Google Workspace

Four ways Google Workspace works with and elevates your existing tools.

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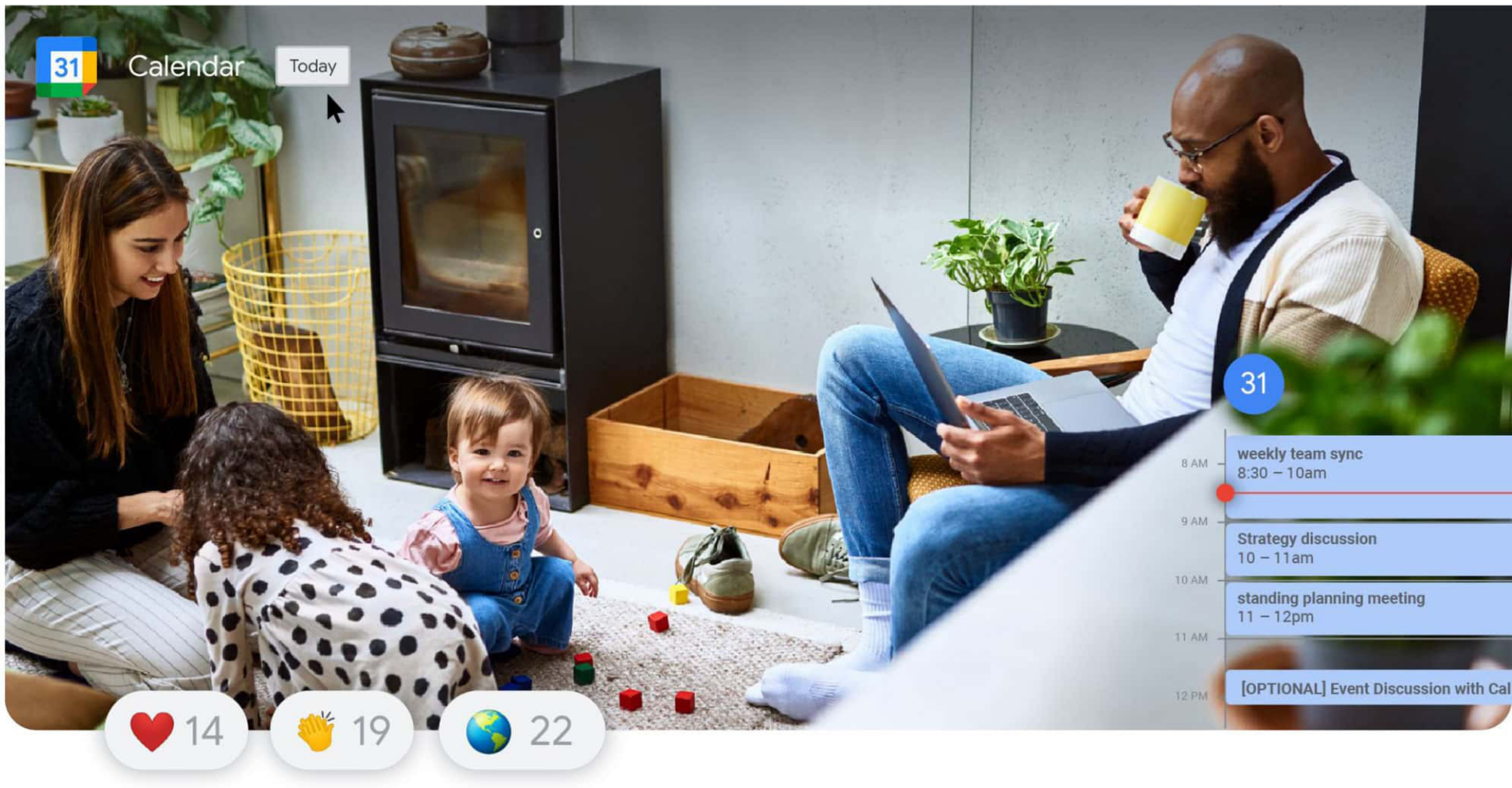
Loved by billions of users, Google Workspace works seamlessly with Microsoft Office and gives your team access to modern collaboration tools.



