GWP

Google Workspace Practitioner

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GWP - Version: 1

🕐 1 days Course

Description:

The course covers Google Docs, Google Sheets, Google Slides, Google Calendar, Google Drive, Gmail, Google Forms, Google Meet and all google workplace features. The course is built in the mind of the user who is accustomed to work with outlook and other Microsoft products with the objective to help the user make the transaction to google workspace.

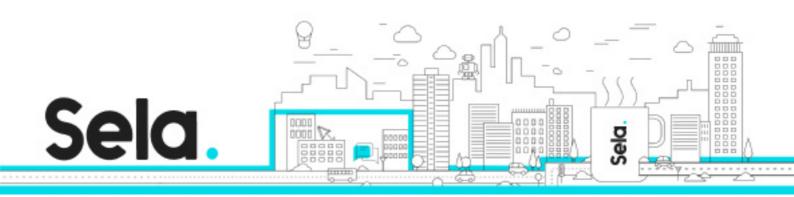**Intended audience:**

Prerequisites:

Objectives:

Achieve familiarity with different Google workplace applications
Achieve familiarity with sharing and security features
Ease the user's transaction to google workplace

Topics:

Getting familiar with Google workplace fundamentals.

• Chrome

- Gmail
- Google Calendar

Google Drive & Google Docs Editors

- Docs
- Sheets
- Slides

Google Meet & Google Chat

- starting video calls and conference calls
- Sending messages and group chats
- Managing chat rooms