

Google Workspace Training

COURSE CONTENT

GET IN TOUCH



Multisoft Systems
B - 125, Sector - 2, Noida



(+91) 9810-306-956



info@multisoftsystems.com



www.multisoftsystems.com

About Multisoft

Train yourself with the best and develop valuable in-demand skills with Multisoft Systems. A leading certification training provider, Multisoft collaborates with top technologies to bring world-class one-on-one and certification trainings. With the goal to empower professionals and business across the globe, we offer more than 1500 training courses, which are delivered by Multisoft's global subject matter experts. We offer tailored corporate training; project Based Training, comprehensive learning solution with lifetime e-learning access, after training support and globally recognized training certificates.

About Course

Google Workspace Training by Multisoft Systems is designed to empower individuals and teams with the skills needed to effectively utilize Google's suite of cloud-based productivity tools. Formerly known as G Suite, Google Workspace includes powerful applications like Gmail, Google Drive, Docs, Sheets, Slides, Calendar, Meet, and more—all integrated to enhance communication, collaboration, and efficiency across organizations.

Module 1: Introduction to Google Workspace

- ✓ Overview of Google Workspace
- ✓ Comparison with traditional office suites
- ✓ Key benefits for individuals and businesses
- ✓ Setting up a Google Workspace account

Module 2: Gmail – Mastering Email Communication

- ✓ Navigating the Gmail interface
- ✓ Composing, formatting, and sending emails
- ✓ Using labels, filters, and categories
- ✓ Managing inbox with priority inbox and search operators
- ✓ Integrating Gmail with Calendar and Tasks

Module 3: Google Calendar – Efficient Scheduling

- ✓ Creating and managing events
- ✓ Sharing calendars with teams
- ✓ Setting reminders and event notifications
- ✓ Using appointment scheduling features
- ✓ Integrating Calendar with Gmail and Meet

Module 4: Google Drive – Cloud Storage & File Management

- ✓ Uploading and organizing files and folders
- ✓ File sharing and permissions management
- ✓ Using version history and file recovery
- ✓ Accessing files offline
- ✓ Drive for Desktop

Module 5: Google Docs – Real-Time Collaboration

- ✓ Creating and formatting documents

- ✓ Sharing and commenting on Docs
- ✓ Using templates and outlines
- ✓ Version control and suggestions
- ✓ Add-ons and extensions

Module 6: Google Sheets – Data Handling and Analysis

- ✓ Creating and formatting spreadsheets
- ✓ Using formulas and functions
- ✓ Data validation, filters, and pivot tables
- ✓ Chart creation and data visualization
- ✓ Collaboration and conditional formatting

Module 7: Google Slides – Presentations Simplified

- ✓ Designing professional slide decks
- ✓ Adding multimedia and transitions
- ✓ Presenter mode and audience Q&A
- ✓ Sharing and collaborative editing
- ✓ Importing and exporting presentations

Module 8: Google Meet – Seamless Video Communication

- ✓ Hosting and joining meetings
- ✓ Using breakout rooms, Q&A, and polls
- ✓ Meeting recording and transcripts
- ✓ Integrating Meet with Calendar and Gmail
- ✓ Security and admin controls

Module 9: Google Forms – Surveys and Data Collection

- ✓ Creating and customizing forms
- ✓ Setting response validation and branching logic

- ✓ Viewing and analyzing responses
- ✓ Linking Forms with Sheets
- ✓ Use cases: feedback, quizzes, registration

Module 10: Google Sites – Building Internal Websites

- ✓ Creating a new site
- ✓ Inserting content and media
- ✓ Collaborating on site creation
- ✓ Publishing and permission settings
- ✓ Use cases: team sites, intranet, project pages

Module 11: Google Keep and Tasks – Personal Productivity Tools

- ✓ Creating and organizing notes in Keep
- ✓ Labeling and color-coding
- ✓ Setting reminders and syncing with Calendar
- ✓ Using Google Tasks for to-do lists
- ✓ Integrating with Gmail and Calendar

Module 12: Google Workspace Admin (For Admin Users)

- ✓ Understanding the Admin console
- ✓ Managing users, groups, and roles
- ✓ Setting organizational units and access policies
- ✓ Security and compliance controls
- ✓ Monitoring and reporting

Module 13: Best Practices and Tips

- ✓ Time-saving keyboard shortcuts
- ✓ Collaboration etiquette

- ✓ Managing notifications
- ✓ Mobile app usage tips
- ✓ Data privacy and security essentials

Module 14: Use Cases & Hands-On Exercises

- ✓ Real-world scenarios for each app
- ✓ Collaborative document editing
- ✓ Scheduling meetings and managing files
- ✓ Admin case studies (for Admin track)