

Work better together with an integrated workspace



Everything that you need to get anything done, now in one place.

Here are 7 reasons to select Google Workspace to change the way your employees work and interact with colleagues, customers, suppliers and partners.



Work better together with an integrated workspace

Google Workspace is built from the ground up as an integrated environment with collaboration in mind. Work from anywhere, on any device – even offline – with tools to help you integrate, customise and extend Google Workspace to meet your team's unique needs.

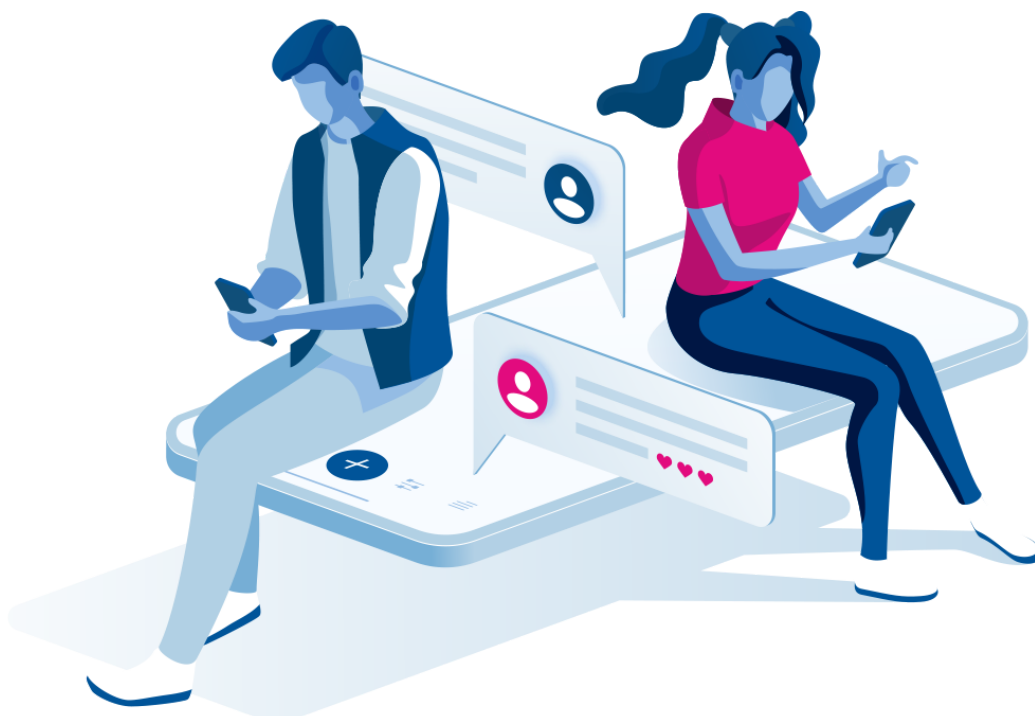
An integrated workspace that's simple to use, Google Workspace lets you spend less time managing your work and more time actually doing it.

Here are 7 reasons to select Google Workspace as the foundation for your digital workplace:

1. Work faster
2. Work smarter
3. Work together
4. Work on the go
5. Work seamlessly
6. Work securely
7. Support your users easily

"You can imagine how thrilled we were to learn that a single suite of products – Google Workspace – could resolve all of our problems around hosting, mobility and collaboration. Google Workspace has changed the way we work, since employees can now access their work directly from their mobiles"

Head of IT, Glyndebourne Opera House



1 Work faster

Google Workspace was designed for exclusive cloud and mobile access, with collaboration at its core.

Everyone can edit and comment on documents at the same time – even if they don't have a Google Workspace account – using their web browser.

