





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

 **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	57 Modules · 226 Videos · 67 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

Course 01 **Gmail**

- Objectives**
- Use the Gmail interface to compose, reply, forward, and format messages.
 - 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.

Course 02 **Google Calendar**

- Objectives**
- Explain how to navigate the Google Calendar interface.
 - Create, modify, and invite guests to a Google Calendar event.
 - Understand how to manage Google Calendar events.
 - Use Google Calendar search.
 - Describe the different types of events that are available in Google Calendar.
 - Understand Google Calendar sharing options.
 - Create and manage additional calendars.



- Objectives**
- 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**
- Explain the differences 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.
 - Demonstrate how to enhance your Google Docs documents with images, tables, links, bookmarks and more.
 - Explain Google Docs sharing options and permissions.
 - Demonstrate how to track changes and manage versions in Google Docs.
 - Describe how to 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.



- Activities**
- 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.
 - Describe how to add, import, 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.
 - Explain Google Sheets sharing options and permissions.
 - Demonstrate how to track changes and manage versions in Google Sheets.
 - Describe how to 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.
 - Create a chart.
 - Explore sharing options.
 - Comments and action items.
 - Business challenge. Details in the data.
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Course 06 Google Slides

- Objectives**
- Describe how to open Google Slides and start a new presentation.
 - Explain the purpose of themes and layouts in Google Slides.
 - Demonstrate how to add and format content in Google Slides.
 - Describe how to add and edit visual objects using Google Slides.
 - Demonstrate how to enhance Google Slides with slide transitions and object animations.
 - Manage and organize slides in a Google Slides presentation.
 - Explain Google Slides sharing options and permissions.
 - Demonstrate how to track changes and manage versions in Google Slides.
 - Describe how to collaborate in Google Slides using comments and action items.
 - Demonstrate how to present your 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 and Google Chat

- Objectives**
- Describe Google Meet and Google Chat.
 - Describe options for opening, starting and joining a Google Meet video conference.
 - Describe the features available in Google Meet.
 - Demonstrate how to manage a Google Meet video conference.
 - Streamline workflow and collaboration capabilities among virtual teams using Google Chat.
 - Describe how Chat rooms can be used to organize and focus conversations.
 - Describe the collaboration and productivity features available in Google Chat.
- Activities**
- Schedule a video conference event.
 - Identify Google Meet link and dial-in information.
 - Add a meeting agenda Google Doc.
 - Create a group chat.
 - Create a chat room.
 - Search for a message.
 - Business challenge. A case of cinnamon.
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Course 08 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.



Activities

- 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.

