



# The Ultimate Google Apps Training Guide

*A Training Guide for Google Apps Users, from [Google Gooru](#)*



*\*Note - This document will be updated over time, please check back to see the updates .*

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*\*\*For in depth training on everything Google Apps, please visit [Gooru University](#)*

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# Introduction

If you're reading this, you are probably new to the Google Apps ecosystem.

You might not be aware of the platform's amazing capabilities, from real-time collaboration, to 100% web applications and more.

*So what can you do to ensure you're getting the most out of Google Apps?*

As a Google Apps user, it's important to understand the basics of Google Apps and other features, in order to keep up with Google's pace of innovation and ensure you're getting the most out of Google Apps.

We've been in the Google Apps ecosystem for a long time, even before we were Google Gooru. We've seen organizations dive headfirst into Google Apps, using its innovative features to drive significant positive change in all parts of their businesses.

We've dedicated this guide to introduce you to each of the products in the Google Apps Suite and their unique features. The guide provides a basic overview of each application along with helpful videos and other training materials you will find helpful as you explore Google Apps.

We hope you find this information useful and thanks for reading!

- Google Gooru

# Gmail



With over 425 million users, Gmail is one of the most widely-used web email clients in the world. It's also one of the most powerful email clients available, proven by the fact that over 5 million organizations have adopted Google Apps (and thus a company-branded version of Gmail) as their corporate email system.

Because Gmail runs on the cloud there's never a need to worry about downloading messages to multiple locations or syncing all your devices. You can access your inbox from anywhere as long as you have Internet connection.

Gmail has a variety of the standard features that all email providers have such as [composing](#) and sending messages. But Gmail offers so many powerful ways to manage, automate, and clean up your inbox that many people don't take advantage of. And these techniques can save you serious time in your day to day life.

## Gmail Features

Some of the more unique features include:

- [Priority Inbox](#) - Gmail automatically sorts your mail by moving the important messages to the top and separates them from everything else in your inbox.
- [Conversation View](#) - To make it easy to follow the context of the conversation, Gmail automatically groups together multiple emails in the same thread into one line in the inbox.
- [Chat](#) - The chat feature lets you send and receive instant messages with others in Gmail.
- [Search](#) - Google's powerful search engine is built right into Gmail. You can enter

keywords to search entire conversations to find the message you are looking for.

Manage your inbox with these features:

- [Labels](#) - A Gmail label is similar to an email folder, but you can apply multiple labels to a single message.
- [Filters](#) - Create filters to sort and manage all your incoming mail. Gmail filters can automatically apply labels, forward messages or delete emails.
- [Stars](#) - Starred messages get pushed to the top of your inbox and can be marked as priorities.

## Other Training Materials

We've pulled together some Gmail training materials for your reference.

- [Gmail New User Guide and Tips](#) - This guide is great for those who are switching from their current email provider to Gmail and want to learn the basic functionalities and receive tips.
- [Gmail Interactive Tour](#) - Check out this tour to learn about Gmail's inbox on Google's support page. You can click throughout the inbox to learn what each button does.
- [Beyond the Inbox](#) - This guide is great for those who already use Gmail but want to take advantage of its many features.

## Google Calendar



Google Calendar is a web-based calendar which you can use for keeping track of important events and coordinating meetings. This rich time-management tool can be accessed from any computer or mobile device anywhere. Google Calendar is great as a stand-alone service, but the integration with Gmail, Contacts, Drive, etc. really makes it stand out.

The basics of Google Calendar include [creating an event](#), [inviting others](#) and [booking a room](#). However, taking advantage of the entire suite of features can make a user that much more productive.

## Calendar Features

Features that can help you better manage your Calendar include:

- [Suggested Times](#) - Find times when all invited guests can attend your event.
- [Gmail to Calendar Event Add](#) - When you receive an email with event details (time and/or date) add it instantly to your Calendar.
- [Appointment Slots](#) - Appointment slots allows users to set aside blocks of time on their calendar where others can reserve specific portions.
- [Working Hours](#) - Warn others when they try to schedule an event when you're not actually in the office.

[Calendar Labs](#) allow you to try new and experimental Google Calendar features. You can customize your Calendar by adding these extra tools. Some useful labs and features include:

- [Receive a Daily Agenda](#) - Get your Google Calendar or any other calendar you are subscribed to emailed to you every morning.
- [Hide Morning and Night Hours](#) - Choose the hours you want to hide and they will be collapsed into a single line. For instance, you might not want to see the hours of 10PM – 3AM on your Calendar and with this lab these hours will become hidden.
- [Event attachments](#) - Attach a Google Doc, Spreadsheet or Presentation when creating your event by installing.

