📘 Google Docs Course Details

◆ Course Overview

This Google Docs course teaches you how to create, edit, format, and collaborate on online documents efficiently.
You will learn powerful tools for writing, formatting, sharing, reviewing, and managing documents in a cloud-based workspace.

◆ What You Will Learn

1. Introduction to Google Docs

- What is Google Docs?

- Google Drive basics

- Creating, opening & managing documents

- Understanding the Docs workspace

- Keyboard shortcuts for faster work

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2. Basic Document Editing

- Typing & text editing

- Copy, cut & paste

- Undo/redo

- Selecting and organizing content

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3. Text Formatting & Styles

- Font style, size, color

- Bold, italic, underline

- Highlighting text

- Line spacing & paragraph spacing

- Bulleted & numbered lists

- Indentation and alignment

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4. Page Setup & Layout Tools

- Margins

- Page size & orientation

- Headers & footers

- Page numbers

- Page breaks & section breaks

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5. Working With Tables

- Creating tables

- Formatting rows & columns

- Merging cells

- Table styles

- Border design

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6. Insert Tools

- Images & drawings

- Shapes & diagrams

- Icons & charts

- Links & bookmarks

- Special characters

- Footnotes

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7. Styles, Templates & Formatting

- Applying paragraph styles

- Creating custom styles

- Using built-in templates

- Designing professional documents

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8. Collaboration & Sharing

- Real-time editing with others

- Sharing permissions (view, comment, edit)

- Comments & suggestions mode

- Assigning tasks using comments

- Version history & restoring changes

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9. Professional Writing Tools

- Spelling & grammar check

- Smart Compose & predictive text

- Explore (built-in research tool)

- Citations & bibliography

- Creating a table of contents

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10. Advanced Features

- Document outline

- Translation tools

- Voice typing

- Add-ons for extra features

- Exporting to PDF/Word formats

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- Working offline

🔷 Tools You Will Use

- Google Docs

- Google Drive

- Google Workspace tools

- Add-ons and extensions

🔷 Projects You Will Build

- Professional resume

- Business letter

- Report with table of contents

- School/college project file

- Company profile document

- Certificate / letterhead design

🔷 Course Duration

- 1.5 to 2 weeks (practice-based learning)

🔷 Who Can Join

- Students

- Office workers

- Teachers

- Content writers

- Business owners

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- Anyone who wants to work with online documents