

Hands on Learning!

USING GOOGLE G SUITE

Hands on learning for Google's Popular Apps!

**TUESDAY
MARCH 31
2020**

Time:
9:00AM - 5:00 PM

Place:
New Horizons @
Logical Solutions
3535 Winton Pl. 14623

Cost:
\$189.00 pp

**All students work
at a provided
computer.**

Register soon before
this class fills!
Limited to just 12
students for a great
learning experience!

*This program made possible with
assistance from the Construction
Industry Foundation (CIF).
A 501 c3 organization*

G Suite



Covered in this session:

- Navigate in the Google G Suite environment
- Store documents using Google Drive
- Collaborate with Google Docs, Slides, and Drawings
- Collaborate with Google Sheets and Forms
- Communicate using Google Hangouts
- Manage schedules using Google Calendar
- Collaborate using Google Sites

The comprehensive group of productivity apps that comprise Google G Suite support both real-time and asynchronous collaboration. In this course you will learn about the features and functionalities of the apps included in most G Suite editions including Gmail, Google Drive, Google Docs, Google Slides, Google Drawings, Google Sheets, Google Forms, Google Hangouts, Google Calendar and Google Sites while working within their respective environments in a hands-on session where each student is seated at a computer.



Find The Home Pros.com

To Register:

Email:
info@FindTheHomePros.com

Call:
585-272-8222

Mail:
20 Wildbriar Road, Suite E
Rochester, New York 14623

Payment:
Check, MC, Visa, Disc or AmEx

**No cancellations after
March 20, 2020**