

Course Code: **M677**

# Advanced Google Workspace Training

## COURSE INFORMATION

Sessions  
1 day

Duration  
7.5 hrs

Level  
Intermediate

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 Gmail

Gmail Setting

Send, Read and Reply to Messages

Organize Emails

Collaborate in Gmail

Gmail Productivity Tips

Topic 2 Google Calendar

Get Started with Google Calendar

Create and Edit an Event

Create Recurring Event

Set Up Calendar Notification

Respond to Event Invitation

Calendar Settings and Privacy

Setup Up Working Hours and Availability

Topic 3 Google Meet

Google Meet Features

Schedule a Meeting

Explore Google Meet Interface

Change Background and Preview

Add and Remove...

## 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/advanced-google-workspace-training.html>



SCAN TO REGISTER

## SUPPORT

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