






# Getting Started with Google Workspace

If you are new to Google Workspace, this training will equip you with the skills you need to be productive in the workplace.

Through a series of lectures, demonstrations, and hands-on activities, you will become proficient in the use of the following core Google Workspace applications: Gmail, Google Calendar, Google Drive, Google Docs, Google Sheets, Google Slides, Google Meet and Google Chat.

 **DURATION**  
4 days

 **LEVEL**  
Introductory -  
Advanced

 **FORMAT**  
Instructor led  
On-demand

## What you'll learn

- Organize your email with Gmail.
- Manage your schedule using Google Calendar.
- Organize, secure, and share files in Google Drive.
- Demonstrate the key features of Google Docs, Google Sheets and Google Slides.
- Secure, share and collaborate with others in Google Workspace.
- Schedule and manage video conferences using Google Meet.
- Use Google Chat to collaborate with others.
- Configure Google Workspace to suit your way of working.
- Solve business challenges using Google Workspace.



Overview	61 modules · 254 videos · 70 classroom activities
Who this course is for	New Google Workspace users
Products	Gmail, Google Calendar, Google Drive, Docs, Sheets, Slides, and Google Meet and Google Chat.
Prerequisite	None

## Course 01 Gmail

- Objectives**
- Compose, reply, forward, and format messages using the Gmail interface.
  - Organize your messages in Gmail.
  - Explain how Gmail integrates with other Google Workspace apps.
  - Enable Gmail security features to protect the Gmail Inbox.
  - Identify the different contact types supported by Gmail.
  - Manage your personal Gmail settings.
  - Identify ways to customize Gmail to improve productivity.

- Activities**
- Compose an email message.
  - Create and use labels.
  - Create a calendar event from Gmail.
  - Create a contact and personal group.
  - Create a new email signature.
  - Create a mail template.
  - Enable an out of office response.
  - Create a Gmail filter.
  - Explore Gmail search.
  - Business challenge: Anthony's email.

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## Course 02 Google Calendar

- Objectives**
- Explain how to navigate the Google Calendar interface.
  - Create, modify, and invite guests to a Google Calendar event.
  - Manage Google Calendar events.
  - Search for an event using Google Calendar search.
  - Describe the different types of events that are available in Google Calendar.



- Objectives**
- Share a Google Calendar.
  - Create and manage additional calendars.
  - Adjust your Google Calendar settings to suit your workflow.
- Activities**
- Create and modify an event.
  - Add a guest and attach a file from Google Drive.
  - Use Google Calendar search.
  - Mark yourself out of office and set a reminder.
  - Create and share a calendar.
  - Business challenge. Coordinated collaboration.
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### Course 03 Google Drive

- Objectives**
- Differentiate between My Drive and a Google shared drive.
  - Describe the sharing options available in Google Drive.
  - Navigate the Google Drive interface.
  - Create and manage a Google shared drive.
  - Describe shared drive permissions.
  - Apply templates to work across Google Workspace applications.
  - Describe how to sync files with Google Drive.
- Activities**
- Explore Google Drive.
  - Understand collaborator roles.
  - Create a new folder and files.
  - Work with folders in My Drive.
  - Work with files and folders in a shared drive.
  - Create a Google Doc from a template.
  - Business challenge. Seroja's special recipe.
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### Course 04 Google Docs

- Objectives**
- Describe how to open Google Docs and create a new document.
  - Style and format documents using Google Docs.
  - Enhance your Google Docs documents with images, tables, links, bookmarks and more.
  - Explain Google Docs sharing options and permissions.
  - Manage versions in Google Docs.
  - Collaborate in Google Docs using comments and action items.
  - Identify the tools and options available in Google Docs.



- Activities**
- Create and format a Google Doc.
  - Name, star and save a Google Doc as a PDF.
  - Insert images in a Google Doc.
  - Use versions and shareable links.
  - Download in different formats.
  - Use comments and assign action items.
  - Business challenge. The case of the global brand.
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## Course 05 Google Sheets

- Objectives**
- Describe how to open Google Sheets and create a new spreadsheet.
  - Add, import, copy, paste, sort and filter data in Google Sheets.
  - Apply formatting to cells, rows, columns, and tabs in a Google Sheet.
  - Perform calculations and visualize data using Google Sheets.
  - Share a Google Sheets spreadsheet and apply permissions.
  - Manage spreadsheet versions in Google Sheets.
  - Collaborate in Google Sheets using comments and action items.

- Activities**
- Import an Excel spreadsheet into Google Sheets.
  - Manage data in Google Sheets. Apply formatting to a Google Sheet.
  - Use formulas to perform calculations.
  - Use named ranges.
  - Explore sharing options.
  - Comments and action items.
  - Business challenge. Details in the data.
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## Course 06 Google Slides

- Objectives**
- Open Google Slides and start a new presentation.
  - Apply different themes and layouts in Google Slides.
  - Add and format content in Google Slides.
  - Add and edit visual objects using Google Slides.
  - Enhance Google Slides with slide transitions and object animations.
  - Manage and organize slides in a Google Slides presentation.
  - Share a Google Slides presentation and apply permissions.
  - Manage presentation versions in Google Slides.
  - Collaborate in Google Slides using comments and action items.
  - Present a completed presentation to others.
  - Describe the presentation tools available in Google Slides.



- Activities**
- Start a project in Google Slides.
  - Use themes and layouts.
  - Change formatting and add speaker notes.
  - Insert a linked chart.
  - Add slide transitions and object animations.
  - Change background color.
  - Import and reorder slides.
  - Share a presentation and check version history.
  - Explore publication and download options.
  - Use comments and action items.
  - Present your Google Slides.
  - Business challenge. Leverage lessons learned.
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## Course 07 Google Meet

- Objectives**
- Describe Google Meet.
  - Describe the options for creating, starting, and joining a Google Meet video conference.
  - Describe the collaboration features in Google Meet.
  - Describe the host management features in Google Meet.
  - Solve business challenges by using Google Meet.
- Activities**
- Schedule an event and add a Google Meet link.
  - Identify the Google Meet link and dial-in information.
  - Add a meeting agenda as a Google Doc.
  - Record a Google Meet video conference.
  - Business challenge: A case of cinnamon.
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## Course 08 Google Chat

- Objectives**
- Describe how to send messages and manage Google Chat.
  - Streamline workflow and collaboration capabilities among virtual teams by using spaces in Google Chat.
  - Describe how to use apps available in Google Chat.
  - Solve business challenges by using Google Chat.
- Activities**
- Create a group chat.
  - Create a space and add a thread.
  - Explore Google Chat search.
  - Use an app in a space.
  - Business challenge: Online ordering and delivery.



## Course 09 Google Sheets - Advanced Topics

- Objectives**
- Apply advanced formatting in a Google Sheet.
  - Use advanced functions and apply data validation in Google Sheets.
  - Visualize data using Google Sheets with charts and pivot tables.
  - Create and collect data using Google Forms.
- Activities**
- Apply conditional formatting.
  - Using the IFS function in Google Sheets.
  - Create a data validation rule and name a range.
  - Create a chart.
  - Create a pivot table.
  - Explore publishing options.
  - Create a form
  - Share a Google form.
  - Business challenge. Formulating forecasts.

