

Bio  
Pharma  
Chem

Skillnet,

# Google Docs Level 3 - Advanced



Delivered by:

e-bridge

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## Google Docs – Level 3 - Advanced

It is recommended that you firstly complete the Level One and Level Two training courses prior to attending Level Three. If you would like to attend this course without having firstly attended the Google Docs Level One or Two courses, please complete the pre-course questionnaire.

### Who should attend?

This course is suitable for those who have already completed Google Docs Level One and / or Level Two or for those who are already proficient in the use of the Level One and Level Two topics and would like to increase their skill level and use of Google Docs. Ensure there is consistency when formatting larger documents through the use of Styles and learn how to automatically generate and update a Table of Contents in seconds. Learn also how to produce multiple letters, print a number of names and addresses to labels, generate multiple e-mails automatically through the use of the Mail Merge functionality.

### How will you learn?

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

# The Programme

## Mail Merge

- What is a Mail Merge?
- Creating a basic Mail Merge
- Merging to Letters
- Merging to E-mail
- Sorting Records
- Finding Records
- Queries (Filter)

## Working with Columns

- Creating columns
- Creating columns for existing text
- Column Break
- Modifying Columns

## Consistent Document Formatting

- Using existing Styles
- Creating Styles
- Modifying Styles
- Deleting Styles
- Organising Styles / Sharing Styles
- Style Gallery
- Table of Contents

- Create a Table of Contents using existing styles
- Create a Table of Contents using custom styles
- Updating a Table of Contents

## Templates

- Using existing Templates
- Creating Basic Templates
- Modifying a template
- Building Forms

## Graphics

- Inserting Images
- Using the Drawing Tools

## 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](mailto: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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