

Using Google Workspace



Days: 1

Prerequisites: To ensure your success in this course, you should have basic end-user skills with desktop operating systems like ChromeOS™ or Microsoft® Windows®. To obtain this level of skills and knowledge, you can take either of the following Logical Operations courses:

- Using Microsoft® Windows® 10 (Second Edition)
- Using Microsoft® Windows® 11

You should also have experience using a web browser like Google Chrome™. Experience using other productivity apps, such as those included in the Microsoft 365™ suite, is recommended but not required.

Audience: This course is designed for business users, educators, students, and knowledge workers in a variety of roles and fields who want to be able to use the apps included in Google Workspace to create and manage various types of files and communicate and collaborate with colleagues.

Description: The core productivity apps that make up the Google Workspace™ suite enable users to work together on a variety of projects and tasks across many different industries and job roles. This course will teach you how to work efficiently and effectively in apps like Gmail™, Google Drive™, Google Docs™, Google Sheets™, Google Meet™, Google Chat™, and more—all while participating in a collaborative team environment.

Course Objectives: In this course, you will use the various apps included in Google Workspace to work productively as part of a team. You will:

- Navigate the Google Workspace environment and use Gmail to send and manage email correspondence.
- Manage schedules using Google Calendar™.
- Communicate with colleagues over text, voice, and video using Google Chat and Google Meet.
- Store and share files using Google Drive.
- Collaborate on documents using Google Docs, Google Slides™, and Google Keep™.
- Collaborate on data using Google Sheets and Google Forms™.
- Collaborate on websites using Google Sites™.

OUTLINE:

LESSON 1: GETTING STARTED WITH GOOGLE WORKSPACE

- Topic A: Navigate Google Workspace
- Topic B: Send and Manage Email Using Gmail

LESSON 2: MANAGING SCHEDULES USING GOOGLE CALENDAR

- Topic A: Create and Manage Events
- Topic B: Customize Calendars
- Topic C: Create and Share Calendars
- Topic D: Create and Manage Tasks

LESSON 3: COMMUNICATING USING GOOGLE CHAT AND GOOGLE MEET

- Topic A: Chat Using Google Chat
- Topic B: Participate in Meetings Using Google Meet

LESSON 4: STORING AND SHARING FILES USING GOOGLE DRIVE

- Topic A: Add Files and Folders
- Topic B: Manage Files and Folders

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LESSON 5: COLLABORATING ON DOCUMENTS USING DOCS, SLIDES, AND KEEP

- Topic A: Create and Edit Documents Using Google Docs
- Topic B: Design Presentations Using Google Slides
- Topic C: Take Notes Using Google Keep

LESSON 6: COLLABORATING ON DATA USING SHEETS AND FORMS

- Topic A: Create and Manage Spreadsheets Using Google Sheets
- Topic B: Design Surveys Using Google Forms

LESSON 7: COLLABORATING ON WEBSITES USING SITES

- Topic A: Create and Edit Sites
- Topic B: Share and Publish Sites