

Course duration

- 1 day

Course Benefits

- Learn to get your free Google account and set up for Gmail, Google Calendar, and Google Drive.
- Learn how to set preferences available to you for security, visual appearance, and how you receive and view your email.
- Learn how to organize tasks and work with the Calendar to manage your workday.
- Learn to work with the Google Drive interface and learn the difference between Google Drive and Google Docs.

Available Delivery Methods

Public Class

Public expert-led online training from the convenience of your home, office or anywhere with an internet connection. Guaranteed to run .

Private Class

Private classes are delivered for groups at your offices or a location of your choice.

Course Outline

1. Gmail
 1. Getting Started
 2. Open an Account
 3. Security
 4. Sending and Receiving email
 5. Your Contacts
 6. Searching for and in Emails
 7. Organization
 8. Visual Options in Gmail
 9. Filters and Blocked Addresses
 10. Additional Gmail Settings
 11. Chat
 12. Tasks
 13. Gmail on Mobile

- 2. Google Calendar
 - 1. Overview
 - 2. Get Organized
 - 3. Managing Calendars
 - 4. Calendar Appearance
 - 5. Reminders
 - 6. Tasks
 - 7. Keyboard Shortcuts
- 3. Google Drive
 - 1. The Difference between Google Drive and Google Docs
 - 2. Main Screen Navigation
 - 3. Organizing Google Drive
 - 4. Printing
 - 5. Working with Microsoft Office Formats

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.