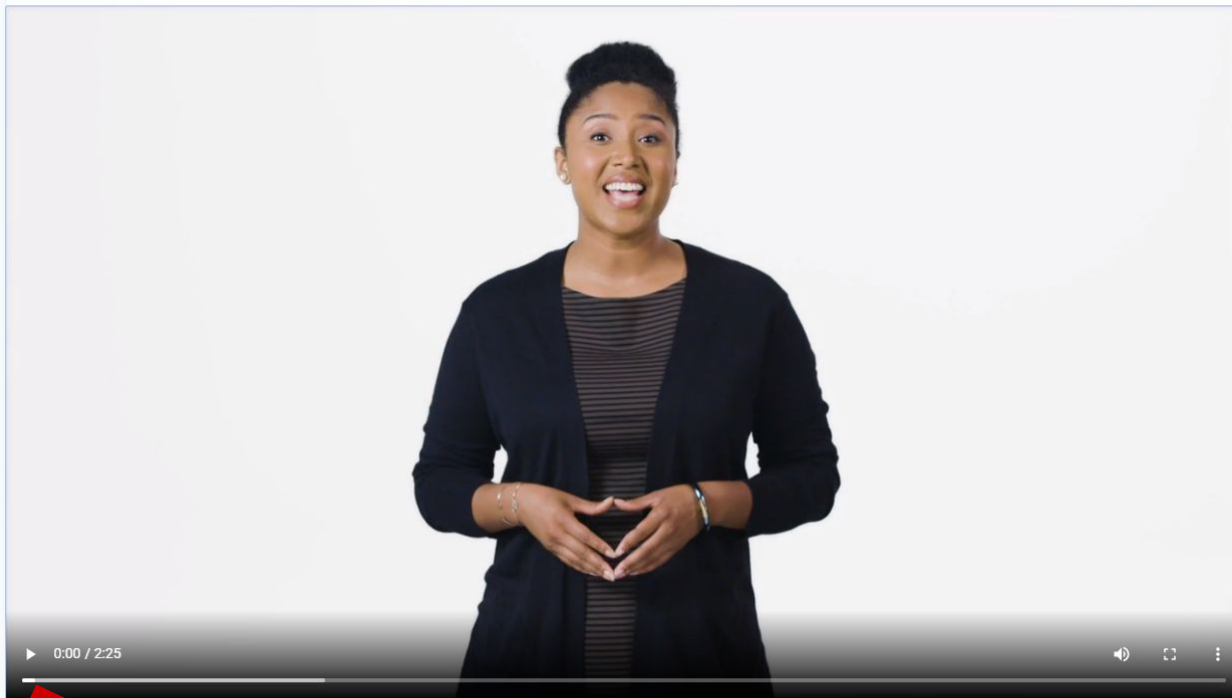
1. Make a Long-Term Spending Decision

- ▶ 1. Budget to Make Good Financial Decisions
- ▶ 2. Long-Term Spending Decisions

5. 按照屏幕上的说明操作

按照附加说明操作

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

6. 在任何时候, 请登录, 以保证您可以保存您的进度和访问其他功能

Google for Education

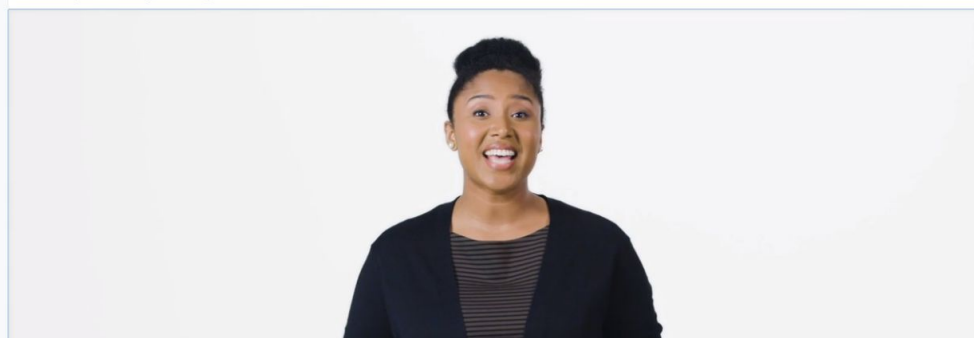
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7. 恭喜！您现在可以开始应用数字技能课程的学习了！