



PowerData Group



GOOGLE

TRAINING COURSES



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Training Courses

Stay ahead in today's digital world with expert-led training that enhances productivity and efficiency.

With flexible delivery options and hands-on instruction, you'll gain practical knowledge you can apply immediately. Let's make learning work for you.



	Google Workspace Introduction	4
	Gemini for Google Workspace Introduction	5
	Google Docs Introduction	6
	Google Docs Intermediate	7
	Google Sheets Introduction	8
	Google Sheets Intermediate	9
	Google Slides Introduction	10

What Style of Training Do You Need?

Choosing the right training format can make all the difference in how well your team learns and applies new skills.

We offer flexible training options tailored to your organisation's needs. Whether you need structured classroom sessions, or a hybrid approach, or something completely different, we have a solution that fits.

Public Training

Ideal for individuals or small teams who want to join a scheduled course with participants from other organisations. Public training sessions provide a structured, interactive learning environment where attendees can benefit from sharing experiences with others. These sessions follow a set curriculum and are perfect for those who want to upskill without the need for a dedicated in-house session.

In-House Training

Looking for a training session tailored specifically to your team? In-house training brings our expert instructors to your workplace or chosen location, allowing you to focus on the exact skills your team needs. This option ensures a personalised approach, helping your employees learn in a familiar setting while addressing real-world scenarios relevant to their roles.

Off-Site Training

Want to take your team out of the office to focus on learning without distractions? Off-site training allows your employees to step away from their usual work environment and engage in focused, hands-on learning. Conducted at a dedicated training facility, this method is great for fostering collaboration, team bonding, and skill development without the usual workplace interruptions.

Live Online Training

A great option for remote teams or businesses looking for flexible learning solutions. Live online training sessions are conducted in real time by expert instructors, offering interactive and engaging learning from anywhere. Participants can ask questions, collaborate with others, and apply what they learn immediately, all while avoiding travel time and costs.

Self-Paced Assisted Learning

For those who prefer flexibility, self-paced assisted learning provides access to structured training materials, including videos, manuals, and exercises, allowing learners to progress at their own speed. Unlike fully independent learning, this method includes support from trainers who are available to answer questions and guide participants when needed, making it a great balance between flexibility and structured learning.

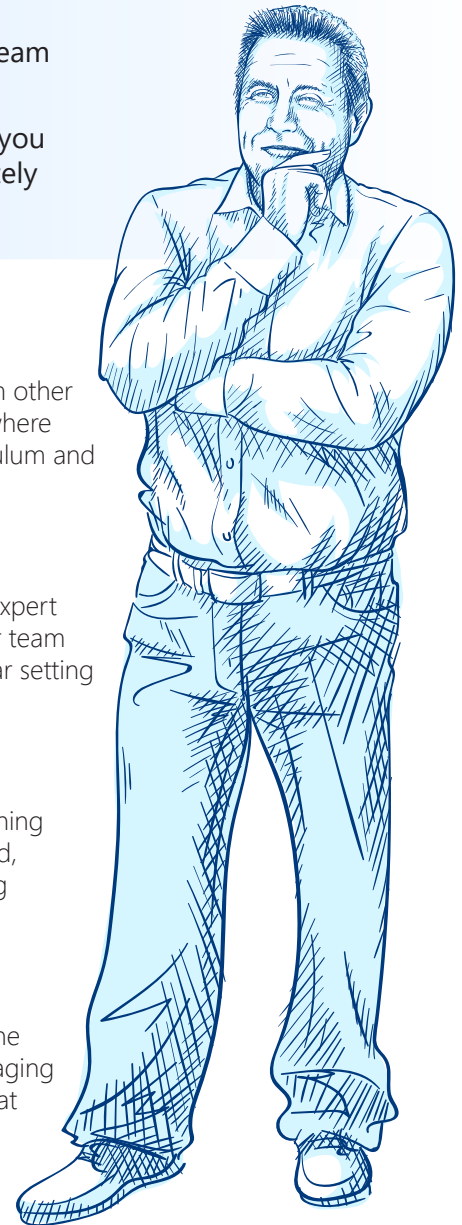
Roving Training

If your team needs quick, targeted support, roving training is an excellent solution. This style, also known as floor walking, involves our trainers being available in your workplace (or online) to assist employees with real-time challenges as they work. Rather than a structured classroom session, this method provides on-the-spot guidance, troubleshooting, and hands-on support exactly when and where it's needed.

