Training materials and support documentation for Google Workspace apps

Overview

Google provides various training materials and support documentation for its apps. Below is a table that links to the training materials and documentation for Google's more popular apps. Users can access and work through this content at their own convenience.

Please do not feel compelled to review every single resource listed for each app. The content provided by these resources may be repetitive; the content for each resource is just delivered differently. Please explore and review only what you feel you need to review, and whatever you believe is best for you, your situation, and your learning style.

Support Documentation

> ⊘ **No sign-in required**
>
> After clicking on some of the links below, you may see a blue **Sign In** button. Do not click this button. You do not have to sign in to use these tutorials.

Google Workspace app	Task-specific videos *(video lessons focused on using the Google Workspace app to complete common or useful tasks)*	Self-guided training videos *(video lessons reviewing the basics of the Google Workspace app)*	Self-guided training text *(text documentation reviewing the basics of the Google Workspace app)*	Searchable content *(text documentation that users can search)*	Additional resources
Gmail	• Various Gmail lessons	• G Suite Certification: Gmail	• Gmail training and help	• Gmail Help Center	N/A

Google Meet	N/A	N/A	• Google Meet training and help	• Google Meet Help	• Google resources
					  ◦ Google Meet cheat sheet
					  ◦ Requirements for using Google Meet
					    ▪ UWF students and staff have access to Google Meet.
					    ▪ UWF uses Google Workspace Enterprise for Education, which means a Google Meet session can have up to 250 participants.

Google Chat	N/A	N/A	N/A	• Google Chat Help	N/A
Google Calendar	• Various Google Calendar lessons	N/A	• Google Calendar training and help	• Google Calendar Help Center	N/A

Google Docs	• Various Google Docs lessons	• G Suite Certification: Docs -- Part 1 • G Suite Certification: Docs -- Part 2	• Google Docs training and help	• Google Docs Help Center	N/A
Google Slides	• Various Google Slides lessons	• G Suite Certification: Slides -- Part 1 • G Suite Certification: Slides -- Part 2 • G Suite Certification: Slides -- Part 3	• Google Slides training and help	• Google Slides Help Center	N/A

Google Sheets	• Various Google Sheets lessons	• G Suite Certification: Sheets -- Part 1
		• G Suite Certification: Sheets -- Part 2
		• G Suite Certification: Sheets -- Part 3
			• Google Sheets training and help	N/A	• Google resources
					  ◦ Get started with Sheets
					  ◦ Differences between Sheets and Excel
					  ◦ Google Sheets function list

Google Forms	• Various Google Forms lessons	N/A	• Google Forms training and help	N/A	• Google resources
					  ◦ What can you do with Forms?
					• UWF resources
					  ◦ Building Online Forms

Google Drive	• Various Google Drive lessons	• G Suite Certification: Drive	• Google Drive training and help	• Google Drive Help Center	• UWF resources (for UWF employees only)
					  ◦ Google Shared Drives for UWF
					  ◦ Google Drive for work
					  ◦ Following best practices for Google Drive

Google Drive for Desktop	N/A	N/A	N/A	N/A	• Google resources
					  ◦ Use Google Drive for Desktop with work or school
					• UWF resources
					  ◦ Installing Google Drive for Desktop on personal devices
					  ◦ ArgoApps Help: Using the Google Drive app

Google Groups	N/A	N/A	N/A	N/A	• UWF resources (for students)
					  ◦ Creating Native Google Groups
					  ◦ Managing native Google Group membership and settings
					  ◦ Using Google Group email addresses
					• UWF resources (for UWF employees)
					  ◦ Groups Guide

Google Contacts	N/A	N/A	N/A	N/A	• UWF resources
					  ◦ Creating Google Contacts labels
					  ◦ Using Google Contacts labels

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