



Google Docs Essentials & Beyond

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Course Content

General Outline

This course covers the 'full range' of the important basics in using Google Drive and Docs.

Google Drive, which is Google's online 'cloud' storage service, now includes Google Docs.

In our course, you'll learn how Google Docs can be used to:

- ⇒ Create, edit and format documents online (word processing documents, spreadsheets, and presentations)
- ⇒ Share documents with others and look at their changes.
- ⇒ Add comments to the documents and see who made those comments.
- ⇒ Access the documents/files from virtually any device, such as your PC/laptop, iPad, or other tablet and smartphone.

The course also covers how to use Google Drive to store and manage your files.

You'll also learn lots of shortcuts in how to use Gmail and calendar to manage organise your email and your day much better.

We cater for all students in this course, whether they have been self-taught, have been using Google Drive for a while, or have no experience at all. You can also bring along your specific questions.

Detailed Outcomes

→ Using Google Drive & Docs:

- ◆ Create files (documents, spreadsheets and presentations).
- ◆ Edit and format files.
- ◆ Share files.
- ◆ Add comments to files.
- ◆ Check previous versions of files and track changes and revisions.
- ◆ View changes from other authors.
- ◆ Create folders to store files better.
- ◆ Use cloud drive more effectively.
- ◆ Convert/download files to different types (MS Word, Excel, PDF, etc).
- ◆ Synchronise with portable devices.



Duration & Rate:

- ◆ 1 day public course (\$319) OR
- ◆ 3 x 1-hour online (\$132) OR
- ◆ Closed / Onsite (inquire)

Prerequisites:

No experience with Google Docs is assumed nor required.
Users should be familiar with using a Windows PC.

Public Course Includes:*

- ◆ Use of a computer for hands-on exercises.
- ◆ Extensive training manual.
- ◆ Refreshments.
- ◆ Certificate of attendance.
- ◆ After-course support.
- ◆ Free refresher course.

** Inquire re details.*

How to Book:

- ◆ Phone us on **(02) 6041 2711.**
- ◆ Email us at **office@classtraining.com.au**
- ◆ Book online at **www.classtraining.com.au**

Detailed Outcomes of Courses

Essentials & Beyond Course (1 day):

→ Using Google Drive & Docs:

- ◆ Create files (documents, spreadsheets and presentations).
- ◆ Edit and format files.
- ◆ Share files.
- ◆ Add comments to files.
- ◆ Check previous versions of files and track changes and revisions.
- ◆ View changes from other authors.
- ◆ Create folders to store files better.
- ◆ Use cloud drive more effectively.
- ◆ Convert/download files to different types (MS Word, Excel, PDF, etc).
- ◆ Synchronise with portable devices.

→ Gmail

- ◆ Set up / import mail accounts.
- ◆ Send / receive email.
- ◆ Manage email.
- ◆ Set up email filters.
- ◆ Work with attachments.
- ◆ Synchronise with portable devices.

→ Calendar

- ◆ View different calendars.
- ◆ Schedule appointments and to-dos.
- ◆ Invite people to meetings.
- ◆ Work with contacts.
- ◆ Synchronise with portable devices.

Course Delivery Options:

This course can be delivered:

- ◆ as a public course with maximum ten (10) participants.
- ◆ onsite in your training rooms, and with optional laptops/notebooks.
- ◆ as one-on-one executive or small group courses.
- ◆ as a live, interactive webinar for up to 100 participants.

Content of course can be customised to meet specific requirements that best suit you and your personnel.

The course has simple-to-follow, hands-on exercises. An extensive training manual of step-by-step instructions is yours to keep.

Course Includes:

All participants receive the following:

- ◆ Use of a fast PC – one person per PC.
- ◆ An extensive training manual of step-by-step exercises.
- ◆ Refreshments.
- ◆ Certificate of attendance listing the outcomes covered.
- ◆ Support via phone, fax or e-mail for content covered.
- ◆ Support from our online Help Desk and Knowledgebase.
- ◆ Answers to your specific queries.

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- Phone us on (02) 6041 2711
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