Design Document: Google Docs

Class Description

Learn how to use Google Docs basic features for creating, editing, and sharing word processing documents.

**Prerequisites**: Must have a Google account.

**Curriculum Track**

Software & Apps

**Audience**

Adult learners

**Course Length**

90 minutes

**Training Method**

Instructor-led training with hands-on activities

**Purpose**

To promote the benefits of using Google Docs for its word processing and collaboration capabilities.

Equipment Requirements

Projector and projection screen; computers with internet access for the instructor and each participant; laser pointer (recommended)

Software Requirements

Windows 7, Google Chrome, and a Google Account

Material Requirements

Pens or pencils, PowerPoint presentation, activity sheet, handout, participant surveys

**Learning Objectives**

At the end of the session, learners will be able to:

* Explain how to create a new document with Google Docs
* Demonstrate an understanding of how to rename, copy, and download documents
* Describe common methods of editing and formatting documents
* Name common objects which can be inserted into a document
* Complete the process steps for sharing a document with others

**Assessment Technique(s)**

Successful completion of class activities

Content Outline

***Agenda (3 mins.)***

* Getting Started with Google Docs
* Creating and Working with Docs
* Editing and Formatting a Doc
* Inserting Objects
* Sharing and Collaborating
* Wrap-up / Closing

***Topics, Talking Points, & Activities (85 mins)***

* **Getting Started with Google Docs**
  + Provide a high level introduction to Google Docs
    - Explain that Docs is a word processing application which allows real-time collaboration with others.
    - Docs is cloud based, so all files are saved and accessed in the cloud (Google Drive)
    - Google docs can be converted to Microsoft Word format and vice versa
    - All prior revisions of a Google Doc can be accessed
  + Accessing Google Docs
    - Advise participants to open Google Chrome form their desktop and access docs.google.com

**ACTIVITY:** Ask participants to complete **Activity 1** on their *Activity Sheet*

* + Navigating Google Docs
    - Describe the main sections of the Google Docs home screen
      * ***Your Docs*** – Documents which belong to the user
      * ***Templates / New Doc*** – Starting place for creating a new document
      * ***Search bar*** – A search tool used for locating the user’s documents
      * ***File picker*** – An alternate way of accessing the user’s files; can access documents created in other Google applications (Ex: Sheets)
      * ***Display options*** – Sorting and display options for viewing the user’s files
* **Creating and Working with Docs**
  + Introduction to creating and working with documents
    - Provide an overview of the way in which Google Docs makes it easy to create new documents and make basic changes.
    - Explain that quick, easy changes which will be discussed include renaming a document, adding text, copying a document, downloading from Drive, and using templates
  + Creating a New Document
    - Demonstrate the method of creating a new document by clicking the “Blank” new document button from the Docs home screen
    - Highlight the fact that new documents (and all subsequent changes) are automatically saved in real time
  + Renaming a Document
    - Describe how a document title can be changed – by clicking in the “Document Name” field and typing a new name
    - Explain that new documents are entitled “Untitled Document” until they are renamed
  + Adding Text to a Document
    - Explain that new text can be added to a document simply by clicking in it and typing
    - Provide a demonstration of how text is added in a new document

**ACTIVITY:** Ask participants to complete **Activity 2** on their *Activity Sheet*

* + Making a Copy of a Doc
    - Explain that a duplicate copy of a document can be easily created
    - Duplicating a document is accomplished by selecting “File” from the menu options and clicking “Create a copy”
  + Downloading a Doc
    - Explain that documents created in Google Docs can be saved and converted to another file type on your PC
    - Downloading a document is accomplished by selecting ***File > Download as*** and then selecting a file type (Ex: Microsoft Word or PDF)
  + Deleting a Doc
    - Explain that documents can be removed, just as one would delete a file from a folder on their computer
    - A doc may be deleted by selecting **File > Move to Trash** ­orby returning to the main Docs screen, clicking on the three vertical dots next to the title and selecting **Remove**
    - In order to retrieve something deleted or to empty the trash bin, you’ll access Trash through Drive as shown last week (Menu > Drive >Trash – located on the left navigation pane)
  + Understanding Google Docs Templates
    - Explain that a variety of templates are available to create new docs for a variety of purposes
    - Templates can be used to create resumes, letters, project proposals, essays, newsletters, brochures, meetings notes, and more
  + Using Premade Google Templates
    - Provide an overview of how to create a new document using a template
    - Creating a document from a template is done by accessing the Google Docs home screen and clicking on the desired template
    - Demonstrate how to create a new document using a Resume template
      1. Access the Docs home screen
      2. Locate and click on a “Resume” template
      3. Modify a few portions of text (Ex: Name, Job title)
      4. Exit the document by clicking the Docs home screen button
      5. Highlight the availability of the saved Resume in the user’s documents
* **Editing and Formatting a Doc**
  + Introduction to editing and formatting
    - Explain that various options are available for editing and formatting documents, including font styles, page settings, and paragraph formatting.
  + Changing Text Formatting
    - Describe available text formatting options including bold, italics, underline, colors, and font types.
    - Demonstrate how to modify font within a document by highlighting a section of text and clicking though various formatting options.

