# Using Google G Suite

**Days:** 1

**Prerequisites:** To ensure your success in this course, you should have end-user level skills with Microsoft® Windows® and any standard web browser, as well as with standard office productivity applications, such as the Microsoft® Office 2016 suite. To obtain this level of skills and knowledge, you can take any one or more of the following Logical Operations courses:

- Using Microsoft® Windows® 10
- Microsoft® Windows® 10: Transition from Windows® 7

And, you can take any or all of the courses in the Microsoft Office 2016 curriculum, such as:

- Microsoft® Office Word 2016: Part 1 (Desktop/Office 365™)
- Microsoft® Office Excel ®2016: Part 1 (Desktop/Office 365™)
- Microsoft® Office PowerPoint® 2016: Part 1 (Desktop/Office 365™)
- Microsoft® Office Outlook® 2016: Part 1 (Desktop/Office 365™)

**Audience:** This course is designed for business users, educators, students, and knowledge workers in a variety of roles and fields who have a basic knowledge of office productivity applications and who want to be able to use the apps included in the Google G Suite to create, manage, store, and share various types of files for personal or professional use.

This course is also designed for IT professionals who need familiarity with the Google G Suite end-user environment to be effective as Google Cloud Services systems administrators or solutions developers in their organizations.

**Description:** The office productivity apps that comprise Google G Suite™ support both real-time and asynchronous collaboration. In this course, you will learn about the features and functionalities of the apps included in most G Suite editions—Gmail™, Google Drive™, Google Docs™, Google Slides™, Google Drawings™, Google Sheets™, Google Forms™, Google Hangouts™, Google Calendar™, and Google Sites™—and work within their respective environments.

**OUTLINE:**

### LESSON 1: GETTING STARTED WITH GOOGLE G SUITE

- Topic A: Navigate Google G Suite
- Topic B: Communicate Using Gmail

### LESSON 2: STORING DOCUMENTS USING GOOGLE DRIVE

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

### LESSON 3: COLLABORATING USING GOOGLE DOCS, SLIDES, AND DRAWINGS

- Topic A: Collaborate Using Google Docs
- Topic B: Collaborate Using Google Slides
- Topic C: Collaborate Using Google Drawings

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## LESSON 4: COLLABORATING USING GOOGLE SHEETS AND FORMS

- Topic A: Collaborate Using Google Sheets
- Topic B: Collaborate Using Google Forms

## LESSON 5: COMMUNICATING USING GOOGLE HANGOUTS

- Topic A: Communicate Using Google Hangouts Conversations
- Topic B: Communicate Using Google Hangouts Video Calls

## LESSON 6: MANAGING SCHEDULES USING GOOGLE CALENDAR

- Topic A: Create Events
- Topic B: Customize Your Calendar
- Topic C: Create an Additional Calendar
- Topic D: Manage Google Tasks

## LESSON 7: COLLABORATING USING GOOGLE SITES

- Topic A: Create and Edit a Google Site
- Topic B: Share and Publish a Google Site