Using Google Workspace v1.0

Category: Modern Workplace & M365 | **Vendor:** Logical Operations

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

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.

About This Course

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.

Who Should Attend

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.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

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™.

Detailed Course 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

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

Additional Course Details

Nexus Humans Using Google Workspace v1.0 training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the Using Google Workspace v1.0 course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for Using Google Workspace v1.0?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Using Google Workspace v1.0 course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Using Google Workspace v1.0 training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Using Google Workspace v1.0?

Yes, we provide corporate training, dedicated training, and closed classes for Using Google Workspace v1.0. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Using Google Workspace v1.0?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Using Google Workspace v1.0 training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

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