Course : Google Docs, creating professional documents

Practical course - 1d - 7h00 - Ref. GGP
Price : 520 CHF E.T.

Google Docs' advanced features enable you to create sophisticated documents. In this training course, you'll learn how to create professional documents.

Teaching objectives

At the end of the training, the participant will be able to:

- Working with tables and lists in Google Docs
- Inserting and formatting visual elements in a document
- Real-time collaboration with Google Docs
- Using advanced Google Docs features

Intended audience
All audiences.

Prerequisites
Basic knowledge of the Windows environment.

Practical details

Hands-on work
Discussions, experience-sharing, demonstrations, tutorials and case studies to train you throughout the course.

Teaching methods
Active pedagogy based on discussion, practical case studies, practice exercises for the optional TOSA® certification and assessment of acquired skills throughout the course.

Course schedule

PARTICIPANTS
All audiences.

PREREQUISITES
Basic knowledge of the Windows environment.

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.

1. Introduction to Google Docs

- Create a new document.
- Save and name a document.
- Insert and delete text in a document.
- Apply paragraph and character styles, including bolding, italics and underlining.
- Use layout tools such as tabs, line breaks and page breaks.
- Create a custom document template.

Hands-on work
Use layout tools and create a customized document template.

2. Working with tables and lists

- Insert and modify a table in a document.
- Align text and numbers in table cells.
- Create bulleted and numbered lists.
- Manage display options.

Hands-on work
Create a table to organize information, including aligning text in cells, creating bulleted and numbered lists and customizing display options.

3. Inserting and formatting visual elements

- Insert and resize images in a document.
- Add and customize captions for images.
- Create and format graphs and charts from data.
- Use scripts to automate certain tasks.

Hands-on work
Insert and format images and graphics in a document.

4. Real-time collaboration

- Share a document with others and give them editing rights.
- Resolve change conflicts and merge changes.
- Protect a document with a password.
- Configure document sharing parameters to control who has access to the document.
- Manage document versions and restore to a previous version.
- Integrate Google Docs with other productivity tools, such as Google Sheets and Google Slides.

Hands-on work
Use versions and sharing parameters to control who has access to the document. Resolve modification conflicts and protect the document with a password.

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.