



Google G Suite Workshop

Participants on this Google G Suite Workshop 1 day workshop will gain an understanding of the fundamental principles of G Suite Apps and will be given a solid foundation upon which to build.

Google G Suite workshop is designed to teach new users how to get the most out of the G Suite tools and features. This course is tailored towards shifting to a Google Apps environment. You'll learn the benefits, limitations, and differences between G Suite tools and other software applications.

The course assumes no prior knowledge of G Suite.

Course Details

Skill Level:	Beginner
Duration:	One Day
Time:	9:00am – 4:00pm (approx)
Class Size:	10 students (max)

Course Content

Introduction to Google Drive

- The Google Drive Interface
- Converting Files to Google Drive Formats
- Uploading Files and Folders
- Sharing and Collaborating on Files
- Managing File Versions

Google Docs

- The Google Docs Interface
- Create a New Document
- Insert Text into a Document
- Working with Tables and Images
- Type as You Speak

Google Sheets

- The Google Sheets Interface
- Create a New Sheet
- Understanding Cells and their Content
- Creating Simple Formulas
- Formatting Cells
- Working with Multiple Sheets

Google Slides

- The Google Slides Interface
- Create a New Presentation
- Adding Slides, Transitions & Animations
- Inserting Pictures & Formatting
- Playing the Presentation

Collaboration with G Suite

- Share Documents
- Receiving a Document Shared With Me
- Add Comments and Replies

Google Gmail

- The Google Gmail Interface
- Sending and Responding to Email
- Adding Attachments
- Search Mail

Google Calendar

- The Google Calendar Interface
- Navigating and Creating Events
- Using Multiple Calendars
- Sharing and Customising Calendars

Google Contacts

- Creating Contacts and Contact Groups
- Merge Duplicate Contacts
- Removing and Restore Contacts

Google Tasks

- Introduction to Google Tasks
- Create New Tasks
- Mark a Task as Complete

Google Forms

- Introduction to Forms
- Adding Question Types
- Sending and Sharing Forms
- Form Responses

Google Hangouts

- Introduction to Hangouts
- Text Conversations
- Video and Voice Calls

Google Keep

- Create and Edit Notes
- Organise and Find Notes