

# G Suite Learning Center (Google Products)

**Category: Academic Preparedness and Success Tools | - Organization and Study Tools | Tutorials for Commonly Used Computer Programs | - Google Suite**

## Location

G Suite Learning Center (Google Products)

## Website

<https://support.google.com/a/users>

## Description

The G Suite Learning Center features 300+ guides to help users utilize Google products (e.g., Gmail, Calendar, Docs, Sheets, Slides, etc.) to their fullest potential. Google recommends new users begin with "[Day 1: Set up your internet browser, email and calendar](#)" to get started using G Suite products. Popular Google products include, but are not limited to the following:

• **GOOGLE DOCS:** Online word processor that enables users to write reports, create joint project proposals, keep track of meeting notes and more (similar to Microsoft Word). For a quick reference to Google Docs basics, view "[Google Docs Cheat Sheet](#)."

• **GOOGLE SHEETS:** Online spreadsheet program that enables users to analyze data with charts, filters and more (similar to Microsoft Excel). For a quick reference to Google Sheets basics, view "[Google Sheets Cheat Sheet](#)."

• **GOOGLE SLIDES:** Online presentation program that enables users to create pitch decks, project presentations, training modules and more (similar to Microsoft Powerpoint). For a quick reference to Google Slides, view "[Google Slides Cheat Sheet](#)."

• **GOOGLE CALENDAR:** Online calendar that enables users to keep track of important events, share schedules and create multiple calendars (similar to Microsoft Outlook). Old calendar events from other providers can be migrated to Google Calendar. For a quick reference to Google Calendar, view "[Google Calendar Cheat Sheet](#)."

• **GOOGLE KEEP AND TASKS:** Online task manager that enables users to make to-do lists, transcribe voice memos, take photos as reminders and more. For a quick reference to Google Keep and Tasks, view "[Google Keep and Tasks Cheat Sheet](#)."

• **GOOGLE DRIVE:** Online file storage provider that enables users to store files online in one place and be accessible from all of the user's devices (similar to Microsoft OneDrive, Dropbox, etc.). For a quick reference to Google Drive, view "[Google Drive Cheat Sheet](#)."

ARE GOOGLE PRODUCTS FREE? Yes. The guides and resources are free too.

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