



Training | Consulting | Development | Outsourcing



G Suite End User

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End User Training

Course Overview:

This specialization has been developed to help administrators master the foundations of establishing and managing G Suite for their organization.

You will setup a new G Suite account, and explore provisioning options. You will learn how to manage users and become familiar with organizational structures and core services such as Gmail and Calendar. You will learn how to configure these services to meet your own needs for different parts of the organization.

You will be introduced to Google's best practices to protect your users and data. You will examine user and application security and become familiar with the Single Sign On (SSO) options available for your organization. You will be able to use the tools provided to identify security events and risks and mitigate problems that may arise.

You will configure email compliance and implement measures to protect your organization from spam, spoofing, phishing and malware attacks. You will also become familiar with the various mail routing options available.

Finally, you will learn Google's best practices for deploying G Suite into your organization.

Course Outline:

Gmail:

- Add a profile picture to your email
- Add a background theme to your inbox
- Create events right from your inbox
- Get your daily agenda in your inbox
- Undo sending your mail
- Create email templates
- Compose a smart email
- Mute email conversations
- Send & save large attachments in Drive

- Automatically add events from Gmail
- Schedule email to send later
- Correct spelling and grammar in Gmail
- See new messages at the top of a thread

Google Drive:

- Send & save large attachments in Drive
- Access stored Drive files offline
- Create document templates
- See changes in Drive files & folders
- Switch to a different version of your file
- Share links to PDF versions of your files
- Work with Microsoft Office files
- See who's editing an Office file
- Complete PDF forms using a mobile device
- Find files and folders with shortcuts
- Find and act on unresolved comments

Google Doc:

- Access stored Drive files offline
- Create document templates
- See changes in Drive files and folders
- Switch to a different version of your file
- Share “Make a copy” links to your files
- Share links to PDF versions of your files
- Work with Microsoft Office files
- Use shortcuts to create new files

Google Sheet:

- Access stored Drive files offline
- Create document templates
- See changes to Drive files and folders

- Switch to a different version of your file
- Share “Make a copy” links to your files
- Share links to PDF versions of your files
- Work with Microsoft Office files
- Use shortcuts to create new files
- Add checkboxes to spreadsheets
- Get instant insights into your data

Google Form:

- Use shortcuts to create new files
- Copy a form or quiz
- Create document templates
- Add section breaks to long forms
- Change a form’s confirmation message

Google Calendar:

- Add appointment slots to your calendar
- Automatically add events from Gmail
- Work in different Calendar time zones
- Easily remove calendars from your list
- Notify guests about event changes
- Get your daily agenda in your inbox
- Send quick Calendar responses on the go

Google Contact:

- Create contacts and contact groups
- Email contacts and contact groups
- Organize contacts

Prerequisites:

- There is no prerequisites

Who Can Attend:

- Any one can attend this course

 **Number of Hours: 25hrs**

 **Key Features:**

- One to One Training
- Online Training
- Fastrack & Normal Track
- Resume Modification
- Mock Interviews
- Video Tutorials
- Materials
- Real Time Projects
- Virtual Live Experience
- Preparing for Certification

TechyEdz Solutions