## Other Training Materials

Check out these helpful Google Calendar training materials.

- [Calendar Training](#) - Receive training inside Google Calendar powered by Synergyse. This Chrome Extension also provides training in Gmail and Drive.
- [Google Calendar Quick Reference Guide](#) - This two-page overview lays out all the basic tasks and functions in Calendar.
- [Calendar Interactive Tour](#) - Take this tour to learn all about the Calendar's functions on Google's support page. You can interact with the Calendar's features by clicking

on each button to learn what they each do.

## Contacts



Google Contacts store and organize contact information about the people you communicate with. You can input basic information for a contact like their name, email address, and phone number but you can also include extended information like their employer, department or job title.

Google Contacts integrates with Gmail, Drive and Calendar to allows users to send emails, share Docs and schedule events without having to look up contact information in a separate window.

### Contacts Features

The following videos will help you create and manage your Contacts:

- [Create a Contact Group](#) - When you create a contact group, you can type the name of the group and your mail will be sent to all of the members in that group.
- [Import Contacts from your Desktop](#) - Importing your contacts into your Google Apps account will make them accessible no matter where you log in.
- [Delegate Access to Contacts](#) - Contact delegation allows users to delegate access to their "My Contacts" group to another user or group.

### Other Training Materials

Here are some great outside materials to find out more about Contacts.

- [Using Google Contacts for Your Business](#) - Read this article to receive helpful tips

and tricks on making Google Contacts work for you.

- [A Guide To Managing & Syncing Your Google Android Phone Contacts](#) - This guide walks you through how to setup and manage contacts for Android devices.
- [Memotoo](#)- Sync your contacts between all your email accounts with this third-party app.

## Drive



Since the initial release in early 2012, Google Drive has become one of the most widely adopted cloud storage services in the world. Drive allows users to easily create, edit and store a number of file types (documents, PDFs, video photos and more) and access them from any device with an internet connection.

As a Google Apps user you [receive 30 GBs of unified storage](#) for your Gmail, Drive and Google+ photos. Drive converts your documents created with other programs (like Microsoft office) to Google Docs. Only files not converted to Google Docs, Spreadsheets or Presentations will count towards your storage limit.

The ability to [share](#) and [collaborate](#) on Google Docs, Spreadsheets and Presentations is arguably one of the best features in Google Apps.

### Drive Features

We created Drive-related videos such as:

- [Guide to Setting Up and Using Google Drive](#) - Get an introduction to Drive and all its capabilities.



- [Add a Google Doc to Multiple Folders](#) - Adding a Google Doc or any other file to multiple folders within Google Drive makes it easy to find the file and stay organized.
- [Advanced Search in Google Drive](#) - These advanced search operators are especially useful when you're navigating an extensive Drive library.

## Other Training Materials

Here's some outside training materials we think are great for you to go through.

- [Google Drive Essential training](#) - Lynda.com's extensive training video teaches the essentials of creating, formatting and sharing documents in Google Drive. Learn how to work with your files, plus tips on organizing and searching Drive.
- [Google Drive](#) - This article covers many of the features Google Drive offers.

## Docs



While most people get started with Gmail, they often later fall in love with [Google Docs](#). Real-time collaboration, access from any browser (complete with offline editing), granular access control, and automatic file saving (and revision history) are just a few of the benefits of Google Docs.

Google Docs is a very intuitive productivity suite, but behind that simplicity lies a host of powerful features that everyone should know about.

## Google Docs Features

Google Docs comes equipped with many features including:

- [Organize Folders from within a Google Doc](#) - Instead of having to go back to your Drive to add a document to a folder, you can do this while you are viewing the document itself. Whether you're working on a Google Doc, Spreadsheet, Presentation or Form, this will save you time.
- [View Revision History and Restore Old Versions](#) - You can essentially go back and look at any version of a document, and restore it if you like.
- [Research Tool](#) - Use the Research Tool to search for any topic and get the results without ever leaving the document.

## Other Training Materials

Look through these articles for more information regarding Google Docs.

- [Google Docs Tutorial](#) - Get a quick introduction to Google Docs with the guidance of this tutorial.
- [Docs Basics](#) - This Google Doc goes into detail on how to access, create, edit and print Google Docs.

## Spreadsheets



Google Spreadsheets have come a long way since they were first released, and have become a legitimate competitor to Excel. The extensive list of functions stacks up nicely, while real-time collaboration and automatic file saving (and revision history) really sets Spreadsheets apart.

Switching from a traditional offline application like Excel is no easy task, as some users have trouble adjusting to the cloud. On the other hand, some people make the transition seamlessly, and are just looking to get the most out of Spreadsheets.

