

Google Docs

course outline

Google Docs is the online word-processing application that forms part of Google's G-suite, which is used by organisations all over the world.

IS THIS COURSE FOR YOU?

In this course, you'll learn the basics of working with Google Docs so that you can create, edit, and format documents using this web-based word processor.

ABOUT THE COURSE

Google Docs is a web-based word processing tool that can be used to easily create, edit, and view documents. The course covers everything you need to get started using the application.

You will learn how to access the application online and navigate the different tools in its interface. You will also learn how to open documents and edit and format text.

Google Docs can be used to create any number of written materials, from websites to pamphlets and everything in between.

There are three modules in the course:

Module 1 - Getting started in Google Docs, including accessing and connecting to the online word processor, locating and opening documents, using templates, and more.

Module 2 - Editing documents, including find and replace, undo and redo, voice typing and voice commands, inserting special characters, and more.

Module 3 - Formatting text, modifying font style, applying colour, configuring text alignment and indentation, using borders and shading, paragraph styles, and more.

AIMS AND OBJECTIVES

This course will provide you with the skills you need to confidently use Google Docs in a business environment.

PRE-REQUISITES

There are no pre-requisites for this course.

CAREER PATH

This course is ideal for EAs, VAs, and Admin Assistants who would like to learn how to work with Google Docs.

COURSE DURATION: 3 hours

(Actual course duration will vary from individual to individual, based on prior skills and application.)



CPD POINTS: 3

(CPD points awarded upon successful completion)

To find out more about, speak to one of our course advisors.