Seminar / Webinar / Awareness Sessions

Need to introduce a new program or process to a large audience? Seminar /Webinar / Awareness sessions provide a high-level overview of a topic in an engaging and informative format. These sessions are ideal for launching new software, introducing company-wide initiatives, or providing employees with insights into new technology and workflows. They help teams understand key concepts quickly and decide whether more in-depth training is needed.

If you're unsure which option is best for your team, we're happy to discuss your needs and recommend the perfect training solution.



Google Workspace Introduction

Ever wondered how to break free from desktop bound applications? This foundational course transforms traditional software users into cloud collaboration champions.

Whether you're new to Google Workspace or transitioning from traditional office software, you'll master the seamless integration of cloud tools for enhanced productivity.



Skill Level: Beginner

Duration: 1 Day

Time: 9:00am – 4:00pm

Course Content

Introduction to Google Drive

- The Google Drive Interface
- Converting Files to Google Drive Formats
- Uploading Files and Folders
- Sharing and Collaborating on Files
- Managing File Versions

Google Docs

- The Google Docs Interface
- Create a New Document
- Insert Text into a Document
- Working with Tables and Images
- Type as You Speak

Google Sheets

- The Google Sheets Interface
- Create a New Sheet
- Understanding Cells and their Content
- Creating Simple Formulas
- Formatting Cells
- Working with Multiple Sheets

Google Slides

- The Google Slides Interface
- Create a New Presentation
- Adding Slides, Transitions & Animations
- Inserting Pictures & Formatting
- Playing the Presentation

Collaboration with G Suite

- Share Documents
- Receiving a Document Shared With Me
- Add Comments and Replies

Google Gmail

- The Google Gmail Interface
- Sending and Responding to Email
- Adding Attachments
- Search Mail

Google Calendar

- The Google Calendar Interface
- Navigating and Creating Events
- Using Multiple Calendars
- Sharing and Customising Calendars

Google Contacts

- Creating Contacts and Contact Groups
- Merge Duplicate Contacts
- Removing and Restore Contacts

Google Tasks

- Introduction to Google Tasks
- Create New Tasks
- Mark a Task as Complete

Google Forms

- Introduction to Forms
- Adding Question Types
- Sending and Sharing Forms
- Form Responses

Google Hangouts

- Introduction to Hangouts
- Text Conversations
- Video and Voice Calls

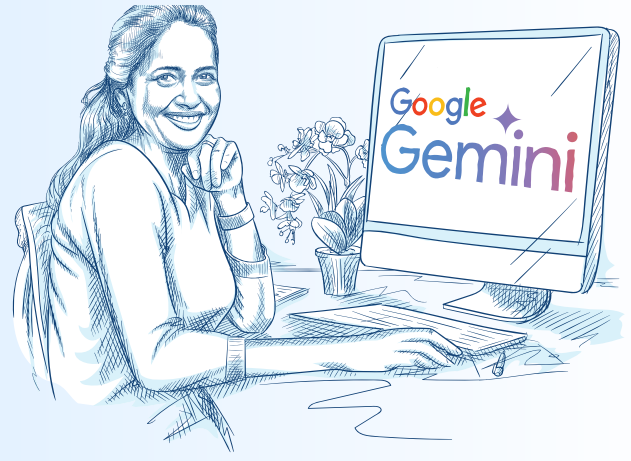
Google Keep

- Create and Edit Notes
- Organise and Find Notes

Gemini for Google Workspace Introduction

Ever spent hours creating slides that could have been done in minutes? This Gemini course transforms Google Workspace users into AI collaboration champions.

Whether you're drafting endless emails or wrestling with spreadsheet formulas, you'll learn to harness AI assistance that works across your favourite Google tools, without accidentally summoning skynet in the process.



