Mindluster Platform

About the course Google drive essentials for beginners

Google drive essentials course, in this course we will learn about the fundamental features and functionalities of Google Drive. Starting with the basics, you'll discover how to create, upload, and organize your files and folders. We'll explore the sharing and collaboration tools that make Google Drive a powerful platform for teamwork, enabling you to share documents, set permissions, and work simultaneously with others. The course will also cover essential tips for managing storage space, using the built-in search tools effectively, and integrating Google Drive with other Google Workspace applications. Additionally, we'll delve into the Backup and Sync features to ensure your important files are always secure and accessible. Through practical demonstrations and step-by-step tutorials, you will gain hands-on experience in leveraging Google Drive for both personal and professional use. By the end of this course, you'll be proficient in utilizing Google Drive's essential tools to streamline your workflow, enhance productivity, and collaborate efficiently with others.

Computer Softwares Category's Courses

Course Lesson(2)

Lesson 1 :
Google Drive for Beginners The Complete Course Including Docs Sheets Forms and Slides

Lesson 2 : **Problem Solving when Trying to Share Google Docs Sheets Slides or Sites**

Related courses

Excel Power Query

Excel VBA

Excel Dashboard

Excel Course Basic to Advanced

Excel Functions

Excel Charting

for Business Contact
business@mindluster.com