

Google Workspace Essentials

Course Content:

Gmail: Getting Started

Learn how to use Gmail to create, send, view, and reply to email.

Google Calendar: Getting Started

Learn how to use Google Calendar to schedule meetings and events and get reminders about upcoming activities. You can also share your schedule with others and create multiple calendars that you and your team can use together.

Google Meet: Getting Started

Use Google Hangouts Meet to hold impromptu video meetings, virtual training classes around the world, remote interviews, and much more.

Google Drive: Getting Started

Use Google Drive to store all your files in the cloud, including photos, Microsoft® Word® documents, Excel® spreadsheets, and more. You can also make changes to a Word file using Google Docs, or convert your Word files to Google Docs, Sheets, or Slides.

Google Sheets: Getting Started

Use Google Sheets to create and edit a spreadsheet, then share the spreadsheet for easy collaboration.

Shared Drives: Getting Started

Use Team Drives to set up a shared space for teams to store, search, and access files anywhere, from any device.

Google Sites: Getting Started

Learn how to use Sites to build internal project hubs, team sites, public-facing websites, and more.