



Training | Consulting | Development | Outsourcing



Google Calendar



Google Drive



Google Forms



Google Sheets

G Suite



Google Docs



Google Slides



Gmail



Google Hangouts

G Suite

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G Suite

Course Overview:

A Google Cloud certification in G Suite signals to employers that you possess the digital skills to work collaboratively and productively in a professional environment. By earning the G Suite certification, you prove your ability to complete common workplace activities using cloud-based tools to create and share documents, spreadsheets, presentations, and files. You demonstrate that you can communicate effectively with email and online meeting solutions.

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:

1. Using Drive

1.1 Managing files

- Copying
- Moving to trash
- Downloading to hard drive
- Uploading from hard drive

1.2 Creating and managing folders

- Moving
- Renaming
- Removing (moving to trash)
- Uploading folders from hard drive

1.3 Locating files

- Search
- Recent
- Shared with me
- Computer and device sync settings

1.4 Changing display and settings. Settings include:

- Grid or list view
- File or folder details
- Offline accessibility
- Notifications (adding content, delete a file)
- Folder activity (for example, last modified date)

1.5 Sharing files and folders. Options include:

- Add to My Drive
- Assign or removing ownership
- Permission settings (Off, Folders: organize, add, edit; view only; Docs: edit, comment, view)
- Sharing notifications
- Publish to web

2. Using Gmail

2.1 Personalizing settings

- Set vacation responder
- Desktop notifications
- Language and Display preferences

2.2 Managing your inbox. Considerations include:

- Applying filters and blocking addresses
- Archiving messages
- Mute
- Multiple inboxes

2.3 Managing and communicating with contacts. Considerations include:

- Composing, replying/reply all, forwarding email messages, CCing, BCCing
- Launching a text chat
- Launching a video call
- Sharing files (attaching or linking)
- Inserting image

2.4 Locating messages

- Searching and sorting your inbox
- Sent messages
- Drafts

2.5 Using Gmail Offline.

3. Using Hangouts Meet

3.1 Scheduling a Hangout

3.2 Launching a Hangout

3.3 Presenting your screen in a Hangout

3.4 Managing sound, video and bandwidth. Actions include:

- Muting microphone

- Turning camera off
- Reducing bandwidth

Managing meetings with Hangouts. Features include:

- Dialing in
- Inviting users
- Hangouts chat
- Muting other users
- Ejecting users

4. Working in Docs

4.1 Setting up pages. Factors include:

- Page size, orientation, and color
- Adding footers, headers, and page numbers
- Adding Table of Contents

4.2 Inserting non-text elements. Elements include:

- Images
- Tables
- External links
- In Doc linking
- Bookmarks

4.3 Changing text attributes. Attributes include:

- Font
- Font size
- Text and highlight color
- Bold, italic, underline

4.4 Formatting text blocks. Attributes include:

- Paragraph styles

- Alignment
- Line and paragraph spacing
- Columns
- Numbering and bullets

4.5 Using content management tools. Tools include:

- Spelling
- Personal dictionary

4.6 Inserting and editing tables. Actions include:

- Creating/deleting tables
- Inserting/deleting rows and columns
- Managing table properties, such as color, border, dimensions, and alignment

4.7 Collaborating and sharing in Docs. Considerations include:

- Comments
- Editing
- Suggesting
- Revision history

4.8 Download as

5. Working in Sheets

5.1 Managing values, rows, cells, or columns. Considerations include:

- Adding
- Deleting
- Freezing
- Inserting

5.2 Formatting sheets and cells. Considerations include:

- Bolding and italicizing
- Merging cells

- Text wrapping
- Fill color
- Borders
- Data validation
- Alignment
- Fonts
- Font size
- Date formats
- Currency
- Adding, deleting, copying, copy to..., and renaming sheets

5.3 Inserting non-text elements. Elements include:

- Charts
- Images
- Links
- Forms
- Drawings

5.4 Using functions. Basic tools and functions include:

- Function list
- SUM
- AVERAGE
- MIN
- MAX
- COUNT

5.5 Managing and transforming data. Considerations include:

- Conditional formatting
- Naming, sorting, and protecting sheets and ranges
- Creating filters and filter views
- Validating data

- Protecting sheets
- Creating and modifying charts

5.6 Collaborating and sharing in Sheets. Considerations include:

- Comments
- Revision history
- Download as

5.7 Importing and converting from other file types. File types include:

- .CSV
- .xls

6. Working in Slides

6.1 Building a presentation. Considerations include:

- Adding, copying, deleting slides
- Apply layouts and themes
- Presenter notes
- Creating animations
- Copy and paste slides and adjust to destination formatting
- Linking slides

6.2 Working with text. Factors include:

- Inserting text blocks
- Font
- Font size
- Text and highlight color
- Bold, italic, underline
- Setting capitalization

6.3 Working with non-text elements. Actions include inserting and working with:

- Images

- Charts
- Diagrams
- Lines
- Shapes
- Tables
- Slide numbers
- Videos

6.4 Arranging objects. Actions include:

- Sending to front or back
- Group/ungroup
- Alignment
- Rotation
- Distribute
- Snap-to guiding lines
- Resizing

6.5 Sharing a presentation. Considerations include:

- Presenter view
- Print settings and preview
- Publish to web

Prerequisites:

- Students should have basic knowledge of using computer.

Who Should Attend:

- Anyone interested in learning Google G suite to improve personal and office productivity.

Number of Hours: 40hrs

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

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