## Google Spreadsheets Features

We've highlighted some of the features in Google Spreadsheets here:

- [Introduction to Spreadsheets](#) - Many of us use Spreadsheets to report and analyze data, but aren't aware of all the features it has to offer.
- [Control the Values Entered](#)- Limit what people can input into a field, to make data collection easier in your Spreadsheet.
- [Create a Quote Builder](#) - The Quote Builder allows you to set a table of values, such as items on a menu and their corresponding prices, and then build a quote in a separate tab.

## Other Training Materials

These training materials present the basic functions and features available in Spreadsheets.

- [Sheets Basics](#) - Review how to format cells, insert formulas and share a Google Spreadsheet with this short overview.
- [Five Google Spreadsheet Features](#) - This articles names 5 features that will help you kick your Excel addiction.

## Presentations



Many people need to create presentations but are not aware of all the features [Google Presentation](#) has to offer. With features like inserting images, videos, tables and animations, slides instantly become more attractive and engaging.

By sharing your Presentation, others can view and edit it at the same time. A great

collaborative feature is the ability to chat with those who are viewing the presentation.

## Google Presentation Features

Google Presentations offers many features including:

- [Insert Videos and Images](#) - Add videos and images to your slides to make them more engaging.
- [Add a Template to the Template Gallery](#) - Create a Presentation template and allow everyone to access the template by adding it to the Template Gallery.
- [Custom Colors with Eye Dropper](#) - The Eye Dropper is a Chrome Extension that extracts colors from web pages and saves them in an archive.

## Other Training Materials

We've compiled a list of Google Presentation training materials you should check out.

- [Google Presentation Basics](#) - Get an overview of all the basic features in Presentation in this short guide.
- [How to Create a Google Presentation](#) - This 5-part video series walks you through the process of creating, formatting and sharing a Google Presentation.
- [Interactive Tutorial: Google Presentation](#) - Here is an interactive tutorial designed to demonstrate how to use some of the many features in Presentation.

## Google Plus



Google Plus is a social platform where users have the ability for content to be shared with individuals, circles, or public.

Google Plus [Circles](#) are groups of friends you can organize by topic or category. Basically, Circles are a great way to categorize your Google Plus contacts into groups. Your Circles might include Friends, Family, fellow Employees, etc.

Communicating in Google Plus is really easy with [Hangouts](#) which enables group meetings and discussions. Another way for Google Plus users to communicate is through [Communities](#). Communities are interactive forums where people with common interests can gather and discuss the things important to them.

### Google Plus Features

Some of these videos highlight the basic functionalities of Google Plus:

- [Introduction to Google Plus Circles](#) - Get a better understanding of Google Plus Circles and receive some tips on best-practices for getting started.
- [Post to Google Plus from Gmail](#) - With Gmail's integration you don't need to open your Google Plus page to post or comment.
- [How to Start a Hangout on Air](#) - Hangouts on Air are one of the best ways to share and record live discussions, Q&A sessions and announcements.

### Other Training Materials

These are some other resources we found that further explore Google Plus.

- [The Ultimate Guide to Google Plus Posts](#) - Understand the different types of posts, how to make a post and much more on Google Plus by reading this guide.
- [A Google+ Overview: Breaking Through Misconceptions](#) - Knowing how Google Plus operates is important when using social media for marketing. This article talks about the basics of Google Plus and how you can use it for engagement.
- [The Main Differences Between Facebook and Google+](#) - Explore some of the similarities and differences between Facebook and Google Plus and learn how to make the switch.

## Conclusion

There are many reasons why over 5 million businesses have chosen to move to Google Apps and embrace the productivity suite.

- **Gmail** - Gmail is a powerful cloud-based email client that differentiates itself from other email providers with the ability to access your inbox from anywhere. Gmail also has powerful ways to manage, automate, and clean up your inbox.
- **Calendar** - Google Calendar is a great time-management tool with customizable labs that can make users that much more productive.
- **Contacts** - Store and organize information about the people you communicate with in Google Contacts.
- **Drive** - Google Drive's integration with other Google products and its collaborative features make it a great cloud-based storage solution.
- **Docs** - Google Docs collaborative features enhances your productivity by letting multiple people make revisions simultaneously.
- **Spreadsheets** - Spreadsheets are great for storing and reporting data. The extensive list of functions stacks up nicely compared to Excel.
- **Presentation** - Creating an engaging Presentation has never been easier with the simplicity of inserting images, videos and animations. . A great collaborative feature is the ability to chat with those who are viewing the presentation.
- **Google Plus** - The online social network lets you share content and categorize your Google Plus contacts .

Google Apps is very powerful suite offering users a comprehensive set of tools, powerful real-time sharing and collaborative features.

