Mindluster Platform

About the course Formatting email text in gmail for beginners

Formatting email text in gmail course, in this course we will explore the essential skills for Formatting Email Text in Gmail. You will learn how to use Gmailâ€™s text formatting tools to create professional and visually appealing emails. The course will guide you through adjusting font types, sizes, and colors to suit your communication needs. Weâ€™ll cover how to apply text styles like bold, italics, and underline, as well as align your text for better readability. Additionally, youâ€™ll discover how to create bullet and numbered lists, insert hyperlinks, and manage spacing within your emails. This course also includes tips on using Gmailâ€™s formatting options to maintain consistent branding in your email communications, making your messages stand out while conveying your content effectively. By the end of this course, youâ€™ll be able to confidently format your email text in Gmail, ensuring your messages are clear, organized, and professional. Whether for personal use or business communication, mastering these formatting tools will enhance your overall email experience.

Computer Softwares Category's Courses

Course Lesson(94)

Lesson 1 : **Gmail Tutorial Lesson 1 Gmail Interface**

Lesson 2 : **Gmail Tutorial Lesson 2 Sending an Email**

Lesson 3 : **Gmail Tutorial Lesson 3 Saving an Email Draft**

Lesson 4 : **Gmail Tutorial Lesson 4 Use of CC and BCC**

Lesson 5 : **Gmail Tutorial Lesson 5 Formatting Mail Text**

Lesson 6 : **Gmail Tutorial Lesson 6 Discarding Drafts**

Lesson 7 : **Gmail Tutorial Lesson 7 Scheduling for Sending Emails**

Lesson 8 : **Gmail Tutorial Lesson 8 Replying to Emails**

Lesson 9 : **Gmail Tutorial Lesson 9 Email Threads and Replying to All**

Lesson 10 : **Gmail Tutorial Lesson 10 Forwarding Emails**

Lesson 11 : **Gmail Tutorial Lesson 11 Pop out Reply**

Lesson 12 : **Gmail Tutorial Lesson 12 Edit Reply Subject to Create a New Email Thread**

Lesson 13 : **Gmail Tutorial Lesson 13 Sending a Confidential Email**

Lesson 14 : **Gmail Tutorial Lesson 14 Attaching Files from your Computer**

Lesson 15 : **Gmail Tutorial Lesson 15 Attaching Files from Google Drive**

Lesson 16 : **Gmail Tutorial Lesson 16 Accessing Received Attachments in Emails**

Lesson 17 : **Gmail Tutorial Lesson 17 Inserting Image from Computer**

Lesson 18 : **Gmail Tutorial Lesson 18 Inserting Image from Google Photos**

Lesson 19 : **Gmail Tutorial Lesson 19 Inserting Image from Web Address**

Lesson 20 : **Gmail Tutorial Lesson 20 Image Placement Options**

Lesson 21 : **Gmail Tutorial Lesson 21 Viewing and Managing Read Unread and Sent Emails**

Lesson 22 : **Gmail Tutorial Lesson 22 Deleting Emails**

Lesson 23 : **Gmail Tutorial Lesson 23 Recovering Deleted Mails**

Lesson 24 : **Gmail Tutorial Lesson 24 Viewing and Managing Spam Mails**

Lesson 25 : **Gmail Tutorial Lesson 25 Snoozing Emails**

Lesson 26 : **Gmail Tutorial Lesson 26 Accessing Calendar RSVP without Opening Email**

Lesson 27 : **Gmail Tutorial Lesson 27 Mute and Unmute Email Threads**

Lesson 28 : **Gmail Tutorial Lesson 28 Multiple Email Selection**

Lesson 29 : **Gmail Tutorial Lesson 29 Creating Labels and Assigning Mails to Labels**

Lesson 30 : **Gmail Tutorial Lesson 30 Label Management Options**

Lesson 31 : **Gmail Tutorial Lesson 31 Searching for Labels and Managing Sub Labels**