**ACTIVITY:** Ask participants to complete **Activity 3** on their *Activity Sheet*

* + Undo & Redo a Change
    - Explain that the most recent change to a document can be undone, or subsequently redone, with the “Undo” and “Redo” toolbar buttons
    - Provide the audience with keyboard shortcuts which perform the Undo and Redo function (Undo – Ctrl+Z; Redo – Ctrl+Y)
  + Viewing Revision History
    - Describe the purpose of Revision History within Google Docs:
      * …to display a listing of call changes that have occurred throughout the documents lifecycle
      * …to allow user to revert to any prior version
    - Demonstrate the steps for accessing Revision History – Select *File > See revision history*
  + Reverting to Prior Versions
    - Describe the information which displays in revision history
      * All prior versions of the document are displayed, including date and time each version was modified
      * The “Preview Window” shows what the selected version looks like
      * Reverting to a prior version is accomplished by selecting a prior revision and clicking the corresponding option to “Restore this revision”
  + Changing Paragraph Formatting
    - Describe the primary paragraph formatting options which are available
      * ***Text alignment:*** Align text to the right, left, or centered
      * ***Spacing:*** Select amount of space to display between lines
      * ***Bulleted & Numbered list:*** Convert text into a list
      * ***Indentation:***  Increase or decrease indentation of text
  + Adjusting Page Orientation and Margins
    - Explain that a variety of options are available for adjusting page settings
    - Demonstrate how to access the available options via ***File > Page settings…***
    - Provide a brief summary of each page setting option:
      * ***Orientation*** – Choose from landscape or portrait
      * ***Page margins*** – space between text and outer edges
      * ***Background color -*** Color of the page (default is white)
      * ***Page Size -*** Modifies the page dimensions
* **Inserting Objects**
  + Introduction to inserting objects into a document
    - Explain that documents can be enhanced or modified to include various objects including images, links, tables, drawings, and more
    - Objects can be inserted within a document by 1) selecting the “Insert” option from the menu bar and 2) clicking the desired object type
  + Inserting an Image
    - Provide the menu path for inserting pictures – *Insert > Image*
    - Describe the various sources which can be select to insert an image from
      * ***Upload*** – Browse and upload pictures from the user’s PC
      * ***Webcam*** – Take a snapshot from your computer
      * ***By URL*** – View web-link to an online image
      * ***Google Drive*** – Select images from the user’s Drive collection
      * ***Search*** – Search engine to locate images online
  + Inserting a Link
    - Provide the menu path for inserting pictures – *Insert > Link*
    - Explain that a hyperlink to a web address or email address can be applied to any text within the document by completing the “text” and “link” fields in the *Insert> Link* pop-up box
  + Inserting a Drawing
    - Provide the menu path for inserting pictures – *Insert > Drawing*
    - Explain that Google Drawings can be used to insert shapes, lines, text boxes, arrows, and more
    - Demonstrate how to add a simple drawing into a document
  + Inserting a Table – Understanding Tables
    - Using the slide presentation, explain that tables are general used to group together and display related pieces of information into a grid.
  + Inserting a Table
    - Provide the menu path for inserting pictures – *Insert > Table > Select #/cells*
    - Explain that additional rows, columns, and formatting changes can be applied to a table after its been inserted into a document

**ACTIVITY:** Ask participants to complete **Activity 4** on their *Activity Sheet*

* **Sharing and Collaborating**
  + Introduction to sharing and collaborating
    - Explain that Google Docs provides the ability to share a document with others and select their level of access (edit, view only, etc.)
    - Describe scenarios in which a document might be shared – to collaborate on it with colleagues, to send a file to a friend or client
    - Explain that files can be shared with both Google and non-Google users
  + Understanding Collaboration Features
    - Provide a quick overview of the unique collaboration features offered in Google Docs
      * Edit permissions: Other users can be given permission to modify the document (or “view only” access if preferred)
      * Real-time collaboration: Because the document lives in the cloud, multiple users can access the document and make changes simultaneously
      * Comments: Collaborators can add comments to any selection of text (Ex: to ask a question or provide clarification for other collaborators)
  + Sharing a Document
    - Provide an overview of how to share a Doc w/ another person and describe each level of permission which can be assigned (Edit, View, Comment)
    - Sharing a document is accomplished by:
      1. Click “Share” button
      2. Select recipient(s), permissions, and type an optional message
      3. Click “Send” button

**ACTIVITY:** Ask participants to complete **Activity 5** on their *Activity Sheet*

* + Viewing Email Notifications for a Shared Document
    - Using the slide presentation, show what an email looks like that is sent to collaborators when a document is shared with them
    - Mention that non-Google users will have “View only” access to Google documents; they cannot make edits or add comments
  + Adding “Comments” inside a Doc
    - Explain that comments can be added by selecting a portion of text (i.e. a single word, sentence, or even a paragraph), and then clicking the Comment button
    - Comments are useful for making a note to yourself about the text or asking a question to another collaborator
* ***Wrap Up/Closing (2 mins.)***
* Highlight the upcoming technology classes and share the types of topics that will be covered
* Ask if there are questions and answer any that were “parked” during the session
* Share that participants can find more info at GCF Learn Free ([www.gcflearnfree.org](http://www.gcflearnfree.org)) or Google’s online Help Center (<https://support.google.com>)
* Thank participants for coming and ask them to complete the class survey before leaving