

# Google Cloud Workspace End User

## **Course Overview**

A Workspace End User possesses the digital skills to work collaboratively and productively in a professional environment. This learning path guides you through a curated collection of concepts and labs that provide you with real-world, hands-on experience using Google Cloud technologies essential to the Workspace End User role.

**Duration:** 05 days / 40 hours

**Level:** Beginner

**Prerequisites:** There is no prerequisite for this learning path.

**Course Outcome:** Learner will be prepared to work as a Workspace End User on Google Cloud Platform

## **Table of Content**

### **Gmail**

- Introduction to Gmail
- Organize your email
- Gmail integration
- Protect your Inbox
- Contacts
- Manage Gmail settings
- Become more productive with Gmail

### **Google Calendar**

- Introduction to Google Calendar
- Manage Google Calendar
- Respond to and manage events
- Other event types
- Sharing calendars
- Customize Google Calendar

### **Google Drive**

- Introduction to Google Drive
- Share with Google Drive
- My Drive
- Shared drives
- Templates

- Google Drive tools and options

### **Google Docs**

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- Compose a Google Doc
- Enhance your Google Docs
- Share your Google Docs
- Collaborate with Google Docs
- Google Docs tools

### **Google Sheets**

- Introduction to Google Sheets
- Manage data using Google Sheets
- Format a Google Sheets spreadsheet
- Basic formulas, functions, and charts
- Share your Google Sheets spreadsheets
- Collaborate with Google Sheets

### **Google Slides**

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- Manage Google Slides
- Enhance Google Slides
- Organize Google Slides
- Share your Google Slides
- Collaborate with Google Slides
- Present Google Slides

### **Google Meet**

- Introduction to Google Meet
- Using Google Meet
- Collaborate in Google Meet
- Host Management in Google Meet

### **Google Chat**

- Introduction to Google Chat
- Messaging in Google Chat
- Spaces in Google Chat
- Apps in Google Chat