

Google Drive and Docs

Audience

Those who need to create and store documents, spreadsheets and presentations online and those who need to share and collaborate with others on documents, spreadsheets and presentations. Google Docs, Sheets, and Slides are productivity apps where users can create different kinds of online documents, work on them in real time with other people, and store them in an online Google Drive. The documents, spreadsheets, and presentations can be accessed from any computer that has an Internet connection.

Aims

By the end of the course delegates will be to create, edit and reports and documents, spreadsheets and presentations. Delegates will have a good understanding of navigating the Google Drive interface, organising files and folders and work with Microsoft Office documents and convert documents to Google formats.

Objectives

At the end of the course delegates will be able to:

- ✓ Work with Google Drive and Google mobile Apps
- ✓ Create and format a Google Doc with Images, Page numbering
- ✓ Create and rename spreadsheets with functions and calculations
- ✓ Create and launch presentations
- ✓ Work with Google Drawings
- ✓ Set up document collaboration with restrictions and track edits
- ✓ Work offline

Course Content

Google Drive and Apps

- Navigate the Google Drive interface
- Using Search
- Organising Files and Folders
- Uploading files
- Printing

Google Docs

- Navigate Google Docs
- Creating and renaming documents
- Formatting documents
- Inserting Images, Page numbers
- Importing and Exporting documents
- Google Doc Templates

Google Spreadsheets

- Create and rename spreadsheets

- Import and Export options
- Formatting numbers and cells
- Sorting and Filtering data
- Functions and Calculations
- Charts and Graphs

Google Forms

- Create Google Forms to collect data
- Surveys

Google Slides

- Creating and launching presentations
- Import and convert PowerPoint files
- Export a presentation
- Editing Google slides
- Creating and modifying transitions
- Creating and modifying animations
- Publish a presentation on the Web

Google Drawings

- Working with objects in Drawings
- Publish a drawing

Collaboration

- Collaborating in Google Drive
- Setting up Collaboration
- Restricting editors
- Remove collaborators
- Tracking Edits in shared files
- Contacting collaborators

Offline Access and file storage

- Offline setup
- Installing Google Drive on a PC
- Versioning in Google Drive
- Removing and Disconnecting Google Drive Applications