

GOOGLE APPS

Available Dates: **Call for Dates**

Class Length: **Half day**

Cost: **\$159**

[Email Computer Visions about this class](#)

Class Outline:

Description:

Discover the power of cloud computing by exploring the functions of Google Apps. Participants will learn to create and share documents, spreadsheets, forms and calendars using a computer, mobile device or tablet. Work with anyone, anytime and anywhere.

Course Outline:

Lesson 1: Getting Started with Google Apps

Topic A: Introduction to Google Apps

Topic B: Why Use Google Apps?

Topic C: Logging in to the Google Apps Domain

Lesson 2: Google Documents and Presentations

Topic A: Introduction to Google Docs

Topic B: Creating Word Documents

Topic C: Creating Presentations

Topic D: Sharing with Other Users

Lesson 3: Google Spreadsheets and Forms

Topic A: Creating Spreadsheets

Topic B: Setting Permissions and Notifications

Topic C: Creating Forms

Lesson 4: Google Calendar

Topic A: Exploring Google Calendar

Topic B: Scheduling an Event

Topic C: Sharing a Calendar

Topic D: Searching Calendars

Topic E: Creating Task Lists

Optional Topic: Using Gmail