

Google Workspace Administration Functions Training

COURSE CONTENT

GET IN TOUCH



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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

The Google Workspace Administration Functions training by Multisoft Virtual Academy is designed to equip IT professionals and system administrators with the knowledge and practical skills needed to manage and optimize Google Workspace environments effectively. This comprehensive course covers key administrative tasks such as user account creation, group management, organizational unit structuring, and access control.

Module 1: Introduction to Google Workspace

- ✓ What is Google Workspace?
- ✓ Core applications and their purpose
- ✓ Navigating the Google Workspace interface
- ✓ Understanding Google Workspace accounts

Module 2: Gmail and Communication

- ✓ Setting up and managing your Gmail account
- ✓ Composing and sending emails
- ✓ Organizing your inbox with labels and folders
- ✓ Using Gmail features like replies, forwards, and archiving
- ✓ Understanding Google Workspace's chat feature

Module 3: Calendar and Scheduling

- ✓ Creating and managing events in Google Calendar
- ✓ Inviting others to events and managing RSVPs
- ✓ Setting up recurring events and reminders
- ✓ Using Calendar to schedule meetings and appointments

Module 4: Google Docs, Sheets, and Slides

- ✓ Creating, editing, and sharing documents in Google Docs
- ✓ Working with spreadsheets in Google Sheets
- ✓ Creating and presenting with Google Slides
- ✓ Collaborating on documents with real-time editing and comments

Module 5: Google Drive and File Management

- ✓ Understanding Google Drive and its purpose
- ✓ Uploading, sharing, and organizing files in Google Drive
- ✓ Using sharing permissions to control access to files

- ✓ Collaborating on files with real-time editing and comments

Module 6: Google Meet and Collaboration

- ✓ Starting and joining Google Meet meetings
- ✓ Using screen sharing and other meeting features
- ✓ Recording meetings and sharing recordings
- ✓ Using Google Meet for remote collaboration and communication

Module 7: Productivity and Best Practices

- ✓ Tips and tricks for using Google Workspace effectively
- ✓ Understanding Google Workspace integrations with other tools
- ✓ Best practices for collaboration and communicable