

Bio
Pharma
Chem

Skillnet,

Google Docs Level 1 - Introduction



Delivered by:

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Google Docs – Level 1 - Introduction

Over one day, this programme will cover common everyday tasks, troubleshoot problem areas such as working with tabulated lists (Tabs) and also setting paragraph Indents in the easiest way possible.

At the end of this course users will be able to use the everyday features of Google Docs using the fastest methods available.

Who should attend?

This course is suitable for anyone new to Google Docs and also for those who may currently use Word from time to time but have a limited working knowledge of either application.

How will you learn?

Instructor led practical use of Google Docs beginning with an overview of the basics and working through the steps of editing, formatting and saving documents.

The Programme

Docs Basics

- Introduction
- Layout of the Window
- Working with templates
- Creating a Document
- Uploading an existing document
- Saving a Document
- Closing a Document
- Preview & Print a Document

Editing the Document

- Deleting and Inserting text
- Selecting text

Font (Text) Formatting

- Applying text effects
- Removing text effects
- The Format Painter
- Changing Font Defaults

Paragraph Formatting

- Paragraph Alignment
- Line Spacing
- Paragraph Spacing
- Automatic Bullet and Numbered Lists

Indents

- What are Indents?
- Setting Indents

Tabs

- What are Tabs?
- Setting Tab Stops
- Removing Tab Stops
- Modifying existing Tab Stops
- Setting Tabs with a Leader Character

Moving and Copying Text

- Using Cut, Copy, Paste
- Moving and Copying text between documents

Document Control

- Page Breaks
- Changing Margins
- Changing the Page Setup

Automatic Features

- AutoCorrect
- AutoText
- Automatic Features that can be turned off

Proofing your Document

- Spelling and Grammar Check
- Find and Replace

Headers and Footers

- Creating Headers and Footers
- Page Numbering
- Different First Page

Add-Ons

- Adding features to enhance Google Docs

This training is delivered on behalf of BioPharmaChem Skillnet by E-BridgeTraining. For further information please contact training@bpcskillnet.ie or phone 087 997 0848

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