

Using Google G Suite

Course Overview

This is a 1-day class

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.

Who Should Attend

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.

Course Objectives

Student will learn the following in the this course: - Navigate in the Google G Suite environment. - Store documents using Google Drive. - Collaborate with Google Docs, Slides, and Drawings. - Collaborate with Google Sheets and Forms. - Communicate using Google Hangouts. - Manage schedules using Google Calendar. - Collaborate using Google Sites.

Course Outline

1 Getting Started

Navigate Google Apps
Communicate Using Gmail

2 STORING DOCUMENTS USING GOOGLE DRIVE

Add Folders and Files
Manage Folders and Files

3 COLLABORATING USING GOOGLE DOCS, SLIDES, AND DRAWINGS

Collaborate Using Google Docs
Collaborate Using Google Slides
Collaborate Using Google Drawings

Using Google G Suite

4 COLLABORATING USING GOOGLE SHEETS AND FORMS

Collaborate Using Google Sheets
Collaborate Using Google Forms

5 COMMUNICATING USING GOOGLE HANGOUTS

Communicate Using Hangout Conversations
Communicate Using Hangout Video Calls

6 MANAGING SCHEDULES USING GOOGLE CALENDAR

Create Events
Customize Your Calendar
Create an Additional Calendar
Manage Tasks

7 COLLABORATING USING GOOGLE SITES

Create a Google Site
Edit a Google Site
Manage a Google Site

8 APPENDIX A

Configuring Account Settings and Maintaining Security