

## Course Description

Google Workspace provides a family of tools that allow you to build robust and professional documents. In this Task Targeted Training, students focus on the applications, tools, and steps to: create and share word documents, build multimedia websites, and publish regular updates through a blog.

## Learning Objectives



### Google Docs

- Getting Started
  - Navigate the Google Docs Interface
  - Create and Save Google Docs
  - Edit Documents
- Formatting Text and Paragraphs
  - Apply Character Formatting
  - Control Paragraph Layout
  - Create and Edit Lists
  - Apply Borders and Shading
- Working more Efficiently
  - Make Repetitive Edits
  - Apply Repetitive Formatting
  - Paragraph Styles
- Working with Tables
  - Adding Tables
  - Modifying Tables
- Working with Objects
  - Insert Symbols and Special Characters
  - Add Images to a Document
  - Embed from Sheets and Slides
- Page Setup
  - Headers and Footers
  - Page Layout
  - Watermark
- Preparing to Publish
  - Spelling and Word Count
  - Translate Document
  - Check Accessibility
  - Download as PDF and Word Document
- Collaborating with Google Docs
  - Working with Building Blocks
  - Email Documents as attachment
  - Share Documents with Collaborators Directly
  - Share Documents via Link
  - Transfer Document Ownership
  - Comments and Suggestions
  - Communication while Editing
  - Tracking Contributions
  - Publish to the web



### Google Drive

- Navigate the Drive Interface
- Organize Files in Drive
  - Create files and folders
  - Copy and move files
  - Create a Workspace
  - Star important files and folders
  - Create file shortcuts
- View Files in Drive
  - File Preview
  - View File Details
  - Delete and Restore Files in Drive
- Upload Files to Drive



### Sites

- Create a site
  - Site Layout
  - Working with Pages
  - Site Navigation
- Update and format a site
  - Add Content
  - Text Editing
  - Working with Sections
  - Add Images
  - Move and Resize Objects
- Collaborate on Sites
- Publish a site
  - Site Preview
  - Site Publishing
  - Creating a URL
  - Unpublishing a site



### Blogger

- Create a blog
- Create Pages
  - Link to another website
  - Edit a Page
  - Delete a Page
  - Show Pages
- Create Posts
  - Create New Posts
  - Edit Posts
  - Working with Labels
  - Create Filters
  - Publishing
  - Delete Posts
  - Post Formatting
- Comments
  - Comment Settings
  - Comment Moderation
  - Delete Comments