



INCUMBENT WORKER TRAINING

Google Docs, Sheets & Slides



OPERATION ABLE

— This Page Intentionally Left Blank —

TRAINING COURSE DESCRIPTION

Course Description

This eight-hour training provides the beginning user with the basic skills to manage data using the Google Suite. All lectures have substantial practice time and assignments built into them

What am I going to get from this course?

Demonstrate ability to create, navigate, format and print word documents and to enter text and format data correctly.

Prerequisites and Target Audience

What will students need to know or do before starting this course?

Basic computer skills including keyboarding. Reading, writing and speaking English.

Who should take this course? Who should not?

Beginning users who need to learn word processing to manage data. Not recommended for those who lack basic computer skills.



Google Docs, Sheets & Slides

2hrs, 40min

CLASS PREP: GOOGLE SUITE OVERVIEW

Suggested Topics

- Free Web-Based Google Software
- Google Drive makes it easy to store and access your files online in the cloud
- Google Collaboration Fundamentals

2hrs, 40min

CLASS 1: INTRODUCTION TO GOOGLE DOCS

Suggested Topics

- Create a new document, add text, select text in different ways and insert images.
- Learn to format characters, paragraphs, and change document layouts, by using lists, paragraph styles, alignments, page breaks, the paint format tool, change page margins and orientation.
- Insert and modify images and add drawings.
- Learn how to use the available tools such as the Research and Define tools.
- Summary of differences between Microsoft Office and Google DOCS.
- Helpful Features of Google Docs

2hrs, 40min

CLASS 2: GOOGLE SHEETS BASICS

Suggested Topics

- Creating a new file and entering numbers and text into the spreadsheet.
- Understanding rows and columns, selecting cells, and formatting data and text.
- Learn about formulas and entering them in a spreadsheet.
- Learn about relative and absolute cell references.

-
- Learn about using several functions, including the IF conditional function.
 - Learn how to use data and character formats.
 - Learn how to hide and unhide columns, change cell formats, merge cells, add cell borders.
 - Format text using conditional formatting.

2hrs, 40min

CLASS 3: GOOGLE SLIDES FUNDAMENTAL

- Using templates, changing themes and layouts, spell checking, adding and moving slides, creating text boxes, inserting WordArt and images, cropping images, defining hyperlinks.
- Learn how to begin a presentation using templates and themes, and how to change layouts.
- Learn to duplicate and copy objects and slides.
- Learn how to crop and format images.
- Learn how to insert and format shapes.

**Suggested
Topics**

INCUMBENT WORKER TRAINING

Google Docs, Sheets & Slides

Google Suite Overview



FOR MORE INFORMATION CONTACT:

Steve Zukowski, Program Coordinator SBDAP & UpSkill
szukowski@operationable.net or call 617-501-2151

Bill Nadler, Senior Training Specialist
wnadler@operationable.net or call 617-542-4180, ext 142

Mark Gyurina, Chief Program Officer
mgyurina@operationable.net or call 617-542-4180, ext 128

Or Visit our website for additional course information:
<https://operationable.net/small-business-direct-access-program-dap>



* Google Logo: This logo image consists only of simple geometric shapes or text. It **does not meet the [threshold of originality](#)** needed for copyright protection, and is therefore in the [public domain](#).