

## G SUITE

Available Dates: **Call for Dates**

Class Length: **1/2 day**

Cost: **\$199**

[Email Computer Visions about this class](#)

### **Class Outline:**

#### Description:

Discover the power of cloud computing by exploring the functions of G Suite. Participants will learn to create and share documents, spreadsheets, forms and calendars using a computer, mobile device or tablet. Work with anyone, anytime and anywhere.

This course is recommended for individuals who are interested in using G Suite's web apps as an alternative or supplement to traditional office productivity software. A G Suite account is required.

#### Content:

Comprehensive reference manual with participant guide and exercises

Follow-up support by email or phone for an unlimited period

#### Course Outline:

##### Lessons 1 - Getting Started with G Suite

- Introduction to G Suite
- Why Use G Suite?
- Logging in to the G Suite Domain
- G Suite Drive

##### Lessons 2 - G Suite Documents and Presentations

- Introduction to G Suite Docs
- Introduction to G Suite Slides

##### Lessons 3 - G Suite Spreadsheets and Forms

- Creating Spreadsheets
- Creating Forms

##### Lessons 4 - G Suite Calendar & Gmail

- Exploring G Suite Calendar
- Scheduling an Event
- Sharing a Calendar
- Searching Calendars
- Creating Task Lists

##### Lessons 5 - Collaboration with G Suite Apps

- Sharing files
- Setting permissions