

# Google Drive & Apps

GoSkills online course syllabus

Wednesday, April 2, 2025

**Skill level**

Beginner

**Lessons**

42

**Accredited by**

CPD

**Pre-requisites**

None

**Video duration**

2h 52m

**Estimated study time**

21h for all materials

**Instructor**

Scott Friesen

## Google Drive

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### 1

#### Google Drive Basic Controls

An overview of accessing and using the Google Drive interface. Covers logging in, storage capacity, views, search, sorting and starred items.

### 2

#### Uploading, Downloading, Deleting and Restoring Files

How to upload, download, delete and restore files using Google Drive.

### 3

#### Google Apps Within Drive

Introduction to Google Docs, Slides, Forms, Sheets and Drawings. This lesson will show how to create one of each and give a brief description of what each does. Each app will be covered in much more detail in its own section.

### 4

#### Adding and Removing Third Party Apps

How to search for and install third party apps within Google Drive, and how to remove them.

### 5

#### Offline Drive Options

How to install and use the offline client for a personal computer. The example will be carried out on a Mac, however, Windows differences will be highlighted.

### 6

#### Sharing Files

An overview of the share option.

### 7

#### Google Drive on iOS Devices

An overview of the main differences when using Google Drive on a iOS device.

### 8

#### Version History

View version history and restore previous versions of files in Google apps.

# Google Docs

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9

## Google Docs Basic Controls

How to create a new Google Doc and introduction to 'file, edit, view' options.

10

## Toolbar Options in Docs

How to effectively use the options in the toolbar.

11

## Inserting Images, Links, Charts, and Drawings

How to insert an image, link, drawing, chart, and comment into a Google Doc.

12

## Footnotes, Page Numbers, Headers and Footers

How to insert page numbers, special characters, page breaks, headers and footers.

13

## The Tools Menu in Docs

Use the tools menu for spelling, voice typing, translation and dictionary.

14

## Creating and Formatting Tables in Docs

How to effectively and creatively use the tables options.

15

## Suggesting Mode

How to track changes for multiple collaborators.

16

## Google Docs Add-ons

How to install add-ons and use them within Google Docs.

# Google Slides

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17

## Google Slides Basic Controls

How to create a new Google Slide presentation and introduction to 'file, edit, view' options.

18

## Themes and Slides

How to use stock themes and add, remove and move slides.

19

## Inserting Images, Videos, and Slide Numbers

How to insert an image, video, shape, slide numbers, etc.

- 20** **Formatting and Alignment in Slides**  
Formatting google slides including aligning slide elements and formatting images options.
- 21** **Ordering and Rotating Objects in Slides**  
How to format images using opacity and cropping tools, and right click menu items.
- 22** **Animations and Transitions**  
How to get your slides ready for a professional presentation including transitions between slides and animating slide elements.

## Google Sheets

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- 23** **Google Sheets Basic Controls**  
How to create a new Google spreadsheet and introduction to 'file, edit, view' options.
- 24** **Toolbar Options in Sheets**  
How to format cells using the toolbar.
- 25** **Sorting and Protecting Data**  
How to sort data and protect sheets and ranges.
- 26** **Filtering Data**  
Introduction to Filters and how to effectively implement them.
- 27** **Pivot Tables**  
Introduction to Pivot Tables and how to effectively implement them.
- 28** **Functions and Formulas**  
Introduction to basic functions Sum, Average, Count, Max, Min.
- 29** **Creating Charts**  
Selecting a data range and representing it as a chart within a spreadsheet.
- 30** **Conditional Formatting**  
How to use conditional formatting to format cells based on their contents.
- 31** **Data Validation**  
How to use data validation to create dropdown menus, and control what can be entered in specific cells.

**32** Google Sheets Add-ons  
How to install add-ons and use them within Google Sheets.

## Google Forms

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**33** Google Forms Basic Controls  
How to create a new Google Form and introduction to settings menu, color palette and questions type menu.

**34** Question Types and Editing a Form  
How to create different types of questions and the implications for the final form.

**35** Making a Form into a Self Correcting Quiz  
How to convert a form to an automatically self correcting quiz.

**36** The Responses Tab  
How to make a quick visualization of summary of response and exploration of common pitfalls such as sorting columns and deleting cell data.

**37** Google Forms Add-ons  
Using add-ons with Google Forms.

## Google Drawings

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**38** Google Drawings Basic Controls  
How to create a new Google Drawing and introduction to 'file, edit, view' options.

**39** Inserting Text, Word Art and Links  
How to insert text, word art, and images within Google Drawings.

**40** Formatting and Grouping Shapes, Lines, and Objects  
How to format and group inserted objects and manipulate lines in Google Drawings.

**41** Ordering, Rotating and Cropping Objects  
How to order and rotate objects with the right click menu, and how to crop images.

**42** Using Google Drawings to Make an Infographic  
How to make simple infographics or schematics using Google Drawings.

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