



Google Workspace Workshop

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

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

The course assumes no prior knowledge of Google Workspace.

Course Details

Skill Level:	Beginner
Duration:	One Day
Time:	9:00am – 4:00pm (approx)
Class Size:	6 students (at Keystroke) 10 students (Your Office)

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