COURSE BROCHURE

Google Workspace for Everyday Work: Docs, Sheets, Drive and Meet

Diploma, Vocational & Skills / Office Productivity & Presentations

One-time full-course fee

INR 1,199

Access

12 months course access

Study plan

9 suggested study hours; 12 months access

Learning format

4 self-paced written English lessons with original worked examples, local exercises, explained knowledge checks and a self-assessed capstone. Optional automated Course Tutor assistance is available in the protected LMS.

Programme overview

Four self-paced written lessons teach how to organise and share files safely in Drive, write and collaborate in Docs, analyse and present data in Sheets with core formulas, filters and pivot tables, and run meetings, calendars, email and simple forms efficiently, ending with a fictional team-workspace capstone. This is an independent ZELVU short course with no Google affiliation or certification; no Google account or subscription is included. 4 self-paced written English lessons with original worked examples, local exercises, explained knowledge checks and a self-assessed capstone. Optional automated Course Tutor assistance is available in the protected LMS. AI-authored with independent AI editorial checks; independent human academic review is not included. An independent ZELVU short course covering the stated scope. Live human tuition, individual human marking, recorded video lectures, external qualifications or academic credits, vendor affiliation or certification, examination vouchers and placement guarantees are not included. Use your own compatible computer and any software, accounts or services named in the requirements; licences, subscriptions, cloud usage and advertising spend are not supplied. Interfaces, laws and platform policies change, so follow the current official documentation linked in each lesson. Related ZELVU office productivity, Excel and PowerPoint courses cover Microsoft tools; this course covers the Google equivalents and cloud collaboration habits.

Google changes menus and features regularly, so check the current Google Workspace Learning Center when something looks different.

Who this is for

1. Basic computer and internet use is expected. A Google account (personal or work) with access to Drive, Docs, Sheets, Gmail, Calendar, Meet and Forms is needed; some features differ between free and paid editions.
2. Use the supplied fictional examples or your own non-sensitive practice material. Practise only on systems and accounts you own or are authorised to use. Do not enter private student, employer or customer information into the Course Tutor.

Published topics and learning focus

1. Drive: organising, sharing and protecting files
2. Docs: collaborative writing and review
3. Sheets: formulas, cleaning and analysis
4. Capstone: Gmail, Calendar, Meet and Forms for a team workspace

Before you choose

1. These are published programme highlights, not certification of complete syllabus coverage. Review the available reading index and programme trial before enrolling.
2. ZELVU provides learning support. It does not award the underlying degree, professional registration or an examination result.
3. Current checkout terms and refund policy apply. Payment and access require successful provider verification.

Take the next step

Explore the programme trial

View current details, scope and terms

Ask ZELVU about this programme

Save this brochure for reference. Details can change: confirm the current programme page and checkout before making a purchase.