

Course Overview

In this 2-day course, you will learn how to communicate and collaborate among others using the various Google productivity applications. You will start by logging into the Google Apps domain and configure the admin settings. Next you will learn to communicate using Gmail, Gmail chat and Google talk. You will learn how to manage schedules using Google calendar to schedule an event, share calendars and create task lists. Next, you will create and share documents and presentations. You will also learn how to create spreadsheets and forms. You will learn how to communicate and collaborate with others using Google groups to initiate discussions. Lastly, you will create and customize a site and learn how to upload videos.

Course Preparation

Prerequisite: *Windows - Level 1* or equivalent experience. It is recommended that you have basic skills with Microsoft Office Suite products.

Course Topics

Getting Started with Google Apps

- Introduction to Google Apps
- Log in to the Google Apps Domain
- Configure the Administrative Settings

Communicating Using Gmail

- Introduction to Gmail
- Compose an Email
- Manage Email Messages
- Manage Contacts

Communicating Using Gmail Chat and Google Talk

- Communicate Using Gmail Chat
- Communicate Using Google Talk

Managing Schedules Using Google Calendar

- Explore Google Calendar
- Schedule an Event
- Share a Calendar
- Search Calendars
- Create Task Lists

Working with Google Documents and Presentations

- Introduction to Google Docs
- Create Word Documents
- Share Documents with Other Users
- Create Presentations
- Share Presentations with Other Users
- Create Drawings

Google Spreadsheets and Forms

- Create Spreadsheets
- Set Permissions and Notifications in Spreadsheets
- Create Forms

Collaborating Using Google Groups

- Create Google Groups
- Initiate Discussions in Google Groups
- Subscribe to and Manage a Group
- Customize a Group

Collaborating Using Google Sites

- Explore Google Sites
- Create a Site
- Edit a Site
- Manage a Site

Working with Google Video

- Upload Videos
- Share Videos