

Google Workspace

Business Starter



Google account settings

1. Data retrieval
2. Account security

Gmail - how to automate your work?

1. Limits
 2. Working with threads - disabling options, grouping rules
 3. Using the undo, schedule function
 4. Transmission delay
 5. Blocking users
 6. Search operators
 7. Settings
 8. Transfer of account access
 9. Send as
 10. Offline mode
 11. Sending a document copy from the Drive
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12. Integration with other applications (Tasks, Keep)

13. Searching for messages



Message security

1. Confidential mode
2. Flagging suspicious messages
3. Checking if Gmail messages are authenticated



Google Calendar

1. Application interface
2. Main calendar - settings
3. Subscription to other calendars:
 - a. of coworkers
 - b. of resources
4. Creating appointments, settings and editing
5. Calendar notifications
6. Calendar settings and sharing



Google Drive - what you should keep in mind when sharing files?

1. Rules for sharing
 2. Building structure (folders, user deletion)
 3. Searching for orphan files
 4. Offline mode
 5. Working area
 6. Former employee documents
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Google Meet - videoconferencing tool

1. Integration with other Google applications
2. Organizing videoconferences
 - a. requirements
3. Inviting participants
4. Settings and available functions
5. Screen presentation
6. The host's view



Google Chat

1. Sending direct messages
2. Chat in other applications
3. Integration with Google Meet and Drive
4. Rooms
5. Search engine



Google Sheets

1. Collaboration in sheets
 - a. Protect sheet/range
 - b. Assigning tasks
 - c. Rules for sharing
 2. Databases
 - a. Filtering and sorting
 3. Calculation formulas
 - a. Use of basic functions
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b. Google Features

4. Formatting

- a. Data validation
- b. Chart in a cell
- c. Review Function

5. Addons

6. Notifications



Documents

1. Creating templates
2. Adding and editing photos
3. Work with links, tabs, section breaks and page breaks
4. Headers
5. Tools
6. Repetitive phrases
7. Voice functions
8. Translations



Presentations

1. Customizing the layout, theme, and background to fit your organization
 2. Organizing slides
 3. Animations
 4. Inserting shapes and objects
 5. Connecting charts, tables with Google Docs and Sheets
 6. Presenter options
 7. Question and answer function
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Google Form

1. Creating new forms
2. Adding questions
3. Settings
4. Collecting responses



Google Keep

1. Creating notes
2. Adding notifications
3. Assigning coworkers



Google Contacts

1. Adding contacts
2. Arranging
3. Suggesting contacts in Gmail