PowerData Group

GOOGLE

TRAINING COURSES

Courses

Our goal is to make sure your course meets your objectives, not ours.   Therefore, all of our outlines are treated as guides to help steer the course.   We may change the order of topics to best suit the groups needs.

Our courses and training manuals can be customised to your requirements at no extra cost.
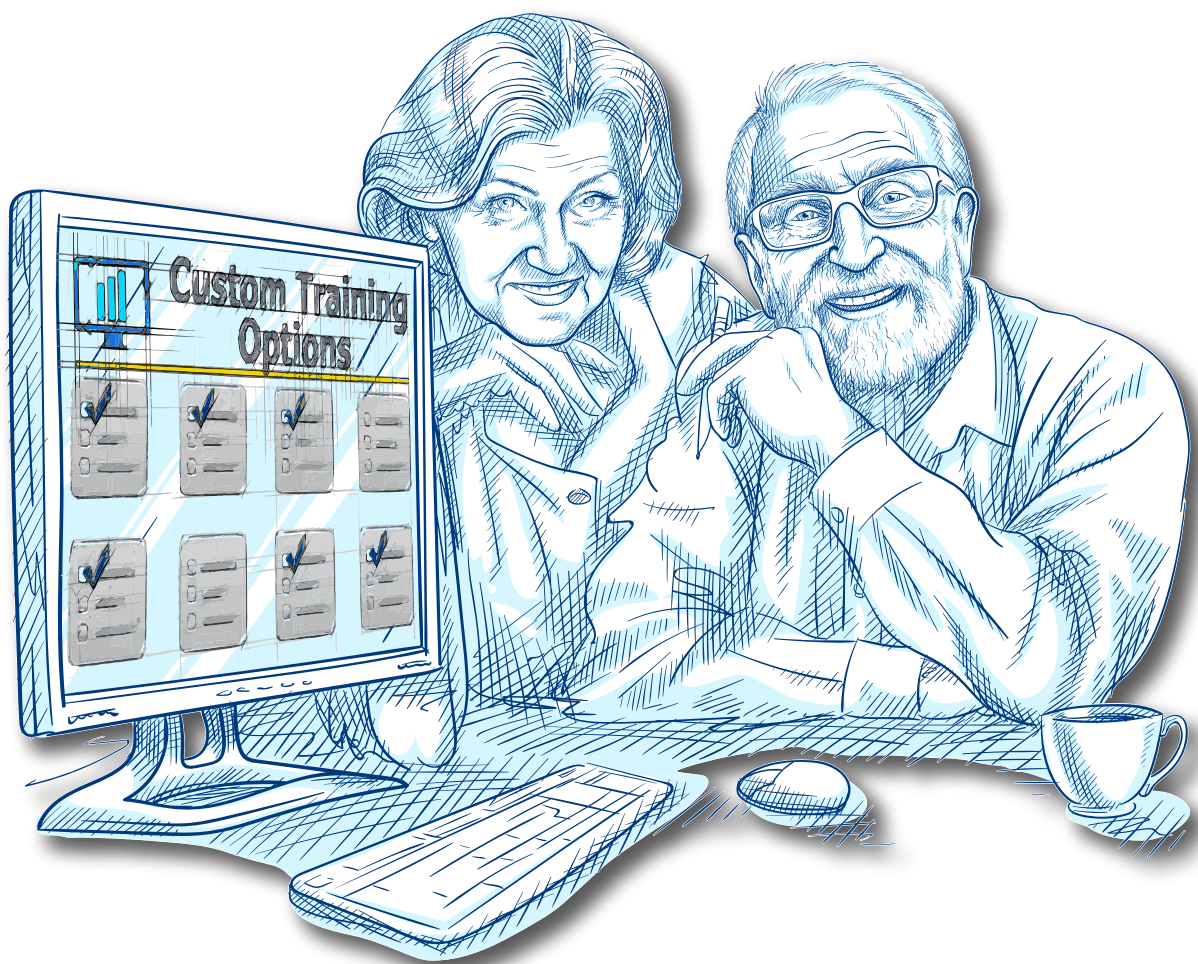
Note: If the application you need is not on our list, please contact us. We cover a large variety of applications so we can probably still help you. If not, we can put you in touch with someone who can.

