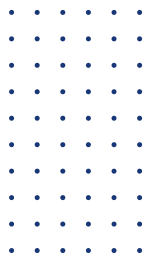


Certificate In Google Workspace Expert

Course Details



We'll transform you from a Google Workspace novice to a confident user. Master email etiquette and organization in Gmail, then conquer cloud storage and collaboration with Google Drive. Learn how to work seamlessly with colleagues on documents, spreadsheets, and presentations – all online and accessible from anywhere.

This course is more than just email and storage. We'll take you on a deep dive into Google Calendar, helping you manage your schedule and collaborate with ease. Discover the power of Google Chat for real-time communication and explore additional productivity tools like Google Tasks, Keep, and Meet. By the end of this course, you'll be equipped with skills to unlock the full potential of Google Workspace .

Syllabus & Skills covered (120 hours)

This course provides a comprehensive introduction to Google Workspace, a suite of cloud-based productivity and collaboration tools designed to help individuals and businesses work more efficiently. The course covers a wide range of Google Workspace applications, including:

- Learn how to set up, manage, and use email effectively.
- Discover advanced search techniques to find the information you need quickly.
- Explore cloud storage for storing, sharing, and collaborating on documents, spreadsheets, and presentations.
- Learn how to use instant messaging for real-time communication with colleagues.
- Manage your schedule, create events, and invite attendees.
- Additional Tools: The course also covers various other productivity tools like Google Tasks, Keep, Chrome, Docs, Sheets, Slides, Forms, Meet, Jamboard, Looker (Data Studio), Photos, News, Sites, Books, Blogger, Ads, Podcasts, Trends, Travel, Lens, Assistant, One, Currents, Maps, Play Store, Contacts, Marketplace, YouTube, Fit, Gboard, Translate, and Input Tools.

Career Opportunities

- **Administrative Assistant**
- **Customer Service Representative**
- **Marketing Associate**
- **Educator**
- **Sales Support Associate**
- **Content Writer**



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