Skill Level: Beginner

Duration: ½ Day

Time: 9:00am – 12:00pm

Course Content

Getting Started with Gemini

- Overview of Gemini
- Writing Basic Prompts in Gemini
- Refining Responses with Feedback
- How Gemini Integrates with Google Workspace

Gemini in Gmail

- Drafting Emails with AI Assistance
- Using Gemini's "Help Me Write"
- Creating and Refining Responses
- Adding Meeting Times

Gemini in Google Docs

- Exporting from Gemini to Docs
- Editing and Refining Text
- Generating Text with Gemini
- Summarising Documents

Gemini in Google Sheets

- Creating Tables for Structured Data
- Generating Formulas
- Troubleshooting Formulas
- Insights with Data Analysis

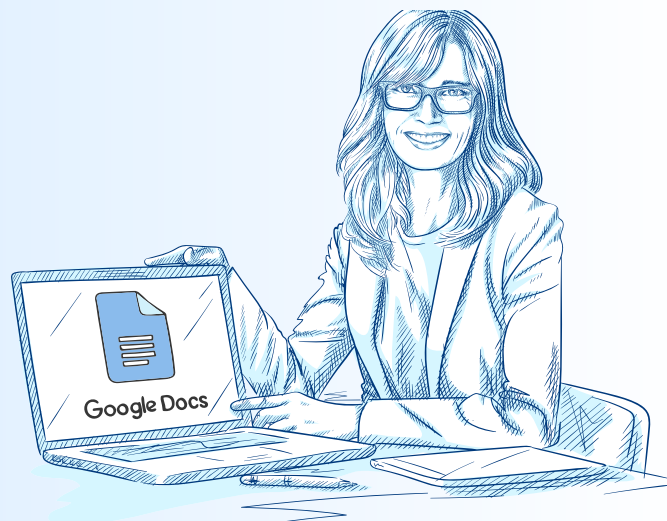
Gemini in Google Slides

- Creating Presentation Outlines
- Summarising and Refining Content
- Generating and Replacing Images

Google Docs Introduction

Ever wondered how to create professional documents that you can access from anywhere? This Google Docs course transforms beginners into cloud savvy collaboration experts.

Whether you're new to Google Docs or exploring on your own, you'll master creating, formatting, and managing documents in the cloud.



Skill Level: Beginner

Duration: 1 Day

Time: 9:00am – 4:00pm

Course Content

Google Docs Orientation

- Introduction to Google Docs
- The Google Docs Interface
- How to Open and Save Google Docs
- Using Help

Creating Documents

- Name the Document
- Templates
- Insert Text
- To Delete Text
- Type as You Speak

Working with Tables

- Working with Tables
- Inserting and Modifying Tables
- To Add an Additional Row
- To Add an Additional Column
- To Delete a Row or Column
- Editing Table Properties

Editing Documents

- Selecting Text
- Cut, Copy and Paste
- How to Copy Formatting in Google Docs
- Using Find and Replace
- Page Breaks
- Create Page Columns
- Insert Special Characters
- Inserting Images
- Undo and Redo
- Creating Documents

Formatting Documents

- Formatting Overview
- Character Formatting
- Paragraph Formatting
- Page Formatting
- Applying Character Formatting
- Using the Paint Format Command
- Paragraph Formatting
- Styles for Google Docs

Using Proofing Tools

- Spelling and Grammar Check
- Spell Check and Suggestions
- Manage Your Personal Dictionary
- AutoCorrect Options

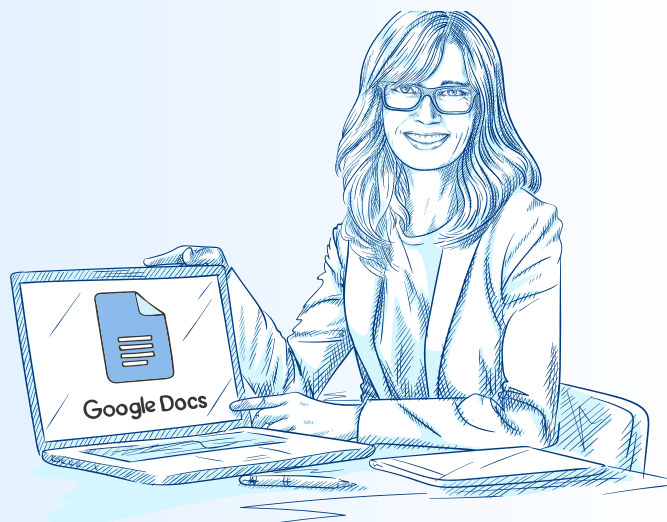
Printing

- Using Print Preview
- Working with Printer Settings

Google Docs Intermediate

Ever wished you could create perfectly formatted documents with consistent styles? This intermediate course transforms basic users into document management maestros.

