



# 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](mailto:hunterma@gtc.edu).

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



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



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

### 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](#)