

Formation G Suite : Google Drive



SII-361 1 Days (7 Hours)

Description

Google Drive is an online file storage and sharing service launched by Google. It brings together different tools such as Google Docs, Sheets, Slides and Drawings, offering a complete office suite for creating and modifying documents, spreadsheets, presentations, drawings, forms, etc. Google Drive replaces Google Docs and any documents already created on Google Docs are automatically transferred to Google Drive. This service allows you to synchronize, share and modify data between several users and/or computers.

Who is this training for ?

For whom

This training targets any employee wishing to use the Gmail Calendar Contact and Drive applications of the Google G Suite collaborative platform (formerly Google Apps) as office tools.

Prerequisites

Taking this Google Drive course requires knowing how to use a computer and the Chrome browser. Overall knowledge of G Suite (Ex Google Apps) is desired, but not essential.

Training objectives

- Master all the basic features of the Drive

Training program

Présentation de la plateforme collaborative G Suite (Ex Google Apps)

- Collaborative tools
- Communication tools

G Suite et votre entreprise

- The benefits of the solution
- The planning

Présentation de l'environnement Drive

- Presentation of the interface
- Drive and Office environment comparison
- The search engine, advanced search
- The different menus The settings of the interface

Utilisation de l'interface

- Creating folders, configuring and sharing
- Creating subfolders
- Handling documents
- Classification
- Naming plan

Les règles de partage

- The different sharing
- The different sharing levels

Les différents documents du drive

- Creation of text documents
- Creation of table
- Creation of presentation
- Creation of forms
- Creation of drawings

Import et/ou conversion de documents office

- Import with conversion
- Import without conversion
- principles
- revision management