

# Google Docs Introduction – Sample Course Outline

Duration: One Day

This course is for you if you need to use Docs to confidently create and format basic documents with text and tables.

## What will be covered?

- ✓ Creating documents with text and tables
- ✓ Moving, copying and laying out documents clearly
- ✓ Copying and pasting data from Sheets
- ✓ Using interactive elements

## Features covered

### The essentials

- Entering and deleting text
- Understanding lines and paragraphs
- Basic formatting
- Cut, copy and paste and the format painter
- View settings

### Working with paragraphs

- Aligning text
- Paragraph indents
- Inserting page breaks

### Bullets and Numbering

- Creating bulleted and number lists
- Working with multilevel numbering

### Tables

- Create a table and adding text and objects
- Adding and removing columns and rows
- Using the table tools

### Importing and Linking Data

- Copying and pasting from Sheets
- Linking to Sheets

### Basic Headers and Footers

- Inserting pages numbers
- Setting a header and footer to go throughout the document
- Setting a different first page

### Page Setup and Printing

- Using page setup
- Print previewing documents and printing
- Save as PDF and edit PDFs

### Automatic Corrections and Smart Chips

- Selecting appropriate autocorrect features
- Automatic formatting features
- Spelling and grammar checking
- Building Blocks and Smart Chips