

Google Apps for End Users

Description

Google Apps Training for End Users is designed to teach new Google Apps Users how to get the most out of their Google Apps investment. This course is excellent for individuals transitioning from an office environment to a Google Apps environment.

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

Documentation

- Digital courseware included

Participant profiles

- Anyone who wants or needs to use Google Apps

Prerequisites

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

Objectives

- Use Google Applications

Niveau

Fondamental

Classroom Registration Price (CHF)

1800

Virtual Classroom Registration Price (CHF)

1700

Duration (in Days)

2

Reference

GAP-01