

Google Workspace (Gsuite) Administrator

1. Using Drive

1.1 Managing files. Considerations include:

Copying

Moving to trash

Downloading to hard drive

Uploading from hard drive

1.2 Creating and managing folders. Considerations include:

Moving

Renaming

Removing (moving to trash)

Uploading folders from hard drive

1.3 Locating files. Methods include:

Search

Recent

Shared with me

Computer and device sync settings

1.4 Changing display and settings. Settings include:

Grid or list view

File or folder details

Offline accessibility

Notifications (adding content, delete a file)

Folder activity (for example, last modified date)

1.5 Sharing files and folders. Options include:

Add to My Drive

Assign or removing ownership

Permission settings (Off, Folders: organize, add, edit; view only; Docs: edit, comment, view)

Sharing notifications

Publish to web

2. Using Gmail

2.1 Personalizing settings

Set vacation responder

Desktop notifications

Language and Display preferences

2.2 Managing your inbox. Considerations include:

Applying filters and blocking addresses

Archiving messages

Mute

Multiple inboxes

2.3 Managing and communicating with contacts. Considerations include:

Composing, replying/reply all, forwarding email messages, CCing, BCCing

Launching a text chat

Launching a video call

Sharing files (attaching or linking)

Inserting image

2.4 Locating messages

Searching and sorting your inbox

Sent messages

Drafts

2.5 Using Gmail Offline.

3. Using Hangouts Meet

3.1 Scheduling a Hangout

3.2 Launching a Hangout

3.3 Presenting your screen in a Hangout

3.4 Managing sound, video and bandwidth. Actions include:

Muting microphone

Turning camera off

Reducing bandwidth

3.5 Managing meetings with Hangouts. Features include:

Dialing in

Inviting users

Hangouts chat

Muting other users

Ejecting users

4. Working in Docs

4.1 Setting up pages. Factors include:

Page size, orientation, and color

Adding footers, headers, and page numbers

Adding Table of Contents

4.2 Inserting non-text elements. Elements include:

Images

Tables

External links

In Doc linking

Bookmarks

4.3 Changing text attributes. Attributes include:

Font

Font size

Text and highlight color

Bold, italic, underline

4.4 Formatting text blocks. Attributes include:

Paragraph styles

Alignment

Line and paragraph spacing

Columns

Numbering and bullets

4.5 Using content management tools. Tools include:

Spelling

Personal dictionary

4.6 Inserting and editing tables. Actions include:

Creating/deleting tables

Inserting/deleting rows and columns

Managing table properties, such as color, border, dimensions, and alignment

4.7 Collaborating and sharing in Docs. Considerations include:

Comments

Editing

Suggesting

Revision history

4.8 Download as

5. Working in Sheets

5.1 Managing values, rows, cells, or columns. Considerations include:

Adding

Deleting

Freezing

Inserting

5.2 Formatting sheets and cells. Considerations include:

- Bolding and italicizing
- Merging cells
- Text wrapping
- Fill color
- Borders
- Data validation
- Alignment
- Fonts
- Font size
- Date formats
- Currency
- Adding, deleting, copying, copy to..., and renaming sheets

5.3 Inserting non-text elements. Elements include:

- Charts
- Images
- Links
- Forms
- Drawings

5.4 Using functions. Basic tools and functions include:

- Function list
- SUM
- AVERAGE
- MIN
- MAX
- COUNT

5.5 Managing and transforming data. Considerations include:

- Conditional formatting
- Naming, sorting, and protecting sheets and ranges
- Creating filters and filter views
- Validating data
- Protecting sheets
- Creating and modifying charts

5.6 Collaborating and sharing in Sheets. Considerations include:

- Comments
- Revision history
- Download as

5.7 Importing and converting from other file types. File types include:

- .csv
- .xls

6. Working in Slides

6.1 Building a presentation. Considerations include:

- Adding, copying, deleting slides
- Apply layouts and themes
- Presenter notes
- Creating animations
- Copy and paste slides and adjust to destination formatting
- Linking slides

6.2 Working with text. Factors include:

- Inserting text blocks
- Font
- Font size
- Text and highlight color
- Bold, italic, underline
- Setting capitalization

6.3 Working with non-text elements. Actions include inserting and working with:

- Images
- Charts
- Diagrams
- Lines
- Shapes
- Tables
- Slide numbers
- Videos

6.4 Arranging objects. Actions include:

- Sending to front or back
- Group/ungroup
- Alignment
- Rotation
- Distribute
- Snap-to guiding lines
- Resizing

6.5 Sharing a presentation. Considerations include:

- Presenter view
- Print settings and preview
- Publish to web