Course : Master the collaborative tools of Google Workspace

Practical course - 3d - 21h00 - Ref. GWC
Price : 1350 CHF 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.

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.