

# Google Apps for End Users

## Description

ChatGPT a dit :

The Google Apps suite has become essential for modern businesses. It brings together all the tools needed for communication, collaboration, and daily productivity. This practical course helps you understand and fully leverage the features offered by Gmail, Google Calendar, Google Docs, and Google Talk.

Designed for beginners or those transitioning from a Windows environment, this Google Apps training guides you step by step through the essential tools of the Google cloud. You will learn how to manage your emails, schedule meetings, create and share documents, and communicate easily with your colleagues.

## Learn to master the Google Apps ecosystem

With a clear and structured approach, you will discover how to centralize your tasks and simplify your workflow. Each module combines theory and hands-on practice to help you save time, enhance team communication, and boost your professional efficiency. By the end of the course, you will know how to make the most of your Google applications, whether on a computer or a mobile device.

### Course Content

#### Module 1: Google Mail

- Mail overview
- Composing messages
- Managing conversations
- Searching your Mail
- Using labels and stars
- Managing your contacts
- Chatting up a storm
- Scheduling Calendar events
- Opening attachments in Docs & Spreadsheets
- Creating signatures and vacation responders
- Applying filters
- Using forwarding, POP, and mobile access

#### Module 2: Google Calendar

- Calendar overview
- Viewing your Calendar differently
- Adding and changing events
- Searching your Calendar
- Multi-calendaring
- Setting up notifications
- Sharing your Calendar
- Working with invitations

- Scheduling resources
- Importing and exporting
- Using Calendar on your mobile phone

### **Module 3: Google Docs**

- Docs overview
- Adding files to Docs
- Editing documents
- Formulating spreadsheets
- Creating presentations
- Previewing and printing
- Organizing your Docs
- Sharing Docs
- Collaborating on documents
- Teaming up on spreadsheets
- Conducting online presentations
- Publishing your Docs

### **Module 4: Google Talk**

- Talk overview
- Using Talk
- Making voice calls
- Leaving voicemail
- Sharing files

### **Lab / Exercises**

- This course includes hands-on exercises designed to reinforce your knowledge and apply your skills in real-world professional scenarios.

### **Documentation**

- Digital courseware included

### **Participant profiles**

- Employees looking to improve their productivity with Google Apps
- Project managers or team leaders
- Freelancers or entrepreneurs using Google collaborative tools
- Students or trainers working on online platforms

### **Prerequisites**

- Know how to use a Web browser
- Know how to use Word
- Understand the use of a desktop software

### **Objectives**

- Use Gmail efficiently to manage emails and contacts
- Organize and share events with Google Calendar
- Create and collaborate on documents in Google Docs

- Format spreadsheets and professional presentations
- Manage conversations and calls through Google Talk
- Apply filters, signatures, and advanced options in Gmail
- Share and schedule team resources with Google Calendar
- Collaborate in real time using the Google Apps suite

**Description**

Google Apps for End Users Training

**Niveau**

Fondamental

**Classroom Registration Price (CHF)**

1800

**Virtual Classroom Registration Price (CHF)**

1700

**Duration (in Days)**

2

**Reference**

GAP-01