



# Core Google Workspace

## Available In:

- ☒ English
- ☐ Spanish
- ☒ Virtual

## *Advance your Career with Google's Productivity Suite*

The "Core Google Workspace" course is an introductory program designed to rapidly equip users with the foundational skills needed to navigate and utilize Google Workspace applications effectively. This 8-hour course covers all the basics from understanding the Google Workspace ecosystem to working with core applications like Gmail, Google Docs, Google Sheets, and Google Slides. Participants will learn to collaborate using Google Meet and Google Drive, manage documents in the cloud, create professional presentations, and communicate effectively across the platform, setting the stage for more advanced Google Workspace functionalities.

### What will trainees learn?

- Introduction to Google Workspace Interface and Navigation
- Creating and Editing Documents in Google Docs
- Basic Spreadsheet Functions in Google Sheets
- Building Presentations with Google Slides
- Email Management and Calendar in Gmail
- Cloud Storage and File Sharing with Google Drive
- Real-time Collaboration and Sharing Features
- Google Forms for Data Collection and Surveys

### How will this training benefit your company and employees?

Participants will start by understanding the Google Workspace ecosystem and basic application navigation, progressing to more complex tasks such as creating professional documents and managing collaborative workflows. They will gain skills in using integrated applications to streamline their work processes and enhance team communication through real-time collaboration features. Additionally, the course will cover essential collaboration techniques like file sharing, simultaneous editing, and form creation for data collection. Trainees will also learn to leverage cloud storage and cross-application integration to maximize productivity and accessibility from any device.

*Training is recommended to be deployed in 4- or 8-hour blocks for 8 Hours Total Training.*



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