



9 Courses

Gmail
Google Calendar
Google Drive
Google Docs
Google Sheets
Google Slides
Google Meet
Google Chat
Google Sheets - Advanced Topics



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Justin Murcia

has successfully completed the online, non-credit Specialization

Getting started with Google Workspace

This training equips students with the skills they need to become productive with Google Workspace. By the end of this Specialization, the student will be proficient in the use of the core Google Workspace applications: Gmail, Google Calendar, Google Drive, Google Docs, Google Sheets, Google Slides, Google Meet and Google Chat. They will learn how to manage mail and schedules effectively; create, manage and share content in Google Drive, and become more productive through the use of the collaboration features that are an integral and defining part of Google Workspace. It is recommended that students engage with this content using a Chromebook, Windows, or Mac OS computer with Google Chrome installed, plus a managed Google Workspace account.

Google Cloud Training

The online specialization named in this certificate may draw on material from courses taught on-campus, but the included courses are not equivalent to on-campus courses. Participation in this online specialization does not constitute enrollment at this university. This certificate does not confer a University grade, course credit or degree, and it does not verify the identity of the learner.

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