Go through the Helps section to find the answers to the following questions. <https://support.google.com/calendar/?hl=en#topic=3417969>

**Answer the following Questions:**

1. How do I add an event on my calendar?

2. What do I do if the event spans over an hour?

3. How do I create a repeating event?

4. Can I add something quickly? (Quick Add)

5. How do I edit or view the details on an event?

6. How do I share my calendar?

7. How do I allow someone to edit events on my calendar?

8. How do I access my calendar if I am not on the Internet?

9. How do I sync my calendar onto a mobile device?

10. How do I add reminders on my calendar?

11. How do I receive my daily schedule of events?

**Assignment:**

1. Open a Google drive account.
2. Select Calendar.
3. Create five upcoming events.
4. Add reminders for those events.
5. Make it so you are notified about your daily schedule.
6. Share your calendar with your teacher.
7. If you have a mobile device, sync your calendar with your device. Show your teacher.