Google Apps Essentials: Docs, Slides, Sheets
(1 Day)

COURSE OVERVIEW

This Google Essentials Apps training will empower your team to work with the different Apps included in the Google Apps suite for businesses. This course will teach your team how to effectively set up and use Gmail, Google Calendar and Google Docs.

COURSE BENEFITS

- Learn to get your free Google account and set up for instant access to your documents.
- Learn to upload and use the documents you've already created with Microsoft Office.
- Learn to use Google Spreadsheet to create charts to display spreadsheet data.
- Learn to master Google Docs' easy, powerful document-editing and formatting tools.
- Learn to insert images into your documents and presentations.
- Learn to share documents securely with your colleagues.
- Learn to back up your documents offline and edit them when you don't have an internet connection.

COURSE OUTLINE

Getting Started with Google Drive

Starting Word Processing
- Creating Your First Document
- Introducing Formatting
- Printing a Document
- Deleting a Document

Formatting Documents
- Formatting a Document
- Working with Templates
- Importing and Exporting Documents
- Doing Research
- Working Offline

Taking Your Docs to the Next Level: Lists, Tables, and Insertions
- Working with Lists
- Adding Tables to a Document
- Inserting and Editing Images
- Working with Hyperlinks and Bookmarks

Sharing and Collaborating on Documents
- Sharing a Document
- Other Ways to Share a Document
- Collaborating on a Document
- Working with a Document's Revision History

Introducing Spreadsheets
- Spreadsheet Basics
- Creating Your First Google Docs Spreadsheet
- Creating a New Spreadsheet from a Template
- Formatting a Spreadsheet
- Working with Data
- Printing and Deleting Spreadsheets

Spreadsheets: Formulas and Charts
- Working with Spreadsheet Formulas
- Getting the Big Picture with Charts, Graphics, and Gadgets

Sharing and Collaborating on Spreadsheets
- Sharing Spreadsheets
- Collaborating on Spreadsheets
- Creating a Form to Gather Data
- Working with a Spreadsheet's Revision History

Introducing Presentations
- What's a Presentation?
- Your First Presentation
- Giving Your Slides Pizzazz
- Working with Slides
- Working with Presentations

The Main Event: Sharing and Viewing Presentations
- Sharing a Presentation
- Collaborating on a Presentation
- Giving a Live Presentation
- Publishing a Presentation on the Web
- Working with Revisions