

Google Sites – Sample Course Outline

Duration: Half a day

This course is for you if you need to create and share webpages and sites with Google Sites.

What will be covered?

- ✓ Creating and navigating a site
- ✓ Working with pages and menus
- ✓ Adding content such as text, images, links, forms and charts
- ✓ Working with sections and other Google products
- ✓ Publishing a site

Features covered

Getting started

- Accessing Google Sites
- Uses for Google Sites

Creating a site

- Creating and navigating a site
- Choosing a theme
- Adding a logo

Pages and menus

- Creating and working with additional menus
- Changing the page navigation
- Adding and working with links on a menu

Working with content

- Adding text and images
- Adding embedded URLs and links
- Adding a Google Form to a page
- Adding charts
- Embedding other Google content
- Working with webpage sections
- Adding a footer

Publishing and managing a site

- Adding site editors
- Previewing a site
- Publishing a site
- Changing your site URL and privacy
- Managing and deleting sites