

<p><b>INTRODUCTION</b></p> <p><b>Duration:1 Day (8:30 -3:30 pm)</b></p> <p><b>Objective:</b> To gain understanding of the potential of Google Doc's. Be able to create a basic document apply formatting and print successfully</p> <p><b>Essential:</b> Have Mouse Skills, an awareness of keys on keyboard e.g.: Shift, spacebar, and Enter key</p> <p><b>Preferable</b> Some practical application for the course attending. Needing a general overview of Google Docs.</p>	<p><b>Module 1</b> <b>Getting Started</b> What is Google docs? Opening a File Getting to know the Environment Creating a New Document Navigating Saving, Starring your File</p> <p><b>Module 2</b> <b>Editing</b> Different Cursors Selecting Text Delete Text Cut, Copy, Paste, Web clipboard, Undo &amp; Re Do</p>	<p><b>Module 3</b> <b>Text Formatting</b> Font Format Painter Capitalization Insert Symbols, Emoji Strick through, Super Script, Subscript. Insert Horizontal line.</p> <p><b>Module 4</b> <b>Paragraph Formatting</b> Spacing Alignment Paragraph Indenting Bullets &amp; Numbering</p>	<p><b>Module 5</b> <b>Printing</b> Page Setup Insert Page Breaks Using Header &amp; Footer Print Preview</p> <p><b>Module 6</b> <b>Proofing Tools</b> Spell check Grammar Insert Comments AutoCorrect Find &amp; Replace</p>
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<p><b>INTERMEDIATE</b></p> <p><b>Duration:1 Day (8:30 -3:30 pm)</b></p> <p><b>Objective:</b> To expand existing Google Doc's knowledge. Be able to create table, do a mail merge and save document as a web page.</p> <p><b>Essential:</b> Have Mouse Skills, an awareness of keys on keyboard e.g.: Shift, spacebar, and Enter key. Completed Word Introduction or equivalent.</p> <p><b>Preferable</b> Some practical application for the course attending. Interest in mail merge, and formatting.</p>	<p><b>Module 1</b> <b>Tables</b> Creating tables Selecting cells Inserting Columns/Rows Deleting Columns/Rows Tables and Borders Toolbar Changing Column widths Formatting Borders and Shading</p> <p><b>Module 2</b> <b>Mail Merge</b> Add – ons Creating a Data Source Creating a Mail Merge Doc Mailing Labels</p>	<p><b>Module 3</b> <b>Tabs</b> Setting Tabs Removing Tabs Insert Columns Set Column breaks</p> <p><b>Module 4</b> <b>Styles &amp; Templates</b> Apply Styles Modify Styles Create Styles Working in Outline view</p> <p><b>Module 5</b> <b>Table of Contents</b> Create a TOC Modify a TOC Create a Bookmark</p>	<p><b>Module 6</b> <b>Web Features and Preferences</b> Create Hyperlinks Modify Hyperlinks Insert Foot Notes Set Preferences – Like AutoCorrect, Personal Dictionary</p>
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