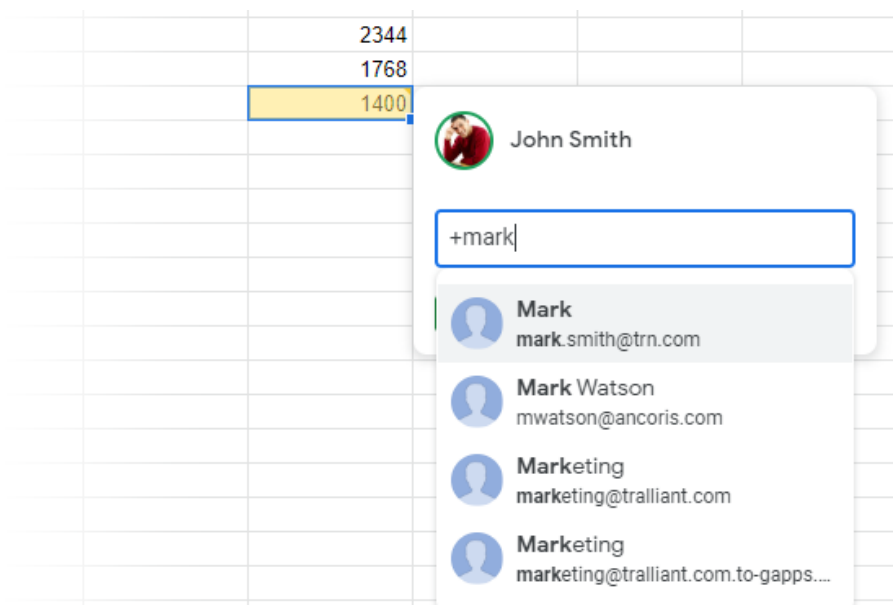
Custom templates let you create, save and share layouts with your own company's branding, helping your team produce consistent Docs, Sheets and Slides more quickly.

Macros in Sheets let you automate repetitive tasks such as formatting spreadsheets, performing the calculations for an analysis or creating a chart. You can easily create new macros by using the macro recorder to capture complex sequences of steps.



Using Google Docs, Sheets and Slides saves the average team member 171 hours – or 21 work days – a year.

Source: Forrester



2 Work smarter

Google Workspace provides people with better access to files, knowledge and insights, while reducing the time they spend on routine, repetitive work or looking for information.

Filter data on a spreadsheet without changing how others see the data. Save filter views and share them with others so they can immediately see the most relevant information.

Quickly find the files, content and data you need, no matter where it's stored in your organisation's systems, with Cloud Search.

Analyse data by asking questions in natural language, using the Explore tool in Sheets. Explore will also suggest appropriate charts and tables.

Use built-in intelligence that speeds up routine email tasks by autocompleting common phrases, suggesting possible responses and automatically inserting personalised information like your office address, so you don't need to spend time copying and pasting.

Reduce clutter with Priority Inbox in GMail and Quick Access in Drive. They use machine learning to identify and draw attention to your more important emails and files.

	A	B	C	D	E	F	G
1	1949	2687	1931				
2	3195	1896	2052				
3	1821	1964	1848				
4			=sumif(
5			SUMIF(range, criterion, [sum_range]) ^ x				
6			Example				
7			SUMIF(A1:A10, ">20", B1:B10)				
8			Summary				
9			Returns a conditional sum across a range.				
10			range				
11			The range which is tested against 'criterion'.				
12			criterion				
13			The pattern or test to apply to 'range'.				
14			sum_range - [optional]				
15			The range to be added up, if different from 'range'.				
16			Learn more about SUMIF				
17							
18							



Did you know?

Excel on premise has 500 functions

Excel online has 200 functions

Google Sheets has 450 functions

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Work together

With its fresh approach, Google Workspace mimics real life interactions and encourages people to adopt new — more collaborative — ways of working.

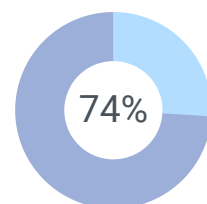
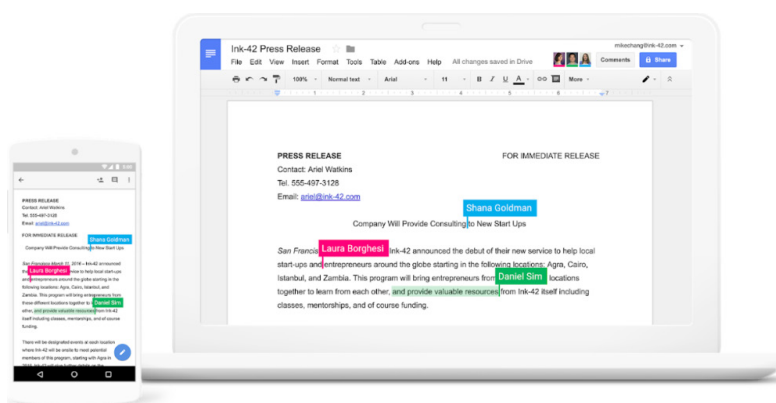
Know you're always looking at the latest version of a document, with everyone's changes and suggestions incorporated. There's simply only ever one version and no need to spend time collating feedback. You can also quickly see a full history of the changes that have been made and who made them.

