uCertify

Course Outline

Teach Yourself VISUALLY Google Workspace



28 Mar 2024

1. Course Objective
2. Exercises, Quizzes, Flashcards & Glossary

   Number of Questions
3. Expert Instructor-Led Training
4. ADA Compliant & JAWS Compatible Platform
5. State of the Art Educator Tools
6. Award Winning Learning Platform (LMS)
7. Chapter & Lessons

   Syllabus

   Chapter 1: Introduction

   Chapter 2: Getting Started with Google Workspace

   Chapter 3: Managing Files and Folders in Google Drive

   Chapter 4: Performing Common Tasks in Google Docs, Google Sheets, and Google Slides

   Chapter 5: Inserting Objects in Google Docs, Google Sheets, and Google Slides

   Chapter 6: Working in Google Docs

   Chapter 7: Sharing and Collaborating on Files

   Chapter 8: Working in Google Sheets

   Chapter 9: Learning Advanced Google Sheets Features

   Chapter 10: Working in Google Slides

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   Chapter 13: Creating Forms with Google Forms

   Videos and How To
8. Live labs

   Lab Tasks

   Here's what you get

1. Course Objective

Learn Google Workspace with the Teach Yourself VISUALLY Google Workspace course and lab. It covers Google Workspace's apps including the Gmail email service, the Google Drive online storage service, the Google Docs, Google Sheets, and Google Slides productivity apps, the Google Keep notes app, and the Google Forms app thoroughly with images and provides a hands-on experience of these apps.

2. Exercises

There is no limit to the number of times learners can attempt these. Exercises come with detailed remediation, which ensures that learners are confident on the topic before proceeding.



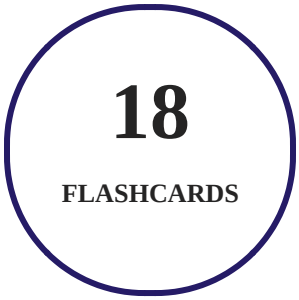
3. Quizzes

Quizzes test your knowledge on the topics of the exam when you go through the course material. There is no limit to the number of times you can attempt it.



4. flashcards

Flashcards are effective memory-aiding tools that help you learn complex topics easily. The flashcard will help you in memorizing definitions, terminologies, key concepts, and more. There is no limit to the number of times learners can attempt these. Flashcards help master the key concepts.



5. Glossary of terms

uCertify provides detailed explanations of concepts relevant to the course through Glossary. It contains a list of frequently used terminologies along with its detailed explanation. Glossary defines the key terms.



6. Expert Instructor-Led Training

uCertify uses the content from the finest publishers and only the IT industry's finest instructors. They have a minimum of 15 years real-world experience and are subject matter experts in their fields. Unlike a live class, you can study at your own pace. This creates a personal learning experience and gives you all the benefit of hands-on training with the flexibility of doing it around your schedule 24/7.

7. ADA Compliant & JAWS Compatible Platform

uCertify course and labs are ADA (Americans with Disability Act) compliant. It is now more accessible to students with features such as:

- Change the font, size, and color of the content of the course
- Text-to-speech, reads the text into spoken words
- Interactive videos, how-tos videos come with transcripts and voice-over
- Interactive transcripts, each word is clickable. Students can clip a specific part of the video by clicking on a word or a portion of the text.

JAWS (Job Access with Speech) is a computer screen reader program for Microsoft Windows that reads the screen either with a text-to-speech output or by a Refreshable Braille display. Student can easily navigate uCertify course using JAWS shortcut keys.

8. State of the Art Educator Tools

uCertify knows the importance of instructors and provide tools to help them do their job effectively. Instructors are able to clone and customize course. Do ability grouping. Create sections. Design grade scale and grade formula. Create and schedule assessments. Educators can also move a student from self-paced to mentor-guided to instructor-led mode in three clicks.

9. Award Winning Learning Platform (LMS)

uCertify has developed an award winning, highly interactive yet simple to use platform. The SIIA CODiE Awards is the only peer-reviewed program to showcase business and education technology's finest products and services. Since 1986, thousands of products, services and solutions have been recognized for achieving excellence. uCertify has won CODiE awards consecutively for last 7 years:

- **2014**
    1. Best Postsecondary Learning Solution

- **2015**
    1. Best Education Solution

2. Best Virtual Learning Solution
3. Best Student Assessment Solution
4. Best Postsecondary Learning Solution
5. Best Career and Workforce Readiness Solution
6. Best Instructional Solution in Other Curriculum Areas
7. Best Corporate Learning/Workforce Development Solution

- **2016**
    1. Best Virtual Learning Solution
    2. Best Education Cloud-based Solution
    3. Best College and Career Readiness Solution
    4. Best Corporate / Workforce Learning Solution
    5. Best Postsecondary Learning Content Solution
    6. Best Postsecondary LMS or Learning Platform
    7. Best Learning Relationship Management Solution

- **2017**
    1. Best Overall Education Solution
    2. Best Student Assessment Solution
    3. Best Corporate/Workforce Learning Solution
    4. Best Higher Education LMS or Learning Platform

