

Training Google Workspace

Learn to work more efficiently by making the most of the tools and functionalities within Google Workspace!

The best trainer in the Netherlands '23 and '24

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Learn to work more efficiently by making the most of the tools and functionalities within Google Workspace!

Program:

During this training you will learn to make optimal use of all the functionalities of Google Workspace. We topics such as efficiently organizing your of your mailbox, creating contact groups, sharing calendar, and how to use Drive & Docs effectively. use. In addition, you'll learn how to use Meet and Keep for better collaboration and organization.

For whom:

This training is suitable for both new and experienced Google Workspace users who want to get the most out of the tools. Whether you are working individually or with your team work, this training provides practical skills to increase your productivity.

What you will learn:

- Mail labels, filters and mailbox settings.
- Share calendars and schedule appointments.
- Managing Drive and shared files.
- Creating notes with Keep and linking them to your calendar.

After completion, you will know:

- Know all the ins and outs about Google Mail, Contacts, Google Drive & Docs, Meet and Keep.
- Have an organized mailbox.
- Save time every day by using the tips & tricks from the training.
- Receive your Google Workspace certificate.

Practical information:

- **Date:** By arrangement
- **Cost:** On request
- **Study load:** one day
- **Location:** Flexible

[Request a non-binding development advice!](#)



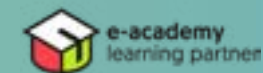
96%
Recommends us



19+
Years of experience



4.000+
Certified participants



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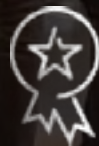
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