

Bio
Pharma
Chem

Skillnet,

Google Docs Level 2 - Intermediate



Delivered by:

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Google Docs – Level 2 - Intermediate

Learn to layout your document in a more professional manner using headers, footers, tables and also look at performing calculations in tables among others.

Who should attend?

This course is suitable for those who are currently using MS Word or Google Docs on a regular basis but may not have attended formal training recently or may never have attended training. **You should have a good working knowledge of Google Docs before attending this training, if this is not the case, please complete the Level One course prior to attending this Level Two programme.**

How will you learn?

We will begin the day with an overview of some of the Level One topics. This will act as a recap for those who have already attended Level One, and will ensure that the experienced users who have not attended Level One become more aware of the use of Speed Keys etc.

The Programme

Recap of Level One Topics

- Quick Editing Tips
- Formatting Tips
- Move & Copy text

Tricky Topics from Level One

- Setting Indents
- Setting and using Tab Stops – How Should they be used?

Document Control

- Page Breaks
- Changing Margins
- Changing the Page Setup

Headers and Footers

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

Tables

- Creating a table
- Moving within a table
- Formatting a table
- Inserting/Deleting Rows and Columns
- Resizing Columns
- Setting tabs in a table
- Borders and Shading in Tables

Enhancing Overall Document Appearance

- Paragraph Borders and Shading
- Page Borders

Add-Ons

- Adding features to enhance Google Docs

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

BioPharmaChem Skillnet is co-funded by Skillnet Ireland and member companies. Skillnet Ireland is funded from the National Training Fund through the Department of Education and Skills.



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