Lesson 32 : **Gmail Tutorial Lesson 32 Move to Option**

Lesson 33 : **Gmail Tutorial Lesson 33 Archiving Emails**

Lesson 34 : **Gmail Tutorial Lesson 34 Send and Archive**

Lesson 35 : **Gmail Tutorial Lesson 35 Starring and Unstaring Emails**

Lesson 36 : **Gmail Tutorial Lesson 36 Enabling Multiple Star Options**

Lesson 37 : **Gmail Tutorial Lesson 37 Filtering Emails**

Lesson 38 : **Gmail Tutorial Lesson 38 Managing Filters**

Lesson 39 : **Gmail Tutorial Lesson 39 Exporting Filters**

Lesson 40 : **Gmail Tutorial Lesson 40 Importing Filters**

Lesson 41 : **Gmail Tutorial Lesson 41 Searching for Emails**

Lesson 42 : **Gmail Tutorial Lesson 42 Using Search Operators**

Lesson 43 : **Gmail Tutorial Lesson 43 Turning Google Meet and Chat on or Off**

Lesson 44 : **Gmail Tutorial Lesson 44 Changing Mail List Density**

Lesson 45 : **Gmail Tutorial Lesson 45 Changing Gmail Theme**

Lesson 46 : **Gmail Tutorial Lesson 46 Changing Inbox Type**

Lesson 47 : **Gmail Tutorial Lesson 47 Enabling Reading Pane**

Lesson 48 : **Gmail Tutorial Lesson 48 Turning Email Threading On or Off**

Lesson 49 : **Gmail Tutorial Lesson 49 Changing Gmail Language**

Lesson 50 : **Gmail Tutorial Lesson 50 Maximum Page Size**

Lesson 51 : **Gmail Tutorial Lesson 51 Undo Send Option Time Set**

Lesson 52 : **Gmail Tutorial Lesson 52 Default Reply Behavior**

Lesson 53 : **Gmail Tutorial Lesson 53 Disabling and Enabling Hover Actions**

Lesson 54 : **Gmail Tutorial Lesson 54 Changing Default Text Style for Typing Emails**

Lesson 55 : **Gmail Tutorial Lesson 55 Grammar and Spelling Suggestions**

Lesson 56 : **Gmail Tutorial Lesson 56 Smart Compose**

Lesson 57 : **Gmail Tutorial Lesson 57 Smart Reply**

Lesson 58 : **Gmail Tutorial Lesson 58 Desktop Notification**

Lesson 59 : **Gmail Tutorial Lesson 61 Signature**

Lesson 60 : **Gmail Tutorial Lesson 60 Keyboard Shortcuts**

Lesson 61 : **Gmail Tutorial Lesson 59 Create contacts for auto complete**

Lesson 62 : **Gmail Tutorial Lesson 64 Adding to Contacts Directly from Inbox**

Lesson 63 : **Gmail Tutorial Lesson 63 Utilizing Labels in Contacts**

Lesson 64 : **Gmail Tutorial Lesson 62 Adding in Contacts Manually**

Lesson 65 : **Gmail Tutorial Lesson 66 Creating a Google Meet Meeting right from Gmail**

Lesson 66 : **Gmail Tutorial Lesson 67 Accessing Other Google Meetings right from Gmail**

Lesson 67 : **Gmail Tutorial Lesson 65 Opening Contact Detailed View**

Lesson 68 : **Gmail Tutorial Lesson 68 Chatting with Other Gmail Users using Google Chat**

Lesson 69 : **Gmail Tutorial Lesson 69 Setting Google Chat Status and Notification from Gmail**

Lesson 70 : **Gmail Tutorial Lesson 70 Creating a Chat Spaces**

Lesson 71 : **Gmail Tutorial Lesson 71 Email Templates Utilization**

Lesson 72 : **Gmail Tutorial Lesson 72 Vacation Responder**

Lesson 73 : **Gmail Tutorial Lesson 73 Personal level indicators**

Lesson 74 : **Gmail Tutorial Lesson 74 Snippets**

Lesson 75 : **Gmail Tutorial Lesson 75 Changing Inbox Type**

Lesson 76 : **Gmail Tutorial Lesson 76 Using Sidebar to Access Other Google Services**

Lesson 77 : **Gmail Tutorial Lesson 77 Show and Hide Categories and Labels**

Lesson 78 : **Gmail Tutorial Lesson 78 Adding Another Email Address**

Lesson 79 : **Gmail Tutorial Lesson 79 Input Support Tool**

Lesson 80 : **Gmail Tutorial Lesson 80 Accessing Gmail Offline**

Lesson 81 : **Gmail Tutorial Lesson 81 Forwarding Emails**

Lesson 82 : **Gmail Tutorial Lesson 82 Unread Email Icon**

Lesson 83 : **Gmail Tutorial Lesson 83 Linking Gmail to Email Clients**

Lesson 84 : **Gmail Tutorial Lesson 84 Button Labels**

Lesson 85 : **Gmail Tutorial Lesson 85 Viewing Gmail in Basic HTML**

Lesson 86 : **Gmail Tutorial Lesson 88 Changing My Picture**

Lesson 87 : **Gmail Tutorial Lesson 87 Using Google Drive to mail File Links**

Lesson 88 : **Gmail Tutorial Lesson 86 Emailing Google Docs Editors Files Directly**

Lesson 89 : **Gmail Tutorial Lesson 89 Sending Calendar Invite Mails Directly**

Lesson 90 : **Gmail Tutorial Lesson 91 Checker Plus Extension**

Lesson 91 : **Gmail Tutorial Lesson 90 Smart features and personalization in other Google products**

Lesson 92 : **Gmail Tutorial Lesson 92 Dictation for Gmail Extension**

Lesson 93 : **Gmail Tutorial Lesson 93 Simple Gmail Notes Extension**

Lesson 94 : **Gmail Tutorial Lesson 94 CloudHQ Extension**

Related courses

Excel Power Query

Excel VBA

Excel Dashboard

Excel Course Basic to Advanced

Excel Functions

Excel Charting

for Business Contact
business@mindluster.com