

# Course : Master the collaborative tools of Google Workspace

*Practical course - 3d - 21h00 - Ref. GWC*

*Price : 1150 € E.T.*

Learn how to master Google's collaborative tools (Drive, Docs, Sheets, Meet, Gmail...) to better organize, share and co-edit your documents in real time. A practical training course to boost efficiency and streamline collaboration.

## Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Understand the Google Workspace environment and its main applications
- ✓ Use Gmail and Google Calendar to manage e-mails and meetings efficiently
- ✓ Master Google Drive and collaborative file management
- ✓ Teamwork with Docs, Sheets and Slides for maximum productivity
- ✓ Google Meet and Chat for remote communication and collaboration

## Intended audience

Anyone wishing to learn how to use Google Workspace professionally.

## Prerequisites

No special knowledge required.

## Course schedule

### 1 Introduction to Google Workspace and setting up the environment

- Overview of the tools available in Google Workspace.
- Accessing, logging in and managing your Google Account.
- Customizable interface and multi-device synchronization.
- Difference between Free/Business/Enterprise versions.

#### Hands-on work

Setting up your Google Workspace account and configuring preferences.

#### PARTICIPANTS

Anyone wishing to learn how to use Google Workspace professionally.

#### PREREQUISITES

No special knowledge required.

#### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

#### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

#### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## 2 Manage e-mails and meetings with Gmail and Google Calendar

- Organization and advanced filters in Gmail.
- Label management, rules and automation for sorting e-mails.
- Scheduling and managing meetings in Google Calendar.
- Google Meet integration for videoconferences and recurring events.

### Hands-on work

Configure automatic rules in Gmail and schedule a meeting with Google Meet.

## 3 Working with Google Drive and managing files

- Organize files in Google Drive (sharing, permissions, history).
- The difference between My Drive and Shared Drive.
- Version management and recovery of deleted files.
- Setting up a collaborative document tree.

### Hands-on work

Create and organize a collaborative Drive with sharing rules.

## 4 Mastering Google Docs, Sheets and Slides for collaboration

- Collaborative creation and editing of Google Docs.
- Use formulas and pivot tables in Google Sheets.
- Creating dynamic presentations with Google Slides.
- Manage comments, suggestions and notifications in real time.

### Hands-on work

Collaborative drafting of a shared document and real-time tracking of modifications.

## 5 Communicate and collaborate with Google Chat and Google Meet

- Getting to grips with Google Chat for instant messaging.
- Creation of chat rooms and integration with other tools.
- Setup and best practices for video conferencing on Google Meet.
- Screen sharing, automatic recording and transcription of meetings.

### Hands-on work

Set up a videoconference meeting with role and permission management.

## 6 Automate tasks and collect data with Google Forms and Apps Script

### (introduction)

- Creation and distribution of Google Forms for surveys and polls.
- Integration of Forms results with Google Sheets for analysis.
- Introduction to Apps Script for automating simple tasks (e.g. automatic notifications).

### Hands-on work

Creation of a Google Forms with automatic validation of responses in Google Sheets.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

## 7 Securing and administering Google Workspace (introduction to Admin Console)

- Best practices for managing security and file access.
- Understand data protection options and RGPD compliance.

### Hands-on work

Setting permissions and securing sensitive files.

## Dates and locations

### REMOTE CLASS

2026 : 26 May, 12 Oct., 16 Nov.

### PARIS LA DÉFENSE

2026 : 26 May, 12 Oct., 16 Nov.