



Course Code: C663

# Advanced Google Workspace Training

## COURSE INFORMATION

Sessions  
1 day

Duration  
7.5 hrs

Level  
Intermediate

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 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...

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



SCAN TO REGISTER

## SUPPORT

**Email:** [sales@tertiarycourses.com.sg](mailto:sales@tertiarycourses.com.sg)

**Tel:** +65 6100 0613

**WhatsApp:** <https://wa.me/6588666375>