

# Google Drive & Apps

GoSkills online course syllabus

Tuesday, May 7, 2024

**Skill level**

Beginner

**Lessons**

42

**Accredited by**

CPD

**Pre-requisites**

None

**Video duration**

2h 52m

**Estimated study time**

21h for all materials

**Instructor**

Scott Friesen

## Google Drive

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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

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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

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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

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- 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

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## 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

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## 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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