

# Sela.



GWP

## Google Workspace Practitioner



college@sela.co.il

03-6176666





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GWP - Version: 1

## 1 day course

### Description:

The course covers Google Docs, Google Sheets, Google Slides, Google Calendar, Google Drive, Gmail, Google Forms, Google Meet and all google workplace features. The course is built in the mind of the user who is accustomed to work with outlook and other Microsoft products with the objective to help the user make the transaction to google workspace.

### Prerequisites:

- none

### Objectives:

- Achieve familiarity with different Google workplace applications
- Achieve familiarity with sharing and security features
- Ease the user's transaction to google workplace

### Topics:

- **Getting familiar with Google workplace fundamentals.**
  - Chrome
  - Gmail
  - Google Calendar
- **Google Drive & Google Docs Editors**
  - Sheets
  - Slides
  - Docs



- **Google Meet & Google Chat**

- starting video calls and conference calls
- Sending messages and group chats
- Managing chat rooms