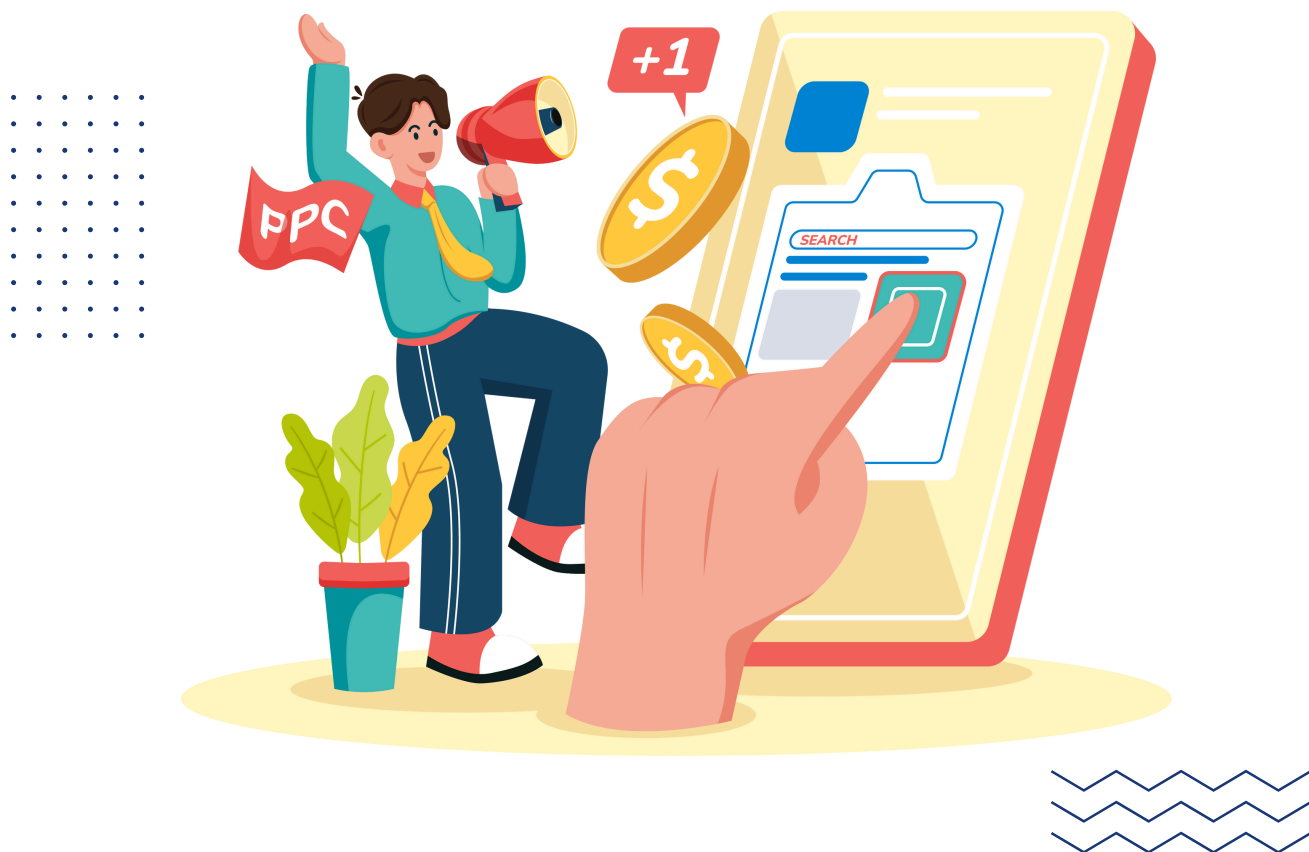


Certificate in Google Skills 101



"Ready to level up your digital skills? Consider enrolling in a Certificate in Google Skills 101." This course provides a comprehensive understanding of Google Workspace tools, including Gmail, Google Search, Google Drive, Google Calendar, Google Tasks, and Google Keep. The course covers topics such as email management, effective search techniques, document collaboration, task and schedule management, and Google Chrome customization. By completing this course, you will be equipped to use these tools efficiently for personal and professional productivity.

Certificate in Google Skills 101

Syllabus & Skills covered (60 hours)



- Use Gmail, Google Search, Google Drive, Google Chat, Google Calendar, Google Tasks, and Google Keep effectively.
- Compose, send, and manage emails efficiently using Gmail.
- Leverage advanced features for better communication.
- Maintain organized email accounts for efficient correspondence.
- Utilize filters, operators, and advanced search options.
- Retrieve relevant information quickly and accurately from the web.
- Use Google Drive for seamless collaboration, version control, and efficient file management.
- Use Google Calendar, Tasks, and Keep to prioritize tasks, schedule appointments, set reminders, and maintain efficient task lists.
- Use Google Chrome effectively, utilizing features such as tabs, address bar, and page actions.
- Set up default browsers, sign in with Google Accounts, and manage sync settings.
- Manage tabs, download files, control pop-up blockers, and access advanced settings.
- Use developer tools, PDF management, multiple user management, and task management within Google Chrome.
- Address common issues encountered while using Google Chrome.

Career Opportunitites



- **Customer Support Representative**
- **Freelance Virtual Assistant**
- **eLearning Assistant**
- **Content Coordinator/Writer**
- **Junior Analyst (Business/Productivity)**

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