

Google Workspace Hacks: Unlocking Digital Productivity

GoSkills online course syllabus

Skill level

Beginner

Lessons

27

Pre-requisites

No prior experience needed

Video duration

1h 29m

Estimated study time

1h 30m

Instructor

Oliver Schinkten

Introduction

1 Intro to Google Workspace

Google Workspace is a widely used collection of tools, softwares, and products that can help you manage your time more efficiently while maximizing your productivity.

Improve Communication with Gmail

2 Intro to Gmail

Gmail is the email tool within Google Workspace. After this lesson, you'll be able to describe the basic features and functions of Gmail.

3 Customize your Gmail settings

Customizing the setting in your Gmail account will help you stay more productive.

4 Organize your inbox with labels

Keeping your Gmail inbox organized is a great way to be more efficient.

5 Filter your emails

A clean and organized Gmail inbox will help you be more efficient in your communication.

6 Schedule or snooze emails

Gmail allows you to compose an email, and then schedule when you would like it to be sent.

Manage Time with Google Calendar

7 Intro to Google Calendar

Google Calendar is a great tool to help you manage your time more efficiently.

8

Schedule events

Knowing how to efficiently use your Google calendar will help you stay on-time and where you are supposed to be.

9

Add slots for appointments

Coordinating meetings and communicating your availability are important parts of many jobs.

10

Create and share calendars

Keeping everyone on a team informed and up-to-date can drastically improve productivity.

Stay Organized with Google Drive

11

Intro to Google Drive

Google Drive is like a hub where you can easily store, organize, and share a variety of files.

12

Organize your Drive storage

A great way to be more productive is to keep your Google Drive files organized.

13

Access files offline

Cloud storage is convenient, unless you don't have access to the internet.

14

Share files

Google Drive allows you to be more productive by quickly sharing files with others in the cloud.

15

Make a copy of a file

There are times when it is beneficial to save a copy of a file that someone shares in Drive.

16

Create resources with Google Apps

The Google Apps allow you to create, store, and share your own resources in the cloud.

17

Convert Microsoft files

Google Drive allows you to convert Microsoft Word, Excel, and PowerPoint files so that you can view them and work on them inside of Drive.

Optimize Workflows with Google Docs

18 **Intro to Google Docs**
Google Docs is a great resource for ideation and collaboration.

19 **Use templates**
A great way to save time is by utilizing templates available to you inside of Google Docs.

20 **Type using your voice**
Being able to type using your voice is a productive way to compose documents.

Expedite Spreadsheets with Google Sheets

21 **Intro to Google Sheets**
Understanding Google Sheets can help you store, organize, and analyze data efficiently.

22 **Copy formulas to other cells**
Being able to quickly copy information and formulas to other cells is a great way to be more productive in Google Sheets.

23 **Create dropdown options**
Creating dropdown menus inside of spreadsheets is allows you to enter information quicker and be more productive.

Design with Google Slides

24 **Intro to Google Slides**
Google Slides is an intuitive and eclectic platform where you can quickly and easily create professional presentations.

25 **Use Explore to design slides**
Creating a professional-looking and engaging presentation is important.

26 **Present Slides during a meeting**
Google Slides allows you to create a sharp looking presentation that you can share with others in meeting, whether in-person or online.

Conclusion

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Next steps

Thank you for watching this course!

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