



Workplace Wednesdays – June 2025

Join us for free virtual classes for small business professionals!

Registration required at: [Dakota County Library - Events & Spaces - Dakota County Library](#)

Making the Most of Google Drive and Docs

Explore the basic functionality of Gmail, Google Drive, Google Docs, Google Sheets, Calendar, Tasks and Maps.

Wednesday, June 4

Noon-1:00pm

Google Tools

Introduction to Google Business Tools, including Google Analytics, Google Ads, Google My Business, Google Trends and Google Keyword Planner. Explore Google Search Console to connect your website or blog to Google.

Wednesday, June 11

Noon-1:00pm

SEO: Search Engine Optimization

Learn search engine optimization principles and develop website indexing skills to maximize customer reach.

Wednesday, June 18

Noon-1:00pm

Canva: Graphic Design for Business

Learn Canva features for editing photos and images, creating logos, and designing websites. Explore Canva templates, including social media and business card templates.

Wednesday, June 25

Noon-1:00pm

Presented by Keer Keer Creative.

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