

# **Google Tools Projects - Gmail, Google Drive & Google Forms**

## **Gmail Projects**

- Professional Email Writing: Compose an email to your Principal requesting leave. Attach a PDF file, add CC to parents, and write a proper subject line.
- Job Application Email: Send an email with your Resume attached. Write a professional cover letter in the body, and add a signature with contact details.

## **Google Drive Projects**

- Shared Folder Creation: Create a folder 'Class Projects 2025'. Upload 3 files (Word, Excel, PPT), share with classmates, give some 'View' and some 'Edit' access.
- Backup & Organize Files: Upload 10 files of different formats. Create subfolders (Assignments, Notes, Certificates), and move files into correct subfolders.

## **Google Forms Projects**

- Student Feedback Form: Create a form titled 'Computer Course Feedback'. Add Name, Course Name, Rating (1-5), and Suggestions. Collect 5 responses.
- Online Quiz: Create a quiz on 'Basic Computer Knowledge' with 10 MCQs. Add correct answers, enable automatic grading, and share the link with classmates.