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Introduction

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At the start of the pandemic, a massive 88% of organizations suddenly shifted to working from home.[1] While some organizations have made the transition to remote and hybrid work without too much disruption, those saddled with legacy infrastructure were much slower to adapt. In fact, 49% were unable to maintain productivity on collaborative tasks following the shift.[2]

Indeed, the massive migration to remote and hybrid work highlighted something savvy organizations already knew. To enable innovation and growth in an increasingly competitive and demanding business environment, these organizations had implemented flexible, easy-to-use, and innovative tools to drive collaboration, engagement, productivity, and creativity. Their workers could keep doing great work across teams and time zones, and could work effectively from home, the office, or a mix of both.

On the flip side, organizations with incompatible, inflexible productivity and collaboration tools struggled. Staff couldn't access the files they needed from their personal devices; teams from different departments struggled to collaborate; time was wasted converting files and documents to suit different platforms.

In this guide, we explore how Google Workspace solves challenges like these with a flexible and interoperable platform that works with the tools you already use — from anywhere, on any device.

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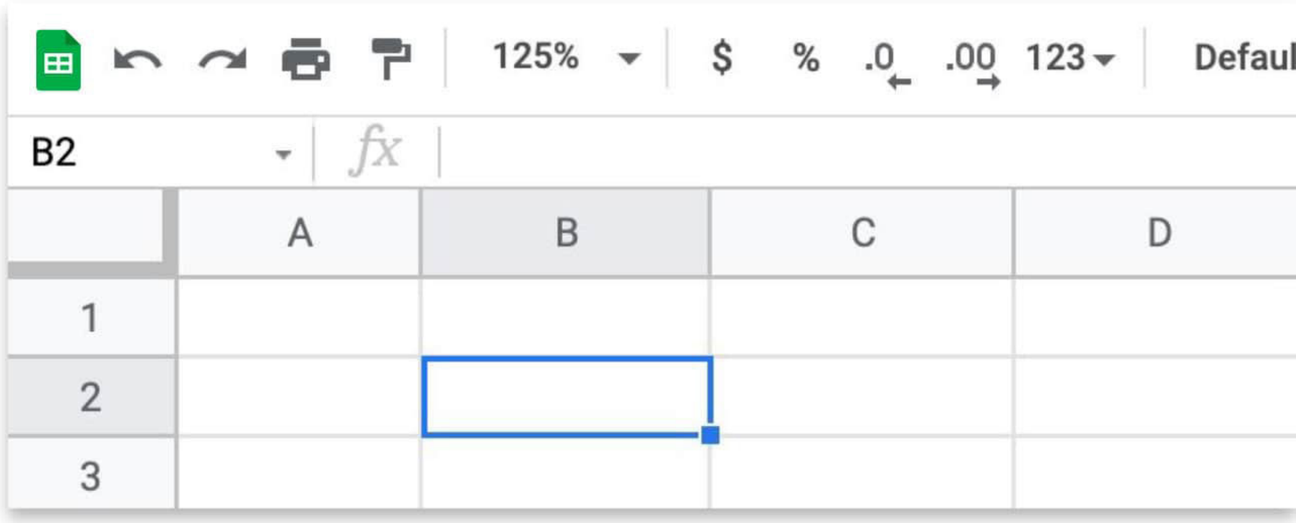
1. "Gartner HR Survey Reveals 88% of Organizations Have Encouraged or Required Employees to Work From Home Due to Coronavirus", 2020
2. "What 12,000 Employees Have to Say About the Future of Remote Work", 2020



Challenge #1

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We need to be able to work with existing Microsoft Office files

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Solution

Many organizations have been using Microsoft Office for a long time, and have created countless files and documents in Word, Excel, and PowerPoint.

All that time and effort spent on Office files doesn't need to go to waste. With Google Workspace, you can easily switch between Docs and Word, Sheets and Excel, or Slides and PowerPoint without the hassle of converting files. Plus, you can tap into the enhanced collaborative and assistive features of Google Workspace to help your employees work smarter and faster.

