

## Course Description

This course is designed for those who want to learn the basic functionality and navigation of Google Docs. This includes skills such as creating, editing, and formatting documents. In addition, inserting simple tables, creating lists, and improving the appearance and accuracy of the document context will be covered.

## Learning Objectives

- Open, Navigate, and perform basic commands
- Execute repetitive commands efficiently
- Manage and format lists and tables
- Insert and modify graphic objects, special characters, symbols and images
- Modify the appearance of the document
- Prepare a document for publishing using Google Doc features

### Getting Started with Docs

- Navigate in Google Docs
  - Differences Between the Desktop and Mobile App
  - Documents
  - Google Docs Interface
  - Document Views
  - Help
  - The Find and Replace Command
- Create and Save Google Docs
  - Templates
  - AutoCorrect
  - Save Options
- Manage Your Workspace
- Edit Documents
  - Text Selection Techniques
  - Paste Options
  - Drag and Drop
  - Undo and Redo
  - Paragraph Structure
- Preview and Print Documents
- Upload Existing Documents
  - Upload
  - Drag and Drop

### Inserting Graphic Objects

- Insert Symbols and Special Characters
  - Using Special Characters as Bullet Points
- Add Images to a Document
  - Upload from Computer
  - Search the Web
  - Creating and Image within Google Drawing
  - Lines and Shapes
  - Object Order
  - Guides for Alignment
  - Grouping Objects
  - Inserting a Drawing into a Doc
  - Formatting Inserted Images
  - Adding Links to Images
  - Image Options
  - Alternate Access to Image Options

### Working more Efficiently

- Make Repetitive Edits
  - Find and Replace
  - Regular Expression Search
- Apply Repetitive Formatting
  - Format Painter
  - Repeat Format
  - Clear Formatting Options
- Paragraph Styles
  - Make a Title or Heading
  - Use a Custom Text Style
  - Set and Change a Default Style

### Adding Tables

- Adding a Table
  - Table Text Options
  - Table Text Entry and Navigation
- Modify a Table
  - Table Selection Methods
  - Adding (or Deleting) Rows and Columns to a Table
  - Resizing Rows and/or Columns in a Table
  - Distribute Rows or Columns
- Format a Table
  - The Table Properties Dialog Box
  - Alternative Method to Editing Some Cell Properties
- Alternative Access to Table Options
- Clear Formatting Options

### Preparing to Publish a Document

- Check Spelling and Word Count
  - The Dictionary
  - The Word Count Dialog Box
- Use Research Tools
  - The Translation Feature
  - See and Use Suggested Content
- Check Accessibility
- Section 508
- Use Comments and Suggestions
- Hyperlink
- High Color Contrast

### Formatting Text and Paragraphs

- Apply Character Formatting
  - Fonts
  - Add Additional Fonts
  - Styles and Effects
- Control Paragraph Layout
  - The Paragraph Group
  - Margins
  - Paragraph Alignment Options
  - Indents
  - Indent Command
  - Line and Paragraph Spacing
- Align Text Using Tabs
  - Using a Tab-Stop
  - Guidelines for Using Tabs and Indents
- Display Text in Bulleted or Numbered Lists
- Apply Borders and Shading
  - The Borders and Shading Dialog Box
  - Border Width
  - Border Dash
  - Border Color
  - Background Color
  - Paragraph Padding

### Managing Lists

- Format a List
  - Multilevel Lists
  - Change List Color
  - Restarting a Numbered List
- Custom Bullets and Numbers

### Controlling Page Appearance

- Apply a Page Border and Color
  - Border Options
  - Page Color Options
- Add Headers and Footers
- Margin Options
- Watermarks