

## Google Cloud Productivity - Drive and Google's Office Suite

### Course Overview:

The most complete course on Google Drive, Docs, Sheets, Slides and Forms. This course covers every aspect of each of these apps.

Google has created an amazing set of office productivity tools that anybody can use for free! This course will have you jumping right in and learning everything from the basics to some of the more advanced techniques.

If you've never used Google office apps before, then this course is for you. If you are already a bit familiar, this course will likely still have something for you. This curriculum has been taught in live sessions. People who claimed they knew everything they needed to about Google Drive and office apps have said that they learned more than they thought they would.

### Target Audience:

- Business professionals with a desire to increase efficiency and accessibility
- High school and college students
- People looking to transition from Microsoft to Google products
- Anyone who uses office productivity software

### Modules:

1. Course Introduction
  - A short introduction.
  - Benefits of Google Drive Storage. This lesson covers some of the main benefits
  - Benefits of Google Office Apps. In this lesson we will be talking about the benefits of using Google's office apps.
2. Google Drive
  - Google Drive Intro
  - The Drive Interface Part 01.
  - The Drive Interface Part 02
  - Getting Files Into Drive
  - Sharing Drive Files
  - Drive Files with Gmail
  - Google Drive Tips
  - Google Drive Section Quiz
3. Google Docs
  - Google Docs Intro
  - Document Setup
  - Collaboration and Document History
  - Editing the Document
  - Using Comments
  - Printing and Downloading
  - Columns and Tables
  - The Insert Menu
  - Tools

4. Google Sheets
  - Google Sheets Intro
  - Document Setup and history
  - Editing the Spreadsheet
  - Using Comments
  - Printing and Downloading
  - Filtering Data
  - Intro to Charts
  - Chart Types: Bar, Scatter, and Pie
  - Formulas
  - Working with Data
  - Sheets Tips, Add-Ons and Templates
  
5. Google Slides
  - Google slides Intro
  - Document Setup and History
  - Editing Basics
  - Working with Text
  - Working with Objects
  - Arranging Objects and Adding Animation
  - Tools, Import, and Comments
  - Presenting and Printing
  - Working with Templates
  
6. Google Forms
  - Add and Edit Questions
  - Validate Answers
  - Add Sections
  - Sharing the Form and Collecting Responses
  - Add-Ons
  - Google Forms Section Quiz
  
7. What now?
  - Wrapping it all Up