



Watch a sample chapter
**Gmail — understanding
 labels (6 min)**

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EXPERT TRAINERS, AVAILABLE ON DEMAND

Whether you're familiar with Google Apps or a novice with Gmail, Cloud Sherpas' self-paced video training is a convenient, effective, and affordable way to learn the Google Apps platform. Our suite of end-user training videos include over two hours of material covering Gmail, Google Calendar, Documents, Spreadsheets, Presentations and Sites.

Gmail (31 min)

Logging In, The Gmail Interface, Conversation Threads, Compose a Message, Reply & Forward, Understanding Labels, Using Search, Creating Filters, Managing Contacts, Google Message Security

Google Calendar (20 min)

Calendar Settings, Creating an Event, Inviting Guests & Reserving Resources, Sharing your Calendar, Sharing a Team Calendar, Sharing a Public Calendar

Google Docs - Introduction (7 min)

Getting to Know Google Docs, Search and Folders

Google Docs - Documents (17 min)

Creating and Saving, Menus and Shortcuts, Working with Styles, Formatting Text, Inserting an Image, Inserting a Link, Google Docs Help, Advanced Styles, Spell Check, Word Count, Collaborating: Share with others, Collaborating: Working with others, Collaborating: Revision History, Send as Attachment, Upload a Document, Print a Document

Google Docs - Spreadsheets (18 min)

Creating and Saving, Menus and Toolbars, Working with Data, Sheets, Charts, Gadgets, Sharing and Collaborating, Revision History, Export and Upload; Forms: Create, Distribute

Google Docs - Presentations (13 min)

Create and Save, Menus and the Interface, Working with Slides, Working with Backgrounds, Working with Text, Insert an Image, Upload/import a Presentation, Sharing a Presentation, Collaboration, Presentation Mode, Download/export a Presentation

Google Sites (19 min)

Getting There, Creating a Site, Adding a Webpage, Adding Announcements, Adding a File Cabinet, Adding a List, Changing the Navigation, Building the Dashboard, Sharing the Site