Easily give everyone on a team or project access to the same content with Shared Drives. Like your personal Drive, Shared Drives let you open and work with more than 40 different file types, and you'll keep comments and existing access permissions when you move a file from your personal drive to a Shared Drive.

Encourage face-to-face interaction, no matter where you're located, with "Video on" as the default in Hangouts. You can also hold video conferences through Hangouts with people who use other video conferencing systems.

Share content directly from Drive in Hangouts Meet and Hangouts Chat, letting everyone see what you're discussing and letting everyone make changes or capture ideas during the call.

Work with people who don't use Google Workspace. You can create and work on both Google Workspace and Office documents, with files always saved as the original file type. The formatting and layout of Office files is accurately preserved when the files are opened in Google Workspace.



74% of time spent in Docs, Sheets and Slides is collaborative

4 Work on the go

Employees are increasingly using smartphones and tablets to work while they're on the move. Google Workspace was designed for the cloud with "mobile first" in mind, providing the same user experience from all kinds of devices.

Everything is stored in the cloud and can be accessed from any device with an internet connection. There's no chance a document you need is locked away on a colleague's laptop while they're out of touch.

You can work on files even if you don't have an internet connection by setting offline access.

All the tools can be accessed through the browser, so you don't have to install anything locally, letting you work on personal devices as well as company devices.

Users and devices can be managed from anywhere, using Google's browser-based management consoles. You can enforce mobile policies, encrypt data on devices and remotely lock or wipe a device if it's lost or stolen.

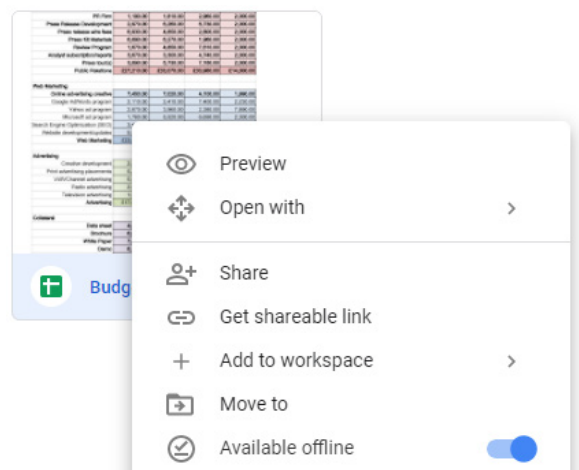
Suspicious logins are detected using Google's AI and both users and admins are alerted.

Data is secured through a defence-in-depth approach at every layer, from the data centre to the device. That includes encrypting data as it travels from the browser to Google's servers.



3 out of 5 workers say they don't need to be in the office to be productive

Source: Cisco



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Work seamlessly

Google Workspace was built from the ground up as an integrated set of tools that give you everything you need to change the way you and your teams work.

Seamless, intuitive integration between tools removes obstacles and wasted time. Start a chat right from your Gmail inbox and quickly switch to a voice, video or group chat, all from your browser, with no need to fire up separate applications.

The side panel helps you stay in the flow and quickly accomplish tasks, by providing access to common apps. You can create a to-do list from an email while you're still in G Mail or see all your notes on the same screen as the document you're working on in Docs, Sheets and Slides.

Seamless integration with other business apps like Salesforce and SAP makes it easy to access and update key data. You can pull relevant information across, update data in other apps directly from within Google Workspace, and customise the integration so people only see information relevant to their tasks.

Seamless integration with Microsoft Office lets you schedule and rearrange meetings across calendars in Google Workspace and Outlook, and work with Office files in Drive, Docs, Sheets and Slides.

Stay focused on tasks with Docs and Slides Add-ons that let you do more without having to switch apps. Google Workspace offers more than 300 Add-ons that help you quickly and easily add pictures and graphics, create charts and tables, or create personalised documents using mail merge.



It can take 25 minutes to get back on track after an interruption
Source: University of California, Irvine

6 Work securely

Collaboration needs to be secure. Google Workspace was designed from the ground up to let you collaborate securely in a shared, distributed environment.

Security Centre for Google Workspace offers a single comprehensive dashboard for security analytics, actionable insights and best practice recommendations.

An investigation tool in Security Centre for Google Workspace helps your admins identify, triage and remediate security threats.

