

# Google Workspace Essentials Course

**Course Duration: 8 Hours**

**Course code: GWE**

## 1. Course Overview

This course provides a comprehensive introduction to Google Workspace tools and services, enabling users to collaborate, communicate, and manage productivity efficiently in a cloud-based environment. Participants will learn how to use core applications such as Gmail, Drive, Docs, Sheets, Slides, Meet, and Calendar, along with best practices for collaboration, security, and administration basics.

## 2. What you'll learn?

**By the end of the course, you will be able to:**

- Understand the Google Workspace ecosystem and its core applications
- Use Gmail efficiently for professional communication
- Manage files and collaborate using Google Drive
- Create and collaborate on Docs, Sheets, and Slides
- Schedule and manage meetings using Google Meet and Calendar
- Implement real-time collaboration and sharing controls
- Apply security and data protection best practices
- Improve productivity using Workspace tools and integrations

## 3. Target Audience

- Business professionals and corporate employees
- Students and educators
- Administrative staff and team leaders
- Freelancers and remote workers
- Anyone new to Google Workspace

## 4. Pre-Requisites

Before taking this course, you should have:

- Basic computer literacy
- Familiarity with internet browsing
- Basic understanding of email and document handling

## 5. Course content

Module 1: Course Introduction

- Course overview and objectives
- Introduction to Google Workspace
- Benefits of cloud-based productivity tools

Module 2: Getting Started with Google Workspace

- Setting up a Google account
- Navigating the Workspace interface
- Overview of apps and services
- Personalization and settings

Module 3: Gmail for Professional Communication

- Composing and managing emails
- Labels, filters, and search
- Attachments and Google Drive integration
- Email etiquette and productivity tips

Module 4: Google Drive for File Management

- Uploading and organizing files
- Folder structures and sharing
- Permissions and access control
- Version history and file recovery

## Module 5: Google Docs for Document Creation

- Creating and formatting documents
- Collaboration and commenting
- Suggesting mode and version control
- Templates and add-ons

## Module 6: Google Sheets for Data Management

- Creating and formatting spreadsheets
- Formulas and functions
- Data sorting and filtering
- Charts and basic data analysis

## Module 7: Google Slides for Presentations

- Creating presentations
- Themes and layouts
- Adding multimedia content
- Collaboration and presenting tips

## Module 8: Google Meet for Communication

- Scheduling and joining meetings
- Screen sharing and recording
- Chat and collaboration features
- Best practices for virtual meetings

## Module 9: Google Calendar for Time Management

- Creating and managing events
- Scheduling meetings
- Sharing calendars
- Reminders and notifications

## Module 10: Collaboration and Productivity Tools

- Real-time collaboration across apps
- Task management with Google Tasks
- Notes with Google Keep
- Integration between Workspace apps

## Module 11: Security and Data Protection

- Account security and 2-Step Verification
- Sharing and permission controls
- Data privacy best practices
- Recognizing phishing and threats

## Module 12: Admin Basics (Optional for Beginners)

- Overview of Google Workspace Admin Console
- User and group management
- Basic security and policy settings
- Managing storage and licenses

## Module 13: Automation and Add-ons

- Using add-ons in Docs, Sheets, and Gmail
- Introduction to Google Apps Script
- Workflow automation basics

## Module 14: Troubleshooting and Best Practices

- Common issues and solutions
- File recovery and version control
- Performance tips
- Workspace productivity hacks

## Module 15: Real-World Use Cases

- Team collaboration scenarios
- Remote work workflows
- Project management using Workspace
- Business communication strategies

## Module 16: Final Project and Assessment

- Practical assignments
- Real-time collaboration project
- Knowledge assessment
- Course wrap-up

