

COURSE OUTLINE

Google Workspace Power User

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Duration: One day (9:00 AM to 5:00 PM)

Method: Instructor-led

Mode: Physical

Level: Intermediate to Advanced Level

Instructor: Fahim Zulkafli

Course Overview

This full-day workshop is built for professionals who use Google Workspace every day but suspect they are only scratching the surface. Most people treat Gmail, Docs, Sheets, Slides, and Drive as a browser-based version of tools they already know, missing the collaboration, intelligence, and automation layers that make Workspace genuinely powerful. The focus is practical mastery: doing your real work faster and cleaner, with far less manual effort.

Participants will move systematically from foundations to advanced capability across the core Workspace apps, then layer Gemini on top to draft, summarise, and analyse inside the tools they already use. The day culminates in automation, writing a simple Apps Script to eliminate a recurring manual task entirely.

Every module combines demonstration with hands-on practice on the participant's own work, so people leave not with notes about Workspace, but with an organised Drive, smarter documents, working formulas, AI-assisted drafts, and a live automation script they built themselves.

Course Objectives

By the end of this session, participants will be able to:

- Organise and collaborate confidently across Drive and Gmail using shared drives, folder structure, labels, filters, and delegation
- Produce professional documents and presentations in Docs and Slides using styles, templates, master layouts, and real-time collaboration
- Build reliable spreadsheets in Sheets, from core formulas to advanced functions, pivot tables, and data validation

- Use Gemini inside Workspace to draft emails, summarise documents, generate slides, and analyse spreadsheet data
 - Write and deploy a basic Google Apps Script to automate a recurring task
 - Apply a practical system for choosing the right Workspace tool for each job
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Who Should Attend

This course is suitable for:

- Founders and solopreneurs who are their own department
 - Executives, administrators, and support staff who use Google Workspace daily
 - Team leads and managers who want their teams working faster and more consistently
 - Professionals moving from Microsoft Office to Google Workspace
 - Anyone using Workspace at a basic level who wants to reach advanced, automated workflows
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Prerequisites

- A Google account with access to Google Workspace (Gmail, Drive, Docs, Sheets, Slides)
- Basic computer literacy and familiarity with common office tools
- Laptop with internet access and a modern web browser (Chrome recommended)
- No prior scripting or coding experience required

Course Outline

Introductory Module: You're Using a Fraction of Google Workspace

Overview:

This opening module names the real problem: most people use Workspace like a free version of Office and never touch the collaboration, intelligence, and automation that make it powerful. The session sets an honest baseline and maps the arc of the day, from foundations to automation.

Topics Covered:

- The difference between using Workspace and mastering it
- The four layers most users miss: organisation, collaboration, intelligence, and automation
- How the apps connect: Drive, Gmail, Docs, Slides, Sheets, and Gemini as one system
- What this workshop will change by 5pm

Learning Outcome:

Participants will understand where their current usage sits and see exactly what capability they will unlock across the day.

Module 1: Foundations — Drive and Gmail

Overview:

This module builds the backbone every other Workspace skill depends on: a clean, findable Drive and a Gmail set up to work for you rather than bury you. Participants tour the essentials, then push into the features that separate confident users from casual ones.

Topics Covered:

- Google Drive: folder structure, My Drive vs Shared Drives, and sharing permissions done right
- Finding anything fast: search operators, starred and priority files, and version history
- Gmail organisation: labels, filters, and rules that sort your inbox automatically
- Productivity features: templates, snooze, schedule send, confidential mode, and delegation
- Working offline and staying in sync across devices

Learning Outcome:

Participants will have an organised Drive, an inbox that manages itself, and the sharing and collaboration habits that prevent lost files and permission headaches.

Module 2: Documents and Presentations — Docs and Slides

Overview:

This module turns Docs and Slides from blank pages into fast, professional output. Participants learn to structure documents properly and build clean, on-brand presentations, using the collaboration features that make Workspace shine.

Topics Covered:

- Google Docs: styles, headings, document outline, and table of contents
- Real-time collaboration: comments, suggestions, assigned action items, and version history
- Templates and reusable building blocks for recurring documents
- Google Slides: layouts, master slides, themes, and consistent branding
- Linking live charts and content across Docs, Slides, and Sheets

Learning Outcome:

Participants will produce well-structured documents and clean, on-brand presentations, and collaborate on them without the usual version chaos.

Module 3: Data and Spreadsheets — Sheets

Overview:

Sheets is where beginner-to-advanced matters most. This module takes participants from core formulas to the advanced functions, pivot tables, and data tools that turn a spreadsheet into a real analysis tool.

Topics Covered:

- Core formulas and functions: SUM, IF, VLOOKUP / XLOOKUP, and text functions
- Data cleanup: data validation, dropdowns, and conditional formatting
- Analysis: pivot tables, QUERY, and filter views
- Charts and dashboards that update automatically
- Importing, connecting, and sharing data safely

Learning Outcome:

Participants will build reliable spreadsheets, analyse data with pivot tables and advanced functions, and present it in charts and dashboards that update on their own.

Module 4: AI and Automation — Gemini and Apps Script

Overview:

This is the advanced payoff of the day. Participants layer Gemini across the apps they have just mastered, then write their first Google Apps Script to automate a recurring task, with no coding background required.

Topics Covered:

- Gemini in Workspace: drafting and refining in Gmail and Docs
- Summarising long documents and email threads, and analysing data in Sheets with Gemini
- Generating first-draft slides and images with Gemini in Slides
- Introduction to Google Apps Script: what it is and where it lives
- Hands-on: building a simple automation (for example, auto-emailing a report or generating a document from a template)
- Setting triggers so your script runs automatically on schedule

Learning Outcome:

Participants will use Gemini fluently inside Workspace and leave with one working Apps Script automation running against a real recurring task.

Closing: From Class to Habit

Overview:

The day only matters if it changes how participants work next week. The workshop closes by turning everything built during the day into a simple plan to make the new skills stick.

Topics Covered:

- Choosing the right Workspace tool for each task
- Your 30-day plan: the three workflows to upgrade first
- Building a personal template and automation library
- Summary of key takeaways and reflection
- Final Q&A session
- Introduction to further training and the 24CO community

Learning Outcome:

Participants will leave with a clear 30-day plan, the right tool for each job, and the structure to turn one workshop into lasting change in how they work.

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