

Google Keep – Sample Course Outline

Duration: Half a day

This course is for you if you want to create and organise notes using Google Keep.

What will be covered?

- ✓ Creating notes with different content
- ✓ Managing notes
- ✓ Working with Keep notes in Docs and Slides

Features covered

Creating notes

- Working with tick box lists
- Adding drawings to notes
- Adding an image to a note

Note options

- Setting a reminder
- Adding a collaborator
- Setting background images

Note management

- Archiving notes
- Deleting and recovering notes
- Organising notes with labels
- Pinning notes

Keep with Docs and Slides

- Copying notes to Docs
- Creating a note from Docs and Slides content