Course Name	G Suit
About the Course	G Suite is a collection of cloud-based productivity and collaboration tools from Google, including Gmail, Google Drive, Google Docs, Google Sheets, and Google Slides
Key Skills You Will Learn	Learn how to manage files in Google Drive, create custom formatting in Docs, and how to merge or edit data within Sheets, Google Calendar, Team Collaboration
Course Pre-Requisite	There are no prerequisites of this course
Target Audience	Anyone wants to gain knowledge/expertise on Google Suit
Job prospects with this role	Google Workspace User/Administrator
Course Duration	~ 10 Hrs
Course Customisation	Not applicable
Certification	READYBELL Google Suit Certificate
Mode of Training	Instructor-led 100% Online or 100% Classroom (Salt Lake, Kolkata - India) or hybrid mode (Online + Classroom) as suitable for the learner
Course Fees	Please contact us
Refund Policy	No Refund
Job Assistance	Not applicable
Contact	**READYBELL SOFTWARE SERVICES PVT. LIMITED** **AH 12, SALT LAKE SECTOR 2, KOLKATA (INDIA) - 700 091** **E-MAIL: contact@readybellsoftware.com** **PH: +91 - 9147708045/9674552097, +91 - 33-79642872**

CURRICULUM		
Topic	**Sub-Topic**	**Duration (Hrs)**
G-Suit	**Google Drive Essential Training**	10 Hrs
	Module 1: Get Started with Google Drive	
	Access Google Drive with your account	
	Navigate the web interface	
	Understand Google Drive file types	
	Module 2: Work with Files	
	Upload files via the web	

Upload and sync files with the desktop app	
Convert files to Google doc format	
Download files and folders	
Delete and recover files	
Purchase additional storage space	
Module 3: Organize and Search Google Drive	
Work with folders	
Change the view and sort order	
Use Stars to group files	
Create Workspaces for projects	
Search files and folders	
Explore files with the preview lightbox	
Module 4: Work with Google Docs	
Create Docs, Sheets, Slides, and Forms	
Understand the shared interface	
Module 5: Collaborate with Google Docs	
Share files with other Google users	
Use shared drives with coworkers	
Work with files that are shared with you	
Work with revisions	
Edit a file simultaneously with another Google user	
Use Approval cycles to finalize documents	
Module 6: Use Google Drive on a Mobile Device	
Navigate the Google Drive app	
Team Collaboration in Google Workspace	
Module 7: Overview	
Discovering Google Workspace	
Reviewing the tools	
Module 8: Resource Sharing	
Exploring Google Drive	
Sharing a folder	
Sharing a document	
Receiving a shared invite	
Managing shared links	
Converting for Office	
Module 9: Collaboration	
Contacting collaborators	
Exchanging feedback	
Reviewing changes	

Module 10: Interaction	
Sharing lists and notes	
Keeping on schedule	
Meeting together virtually	
Module 11: Results	
Building a project site	
Presenting your show	
Distributing results	
Google Calendar	
Module 12: Get Started with Google Calendar	
Explore the interface	
Change the way the calendar looks	
Set working locations and hours	
Module 13: Create and Edit Events	
Create all-day and repeating events	
Create appointment schedules	
Set focus time to work undisturbed	
Edit and delete a calendar event	
Invite guests to an event	
View a guest's availability	
Add a room or resource to an event	
Work with notifications and alarms	
Module 13: Respond to Invitations	
Respond to an event invitation	
View responses to your invitations	
Module 14L Create Additional Calendars	
Create a secondary calendar	
Create events on a secondary calendar	
Hide and delete calendars	
Search your calendars	
Module 15: Share Calendars with Others	
Open someone else's Google Calendar	
Subscribe to an ICS calendar	
Share your calendar with others	
Share your calendar with a non-Google user	
Make a calendar public and set busy and free time	
Module 16: Mobile, Desktop, and Insights	
Use the Google Calendar mobile app	
Access Google Calendar on a desktop	
Use Time Insights to see how you spend time	

To register for this course please e-mail/call us