Perfect for those who've mastered the basics, you'll learn advanced features for handling complex documents and enhancing collaboration.



Skill Level: Intermediate

Duration: 1 Day

Time: 9:00am – 4:00pm

Course Content

Creating Lists

- Creating a Bulleted List
- Creating Numbered Lists
- Using Multi-Level Numbering
- Modifying Lists
- Creating a Checklist

Using Tabs

- Understanding Tab Types
- Setting up Tabs with the Ruler
- Adjusting Tabs
- Removing and Replacing Tabs

Working with Sections

- Types of Section Breaks
- Inserting Section Breaks
- Setting up Columns
- Removing Section Breaks

Adding Headers & Footers

- Creating Headers and Footers
- Different First Page Options
- Dealing with Section Breaks
- Linking and Unlinking Sections

Using Styles

- Applying Styles
- Modifying Styles
- Saving Default Styles
- Resetting Styles

Working with Outlines

- Viewing Document Outlines
- Modifying Outlines
- Working with the Outline Panel

Table of Contents

- Creating a Table of Contents
- Updating a Table of Contents
- Creating a Linked Table of Contents

Adding Graphics

- Inserting Graphics
- Finding Online Images
- Resizing and Moving Graphics
- Text Wrapping with Graphics
- Image Adjustments

Tracking Changes

- Understanding Document Modes
- Using Suggesting Mode
- Editing Tracked Documents
- Reviewing Comments
- Using View Mode

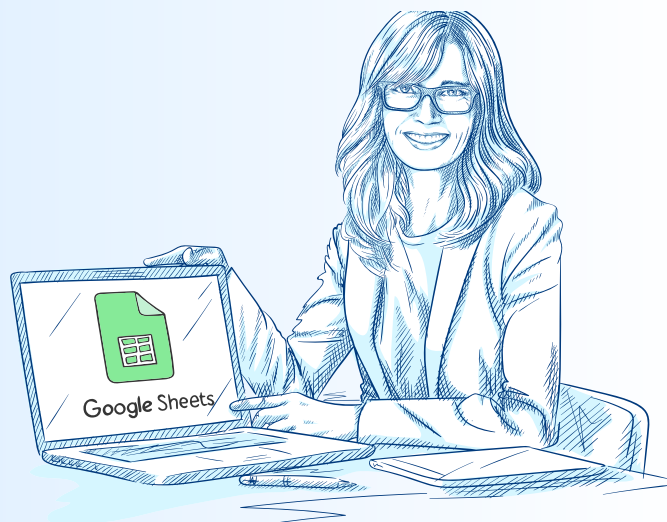
Version History

- Understanding Version History
- Viewing Version History
- Naming Versions
- Restoring Versions
- Showing Named Versions

Google Sheets Introduction

Ever stared at rows and columns wondering how to make sense of it all? This Google Sheets course transforms spreadsheet skeptics into data dynamos.

Whether you're new to spreadsheets or exploring on your own, you'll master basic calculations and professional formatting techniques.



Skill Level: Beginner

Duration: 1 Day

Time: 9:00am – 4:00pm

Course Content

Google Sheets Orientation

- Introduction to Google Sheets
- The Google Sheets Interface
- Worksheet Tabs
- Understanding Cells and Content
- Freezing Rows & Columns
- How to Save a Google Sheet
- Using Help

Basic Workbook Techniques

- Create a New Google Sheet
- Name the Spreadsheet
- Editing Data Methods
- Selecting Cells and Range
- Modifying Columns, Rows & Cells
- Insert, Delete and Moving Rows & Columns

Using Formulas in Google Sheets

- Formulas
- The Order of Operations
- Functions vs Formulas
- SUM Function
- Functions Button Options
- Using the Fill Handle
- Using the Fill Handle to Continue a Series