Do you need Training for a Group ?

Any of our Training Courses can be tailored to the unique requirements of your team.

Our Off the Shelf courses are modularised with this option in mind, which means that you could mix and match from a selection of existing topics, or we can work with you to develop something specific to your organisation.

Either way, we are here for advice on the best way to structure your customised training course.

To help you with your customised training option, you can choose from our extensive list of course topics.

We can then help you to assign the appropriate amount of content based on your training timeframe, and the best order of topics to ensure your training flows well.

Our aim is to help every participant gain valuable knowledge and skills.

Google Workspace Introduction

Participants on this Google Workspace Introduction 1 day workshop will gain an understanding of the fundamental principles of Google Workspace Apps and will be given a solid foundation upon which to build.

Google Workspace workshop is designed to teach new users how to get the most out of the Workspace tools and features. This course is tailored towards shifting to a Google Apps environment. You'll learn the benefits, limitations, and differences between Google Workspace tools and other software applications.

The course assumes no prior knowledge of Google Workspace.

Course Details

Skill Level:	**Beginner**
Duration:	**One Day**
Time:	**9:00am – 4:00pm** (approx)
Class Size:	**10 students**

Course Content

Introduction to Google Drive

- The Google Drive Interface
- Converting Files to Google Drive Formats
- Uploading Files and Folders
- Sharing and Collaborating on Files
- Managing File Versions

Google Docs

- The Google Docs Interface
- Create a New Document
- Insert Text into a Document
- Working with Tables and Images
- Type as You Speak

Google Sheets

- The Google Sheets Interface
- Create a New Sheet
- Understanding Cells and their Content
- Creating Simple Formulas
- Formatting Cells
- Working with Multiple Sheets

Google Slides

- The Google Slides Interface
- Create a New Presentation
- Adding Slides, Transitions & Animations
- Inserting Pictures & Formatting
- Playing the Presentation

Collaboration with G Suite

- Share Documents
- Receiving a Document Shared With Me
- Add Comments and Replies

Google Gmail

- The Google Gmail Interface
- Sending and Responding to Email
- Adding Attachments
- Search Mail

Google Calendar

- The Google Calendar Interface
- Navigating and Creating Events
- Using Multiple Calendars
- Sharing and Customising Calendars

Google Contacts

- Creating Contacts and Contact Groups
- Merge Duplicate Contacts
- Removing and Restore Contacts

Google Tasks

- Introduction to Google Tasks
- Create New Tasks
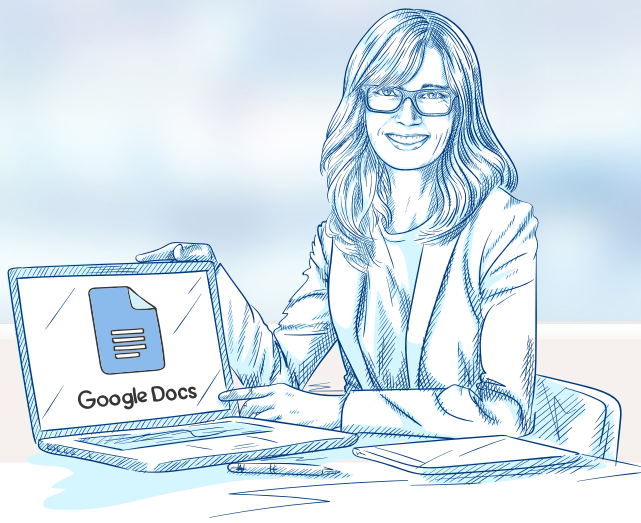- Mark a Task as Complete

Google Forms

- Introduction to Forms
- Adding Question Types
- Sending and Sharing Forms
- Form Responses

Google Hangouts

- Introduction to Hangouts
- Text Conversations
- Video and Voice Calls

Google Keep

- Create and Edit Notes
- Organise and Find Notes

Google Docs
Introduction

Participants in this Google Docs Introduction 1 day course will gain an understanding of the fundamental principles of Google Docs, including creating business documents in the cloud, editing and formatting documents for printing. You will be given a solid foundation of skills upon which to build.

