

Google Workspace Collaboration with Drive and Apps

January 31- March 30, 2023

Tuesdays and Thursdays 12:00pm- 3:00pm

Room 11

Overview

This class introduces the Google Drive, Sheets, Slides, Forms applications and how to share spreadsheets, documents, and presentations with others. It also explains how to use Google Drive to store and share files and commonly used features.

Prerequisites

Basic email and document creation knowledge is required.

Course Outline

- Google Drive
- Google Sheets
- Working with Common Features
- Google Docs
- Google Slides

Descriptions of Each Application Covered in the Course

Google Drive

Signing into Google Apps
Using the Google Apps Menu
Understanding the Google Drive Display Screen
Changing Google Drive Display Options
Creating a File from Drive
Making a Copy of a File
Moving a File to Trash
Uploading a File from a Hard Drive
Creating and Managing Folders
Uploading a Folder from a Hard Drive
Searching for Files
Adding Shortcuts to My Drive
Working with Drive Priority and Workspaces
Changing Google Drive Settings
Signing into Multiple Google Accounts

Google Sheets

Understanding the Sheets Display Screen
Creating Formulas
Working with Functions
Working with the Google Sheets Functions List
Formatting Numbers
Previewing and Printing a Sheet
Creating a Chart
Working with the Chart Editor Setup Options

Working with Common Features

Opening a Google Application
Using the Menu and the 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

Google Docs

Understanding the Docs Display Screen
Changing the View of a Document
Inserting an Image
Inserting Page Numbers

Google Slides

Understanding the Slides Display Screen
Changing the View of a Presentation
Entering Text in a Slide
Adding an Image to a Slide
Adding, Deleting and Reordering Slides
Applying a Theme
Adding Transitions and Animations
Delivering a Presentation
Using Presenter View and Audience

Google Forms

Understanding the Forms Display Screen
Creating a Form
Adding Questions
Sending a Form
Linking to a Spreadsheet
Viewing Responses



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