



Google Drive / Docs

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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 (sometimes known as just Google 'Docs') provides many apps and features to make your work easier. In our course, you'll learn how to:

- ⇒ manage your files and folders better, set up an efficient filing system.
- ⇒ use desktop Windows File Explorer to manage your files and folders rather than through the browser.
- ⇒ create, edit and format documents online (word processing documents).
- ⇒ share documents with others, look at their changes, make comments, manage different versions, etc.

Detailed Course Outcomes

→ Google Drive:

- ◆ Work with and **manage your folders better**.
- ◆ Create folders, rename folders, **set up a filing system**.
- ◆ **Share folders** with others — just view or editing access.
- ◆ Set up and use **desktop Windows File Explorer to manage files and folders** instead of browser.
- ◆ Your specific questions answered.

→ Google Docs:

- ◆ **Create, edit and format documents** 'from scratch'.
- ◆ **Upload and convert MS Word documents** and view limitations.
- ◆ Use **time-saving shortcuts** to navigate documents and select text.
- ◆ Work with **tables** to create complex layouts.
- ◆ **Import and manipulate photos, images**, etc, and mix text and graphics.
- ◆ Add **headers and footers**, page numbers, etc.
- ◆ Use **best-practice suggestions** to better present your documents — formatting guidelines, etc.
- ◆ Your specific questions answered.

→ Sharing Google Docs:

- ◆ **Share documents** and work with others on documents.
- ◆ Add **comments** to documents and **view all comments efficiently**.
- ◆ Check previous versions of files and **track changes and revisions**.
- ◆ **Convert/download files** to different types (MS Word, Excel, PDF, etc).

Delivery & Duration

- ◆ 1 day public course, **OR**
1 x 3-hour live online **OR**
Closed / Onsite (inquire)

Prerequisites

No experience with Google is assumed nor required.

Public Course Includes*

- ◆ Computer for hands-on skills.
- ◆ Extensive training manual.
- ◆ Refreshments.
- ◆ Certificate of attendance.
- ◆ After-course support.
- ◆ Free refresher course.

* Inquire re details.

Online Sessions Include

- ◆ PDF workbook of instructions.
- ◆ Interactivity: ask your questions.
- ◆ Access to recording of session.
- ◆ After-course support.

How to Book

- ◆ Phone: **(02) 6041 2711**
- ◆ Email: **office@classtraining.com.au**
- ◆ Book online: **classtraining.com.au/coursedates/**

