

G Suite Course Outline

Learn how to manage your business online with Google's G Suite

About:

Course Length: 3-4 hours in intervals of 1-2 hours

The G Suite course covers beginner skills in how to function the basics in each popular Google app. You'll learn how to create and join a Google Meet, schedule, share, and create events in Calendar, work collaboratively with Docs, Sheets, Slides, and Drive, and communicate effectively within your business using G Suite.

Offered Platforms:



- Webinar via Google Meet
- In person (workplace or scheduled area)







Requirements:

- Gmail account or G Suite account
- Computer
- Recommended:** Dual monitor

NOTE: If using a free Gmail account, some functions may not be available to you. Also if selecting webinar as your training platform, all meetings are recorded for your reference in addition to the bonus content available (see Bonus Content at the bottom of the page).

Apps Covered:

	<p><u>Gmail</u></p> <ol style="list-style-type: none">1. Creating and Sending an Email2. Organizing your Inbox3. Find email4. Create a Signature5. Access calendar, notes, and tasks
	<p><u>Calendar</u></p> <ol style="list-style-type: none">1. Schedule Events2. Respond to and Manage Events3. Create Reminders in Calendar4. Share and View Calendars5. Customize your Calendar

	<p><u>Contacts</u></p> <ol style="list-style-type: none"> 1. Create a Contact and Contact Groups 2. Email Contact and Contact Groups 3. Organize Contacts
	<p><u>Drive</u></p> <ol style="list-style-type: none"> 1. Upload and Store Files 2. Access your Files in Drive 3. View and Update files in Drive 4. Organize and Search in Drive 5. Share and Collaborate in My Drive
	<p><u>Docs</u></p> <ol style="list-style-type: none"> 1. Create or Import Files 2. Edit and Format a Document 3. Share and Collaborate on Files 4. Print and Download documents
	<p><u>Sheets</u></p> <ol style="list-style-type: none"> 1. Create or Import Files 2. Add Content to your Spreadsheet 3. Share and Collaborate on Files 4. Print and Download Files
	<p><u>Slides</u></p> <ol style="list-style-type: none"> 1. Create or Import Files 2. Add content to your Presentation 3. Share and Collaborate on Files 4. Print and Download Files 5. Give a Presentation with Slides
	<p><u>Meet/Hangout & Chat</u></p> <ol style="list-style-type: none"> 1. Introduction to Meet, Hangouts and Chat 2. Identify Differences 3. Basic features and functions within each app 4. Joining a Meet presentation

Bonus Content:

- ★ Hands-on exercises
- ★ Bonus tutorial videos