

Google Mail, Drive and Docs

Overview

This course will equip delegates with the skills to use gmail, drive and create docs within the google platform for business. We will also look into the collaborative features google has.

Course Content

- Setting up Google chrome
- Google Apps
- Gmail
- Contacts
- Tasks
- Calendar
- Drive
- Documents
- Spreadsheets
- Presentations
- Forms
- Draw
- Sharing Settings
- Sites
- Labs

Outcomes

Each delegate will receive individual feedback and will be asked to complete a personal action plan to identify key changes to implement and skills to practice.