

G Suite Applications

Docs - Sheets - Slides

Course Outline

Lesson 1: Google Docs

- Creating a Google Document
- Looking at the Document Screen
- Editing Toolbar
- Formatting Text
- Inserting Graphics
- Graphics
- Tables
- Page Setup
- Printing a Google Doc

Lesson 2: Google Slides

- Creating a Google Slideshow
- Looking at The Screen
- Editing and Formatting A Presentation
- Inserting and Deleting Slides
- Applying a Theme
- Changing the Background
- Applying a Transition
- Inserting Graphics
- Formatting Graphics
- Inserting Animations
- Speakers Notes
- Presenting a Presentation

Lesson 3: Google Sheets

- Creating a Google Spreadsheet
- Looking at the Screen
- Entering and Formatting Data
- Formatting Attributes
- Inserting/Deleting/Editing
 - Rows & Columns
- Formulas and Functions
- Mathematical Operators
- Basic Formulas
- Inserting/Deleting/Renaming
 - Worksheets
- Sharing a Google File