Getting Started with Google Suite Storyboard Outline

1. Logging Google profile into Chrome.
   1. Why Chrome?
   2. How to Log in.
   3. How to know you are log in.
   4. Knowledge Check (B and C)
   5. How to log out.
   6. Knowledge Check
2. What is Google Drive?
   1. How to access it without going through school portal.
   2. What is Google Drives Function?
   3. What can be accessed from Google Drive?
   4. Knowledge Check (A, B, C)
3. Google Document
   1. How to access it.
   2. Knowledge Check
   3. How to get started with it.
      1. Renaming File
      2. Effecting Text
         1. Type
         2. Font
         3. Size
         4. Color
         5. Position
   4. Knowledge Check
   5. How to Work with Google Documents Off-line.
   6. Knowledge Check
4. Google Slides
   1. How to access it.
   2. Knowledge Check
   3. How to get started with it.
      1. Overall Slide Formatting – Theme and Background
      2. Renaming File
      3. Editing and Effecting Text
      4. Adding Slides and changing Slide Layout
      5. Inserting Images, Video, Audio, and Textboxes
      6. How to present presentations
   4. Knowledge Check
   5. Converting PowerPoint presentations
   6. Knowledge Check
   7. How to Work with Google Slides Off-line
   8. Knowledge Check
5. Google Sheets
   1. How to access it.
   2. Knowledge Check
   3. How to get started with it.
      1. Renaming File
      2. Wrapping Text and resizing columns
      3. Adding Columns and Rows
      4. Effecting Text
      5. How to Sort
      6. Functions and Graphs
   4. Knowledge Check
   5. How to Work with Google Sheets Off-line
   6. Knowledge Check
6. Google Forms
   1. How to access it.
   2. Knowledge Check
   3. How to get started with it.
      1. Rename File
      2. Questions Types
      3. Inserting Questions
      4. Inserting Images and video
      5. Add another section
      6. How to Preview the form
      7. How to send the form out
   4. Knowledge Check
   5. How to access the data Google Forms collects.
   6. Knowledge Check
   7. How to download it and why you might want to.
   8. Knowledge Check