

## Google Drive and Google Applications

Course length: 1.25 Hours

Course type: Instructor led, hands-on learning

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### Course Details

During this session, you will learn the basic functionality of Google Drive and the highlights of Google Applications. Topics include:

- Fundamentals - Drive vs. Applications
- Posting documents on Drive - Guidelines and Recommendations
- Working with Google Docs
- Sharing and Collaborating
- Online Help Resources