Managing Worksheets

- Copy and Paste Cells
- Working with Multiple Sheets
- Using Multiple Sheets
- Naming Worksheets

Formatting Efficiently

- Overview of Formatting
- Formatting Cells
- Cell Borders and Background Colours
- Number Formats
- Date Formats
- Increasing and Decreasing Decimals
- Using the Paint Format Command
- Sheet Tab Colour

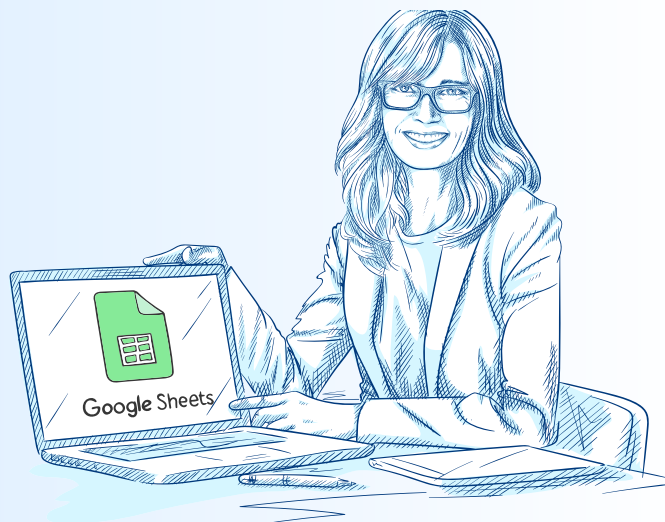
Preparing to Print

- Print Previewing

Google Sheets Intermediate

Ever found yourself repeating the same tasks over and over in spreadsheets? This intermediate course transforms basic users into spreadsheet wizards.

Perfect for those familiar with basics, you'll master complex functions like nested IFs and VLOOKUPs, alongside powerful data analysis techniques.



Skill Level: Intermediate

Duration: 1 Day

Time: 9:00am – 4:00pm

Course Content

Cell Referencing

- What are Relative and Absolute References?
- Relative References
- Absolute References

Linking and 3D Formulas

- Thinking in 3 Dimensions
- Working with Multiple Worksheets
- Building 3D Formulas
- Linking with IMPORTRANGE

Checking Formulas

- Checking the References
- Breaking it up
- Check the Arguments
- Walk Through the Order of Operations

Sorting and Filtering

- Types of Sorting
- Creating Filters
- Applying Multiple Filters

IF Functions

- Logical Functions
- Using True and False
- Using Comparison Operators

Nested IF Functions

- Building Nested Functions

Choose Function

- Using the Choose Function

Lookup Functions

- Using Lookup Functions
- Lookup
- VLookup
- HLookup

Index and Match Functions

- Using Index
- Using Match
- Using Index and Match Together

Conditional Formatting

- About Conditional Formatting
- Applying Conditional Formatting
- Colour Scale Function

Google Slides Introduction

Ever sat through dull presentations thinking 'There has to be a better way'? This Google Slides course transforms beginners into presentation pros.

Whether you're new to presentations or editing others' slides, you'll learn to create stunning, accessible presentations in the cloud.



Skill Level: Beginner

Duration: 1 Day

Time: 9:00am – 4:00pm

Course Content

Google Slides Orientation

- Introduction to Slides
- The Google Slides Interface
- The Presentation Title
- The Menu Toolbar
- The Shortcut Toolbar
- Getting Help

Creating Slides

- Creating a Presentation
- Slide Layouts

Formatting Slides

- About Formatting
- Types of Formatting
- The Paint Format Tool

Adding Graphics

- Working with Graphics
- Options for Adding Graphics

Using Diagrams

- Working with Diagrams
- Diagram Types
- Adding Text

Applying Themes

- About Google Slide Themes
- Advantage of using Themes

Transitions and Animations

- About Transitions
- About Slide Animations

Creating Tables and Charts

- Creating and Editing Tables
- Creating and Editing Charts

Showing Presentations

- Presenting with Google Slides

Printing Slides

- Printing Handouts
- Adding and Printing Speaker's Notes