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Google Cloud

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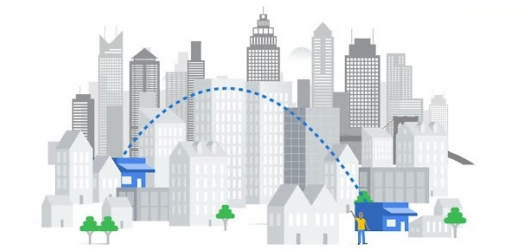
Workspace End User Learning Path

A Workspace End User possesses the digital skills to work collaboratively and productively in a professional environment.

school 11 activities update Last updated almost 2 years person Managed by Google Cloud

A Workspace End User possesses the digital skills to work collaboratively and productively in a professional environment. This no cost learning path guides you through a curated collection of on-demand courses that provide you with real-world, hands-on experience Google Workspace to secure, share, and collaborate, and to customize your workflows to meet your work style. Once you complete the path, check out our catalog for labs and courses to keep going on your professional journey.

[Start learning path](#)



(/paths/23/course_templates/200)

01 Gmail

book Course

access_time 7 hours 15
minutes

show_chart Introductory

Gmail is Google's cloud based email service that allows you to access your messages from any computer or device with just a web browser. In this course, you'll learn how to compose, send and reply to messages. You will also...

Start course



(/paths/23/course_templates/201)

02 Google Calendar

book Course

access_time 4 hours 45
minutes

show_chart Introductory

With Google Calendar, you can quickly schedule meetings and events and create tasks, so you always know what's next. Google Calendar is designed for teams, so it's easy to share your schedule with others and create multiple calendars that you...

Start course



(/paths/23/course_templates/199)

03 Google Drive

book Course

access_time 5 hours 30
minutes

show_chart Introductory

Google Drive is Google's cloud-based file storage service. Google Drive lets you keep all your work in one place, view different file formats without the need for additional software, and access your files from any device. In this course, you...

Start course



(/paths/23/course_templates/195)

04 Google Docs

book Course

access_time 4 hours 30
minutes

show_chart Introductory

With Google Docs, your documents are stored in the cloud, and you can access them from any computer or device. You create and edit documents right in your web browser; no special software is required. Even better, multiple people can...

Start course



(/paths/23/course_templates/196)

05 Google Sheets

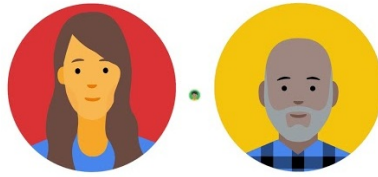
book Course

access_time 6 hours 30
minutes

show_chart Introductory

In this course we will introduce you to Google Sheets, Google's cloud-based spreadsheet software, included with Google Workspace. With Google Sheets, you can create and edit spreadsheets directly in your web browser—no special software is required. Multiple people can work...

Start course



(/paths/23/course_templates/197)

06 Google Slides

book Course

access_time 8 hours 30
minutes

show_chart Introductory

With Google Slides, you can create and present professional presentations for sales, projects, training modules, and much more. Google Slides presentations are stored safely in the cloud. You build presentations right in your web browser—no special software is required. Even...

Start course



(/paths/23/course_templates/198)

07 Google Meet

book Course

access_time 5 hours 30
minutes

show_chart Introductory

In this course, we introduce you to Google Meet, Google's video conference software included with Google Workspace. You learn how to create and manage video conference meetings using Google Meet. You explore different ways to open Google Meet and add...

Start course



(/paths/23/course_templates/516)

08 Google Chat

book Course

access_time 2 hours 30
minutes

show_chart Introductory

In this course, we introduce you to Google Chat, Google's chat software included with Google Workspace. You will learn about messaging individuals and groups in Google Chat. You will also discover customization options, collaboration features and how Google Chat integrates...

Start course



(/paths/23/course_templates/293)

09 Google Sheets - Advanced Topics

book Course

access_time 8 hours

show_chart Introductory

This course builds on some of the concepts covered in the earlier Google Sheets course. In this course, you will learn how to apply and customize themes In Google Sheets, and explore conditional formatting options. You will learn about some...

Start course

Google Workspace

Google Workspace Essentials

Become a power user



(/paths/23/course_templates/676)

10 Get Started with Google Workspace Tools

book Course

access_time 3 hours 45
minutes

show_chart Introductory

Earn an introductory skill badge by completing the Get Started with Google Workspace Tools course, where you will get introduced to Google's collaborative platform and learn to use Gmail, Calendar, Meet, Drive, Sheets, and AppSheet.

Start course