

September 5, 2023—
October 31, 2023
Tuesdays from 12:00pm-
3:00pm

FACE

Fremont Adult and Continuing Education

Google Workspace Collaboration with Drive and Apps

This class introduces the Google Drive, Sheets, Slides, Forms, and Applications and how to share spreadsheets, documents, and presentations with others. It also offers mini projects and hands-on training in our computer lab.

Prerequisites include: basic e-mail and document creation

What is covered in the course?

Working with Common Features:



- Opening a Google Application
- Using the Menu and Toolbar
- Using Help
- Creating a New File
- Renaming a File
- Emailing a File
- Downloading Files in Other Formats
- Opening a Microsoft Office File in a Google App

Across the Appliances:



- Understanding the Google Drive Display Screen
- Changing Google Drive Display Options
- Understanding the Google Slides Display Screen
- Understanding the Google Docs Display Screen
- Understanding the Google Sheets Display Screen
- Understanding the Google Forms

Register today at:

<https://go.asapconnected.com/?org=4868#CourseGroupID=42798>

