

**Class Title:** G Suite for Work

**Duration:** 2 Days

**1. Gmail**

- 1.1. Gmail Basics: Compose, Send, Reply
- 1.2. Set Mail Options
- 1.3. Attach Files Using Google Drive
- 1.4. Categorize, Organize, and Archive Mail
- 1.5. Search and Filter Mail
- 1.6. Create Tasks from Messages
- 1.7. Manage Contacts
- 1.8. Create Distribution Lists
- 1.9. Create Invitations to Events

**2. Google Calendar**

- 2.1. Create Events and Reminders
- 2.2. Attach Files to Events
- 2.3. Shared Calendars and Team Calendars
- 2.4. Meeting Planning
- 2.5. Delegate Calendars

**3. Google Drive**

- 3.1. Uploading, Downloading and Syncing Files
- 3.2. Sharing Files and Folders
- 3.3. Manage Versions
- 3.4. Access Files from Mobile Devices

**4. Google Docs**

- 4.1. Create Documents
- 4.2. Format Text, Add Tables, Images
- 4.3. Compare Docs to Word
- 4.4. Create Sheets
- 4.5. Add Formulas, Sort, and Filter
- 4.6. Compare to Sheets to Excel

**5. Google Sites**

- 5.1. Create a Team Site
- 5.2. Add Calendars, Documents, Presentations, and Videos
- 5.3. Set Site Permissions
- 5.4. Post Task Lists and Announcements
- 5.5. Create Discussion Boards