Program Name	Google Workspace & Microsoft 365
Level	N/A
Pre-Requisite(s)	N/A
Recommended WEI Programs To Have Completed Prior to Starting this Program	N/A
Total Hours	40
Description	If you want to work seamlessly with Google Workspace and Microsoft 365, this program is an ideal place to start. You'll learn about the Cloud and Cloud storage, strategies for online security, and managing email in the Cloud and on various devices. To complete this program, you'll also learn how to work with forms, calendar, contacts, note taking tools and more as well navigating document, spreadsheet and presentation apps.

Learning Outcomes:
- Increase business productivity skills using Google Workspace/Microsoft Office 365
- Optimize time management effectiveness with apps
- Demonstrate how to make apps work seamlessly together
- Adjust settings for maximum effectiveness and productivity
- Apply strategies for working remotely with others

Standard Topics:
- The Cloud and Cloud storage
- Online security when using the Cloud and devices
- Email in the Cloud and on devices
- Calendar and contacts
- Forms
- Note taking and to do list apps
- Document apps
- Spreadsheet apps
- Presentation apps