Working with Microsoft Excel is a great example. Your finance team may have spent dozens of hours building and refining macros to make their jobs easier. They won't want to let that work go. Google Workspace has a Macro Conversion add-on that helps users migrate macros from Excel to Sheets, while making the most of existing work.

With Google Workspace, you can unleash the value of legacy systems while gradually transitioning to a more connected, productive, and collaborative future — all with minimal disruption to the business.

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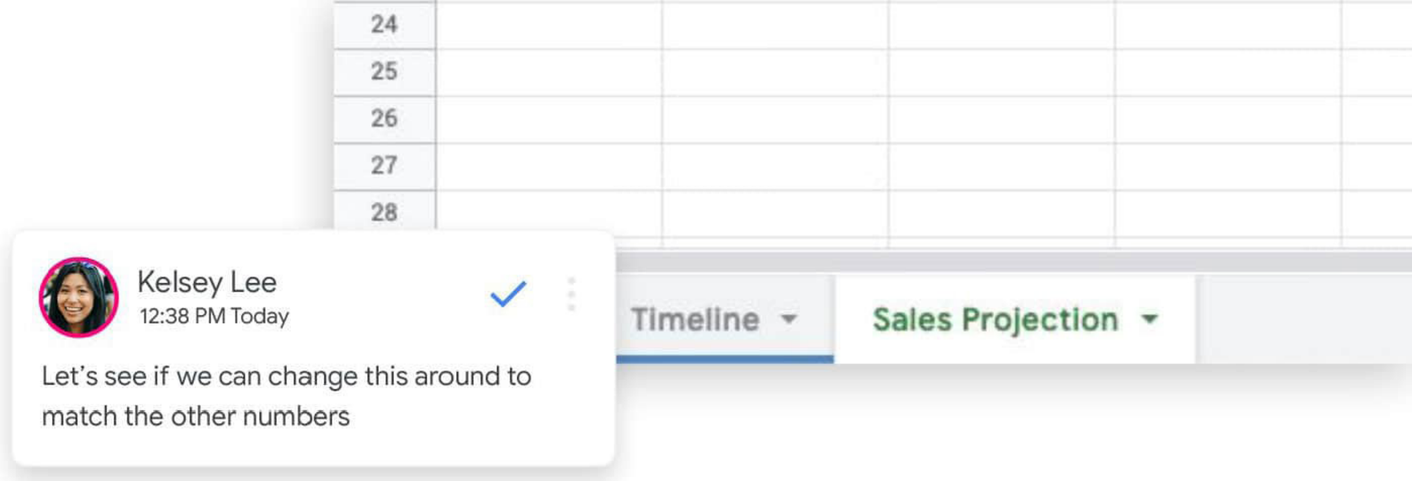

Challenge #2

We need to be able to effectively collaborate with external customers, partners, and suppliers

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Solution

Too often, files shared by customers, partners, or even colleagues are created on platforms that your team doesn't use.

The time it takes to convert these incompatible files into a format you can work with quickly adds up. So does the time it takes to hunt down the files you've converted. As a result, productivity plummets.

With Google Workspace, you can open, edit and share Microsoft Word, Excel, and PowerPoint files directly from Gmail without the hassle of converting them. Once opened, you can store and comment on these files directly in Drive. You can also edit and collaborate real-time on your Office files using Docs, Sheets, or Slides — eliminating the issue of version control. It's all available on the mobile apps as well, so your employees can easily and securely work on the go, too.

The benefits extend beyond the convenience of being able to edit Office documents in Google Workspace. Productivity gets a boost thanks to simple and intuitive features you won't find in Office — like assigning action items via comment, writing faster with Smart Compose, and accelerating data entry with Sheets Smart Fill. And you can find files nearly 50% faster with Priority and Quick Access in Drive.[3]

