Google Tools Certificate

Required Courses Total Hours: 6-8

Duration

Getting Started with Google Docs 24 minutes

Getting Started with Google Sheet 17 minutes

Getting Started with Google Slides 23 minutes

Google Forms: Creating Forms 1 hr 15 minutes

Getting Started with Google Drive 1 hr 11 minutes

Google Docs (Pick Two)

Google Docs2020: Illustrating Documents 30 minutes

Google Docs2020: Sharing & Collaboration Tools 40 minutes

Google Docs2020: Using Table, Charts & Diagrams 31 minutes

Google Sheets (Pick Two)

Google Sheets2020: Inserting & Manipulating Data 35 minutes

Google Sheets2020: Using Basic Formulas 46 minutes

Google Sheets: Extracting Information with Formulas 1 hr 5 minutes

Google Sheets: Sharing & Collaboration Tools 25 minutes

Google Slides (Pick One)

Google Slides: Building & Structuring Presentations 41 minutes

Google Slides: Preparing & Delivering Slideshows 26 minutes