



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 -
Intermediate**FORMAT**Instructor led
On-demand

What you'll learn

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



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.
 - 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 create a task.
 - 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.



Objectives	• 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.

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.

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.
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Objectives	• 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.

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.

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.
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- 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.

