

ACTION Network IT Solutions

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Google Tools and Apps for Business:

Proposed Program Outline – 40 hours Total

Training Overview:

- Google My Business – get listed and promote your business on Google
- Google Keyword Tool – choosing the right keywords to be found online
- Google Analytics – analyze how people find you online (what is working and what is not working)
- YouTube for Business – Google owns YouTube; learn how to use YouTube for business leads/ business growth.
- Google Trends – how to use Google Trends
- Google Drive – store all your info in a safe and always available place.
- Google Calendar – More than a calendar, a full assistant.
- Google Docs – Use Google as your free Word, excel and PowerPoint, store and share documents and more.
- Google Email – Google email is so much more than you can imagine. Learn everything you can do with Google email including making your own business email address
- Google Classroom – Understand how the classrooms are managed nowadays.
- Chromebooks and Android – All the insights of these two innovative OS.
- Security on the cloud and Google – How to stay safe on the cloud and with your Google tools.

Carlos Arriaga

Network Internet & Support Specialist