The course assumes no prior knowledge of Google Docs, however, people with limited exposure to the software and those who are self-taught will also benefit from attending this course.

Course Details

Skill Level:	**Beginner**
Duration:	**One Day**
Time:	**9:00am – 4:00pm** (approx)
Class Size:	**10 students**

Course Content

Google Docs Orientation

- Introduction to Google Docs
- The Google Docs Interface
- How to Open and Save Google Docs
- Using Help

Creating Documents

- Name the Document
- Templates
- Insert Text
- To Delete Text
- Type as You Speak

Working with Tables

- Working with Tables
- Inserting and Modifying Tables
- To Add an Additional Row
- To Add an Additional Column
- To Delete a Row or Column
- Editing Table Properties

Editing Documents

- Selecting Text
- Cut, Copy and Paste
- How to Copy Formatting in Google Docs
- Using Find and Replace
- Page Breaks
- Create Page Columns
- Insert Special Characters
- Inserting Images
- Undo and Redo
- Creating Documents

Formatting Documents

- Formatting Overview
- Character Formatting
- Paragraph Formatting
- Page Formatting
- Applying Character Formatting
- Using the Paint Format Command
- Paragraph Formatting
- Styles for Google Docs

Using Proofing Tools

- Spelling and Grammar Check
- Spell Check and Suggestions
- Manage Your Personal Dictionary
- AutoCorrect Options

Printing

- Using Print Preview
- Working with Printer Settings
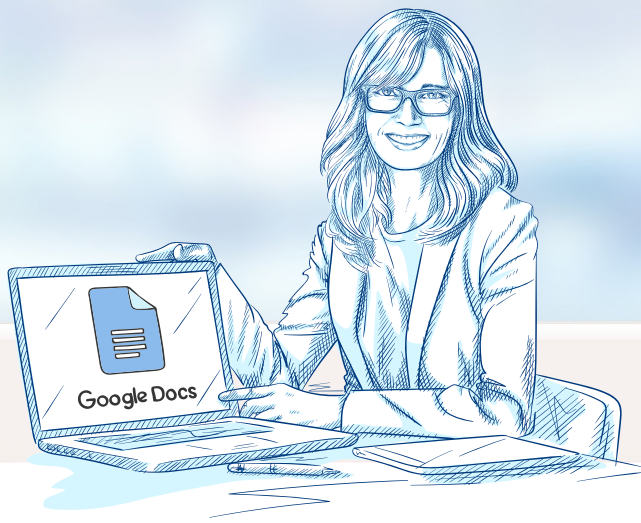
Google Docs
Intermediate

Participants in this Google Docs Intermediate 1 day course will build on their existing knowledge of Google Docs by using Bullets and Numbering, setting Tabs and Sections, then work with Headers and Footers. You will then explore Styles, Outlining, Tracking Changes and Version History.

The course is designed for those who already have a solid foundation of Google Docs and seek to extend their knowledge and skill set.

