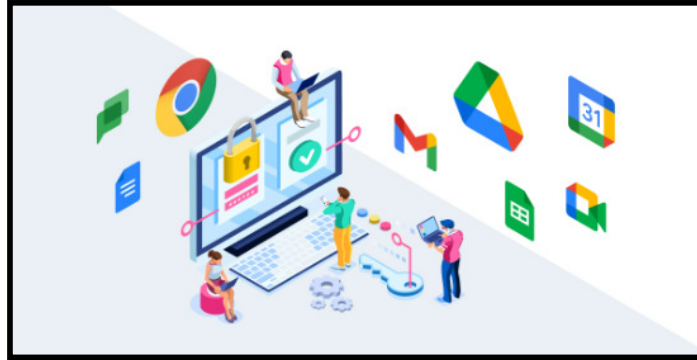


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Google Workspace

Module 4 - Google Workspace

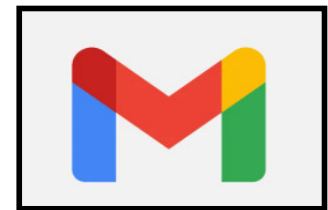
Google Workspace (formerly known as **G Suite**) is a collection of cloud-based productivity and collaboration tools developed by **Google**. It is widely used by individuals, businesses, schools, and organizations to work more efficiently—both online and in real time.



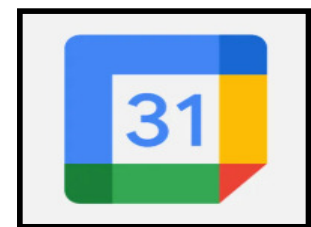
Google collaboration tools

Gmail is Google’s free email service that lets you send and receive messages over the internet. It’s simple to use and works on computers, phones, and tablets.



- **Easy to organize:** You can sort emails with labels, search your inbox quickly, and archive old messages.
- **Smart features:** Gmail suggests replies, helps write emails faster with smart compose, and filters spam automatically.
- **Integrated with other Google tools:** You can join video calls (Google Meet), schedule events (Google Calendar), and open files (Docs, Sheets, Slides) directly from your inbox.
- **Secure:** Gmail protects you from spam, phishing, and other threats with strong security features.



Google Calendar is a free online calendar tool from Google that helps you plan and manage your time. You can use it on your computer or phone to schedule events, set reminders, and stay organized.



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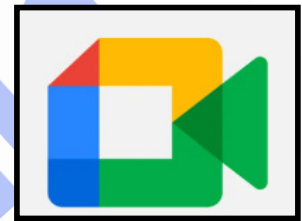
Google Workspace

- **Create events:** Add meetings, birthdays, or appointments with details like time, location, and guests.
- **Share calendars:** Let others see your calendar or create shared calendars for teams or families.
- **Get reminders:** Receive notifications by email or pop-up so you don't forget important events.
- **Sync across devices:** Everything updates automatically on your phone, tablet, and computer.
- **Integration:** Works with Gmail and Google Meet. For example, if you get an email about a meeting, it can automatically appear in your calendar.

Google Meet and Google Chat are two tools from Google that help people communicate easily, whether they're working, studying, or just staying in touch.

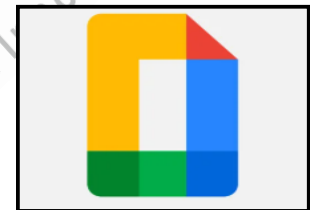
Google Meet

Google meet is used for video and voice calls. It lets you host or join online meetings, share your screen, and even use live captions to follow along with what's being said. It's great for virtual classes, work meetings, or connecting with friends and family, and you can use it on your phone, tablet, or computer.



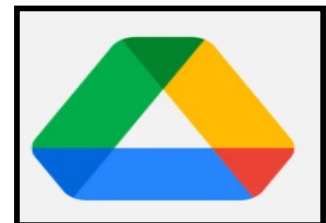
Google Chat

Google Chat is a messaging tool designed for quick communication. You can send direct messages to individuals or chat with groups in organized spaces. It also allows you to share files, images, and links, and it connects smoothly with other Google apps like Docs, Sheets, and Meet.