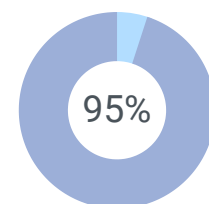
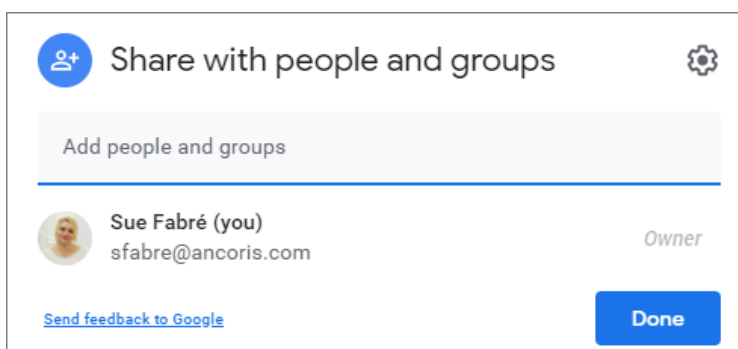
All data is stored in the cloud, so it's subject to the strict security and backup measures provided by Google, and is encrypted both in transit and at rest.

You can protect sensitive data by using expiration dates to automatically remove access to files and emails after a specified time. Emails will disappear from a recipient's email box once the expiration date passes.

All customers — of any size — can choose the region where their data is stored and change it at any time.

Use 2-factor authentication based on physical tokens or biometrics that use the FIDO U2F open source standard.

Identify possible threats — such as suspicious user logons — before they have an impact, thanks to proactive security powered by Google's AI and the scale of signals Google sees every day.



With Google Workspace, customers reduced their risk of a data breach by 95%
Source: Forrester

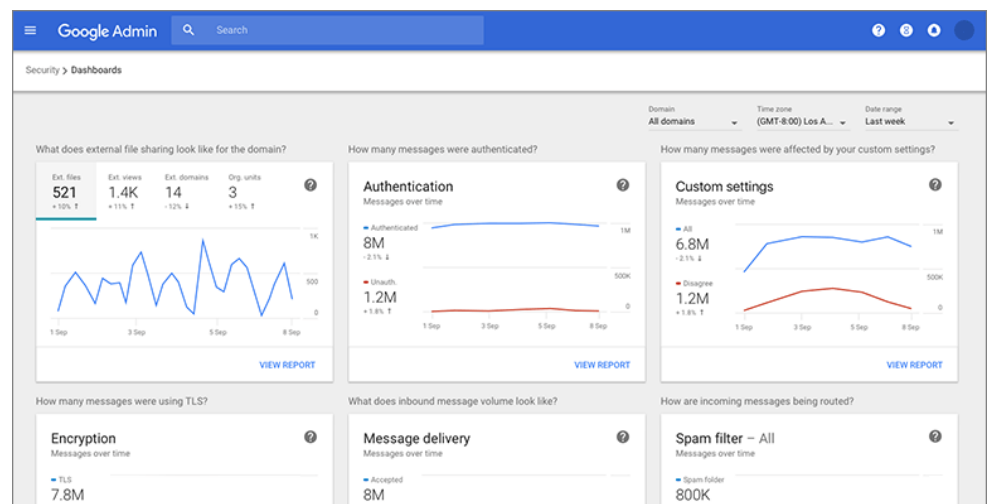
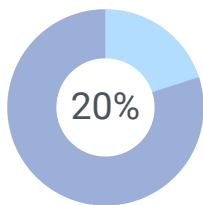
7 Easy to support

Google Workspace is a pure cloud solution, so Google Cloud takes care of all the maintenance. And you can manage your users, devices, apps and security from anywhere at any time, using browser-based tools.

All apps are cloud-native and run in any browser. There's no need to spend time patching or upgrading applications and you don't need to install or maintain anything on users' devices. That reduces your maintenance costs, lets everyone use new features straight away, and keeps everyone on the same version.

You can track and report on all app and data usage from within the Admin Console.

The Google Workspace Admin Console provides a comprehensive set of management tools that lets you manage all your users, devices and security policies from one place. Because the Admin Console is browser-based, you can manage everything in any location from anywhere — ideal if you have local branches and fieldworkers. And it's included as part of your Google Workspace licence.



