

Course	Google Application – Word Processing
Length	1, 2 or 3 hours
Audience	For anyone new to the Google Word processing application or transitioning from Office to GoogleApp. This course trains students to efficiently navigate the GoogleDrive & Docs interface, while creating and editing a document. Students explore Formatting and tools to enhance the document. Additional lab practices distribution techniques, including page set-up, spell check, and how to share, save, synchronize, print and share a document. Any course can be customized.
Topics	<p>Module 1: Google Word Processing Overview</p> <ul style="list-style-type: none">◆ Tour the Google interface: Google Drive, Docs◆ Key Differences: Microsoft Office Word vs. Google◆ Create and name a document◆ Type and edit text <p>Module 2: Modifying a Document</p> <ul style="list-style-type: none">◆ Selecting text◆ Change formatting◆ Use shortcuts <p>Module 3: Graphics & Styles</p> <ul style="list-style-type: none">◆ Insert a picture/ image◆ Enhance your document◆ Spell Check your document◆ Add Headers and footers◆ Insert a Page Break◆ Optional Lab/ Training: Form, Table, Styles, Merge <p>Module 4: Distribution “Musts” - Proof, Save and Print</p> <ul style="list-style-type: none">◆ Spell check a document◆ Collaboration tips◆ Save a document & Various Formats◆ Synchronize documents with Microsoft◆ Page Setup & Print a document◆ Share a document <p>Open Question & Answer: Differences / Tools</p>