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About the course Google drive basics for beginners

Google drive basics course, in this course we will learn about Google Drive basics, starting with how to create, upload, and organize files and folders. Youâ€™ll explore how to share files with others, set permissions, and collaborate in real-time on documents, spreadsheets, and presentations. The course will guide you through using Google Driveâ€™s powerful search and filter functions to quickly locate your files, and how to access your files from any device, anywhere, with the Drive app. Additionally, weâ€™ll cover tips for managing your storage space and maintaining file security, ensuring your data is safe and easily accessible. By the end of this course, youâ€™ll be equipped with the skills to efficiently use Google Drive for personal or professional purposes, streamlining your workflow and enhancing your productivity through effective file management and collaboration.

Computer Softwares Category's Courses

Course Lesson(4)

Lesson 1 : **10 Google Calendar Tips Tricks You re Probably Not Using**

Lesson 2 : **7 Google Docs Tips Tricks You re Probably Not Using**

Lesson 3 : **9 Google Keep Tips for Your Phone**

Lesson 4 : **7 Google Drive Tips Tricks You re Probably Not Using**

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