

Google Cloud Workspace End User Course

Course Duration: 40 Hours

Course code: GCWEU

1. Course Overview

This course is designed to help end users effectively use Google Workspace tools for daily productivity, collaboration, and communication. It covers core applications such as Gmail, Google Drive, Docs, Sheets, Slides, Meet, and Calendar, enabling learners to streamline workflows, collaborate in real-time, and improve efficiency in personal and professional environments.

2. What you'll learn?

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

- Use Google Workspace tools efficiently for daily tasks
- Manage emails and communication using Gmail
- Store, organize, and share files using Google Drive
- Create and collaborate on documents, spreadsheets, and presentations
- Schedule meetings and manage time using Calendar
- Conduct virtual meetings using Google Meet
- Collaborate in real-time with teams
- Improve productivity using Workspace integrations and tips

3. Target Audience

- Office Professionals and Employees
- Students and Educators
- Administrative Staff
- Business Users
- Beginners in digital productivity tools

4. Pre-Requisites

Before taking this course, you should have:

- Basic computer knowledge
- Familiarity with internet usage
- No prior experience with Google Workspace required

5. Course content

Module 1: Course Introduction

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

Module 2: Getting Started with Google Workspace

- Accessing Google Workspace
- Overview of applications
- Navigation and interface basics
- Account and profile settings

Module 3: Gmail – Email Management

- Composing and sending emails
- Organizing emails with labels and filters
- Using attachments and signatures
- Managing inbox efficiently

Module 4: Google Drive – File Storage and Management

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

Module 5: Google Docs – Document Creation

- Creating and formatting documents
- Working with text, images, and tables
- Collaboration and comments
- Templates and styles

Module 6: Google Sheets – Data Management

- Creating spreadsheets
- Basic formulas and functions
- Formatting and organizing data
- Collaboration features

Module 7: Google Slides – Presentations

- Creating presentations
- Using themes and layouts
- Adding images, charts, and videos
- Presentation delivery tools

Module 8: Google Calendar – Time Management

- Scheduling events and meetings
- Sharing calendars
- Setting reminders and notifications
- Managing multiple calendars

Module 9: Google Meet – Virtual Meetings

- Starting and joining meetings
- Screen sharing and recording
- Chat and collaboration during meetings
- Meeting best practices

Module 10: Collaboration and Real-Time Work

- Sharing files and documents
- Real-time editing
- Comments and suggestions
- Version control

Module 11: Productivity Tips and Shortcuts

- Keyboard shortcuts
- Time-saving features
- Smart suggestions and AI features
- Workflow optimization

Module 12: Integration Across Workspace Tools

- Connecting Docs, Sheets, and Slides
- Using Drive with Gmail
- Calendar and Meet integration
- Add-ons and extensions

Module 13: Data Security and Best Practices

- Managing permissions
- Protecting sensitive data
- Safe sharing practices
- Backup and recovery

Module 14: Advanced Features

- Offline access
- Using mobile apps
- Voice typing and smart features
- Custom settings and personalization

Module 15: Real-World Use Cases and Final Project

- Office productivity scenarios
- Team collaboration projects
- Best practices for daily work
- Final assessment and evaluation