Course Details

Skill Level:	**Intermediate**
Duration:	**One Day**
Time:	**9:00am – 4:00pm** (approx)
Class Size:	**10 students**

Course Content

Creating Lists
- Creating a Bulleted List
- Creating Numbered Lists
- Using Multi-Level Numbering
- Modifying Lists
- Creating a Checklist

Using Tabs
- Understanding Tab Types
- Setting up Tabs with the Ruler
- Adjusting Tabs
- Removing and Replacing Tabs

Working with Sections
- Types of Section Breaks
- Inserting Section Breaks
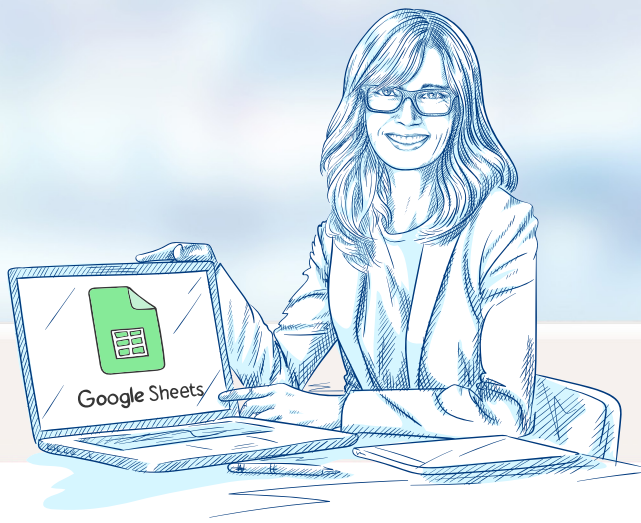- Setting up Columns
- Removing Section Breaks

Adding Headers & Footers
- Creating Headers and Footers
- Different First Page Options
- Dealing with Section Breaks
- Linking and Unlinking Sections

Using Styles
- Applying Styles
- Modifying Styles
- Saving Default Styles
- Resetting Styles

Working with Outlines
- Viewing Document Outlines
- Modifying Outlines
- Working with the Outline Panel

Table of Contents
- Creating a Table of Contents
- Updating a Table of Contents
- Creating a Linked Table of Contents

Adding Graphics
- Inserting Graphics
- Finding Online Images
- Resizing and Moving Graphics
- Text Wrapping with Graphics
- Image Adjustments

Tracking Changes
- Understanding Document Modes
- Using Suggesting Mode
- Editing Tracked Documents
- Reviewing Comments
- Using View Mode

Version History
- Understanding Version History
- Viewing Version History
- Naming Versions
- Restoring Versions
- Showing Named Versions

Google Sheets
Introduction

Participants on this Google Sheets Introduction 1 day course will gain an understanding of the fundamentals of Google Sheets, including creating and managing workbooks, using simple formulas, before moving on to formatting workbooks for presentation and printing. You will receive a solid foundation of skills upon which to build.

The course assumes no prior knowledge of Google Sheets, however, people with limited exposure to the software and those who are currently using spreadsheets created by others will also benefit from attending this course.

Course Details

Skill Level:	**Beginner**
Duration:	**One Day**
Time:	**9:00am – 4:00pm** (approx)
Class Size:	**10 students**

Course Content

Google Sheets Orientation

- Introduction to Google Sheets
- The Google Sheets Interface
- Worksheet Tabs
- Understanding Cells and Content
- Freezing Rows & Columns
- How to Save a Google Sheet
- Using Help

Basic Workbook Techniques

- Create a New Google Sheet
- Name the Spreadsheet
- Editing Data Methods
- Selecting Cells and Range
- Modifying Columns, Rows & Cells
- Insert, Delete and Moving Rows & Columns

Using Formulas in Google Sheets

- Formulas
- The Order of Operations
- Functions vs Formulas
- SUM Function
- Functions Button Options
- Using the Fill Handle
- Using the Fill Handle to Continue a Series

Managing Worksheets

- Copy and Paste Cells
- Working with Multiple Sheets
- Using Multiple Sheets
- Naming Worksheets

Formatting Efficiently

- Overview of Formatting
- Formatting Cells
- Cell Borders and Background Colours
- Number Formats
- Date Formats
- Increasing and Decreasing Decimals
- Using the Paint Format Command
- Sheet Tab Colour