On-demand tech support requests
down by 20% after switching to
Google Workspace
Source: Forrester

How to make the most of Google Workspace

Ancoris is a Google Workspace Premier Partner with over 100 deployments of Google Workspace under our belt. This means we have well honed processes for technical migrations and change management

We offer a range of service packages which include:

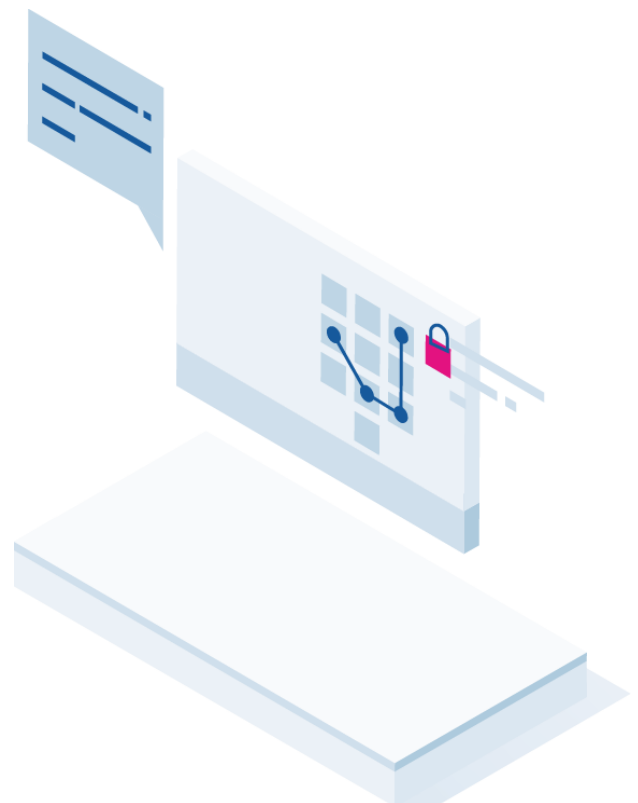
- Requirements and discovery
- Solution design including migration strategy
- User change management including training and go-live support
- Google Workspace activation and data migration
- User communication and user enablement using Cloud Skills Academy
- Technical service delivery

We also offer complementary services offerings to make the most of your Google Workspace implementation including:

- Security assessment and implementation
- Rationalising costs of co-existing office products with a Softwatch assessment
- Transformation Workshops to support transforming current working practices
- Integration of Google Workspace with third party applications in Google Marketplace

“Talking to Ancoris helped us to see that we could get so much more from Google to help us collaborate more effectively, work more efficiently and work on the move. We’ve come away with ideas for a number of easy wins that could have a big impact.”

Head of Operations, Emperor Designs



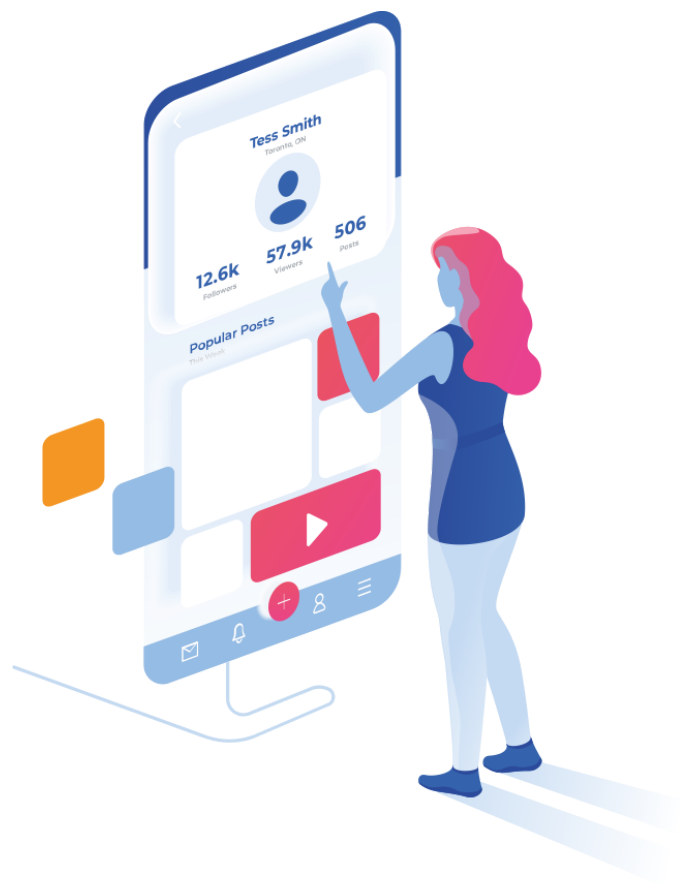
To find out more about how Google Workspace can help you reimagine the way you work, come and talk to the experts in our Google Workspace team.



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Ancoris