

Google Apps

COURSE DESCRIPTION

This hands-on course focuses upon a subgroup of popular Google apps that are comparable to Microsoft Office programs. These Google apps include: Docs (Word), Sheets (Excel), Slides (PowerPoint), and Gmail (Outlook). Participants will learn how to access and use these selected Google apps, as well as use them in conjunction with Microsoft Office 365 and traditional Microsoft Office programs.

COURSE OBJECTIVES

Upon successful completion of this course, participants will be able to:

1. Understand the basic characteristics of Google apps and how they differ from traditional versions of Microsoft Office
2. Access Google apps on desktops, laptops, tablets, and mobile devices
3. Create, open and save Google apps files from desktop, laptop, tablet, and mobile devices
4. Modify and delete Google apps files
5. Open, manage, and organize files created and edited on multiple devices
6. Work collaboratively using Google apps
7. Use special features of Docs, Sheets, Slides, and Gmail

COURSE INSTRUCTOR

Marsha Ann Tate, Ph.D.

marsha@materesearch.com

Course handouts are available at https://mtateresearch.com/computer_courses_supplemental_resources

COURSE OUTLINE

The course will cover the following topics:

Introduction to Google Apps

- An introduction to Google apps
 - Key differences between free Google apps and G Suite
 - Key differences between Google apps, Microsoft Office 365, and traditional versions of Microsoft Office
- Types of Google apps
- Accessing Google apps
 - Using Google apps on different devices
 - Using Google apps on mobile devices

Create, Open, and Save Google Apps Files

- Create and open Google apps files from different devices
- Create a file from a template
- Rename files
- Change document properties
- Save Google apps files
- Backup Google apps files

Modify and Delete Google Apps Files

- Cut, copy, and paste content
- Undo and redo actions
- Add links in a file
- Add multimedia content
- Embed and link to files
- Check spelling and grammar
- Delete Google apps files

Manage and Organize Google Apps Files

- Accessing and navigating My Drive
- Identifying where files and folders are currently being stored
- Naming and organizing files
- Controlling what types of changes can be made to a specific file
- Working with Google files offline
- Opening and editing Google files using Microsoft Office programs

Work Collaboratively Using Google Apps

- An overview of Google apps' sharing features
- Sharing Google apps files with others
- Coauthoring and editing Google apps files collaboratively
- Adding and reviewing contents
- Sharing files with individuals outside of your organization

Google Drive

- Drive basics
- Uploading files and folders
- Creating files and folders
- Sharing files and folders
- Deleting and restoring files
- Determining when to use Google Drive or another file sharing service

Special Features of Selected Google Apps

- Docs
- Sheets
- Slides
- Gmail