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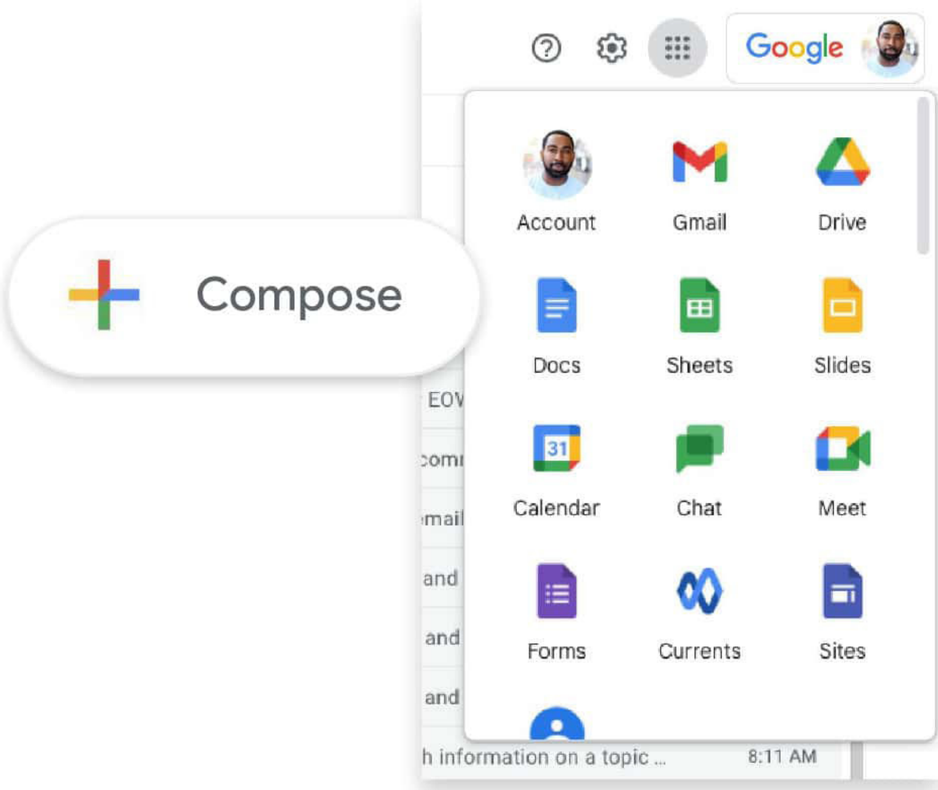
3. "Eliminate information silos at your organization", 2018



Challenge #3

We need collaboration tools that integrate with third party apps for mission-critical workflows

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Solution

Within any organization, each department will often use different tools for collaboration and information sharing.

Yet this set-up is not ideal — 65% of executives say that communication issues and siloed information are the biggest barriers in the way of collaboration and decision making, which in turn translates to missed opportunities.[4]

Google Workspace breaks down these barriers while still enabling each team to use their favorite tools. Interoperability with over 750 apps and integrations — from Asana and Acrobat, to Xero and Zoom — makes it easy to solve the connectivity problem without compromising performance or productivity.

You can enhance and extend Google Workspace services by bringing all of your teams' various apps and tools together under one roof. This way, cross-functional teams can connect and generate ideas together, no matter where they're working or what tools they use. For example, using Google Meet, you can easily connect with people who don't have a Google Account. You can even use Outlook to schedule these meetings using the Google Meet add-in for Microsoft Outlook.

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4. "New ways Google Workspace works with tools you already use", 2020

Challenge #4

Our employees need solutions that are familiar and easy to use, with minimal disruption

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Solution

Having already invested in productivity tools and software, organizations rightly want to get the most from their investments.

Yet, with multiple products in play, employees spend more time dealing with incompatibility issues, and less time making the most of each tool.

This is where Google Workspace shines. The easy-to-use, helpful set of tools is used by over 3 billion people worldwide. Most organizations find that this familiarity significantly reduces the need for training and change management.

Google Workspace deals with incompatibility issues automatically, so your employees can focus on getting great work done. For example, ATB Financial has reduced strategic planning, consolidation, and reporting time by 50% since adopting Google Workspace.[5]

In addition, employees can make the most of their existing skills in the tools they are most familiar with — be it the Office productivity suite, a CRM platform like Salesforce, or a workflow tool like Trello — to keep getting great work done. An added bonus? By bringing all of your workplace productivity tools into one place, you can start applying the best-in-class AI and search technology to help everyone work even smarter.