Preparing to Print

- Print Previewing
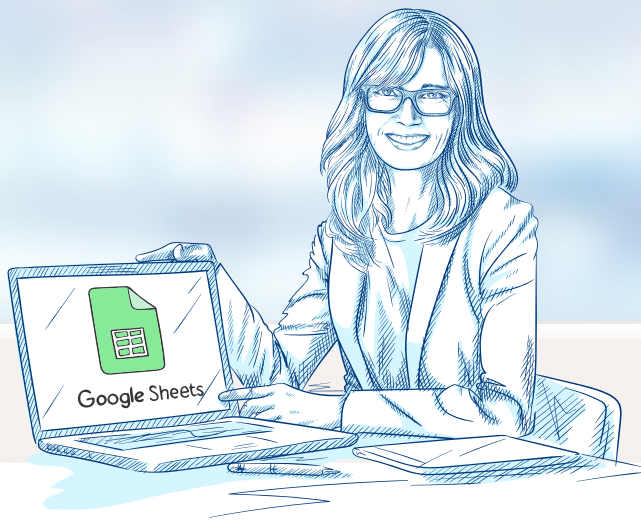
Google Sheets
Intermediate

Students on this Google Sheets Intermediate 1 day course will build on their existing skills to gain a deeper understanding of Google Sheets analysis by exploring IF functions and Lookup formulas. You will also explore conditional formatting to enhance visual representation of data as well as tips and shortcuts to help you save time in your daily tasks.

This course is designed for participants who already have a good understanding of the fundamentals of Google Sheets and wish to progress to the next level.

Course Details

Skill Level: **Intermediate**

Duration: **One Day**

Time: **9:00am – 4:00pm** (approx)

Class Size: **10 students**

Course Content

Cell Referencing

- What are Relative and Absolute References?
- Relative References
- Absolute References

Linking and 3D Formulas

- Thinking in 3 Dimensions
- Working with Multiple Worksheets
- Building 3D Formulas
- Linking with IMPORTRANGE

Checking Formulas

- Checking the References
- Breaking it up
- Check the Arguments
- Walk Through the Order of Operations

Sorting and Filtering

- Types of Sorting
- Creating Filters
- Applying Multiple Filters

IF Functions

- Logical Functions
- Using True and False
- Using Comparison Operators

Nested IF Functions

- Building Nested Functions

Choose Function

- Using the Choose Function

Lookup Functions

- Using Lookup Functions
- Lookup
- VLookup
- HLookup

Index and Match Functions

- Using Index
- Using Match
- Using Index and Match Together

Conditional Formatting

- About Conditional Formatting
- Applying Conditional Formatting
- Colour Scale Function

Google Slides
Introduction

Participants on this Google Slides 1 day course will gain an understanding of the fundamentals of Google Slides, including creating presentations and using themes, adding graphics and formatting, then applying transitions and animations for stylish presentations. You will be given a solid foundation of skills upon which to build.

The course assumes no prior knowledge of Google Slides, however, you will also benefit from attending this course if you are currently editing presentations created by others.

Course Details

Skill Level:	**Beginner**
Duration:	**One Day**
Time:	**9:00am – 4:00pm** (approx)
Class Size:	**10 students**

Course Content

Google Slides Orientation

- Introduction to Slides
- The Google Slides Interface
- The Presentation Title
- The Menu Toolbar
- The Shortcut Toolbar
- Getting Help

Creating Slides

- Creating a Presentation
- Slide Layouts

Formatting Slides

- About Formatting
- Types of Formatting
- The Paint Format Tool

Adding Graphics

- Working with Graphics
- Options for Adding Graphics

Using Diagrams

- Working with Diagrams
- Diagram Types
- Adding Text

Applying Themes

- About Google Slide Themes
- Advantage of using Themes

Transitions and Animations

- About Transitions
- About Slide Animations

Creating Tables and Charts

- Creating and Editing Tables
- Creating and Editing Charts

Showing Presentations

- Presenting with Google Slides

Printing Slides

- Printing Handouts
- Adding and Printing Speaker's Notes