

Course Description

Google Workspace provides a family of tools that allow you to engage people and deliver information in a variety of ways. In this Task Targeted Training students focus on the applications, tools, and steps to: send email, send instant messages, conduct video conferences, gather feedback with surveys, and manage productivity.

Learning Objectives



Google Drive

- Navigate the Drive Interface
- Organize Files in Drive
 - Create files and folders
 - Copy and move files
 - Create a Workspace
 - Star important files and folders
 - Create file shortcuts



Gmail

- Navigate the Gmail Interface
 - Send a Message in Gmail
 - Read and Respond to Messages
 - Work with Attachments
- Text Formatting
- Create Email Signatures
- Inbox Types
- Track messages with Read Receipts
- Undo send
- Create Message Templates
- Vacation Responder
- Mark Messages
- Organize Messages using Labels
- Create Message Filters
- Manage Unwanted Messages
- Search for Messages



Contacts

- Create and Edit Contacts
 - Create contact groups
 - Merge duplicate contacts
- Print Contact Lists



Google Tasks

- Create To-do lists with Google Tasks
 - Create and delete lists
 - Add deadlines
 - View tasks in calendar
 - Organize and update tasks



Google Keep

- Create Notes with Google Keep
 - Save drawings and notes
 - Create lists
 - Set reminders
 - Share notes
- Manage Notes in Google Keep
 - Organize and find notes
 - Label notes
 - Archive notes
 - Delete and restore notes



Google Calendar

- Getting Started with Google Calendar
 - Customize calendar view
- Create Events
 - Add event descriptions
 - Invite guests
 - Revise events
- Manage Multiple Calendars
 - Create a new calendar
 - Share a calendar
 - print calendars



Chat and Spaces

- Send instant Messages with Google Chat
- Collaboration with Google Chat
- Manage Conversations
- Getting Started with Google Spaces
- Communicate in Google Spaces
- Collaborate in Google Spaces
- Manage Google Spaces



Google Meet

- Get Started with Google Meet
 - Start a new meeting
 - Invite participants
- Options in Google Meet
 - Change your background
 - Send chat messages
 - Control audio and video
 - Raise hand
- Presentation Tools with Google Meet
 - Enable closed captions
 - Share your screen
 - Start a whiteboarding session
- Manage Meetings in Google Meet
 - View meeting details
 - Record a meeting
 - Track attendance



Google Forms

- Create a Survey
 - Add questions
 - Create pre-filled links
 - Accept attachments from participants
 - Adjust form settings
 - Preview a survey
- Sending a Survey
 - Send surveys via email and link
 - Stop and start response collection
- View Survey Responses
 - View responses in Google Sheets
 - Download responses