



Google Docs Intermediate

Participants in this Google Docs Intermediate 1 day course will build on their existing knowledge of Google Docs by using Bullets and Numbering, setting Tabs and Sections, then work with Headers and Footers. You will then explore Styles, Outlining, Tracking Changes and Version History.

The course is designed for those who already have a solid foundation of Google Docs and seek to extend their knowledge and skill set.

Course Details

Skill Level:	Intermediate
Duration:	One Day
Time:	9:00am – 4:00pm (approx)
Class Size:	6 students (at Keystroke) 10 students (Your Office)

Course Content

Creating Lists

- Creating a Bulleted List
- Creating Numbered Lists
- Using Multi-Level Numbering
- Modifying Lists
- Creating a Checklist

Using Styles

- Applying Styles
- Modifying Styles
- Saving Default Styles
- Resetting Styles

Adding Graphics

- Inserting Graphics
- Finding Online Images
- Resizing and Moving Graphics
- Text Wrapping with Graphics
- Image Adjustments

Using Tabs

- Understanding Tab Types
- Setting up Tabs with the Ruler
- Adjusting Tabs
- Removing and Replacing Tabs

Working with Outlines

- Viewing Document Outlines
- Modifying Outlines
- Working with the Outline Panel

Tracking Changes

- Understanding Document Modes
- Using Suggesting Mode
- Editing Tracked Documents
- Reviewing Comments
- Using View Mode

Working with Sections

- Types of Section Breaks
- Inserting Section Breaks
- Setting up Columns
- Removing Section Breaks

Table of Contents

- Creating a Table of Contents
- Updating a Table of Contents
- Creating a Linked Table of Contents

Version History

- Understanding Version History
- Viewing Version History
- Naming Versions
- Restoring Versions
- Showing Named Versions

Adding Headers & Footers

- Creating Headers and Footers
- Different First Page Options
- Dealing with Section Breaks
- Linking and Unlinking Sections



Brendon is a skilled facilitator with a sharp sense for his learner's needs. The paced was fantastically - I am now confident I can use the software to meet my needs.

H. Nelthorpe