

Get Started with Google Workspace Tools: Challenge Lab (GSP376)

Type: Challenge Lab

Duration: 45 minutes

Level: Introductory

Platform: Google Cloud Skills Boost

Badge Earned: *Get Started with Google Workspace Tools*

Overview

This challenge lab tested the practical understanding of core **Google Workspace tools** including **Gmail, Calendar, Drive, Sheets, and AppSheet**.

Instead of guided instructions, tasks were completed independently within a timed environment using temporary Google Cloud credentials.

The lab scenario simulated a workplace setup where the learner acts as a new hire responsible for configuring their Google Workspace environment to ensure productivity, collaboration, and organization across applications.

Step-by-Step Tasks Completed

Task 1: Create Gmail Signature

- Opened Gmail using temporary student credentials.
- Configured a professional **email signature** containing:
 - Name
 - Position
 - Contact details
- Enabled automatic inclusion of the signature for every new email.

Outcome: Email communication standardized with a consistent personal signature.

Task 2: Add Out-of-Office Dates in Google Calendar

- Accessed **Google Calendar** and created a new event titled *"OOO Orientation"*.
- Set the event to span the next **three consecutive days**.
- Marked the status as *Out of Office* to notify colleagues of unavailability.

Outcome: Ensured transparency in scheduling and improved team coordination.

Task 3: Create a Folder in Google Drive

- Navigated to **Google Drive** and created a new folder titled *"Project Resources"*.
- The folder was designed to organize project files, including documents, spreadsheets, and media assets.

Outcome: Established a structured file organization system for collaborative work.

Task 4: Schedule Weekly Status Meetings

- Using **Google Calendar**, created a recurring weekly meeting titled *"Team Status Meeting"*.
- Added **Colleague 1** and **Colleague 2** (emails provided in lab details).

- Configured identical recurring meeting times for consistency.

Outcome: Automated meeting scheduling to support continuous collaboration.

Task 5: Create and Share a Project Task Spreadsheet

- Opened **Google Sheets** and created a new spreadsheet titled *"Project Task Sheet"*.
- Added the following headers:
 - Tasks
 - Owner
 - Priority
 - Status
 - Comments
- Shared the document with **Colleague 1** and **Colleague 2**.

Outcome: Centralized task management system enabling real-time updates and collaboration.

Task 6: Create an AppSheet Application

- Logged into **AppSheet** using lab credentials.
- Created a **new application environment** by connecting to Google Sheets.
- Verified successful authentication and deployment of an initial app setup.

Outcome: Demonstrated capability to integrate low-code app development using Google Workspace data.

Key Skills Demonstrated

- Efficient navigation and configuration across Google Workspace applications
 - Automation of workflows through Gmail and Calendar
 - Team collaboration setup using Drive and Sheets
 - Introduction to low-code app creation using AppSheet
 - Independent problem-solving in a time-constrained environment
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Badge Earned

Successfully completed and earned the **"Get Started with Google Workspace Tools"** Skill Badge by Google Cloud.

This validates practical experience in using Google Workspace to create, communicate, and collaborate effectively in a business environment.