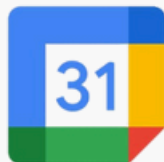


COURSE OUTLINE

Google Workspace Essentials: Mastering Digital Productivity in a Day



Google Workspace Essentials: Mastering Digital Productivity in a Day

Duration: One day (9:00 AM – 5:00 PM)

Method: Instructor-led

Mode: Physical/Virtual

Level: Beginner to Intermediate

Instructor: Fahim Zulkafli

Overview

This comprehensive one-day training is designed to enhance participants' digital productivity using Google Workspace. Participants will gain hands-on experience with essential tools such as Google Docs, Sheets, Slides, Drive, and Calendar, learning how to create, format, manage, and collaborate on various types of documents and projects.

The course also introduces Gemini, Google's AI-powered assistant, to demonstrate how artificial intelligence can simplify routine tasks such as drafting emails, summarising content, generating reports, and automating repetitive workflows. Through real-life examples, guided exercises, and interactive discussions, participants will explore the full potential of these tools to support their daily responsibilities more efficiently. The programme will conclude with a practical project that integrates multiple Google Workspace applications, encouraging participants to apply their knowledge in a realistic government work setting.

Course Objectives

- Create, edit, format, and collaborate using Google Docs, Sheets, and Slides.
 - Manage, organise, and share files efficiently with Google Drive.
 - Schedule and manage meetings and events using Google Calendar.
 - Understand best practices for sharing, version control, and teamwork.
 - Utilise templates and advanced features to improve workflow.
 - Consolidate learning through a real-world final project.
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- Apply learning through a real-world final project that integrates multiple Google Workspace tools and Gemini support.

Who This Course is For

This course is designed for:

- Individuals who are new to Google Workspace tools.
- Professionals who want to increase productivity and collaboration efficiency.

Prerequisites

- Basic familiarity with internet browsers.
 - No prior experience with Google Workspace required.
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Module 1 — Mastering Google Docs

Overview:

- Introduction to Google Docs.
- Creating documents from templates.
- Editing, formatting, and adding images, charts, and diagrams.
- Sharing documents and collaborating in real-time.

Practical Activities:

- Create a project proposal document and collaborate with a partner.
- Insert and format images and charts into a document.
- Track changes and use version history for document control.

Learning Outcome:

Participants will be able to create professional text documents, collaborate with others, and manage document versions effectively.

Module 2 — Intermediate Google Sheets Skills

Overview:

- Sorting and filtering data for better organisation.
- Using filter views and grouping data.
- Managing spreadsheets with multiple sheets and tabs.

Practical Activities:

- Sort a list of records alphabetically and numerically.
- Create a filter view for team collaboration.
- Organise a project tracker across multiple tabs.

Learning Outcome:

Participants will be able to organise and manage spreadsheet data effectively.

Module 3 — Designing Impactful Presentations with Google Slides

Overview:

- Creating and importing presentations.
- Using theme builders and templates.
- Adding and editing multimedia content.
- Sharing presentations and managing access rights.

Practical Activities:

- Create a product launch presentation with multimedia elements.
- Apply a custom theme using the Theme Builder.
- Insert charts and flowcharts into slides.

Learning Outcome:

Participants will be able to build and deliver professional presentations collaboratively and effectively.

Module 4 — Google Drive for Smart File Management

Overview:

- Organising files and folders efficiently.
- Sharing files securely and managing permissions.
- Using Drive shortcuts and advanced search features.
- Checking version history and restoring previous versions.

Practical Activities:

- Set up a shared team drive structure for a sample project.
- Implement file naming conventions and organise folders.
- Use advanced search and restore previous file versions.

Learning Outcome:

Participants will master Google Drive file management, collaboration settings, and version control for optimal team productivity.

Module 5 — Managing Schedules with Google Calendar

Overview:

- Introduction to Google Calendar interface.
- Creating, editing, and managing events.
- Sharing calendars and scheduling meetings.
- Setting reminders, notifications, and recurring events.
- Integrating Google Calendar with other Google apps.

Practical Activities:

- Create a shared team calendar and schedule a series of project meetings.
- Set up event reminders and recurring schedules.
- Share calendars and control access permissions.

Learning Outcome:

Participants will develop practical skills in managing time, scheduling meetings, and coordinating tasks using Google Calendar.

Closing Remarks

- Final Q&A session and open discussion.
- Follow-up email with a course summary and additional resources.

Handout:

- Quick Reference Guide (shortcuts, best practices, collaboration tips).
 - Additional learning resources.
 - Contact details for ongoing support.
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HARMONIZING OUR SKILLS WITH YOUR ASPIRATIONS

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