



Google G Suite Create

16 Hours

Available In:

- English
- Spanish
- Virtual

Personal Development Training

The Google G Suite Create is designed to help the user understand the basics of using a Window-based computer. The students could have little to no experience using Google G Suite or any of its component's apps to be required to take this course. G Suite is Google's online-only office productivity suite, and it is comprised of Gmail, Google Drive, Google Docs, Google Sheets, Google Slides, Google Calendar and much more.

What will trainees learn?

- Basics about Google Suite
- Signing In
- Viewing Files, Navigating interfaces
- Working with files on the Web or Google Drive
- Google Docs
- Google Sheets
- Google Slides

How will this training benefit your students?

This course is developed to help all beginner G suite users get up to speed quickly on how to log into G Suite accounts, navigate its interface, and use its component apps to complete common productivity tasks. By the end of the course, the students should be comfortable with navigating their own account, using Google Drive, creating documents in Google Docs, working with data in Google Sheets, and creating presentations in Google slides.

This training is typically offered in a range of 8 hours. Onsite training may be customized to meet your business needs.

ABOUT MODERN KAIZEN LLC

Modern Kaizen's mission is to enable and empower all team members with World Class Lean Six Sigma methodologies and Business and Personal development tools to develop and inspire process improvement, innovation, and creativity to drive organizational efficiency.

Although our story began in April 2017, the history of Lean Six Sigma deployment and facilitating has been on going with our founder and lead facilitator for the past 16 years. Our Philosophy is to help businesses and organization develop and sustain a culture in the workplace that promotes and cultivates the cycle of Continuous Improvement using Lean Six Sigma Business and Personal development tools and best practices.

