



8 Courses

Gmail

Google Calendar

Google Drive

Google Docs

Google Sheets

Google Slides

Google Meet and Google Chat

Google Sheets - Advanced Topics

Google Cloud

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**Vivek Kommi**

has successfully completed the online, non-credit Specialization

# Getting started with Google Workspace

This training equips students with the skills they need to become productive with Google Workspace. By the end of this Specialization, the student will be proficient in the use of the core Google Workspace applications: Gmail, Google Calendar, Google Drive, Google Docs, Google Sheets, Google Slides, Google Meet and Google Chat. They will learn how to manage mail and schedules effectively; create, manage and share content in Google Drive, and become more productive through the use of the collaboration features that are an integral and defining part of Google Workspace. It is recommended that students engage with this content using a Chromebook, Windows, or Mac OS computer with Google Chrome installed, plus a managed Google Workspace account.

*Google Cloud Training*

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