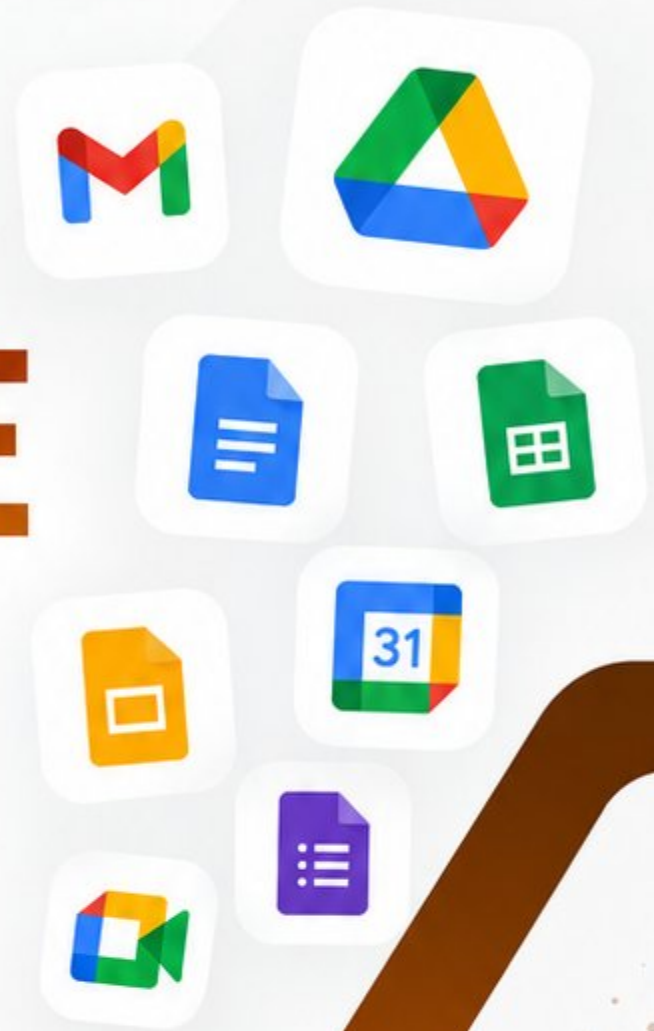




FIRST TECH
— HUB SOLUTIONS —
EMPOWER. LEARN. GROW.

GOOGLE WORKSPACE MASTERY



COURSE OUTLINE

A practical, hands-on course to help you efficiently use Google Workspace tools for personal productivity, team collaboration, and business operations.



Learn Practical Skills
You Can Apply Immediately



Work Smarter
and Collaborate Better



Organize, Automate
and Streamline Your Work



Build a Strong Foundation
for Career and Business Growth



www.firsttechhubsolutions.com



+234 916 986 8572



@firsttechhubsolutions



COURSE MODULES

This course is structured into practical, easy-to-follow modules covering all major Google Workspace tools. Each module includes step-by-step lessons, real-world examples, and hands-on practice.



Google Drive

- Understand Drive storage and file structure
- Organize files and folders
- Set sharing permissions
- Manage shared drives
- Best practices for file management



Google Docs

- Create and format documents
- Work collaboratively in real time
- Use comments and suggestions
- Version history and restore
- Templates and productivity tips



Google Sheets

- Create and format spreadsheets
- Use formulas and functions
- Analyze and visualize data
- Collaborate and protect data
- Real-world use cases for business and personal productivity



Google Slides

- Design professional presentations
- Use themes, layouts and design tools
- Add multimedia elements
- Collaborate in real time
- Presenter tools and export options



Google Forms

- Create surveys, forms and quizzes
- Customize form settings
- Collect and analyze responses
- Integrate with Sheets
- Real-world use cases



Gmail

- Organize your inbox
- Use labels and filters
- Manage multiple accounts
- Email etiquette and productivity tips
- Security and best practices



Google Calendar

- Schedule events and meetings
- Set reminders and notifications
- Manage multiple calendars
- Book appointments and share availability
- Tips for time management and productivity



Google Meet

- Schedule and join meetings
- Manage meeting settings
- Use captions, recordings and live streaming
- Collaborate effectively in virtual meetings
- Best practices for professional meetings



Google Chat

- Communicate with teams
- Create spaces for projects
- Manage notifications
- Integrate with other Workspace tools
- Tips for effective team collaboration



Google Sites

- Create professional websites without coding
- Use templates and customize designs
- Add pages, content and multimedia
- Manage permissions and publishing
- Use cases for portfolios, business and internal sites



Google Vids

- Create professional videos easily
- Use templates and AI-assisted tools
- Add text, images, voiceovers and music
- Collaborate on video projects
- Real-world use cases for training, marketing and internal communications



Google Keep & Tasks

- Capture and organize notes
- Create to-do lists and tasks
- Set reminders
- Sync across all devices
- Use for personal and team productivity

WHO THIS COURSE IS FOR



Fresh Graduates
who want in-demand digital skills



NYSC Corps Members
looking to boost their productivity



Business Owners
who want to streamline operations



Professionals & Freelancers
who want to work smarter and achieve more