



Google Workspace Checkoff sheet

This is not an exhaustive list. It is meant as a starting point. If you want me to add something to the list, please email Meg at hunterma@gtc.edu.

Check-Off	Skill	Resources
Gmail - cheat sheet,		
<input type="checkbox"/>	How to compose and send an email	Composing an email , Google help
<input type="checkbox"/>	Email Settings	How to access and change Conversation view settings
<input type="checkbox"/>	Creating an email signature	Google help page , GTC's digital communication policy , Email signature images
<input type="checkbox"/>	Send an attachment [ie. Microsoft file]	Google help
<input type="checkbox"/>	Send a Google Drive attachment	Google help
<input type="checkbox"/>	Change or keep your Quick settings	theme , Inbox type , reading pane , and email threading .
<input type="checkbox"/>	Optimize your Gmail box	Google help
<input type="checkbox"/>	Organize and find emails	Apply labels Find email Rich search filters in Gmail [video] Advanced search
<input type="checkbox"/>	Email templates	Use email templates
<input type="checkbox"/>	LinkedIn Learning	Gmail Essential Training 1h 41m
Drive - cheat sheet, Shared drive cheat sheet		
<input type="checkbox"/>	Add a file to drive	Add to Drive Google Drive Tips you can't afford to miss
<input type="checkbox"/>	Organize your files on Drive	Google help 5 tricks to know



<input type="checkbox"/>	Organize <i>shared with me</i> files	How to Organize “Shared with Me” in Google Drive
<input type="checkbox"/>	Sharing files.	How to share Google help Sharing explained
<input type="checkbox"/>	Finding files in Google Drive	Google help Ways to search in Google Drive
	Drive for desktop	Google help Use Google files offline
<input type="checkbox"/>	Add expiration	Set expiration date for file access
<input type="checkbox"/>	LinkedIn Learning	Google Drive essential training 1h 10m
Calendar - cheat sheet		
<input type="checkbox"/>	Set up	Google help - calendar view, set work hours and location
<input type="checkbox"/>	Productivity	Google help - Create tasks, get daily agenda, appointment slots
<input type="checkbox"/>	Appointment schedule	How to set up an appointment schedule
<input type="checkbox"/>	Schedule a meeting	Google help YouTube video Visit the Google Help Center to learn more about appointment schedules on Google Calendar , sharing your appointment schedule , and embedding a booking page to a website .
<input type="checkbox"/>	Share your calendar	Google help
<input type="checkbox"/>	Create an appointment slot	How to directions
<input type="checkbox"/>	Create an appointment schedule	Google help , video tutorial Video tutorial
<input type="checkbox"/>	LinkedIn Learning	Google Calendar Essential training 1h 37 m
Docs - cheat sheet		



<input type="checkbox"/>	Getting started	Creating your first document
<input type="checkbox"/>	Type with your voice	How-to
<input type="checkbox"/>	Translate the document to a different language	How-to
<input type="checkbox"/>	Adding and editing images	How-to
<input type="checkbox"/>	Adding title and headings	How-to
<input type="checkbox"/>	Adding a number list, bulleted list or checklist	How-to
<input type="checkbox"/>	How to use a template. Rename the template. Change the share setting to anyone with the link can view.	HOW-TO use a google template
<input type="checkbox"/>	Share a document	Document sharing basics Share a document 2021 Guide to Google Drive
<input type="checkbox"/>	LinkedIn Learning	Google Docs essential training 1h 31m
Additional resources		
<input type="checkbox"/>	Forms cheat sheet	
<input type="checkbox"/>	Slides cheat sheet	
<input type="checkbox"/>	Sheets cheat sheet	
<input type="checkbox"/>	Chat cheat sheet	
<input type="checkbox"/>	Make your document, presentation, and sheets more accessible	How-to, shortcuts, contrast, and font size

Additional resources

[OneLogin Portal](#)

[One login Guide](#)

[Google Workspace Learning Center](#)



[Google Drive for Desktop](#)
[H & W Drive Migration FAQ](#)

[Google Workspace Updates](#)

LinkedIn Learning courses

[Accessing LinkedIn Learning](#)

[Docs essential training](#) 1h 31m
[Drive essential training](#) 1h 10m
[Gmail Essential Training](#) 1h 41m
[Calendar Essential training](#) 1h 37 m
[Sheets Essential training](#) 1h 52m
[Slide Essential Training](#) 1h 8 m
[Forms Essential Training](#) 40 m

Shakeup Learning Quick Tips playlists

- [Google Docs](#)
- [Google Slides](#)
- [Google forms](#)
- [Google sheets](#)
- [Google Drive](#)
- [Google Classroom](#)

Richard Byrne's Tips

[Gmail](#)
[Google Docs](#)
[Google Drive](#)
[Google slides](#)