



Course Code: C148

Google Workspace Essential Training

COURSE INFORMATION

Sessions
1 day

Duration
7.5 hrs

Level
Beginner

Assessment
NA

VENUE

12 Woodlands Square #07-85/86/87 Woods Square Tower 1, Singapore 737715. 5 mins walk from Woodlands (NS9) MRT station.

The venue is disabled-friendly.

WHAT'S THIS COURSE ABOUT

Topic 1 Overview of Google Workspace

What is Google Workspace ?

Overview of Google Workspace 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...

COURSE FEE

Full Fee S\$350.00 Before GST

GST S\$31.50 9% of fee

Total Payable S\$381.50 Including GST

CERTIFICATION

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

REGISTRATION

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



SCAN TO REGISTER

SUPPORT

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