

# Google Workspace

**Price:** 350

**Duration:** 1 days

**Delivery Methods:** Virtual

## Overview

The course is a comprehensive training program designed to enhance participants' skills in using various Google Workspace tools. The training covers a wide range of topics, including file management in Google Drive, email management in Gmail, and collaboration using Google Docs, Sheets, and Slides. Participants will learn how to manage files, locate and organize documents, personalize settings, and effectively use communication tools like Hangouts Meet. The training also includes advanced features such as managing permissions, using offline accessibility, and integrating non-text elements into documents and presentations. This program is suitable for individuals who need to efficiently manage digital files and collaborate with others in a digital environment.

## Prerequisites

Participants should have a basic understanding of file management and navigation within a digital environment. Familiarity with general computer operations and basic internet usage is recommended.

## Audience

This training is designed for individuals who need to manage and organize digital files and folders efficiently. It is suitable for employees across various departments who use digital tools for their daily tasks.

## Google Workshop Course Outline

### Using Drive

Managing files

Creating and managing folders

Locating files

Changing display and settings

Sharing files and folders

## **Using Gmail**

Personalizing settings

Managing your inbox

Managing and communicating with contacts

Locating messages

Using Gmail Offline

Using Hangouts Meet

Managing sound, video and bandwidth

Managing meetings with Hangouts

## **Working in Docs**

Setting up pages

Inserting non-text elements

Changing text attributes

Formatting text blocks

Using content management tools

Inserting and editing tables

Collaborating and sharing in Docs

## **Working in Sheets**

Managing values, rows, cells, or columns

Formatting sheets and cells

Inserting non-text elements

Using functions

Managing and transforming data

Collaborating and sharing in Sheets

### **Working in Slides**

Building a presentation

Working with text

Working with non-text elements

Arranging objects

Sharing a presentation

### **Course Schedule**

<b>Date</b>	<b>Time</b>	<b>Price</b>	<b>Options</b>
<b>05/26/2026</b>	<b>08:00 AM - 04:00 PM CT</b>	<b>350.00</b>	<a href="#"><u>Buy Now</u></a> <a href="#"><u>Enroll</u></a>

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For questions

**call:**

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## **FAQ**

### **What if I have to reschedule my class due to conflict?**

Ten (10) business days' notice is required to reschedule a class with no additional fees. Notify TOPTALENT LEARNING as soon as possible at 469-721-6100 or by written notification to [info@toptalentlearning.com](mailto:info@toptalentlearning.com) to avoid rescheduling penalties.

### **How do I enroll for this class?**

Please contact our team at 469-721-6100; we will gladly guide you through the online purchasing process.

### **What happens once I purchase a class?**

You will receive a receipt and an enrollment confirmation sent to the email you submitted at purchase. Your enrollment email will have instructions on how to access the class. Any additional questions our team is here to support you. Please call us at 469-721-6100.

### **What is your late policy?**

If a student is 15 minutes late, they risk losing their seat to a standby student. If a student is 30 minutes late or more, they will need to reschedule. A no-show fee will apply. Retakes are enrolled on a stand-by basis. The student must supply previously issued courseware. Additional fees may apply.

### **What happens when I finish my class?**

You will receive a 'Certificate of Completion' once you complete the class. If you purchased an exam voucher for the class, a team member from TOPTALENT LEARNING will reach out to discuss your readiness for the voucher and make arrangements to send it.