

Course Code: **M292**

# Google Workspace Essential Training

## COURSE INFORMATION

Sessions  
1 day

Duration  
7.5 hrs

Level  
Beginner

Assessment  
NA

### VENUE

**Address:** 3/5 Esan Close, College Estate, Off Oko Oloyun Street, Off Isheri-Igando Expressway, Igando Lagos, Nigeria 100216.

## WHAT'S THIS COURSE ABOUT

Topic 1 Overview of Google Workplace

What is Google Workplace ?

Overview of Google Workplace Applications

Topic 2 Google Sheets

Creating Google Sheets from Templates

Navigating Google Sheets

Formating

Filter, Sort and Freeze

Functions and Formulas

Pivot Table

Charts

Explore Your Data

Protect and Unprotect Contact

Collaborating on Google Sheets

Restore and Notification

Topic 3 Google Docs

Creating Google Doc from Templates

Navigating Google Doc

Page Setup

Insert Image, Table and...

## COURSE FEE

Full Fee NGN 170,000.00

## CERTIFICATION

- **Certificate of Completion from Tertiary Courses** - Upon meeting at least 75% attendance and passing the assessment(s), participants will receive a Certificate of Completion from Tertiary Courses.

## REGISTRATION

<https://www.tertiarycourses.com.ng/google-workspace-training-in.html>



SCAN TO REGISTER

## SUPPORT

**Email:** info.tertiarycourses.ng@gmail.com

**Tel:** +234 813 093 230