

Google Drive & Apps

GoSkills online course syllabus

Skill level

Beginner

Lessons

42

Accredited by

CPD

Pre-requisites

No prior experience needed

Video duration

2h 52m

Estimated study time

21h

Instructor

Scott Friesen

Google Drive

1

Google Drive Basic Controls

An overview of accessing and using the Google Drive interface. Covers logging in, storage capacity, views, search, sorting and starred items.

2

Uploading, Downloading, Deleting and Restoring Files

How to upload, download, delete and restore files using Google Drive.

3

Google Apps Within Drive

Introduction to Google Docs, Slides, Forms, Sheets and Drawings. This lesson will show how to create one of each and give a brief description of what each does. Each app will be covered in much more detail in its own section.

4

Adding and Removing Third Party Apps

How to search for and install third party apps within Google Drive, and how to remove them.

5

Offline Drive Options

How to install and use the offline client for a personal computer. The example will be carried out on a Mac, however, Windows differences will be highlighted.

6

Sharing Files

An overview of the share option.

7

Google Drive on iOS Devices

An overview of the main differences when using Google Drive on a iOS device.

8

Version History

View version history and restore previous versions of files in Google apps.

Google Docs

9

Google Docs Basic Controls

How to create a new Google Doc and introduction to 'file, edit, view' options.

10

Toolbar Options in Docs

How to effectively use the options in the toolbar.

11

Inserting Images, Links, Charts, and Drawings

How to insert an image, link, drawing, chart, and comment into a Google Doc.

12

Footnotes, Page Numbers, Headers and Footers

How to insert page numbers, special characters, page breaks, headers and footers.

13

The Tools Menu in Docs

Use the tools menu for spelling, voice typing, translation and dictionary.

14

Creating and Formatting Tables in Docs

How to effectively and creatively use the tables options.

15

Suggesting Mode

How to track changes for multiple collaborators.

16

Google Docs Add-ons

How to install add-ons and use them within Google Docs.

Google Slides

17

Google Slides Basic Controls

How to create a new Google Slide presentation and introduction to 'file, edit, view' options.

18

Themes and Slides

How to use stock themes and add, remove and move slides.

19

Inserting Images, Videos, and Slide Numbers

How to insert an image, video, shape, slide numbers, etc.

20 **Formatting and Alignment in Slides**
Formatting google slides including aligning slide elements and formatting images options.

21 **Ordering and Rotating Objects in Slides**
How to format images using opacity and cropping tools, and right click menu items.

22 **Animations and Transitions**
How to get your slides ready for a professional presentation including transitions between slides and animating slide elements.

Google Sheets

23 **Google Sheets Basic Controls**
How to create a new Google spreadsheet and introduction to 'file, edit, view' options.

24 **Toolbar Options in Sheets**
How to format cells using the toolbar.

25 **Sorting and Protecting Data**
How to sort data and protect sheets and ranges.

26 **Filtering Data**
Introduction to Filters and how to effectively implement them.

27 **Pivot Tables**
Introduction to Pivot Tables and how to effectively implement them.

28 **Functions and Formulas**
Introduction to basic functions Sum, Average, Count, Max, Min.

29 **Creating Charts**
Selecting a data range and representing it as a chart within a spreadsheet.

30 **Conditional Formatting**
How to use conditional formatting to format cells based on their contents.

- 31** **Data Validation**
How to use data validation to create dropdown menus, and control what can be entered in specific cells.
- 32** **Google Sheets Add-ons**
How to install add-ons and use them within Google Sheets.

Google Forms

- 33** **Google Forms Basic Controls**
How to create a new Google Form and introduction to settings menu, color palette and questions type menu.
- 34** **Question Types and Editing a Form**
How to create different types of questions and the implications for the final form.
- 35** **Making a Form into a Self Correcting Quiz**
How to convert a form to an automatically self correcting quiz.
- 36** **The Responses Tab**
How to make a quick visualization of summary of response and exploration of common pitfalls such as sorting columns and deleting cell data.
- 37** **Google Forms Add-ons**
Using add-ons with Google Forms.

Google Drawings

- 38** **Google Drawings Basic Controls**
How to create a new Google Drawing and introduction to 'file, edit, view' options.
- 39** **Inserting Text, Word Art and Links**
How to insert text, word art, and images within Google Drawings.
- 40** **Formatting and Grouping Shapes, Lines, and Objects**
How to format and group inserted objects and manipulate lines in Google Drawings.

41

Ordering, Rotating and Cropping Objects

How to order and rotate objects with the right click menu, and how to crop images.

42

Using Google Drawings to Make an Infographic

How to make simple infographics or schematics using Google Drawings.

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