



Google Docs Introduction

Participants in this Google Docs Introduction 1 day course will gain an understanding of the fundamental principles of Google Docs, including creating business documents in the cloud, editing and formatting documents for printing. You will be given a solid foundation of skills upon which to build.

The course assumes no prior knowledge of Google Docs, however, people with limited exposure to the software and those who are self-taught will also benefit from attending this course.

Course Details

Skill Level:	Beginner
Duration:	One Day
Time:	9:00am – 4:00pm (approx)
Class Size:	10 students (max)

Course Content

Google Docs Orientation

- Introduction to Google Docs
- The Google Docs Interface
- How to Open and Save Google Docs
- Using Help

Creating Documents

- Name the Document
- Templates
- Insert Text
- To Delete Text
- Type as You Speak

Working with Tables

- Working with Tables
- Inserting and Modifying Tables
- To Add an Additional Row
- To Add an Additional Column
- To Delete a Row or Column
- Editing Table Properties

Editing Documents

- Selecting Text
- Cut, Copy and Paste
- How to Copy Formatting in Google Docs
- Using Find and Replace
- Page Breaks
- Create Page Columns
- Insert Special Characters
- Inserting Images
- Undo and Redo
- Creating Documents

Formatting Documents

- Formatting Overview
- Character Formatting
- Paragraph Formatting
- Page Formatting
- Applying Character Formatting
- Using the Paint Format Command
- Paragraph Formatting
- Styles for Google Docs

Using Proofing Tools

- Spelling and Grammar Check
- Spell Check and Suggestions
- Manage Your Personal Dictionary
- AutoCorrect Options

Printing

- Using Print Preview
- Working with Printer Settings

“Brendon as always is excellent at training and I would highly recommend him to any organisation. Forever a pleasure.”

O. Allen