Google Drive

Google Drive is Google's cloud storage service that lets you **store, share, and access files online**. Instead of saving files only on your computer, you can keep them safely in Google Drive and open them from any device—phone, tablet, or computer—as long as you're signed in to your Google account. With Google Drive, you can upload documents, photos, videos, PDFs, and more.



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Google Workspace

Google Docs

- **Create:** Make text documents like letters, reports, or assignments.
- **Edit:** Change text, add images, and format your work easily.
- **Share:** Let others view, comment, or edit in real time.
- **Print:** Print your document or save it as a PDF.
- **Great for:** Essays, meeting notes, and team writing.



Google Sheets

- **Create:** Build spreadsheets to organize data or do calculations.
- **Edit:** Use formulas, charts, and filters to manage information.
- **Share:** Collaborate with others on budgets, plans, or lists.
- **Print:** Print your sheet or download it as Excel or PDF.
- **Great for:** Budgets, schedules, and tracking data.



Google Slides

- **Create:** Design presentation slides for school, work, or events.
- **Edit:** Add text, images, videos, and animations.
- **Share:** Work with others to build a presentation together.
- **Print:** Print slides or download as PDF or PowerPoint.
- **Great for:** Presentations, pitches, and class projects.



Google Forms is a free online tool from Google that lets you easily create surveys, quizzes, or questionnaires. You can use it to collect information, opinions, or feedback from people.

Things we can do with Google Forms:

- **Create** custom forms with different question types like multiple choice, short answer, checkboxes, and more.
- **Share** the form by sending a link, embedding it on a website, or emailing it.
- **Collect responses** automatically and see the results in real time.
- **Analyze data** easily—responses are organized and can be viewed in charts or exported to Google Sheets.
- **Use for quizzes** with automatic grading.

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Google Translate

Google translator is a free online tool from Google that helps you translate text, speech, images, or even whole websites between many different languages. It's great for understanding foreign languages or communicating with people who speak a different language.



Key features of Google Translate:

- **Text translation:** Type or paste words, sentences, or paragraphs and get instant translations.
- **Speech translation:** Speak into your device, and it translates what you say out loud.
- **Image translation:** Use your phone's camera to translate signs, menus, or any text in pictures.
- **Conversation mode:** Helps you have a real-time translated conversation with someone.
- **Supports over 100 languages** so you can translate many languages easily.

Switch from Excel to Google Sheets

Step-by-step guide:

- **Upload your Excel file to Google Drive:** Go to drive.google.com, click New > File upload, and select your Excel (.xlsx) file.
- **Open the file in Google Sheets:** Once uploaded, right-click the file, choose Open with > Google Sheets. This will open your Excel file as a Google Sheet.
- **Save as Google Sheets:** To fully convert, click File > Save as Google Sheets. This creates a new editable Google Sheets version.
- **Check your data and formulas:** Most Excel features work in Sheets, but double-check complex formulas or macros because some might need adjusting.
- **Start editing and sharing:** Now you can edit, collaborate, and share your spreadsheet online with others in real time.

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Google Workspace

Assignment: Basic English Skills - Conversation Practice

Make this sheet in Microsoft Excel, give the name of the sheet as shown below:

Sheet Title: English Conversation Skills Assignment

S.No	Conversation Topic	Example Sentence (In Person)	Example Sentence (On Phone)
1	Greetings	Good morning!	Hi, may I speak with Rani, please?
2	Small Talk	Lovely weather today, isn't it?	How has your day been so far?
3	Asking for Help	Can you help me, please?	Can you give me more information, please?
4	Making Requests	Would you mind helping me?	Can I call you back in 10 minutes?
5	Saying Thanks	Thank you so much!	Thanks for your time.
6	Ending a Conversation	Have a great day!	Goodbye, take care.

Now upload this to Google Drive:

To upload it to Google Drive:

1. Open Google Drive.
2. Click "+ New" → File Upload.
3. Select the downloaded Excel file.
4. Once uploaded, you can right-click > Share to share with others.

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