

## Introduction to Google Apps

**Description:** Students will learn how to work with the various Google Applications. Students will work extensively with Google Mail, including work with contacts and attachments. Using Google Calendar, participants will work with events, invitations and resources. Features will include multi-calendaring and sharing calendars. Students will then work with Google Docs to create documents and spreadsheets which may be shared and used for collaboration.

**Days:** 1

**Prerequisites:** Basic email and word processing experience

### Google Mail

- Mail overview
- Composing messages
- Searching Mail
- Using labels and stars
- Managing contacts
- Chatting
- Opening attachments in Docs & Spreadsheets
- Creating signatures and vacation responders
- Using forwarding

### Google Calendar

- Viewing Calendar
- Adding and changing events

- Searching Calendar
- Multi-calendaring
- Setting up notifications
- Sharing Calendar
- Working with invitations
- Scheduling resources

#### **Google Files, Folders and Views**

- Create a Folder
- Add Items to a Folder
- Assign a Color to a Folder
- Rename, Hide or Delete Folders
- Recover a Deleted Item
- Update a File from your Browser
- Upload a File via Email
- Switch Views of a Document

#### **Google Docs**

- Create and Save a Document
- Create a Document from a Template
- Insert Text
- Format Text and Paragraphs
- Use Undo and Redo
- Cut, Copy and Paste Text
- Create a Bullet or Numbered List
- Insert and Position Images
- Insert a Table
- Insert a Hyperlink
- Add headers and footers
- Insert a Bookmark or Comment

- Save and Print a Document

### **Google Spreadsheets**

- Create and save a Spreadsheet
- Copy, Rename and Delete a Spreadsheet
- Insert and Delete Rows and Columns
- Freeze Rows and Columns
- Enter, Edit and Sort Data
- Change the Data Format
- Use Auto-Fill
- Use the Formula Button
- Insert a Formula
- Create a Chart

### **Google Presentations**

- Creating and Save a Presentation
- Create a Presentation from a Template
- Work with Slides
- Insert Images, Text Boxes and Shapes
- Format Slides
- Preview a Presentation

### **Sharing**

- Sharing Overview: Owners, Collaborators and Viewers
- Share an Item from the Docs list
- Share directly from a Document, Presentation, or Spreadsheet
- Remove Collaborators or Viewers
- Change the Ownership of a Document or Presentation

### **Upcoming Classes**

Sorry, there are no upcoming classes. Feel free to contact us if you're interested in us putting a class together.