Thursday 10 August 2023

1. Introduction to Google Docs
   1. What is Google Docs?
      1. And how does it work
      2. And why we're using this instead of Word
   2. Exploring the interface
      1. What do you see that looks similar to Word?
      2. What do you see that looks different from Word?
      3. Headings
      4. Editing vs Suggesting vs Viewing
      5. Share
      6. Comments
      7. Page Setup
      8. Outline – Pages vs Pageless
      9. Finding your saved docs (https://drive.google.com or https://docs.google.com)
   3. Practice
      1. Add your name to the doc using style Heading 1
      2. Add four subheadings using style Heading 2
         1. What asking for
         2. Money needed
         3. Video title
         4. Video description
      3. Fill in text for the first 3 sections of your next project
2. Post video together