

# Course : Getting started with Google Docs

Practical course - 2d - 14h00 - Ref. GGD

Price : 760 € E.T.

## Intended audience

General public

## Course schedule

### 1 Introducing Google's web interface and tools

- Introducing Google's web interface and tools
- The benefits of Google Suite
- Collaborate
- Communicate
- Store and share
- Working on the move

#### Hands-on work

### 2 Getting to grips with the interface

- Creating and naming a Google Docs document
- Main preferences (choice of language and spelling correction)
- Description of the working environment
- Display options
- The explore button

#### Hands-on work

### 3 Create a document

- Know the basic rules and best practices
- Data entry by the kilometer
- Paragraph endings, line breaks and page breaks.
- Character formats (choice of font, size, color and text attributes)
- Paragraph formats (indents, spacing and line spacing, tabs, bulleted lists)
- Inserting images, tables and graphics

#### Hands-on work

#### PARTICIPANTS

General public

#### PREREQUISITES

#### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

#### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

#### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

#### 4 Adjust document layout

- Page configuration (size, orientation, margin, etc.)
- Header and footer
- Printouts and PDF exports

##### Hands-on work

#### 5 The tools

- Automatic correction
- The translation
- Voice input

##### Hands-on work

#### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

#### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.