



www.compvisions.com
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Albany, NY 12211

Computer Visions Course Outline

Get What You Want

We offer highly customizable group training courses: desktop applications, web development, networking & operating systems, technical certification, professional development & skills, help desk.

Get It When & Where You Want It

All Computer Visions courses are available for presentation on-site or off-site for your convenience. We can roll out any combination of courses at one or more locations anywhere in the United States, according to your requirements and time table. Just let us know and we'll work with you!

Corporate Training Solutions

Corporations look to us to train their employees. Why? Because our proven training methods have increased employee proficiency and productivity. We assign one person to each of our corporate clients to ensure quality service, and we also offer extranet Web registration, management, reporting and billing for all clients. Simplicity, quality and outstanding service are our hallmarks.

G Suite

Description:

Discover the power of cloud computing by exploring the functions of G Suite. Participants will learn to create and share documents, spreadsheets, forms and calendars using a computer, mobile device or tablet. Work with anyone, anytime and anywhere.

This course is recommended for individuals who are interested in using G Suite's web apps as an alternative or supplement to traditional office productivity software. A G Suite account is required.

Content:

Comprehensive reference manual with participant guide and exercises
Follow-up support by email or phone for an unlimited period

Course Outline:

Lessons 1 - Getting Started with G Suite

- Introduction to G Suite
- Why Use G Suite?
- Logging in to the G Suite Domain
- G Suite Drive

Lessons 2 - G Suite Documents and Presentations

- Introduction to G Suite Docs
- Introduction to G Suite Slides

Lessons 3 - G Suite Spreadsheets and Forms

- Creating Spreadsheets
- Creating Forms

Lessons 4 - G Suite Calendar & Gmail

- Exploring G Suite Calendar
- Scheduling an Event
- Sharing a Calendar
- Searching Calendars
- Creating Task Lists

Lessons 5 - Collaboration with G Suite Apps

- Sharing files
- Setting permissions