



Work Smart: Get Your Business Online (Paperback)

By Banke Alawaye

Createspace Independent Publishing Platform, 2018. Paperback. Condition: New. Language: English . Brand New Book ***** Print on Demand *****. Work Smart: Get your business online and boost your productivity. The book provides a step-by-step guide to setting up an online presence for your business and using Google s suite of tools to help you accomplish more. Learn how to use the same tools big businesses rely on to keep operations running efficiently for your small business and watch your productivity soar. You will learn how to save time with email shortcuts and virtual meetings. You ll also learn about features in G suite that will help you collaborate more effectively. Do you work with a distributed team? Learn how to use shared documents and folders to keep track of your work. Juggling work and all your other commitments? Use Calendar and Tasks to plan your time and set alerts for important deadlines. The book includes how to: - set up Template email responses - use gmail offline - create tasks and set deadlines - create and share calendars - use google drive and access files offline - use google forms for data collection - use hangouts for business - and...

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