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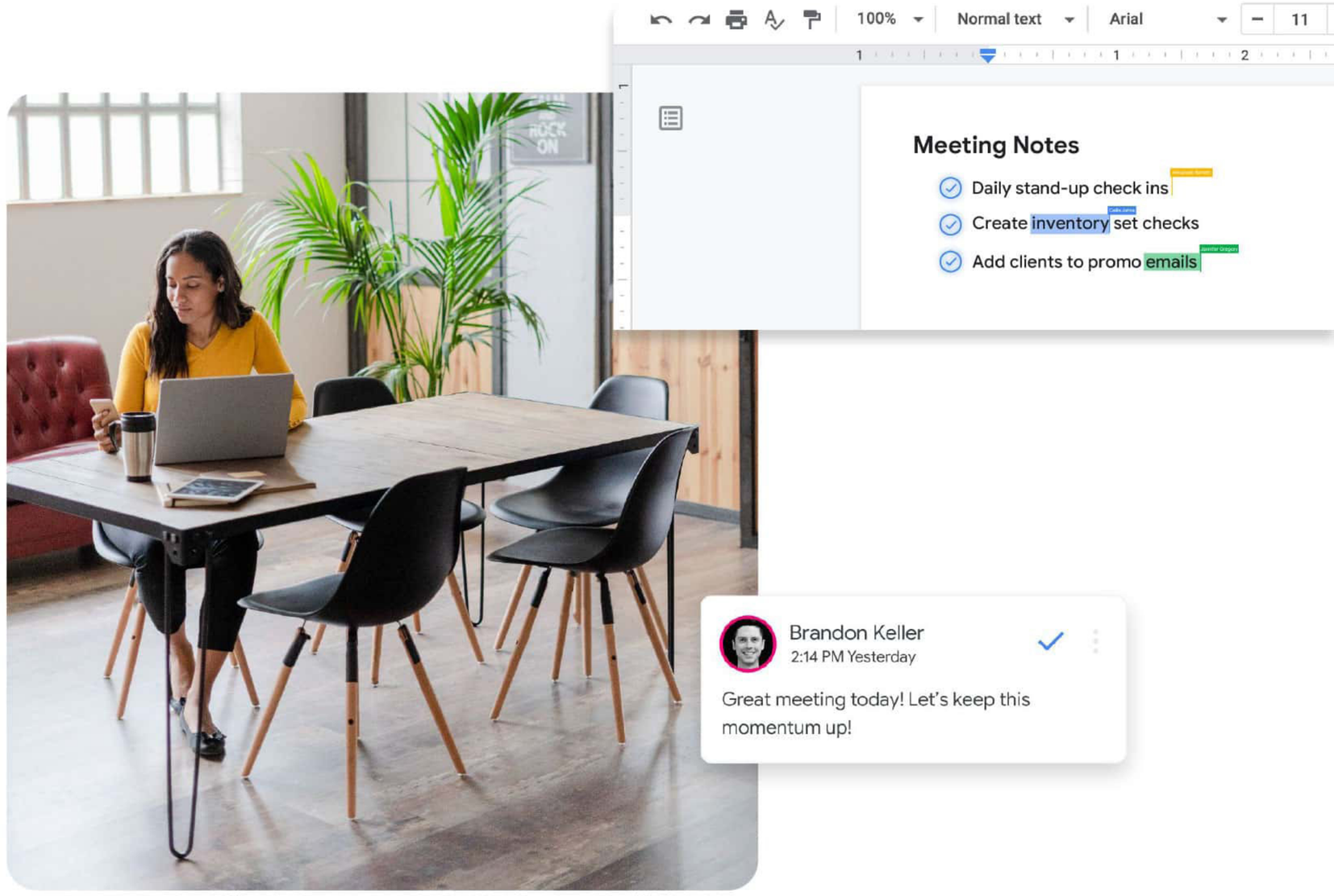
5. "ATB Financial: Reimagining work with Google Workspace", 2020



Ready to get started?

Google Workspace gives your employees everything they need to connect, create, and collaborate, while complementing your existing technology investments, including Microsoft Office.

Start your free trial today

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