



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Using Google G Suite™

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

The office productivity apps that comprise Google G Suite supports both real-time and asynchronous collaboration. In this course, participants 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. Participants will also learn how to create, manage, store, and share various types of files for personal or professional use in the Google G Suite environment.

Target Audience

This course is intended for:

- Business Users
- Educators
- Students and knowledge workers in a variety of roles and fields want to be able to use the apps included in the Google G Suite.
- 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.

Prerequisites

To attend this course, candidates must 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.

OR

- Obtain the level of skills and knowledge, in any one or more of the following courses:
 - *Using Microsoft Windows 10*
 - *Microsoft Windows 10: Transition from Windows 7*



Prerequisites *Continued*

- Taken 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™)*

Course Objectives

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

- 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 Topics

Module 1: Getting Started with Google G Suite

- Navigate Google G Suite
- Communicate Using Gmail

Module 2: Storing Documents Using Google Drive

- Add Folders and Files
- Manage Folders and Files

Module 3: Collaborating Using Google Docs, Slides, and Drawings

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

Module 4: Collaborating Using Google Sheets and Forms

- Collaborate Using Google Sheets
- Collaborate Using Google Forms

Module 5: Communicating Using Google Hangouts

- Communicate Using Google Hangouts Conversations
- Communicate Using Google Hangouts Video Calls

Module 6: Managing Schedules Using Google Calendar

- Create Events
- Customize Your Calendar
- Create an Additional Calendar
- Manage Google Tasks

Module 7: Collaborating Using Google Sites

- Create and Edit a Google Site
- Share and Publish a Google Site