



Google Docs Training Course

Our Google Docs training class teaches you how to quickly get up and running with these popular applications that help businesses and organizations share information and collaborate. In this Google Docs training class you'll learn how to use Google Docs for word processing, spreadsheets, calendaring, and other capabilities. This class is customized to the needs of your organization, and only those capabilities that you are using are included as part of the training. This document provides a menu of available topics and subjects to include in the training.

What you'll learn in this training course

- How to create and edit word processing and spreadsheets
- Importing documents from MS Office and other tools
- How to add calendar events and create slide shows
- Exporting documents for easy re-use in other tools

Audience for this training course

This Google Docs training class is for professionals who would like to learn to efficiently work with word processing, spreadsheets, presentations, email, and calendaring using Google Docs.

Training course duration

This class length ranges between one-half day and two days in length, depending upon the topics covered and the level of use of Google Docs across the organization.

Training course curriculum

You will receive a comprehensive course manual for this class developed by the Certified Instructors at AGI.

Enrolling in this Google Docs training course

You can schedule this training class by calling AGI at 781-376-6044 or 800-851-9237.

Locations for this Google Docs training course

You can attend classes at your training centers located in Boston, New York City, Philadelphia, on site at your office, or on-line. You can select the course location at the time of your registration.

Private and customized training course options

This training course is offered as a private class for groups or individuals, and the content is customized to meet your specific needs. You can call to speak with a training representative at 781-376-6044 or 800-851-9237 to discuss customizing this training course.

Goals and objectives for this training course

American Graphics Institute is focused on providing high-quality training courses for your professional development. Our objective is to achieve educational outcomes that improve the efficiency of your organization with Google Docs.



Google Docs training class topics:

Our Google Docs training is customized, with each course being unique and adjusted depending upon the specific tools used within your organization.

Word Processing with Google Docs

- Browser Requirements
- Customize Your Setup with Google Docs Settings
- Importing Docs into Google
- Working with Documents
- Writing and editing Documents Offline
- Sharing and Collaborating on Documents
- Organizing and Finding Documents

Spreadsheets in Google Docs

- Getting Started with Google Docs Spreadsheets
- Creating a Spreadsheet
- Formatting a Spreadsheet
- Adding and Deleting Rows and Columns
- Working with Multiple Sheets
- Adjusting Cell Sizes
- Timesaving Data Entry Tricks
- Checking Your Spelling
- Inserting Images
- Sorting Data
- Formulas and Functions
- Labeling Cells and Columns with Range Names
- Working with Charts
- Displaying Data with Gadgets
- Printing a Spreadsheet
- Deleting a Spreadsheet
- Sharing and Collaborating on Spreadsheets
- Turn Back Time: Your Spreadsheet's Revision History

Slideshow Presentations in Google Docs

- Getting Started with Google Docs Presentations
- Creating a Presentation
- Editing a Presentation
- Previewing a Presentation
- Printing a Presentation
- Deleting a Presentation
- Sharing and Collaborating on Presentations
- Turn Back Time: Your Presentation's Revision History
- Part II. Communicating and Scheduling

Using Gmail: Email with Google Apps

- Welcome to Gmail: A Quick Tour
- Reading and Filtering Email
- Writing and Sending Email
- Organizing and Searching Your Email
- Dealing with Spam
- Contacts: Your Gmail Address Book
- Customizing Gmail: Your Settings Options

Keeping Organized with Google Calendar .

- Getting Started with Google Calendar
- Creating a Calendar
- Working with Calendars
- Using Google Calendar with Other Calendar Programs
- Google Calendar on the Go
- Calendar Tricks for Google Apps Users

Using Google Talk

- Getting Started with Google Talk
- Launching Google Talk Manually
- Working with Your Friends List
- Sending and Receiving Messages
- Transferring Files
- Inviting Web Site Visitors to Chat with You
- Signing Out of Google Talk
- The Google Talk Gadget: Taking Talk with You
- Google Talk and Gmail
- Making Free Voice Calls over the Internet

Creating Web Pages

- Creating an iGoogle Page
- Customizing iGoogle
- Customizing, Sharing, and Creating Gadgets
- Organizing iGoogle Pages with Tabs
- iGoogle and Google Applications
- Getting Started with Page Creator
- Using Site Manager
- Editing and Designing Web Pages
- Publishing a Web Page
- Creating Multiple Web Sites

Administering Google Apps

- Managing Users
- Managing Apps
- Managing Your Domain
- Signing Up for Google Apps
- Signing In and Learning Your Way Around
- Customizing Your Domain
- Adding Users
- Getting Started with Email
- Adding Domain Aliases
- Getting Support