- **2018**
    1. Best Higher Education LMS or Learning Platform
    2. Best Instructional Solution in Other Curriculum Areas
    3. Best Learning Relationship Management Solution

- **2019**
    1. Best Virtual Learning Solution
    2. Best Content Authoring Development or Curation Solution
    3. Best Higher Education Learning Management Solution (LMS)

- **2020**

1. Best College and Career Readiness Solution
2. Best Cross-Curricular Solution
3. Best Virtual Learning Solution

10. Chapter & Lessons

uCertify brings these textbooks to life. It is full of interactive activities that keeps the learner engaged. uCertify brings all available learning resources for a topic in one place so that the learner can efficiently learn without going to multiple places. Challenge questions are also embedded in the chapters so learners can attempt those while they are learning about that particular topic. This helps them grasp the concepts better because they can go over it again right away which improves learning.

Learners can do Flashcards, Exercises, Quizzes and Labs related to each chapter. At the end of every lesson, uCertify courses guide the learners on the path they should follow.

Syllabus

Chapter 1: Introduction

- How to Use This Course?

Chapter 2: Getting Started with Google Workspace

- Understanding What Google Workspace Is
- Meet the Google Workspace Apps
- Evaluate Google Workspace and Choose an Edition
- Sign Up for Google Workspace
- Sign In to Google Workspace

- Run an App
- Set Your Profile Information and Photo
- Using Google Workspace on Mobile Devices

Chapter 3: Managing Files and Folders in Google Drive

- Open and Explore Google Drive
- Create a Folder and Add Files
- Upload a File to Google Drive
- Upload a Folder to Google Drive
- Enable and Use Google Drive’s Offline Mode
- Open a File
- Move a File or Folder
- Copy a File
- Create a Shortcut to a File or Folder
- Rename a File or Folder
- View Info and Activity on a File or Folder
- Search for a File or Folder
- Delete a File or Folder

- Recover a File from the Trash
- Work with Microsoft Office Documents
- Streamline Your Work with Workspaces

Chapter 4: Performing Common Tasks in Google Docs, Google Sheets, and Google Slides

- Open the App
- Create a New Document and Save It
- Open and Close Documents
- Zoom the View or Use Full-Screen Mode
- Using Cut, Copy, and Paste
- Undo and Redo Actions
- Apply Basic Formatting to Text
- Using Find and Replace
- Using Regular Expressions for Advanced Searching
- Check Spelling in a Document
- View History in Activity Dashboard
- Add Information with the Explore Feature

- Print a Document
- Send a File as an Email Attachment

Chapter 5: Inserting Objects in Google Docs, Google Sheets, and Google Slides

- Insert Special Characters in Google Docs or Google Slides
- Insert an Image
- Insert a Table in Google Docs or Google Slides
- Insert a Drawing in Google Docs or Google Sheets
- Insert a Chart
- Insert a Link
- Work with Comments
- Resize, Reposition, and Format an Object

Chapter 6: Working in Google Docs

- Set Preferences for Google Docs
- Set Page Size and Margins
- Enter Text in a Document
- Switch Among Editing, Suggesting, and Viewing Modes
- Format a Document with Styles

- Customize the Built-In Styles
- Save and Use Your Default Styles
- Navigate with the Document Outline
- Insert Page Numbers
- Create Headers and Footers
- Create Different Headers and Footers

Chapter 7: Sharing and Collaborating on Files

- Understanding Your Options for Working with Others
- Share a Document on Google Drive
- Share a Folder on Google Drive
- Manage Permissions on a Shared Document or Folder
- Collaborate in Real Time on a Document
- Chat with Your Collaborators
- Compare Two Documents in Google Docs
- Review Comments
- Revert to an Earlier Version of a Document
- Change Ownership of a File or Folder

- Understanding Backup Tools for Windows and Mac
- Using Google Drive for Desktop

Chapter 8: Working in Google Sheets

- Select Cells and Ranges
- Enter Content in Cells
- Import Data into Google Sheets
- Insert and Delete Cells, Rows, and Columns
- Insert, Delete, and Manage Sheets
- Insert a Function
- Format Spreadsheets, Cells, and Ranges
- Apply Number Formatting
- Highlight Data Using Conditional Formatting
- Apply Alternating Colors
- Insert and View Notes
- Choose Spreadsheet Settings
- Merge Cells
- Wrap and Rotate Cell Contents

Chapter 9: Learning Advanced Google Sheets Features

- Using Paste Special and Transposing Data
- Sort Your Data
- Filter Data in a Sheet
- Apply Data Validation to Your Sheets
- Protect Ranges in a Sheet
- Protect a Sheet
- Create a Macro
- Run a Macro
- Manage Your Macros

Chapter 10: Working in Google Slides

- Set Preferences for Google Slides
- Add a Slide to a Presentation
- Import Slides from an Existing Presentation
- Understanding and Using Views
- Work with Text Boxes

- Add Audio to a Slide
- Add a Video to a Slide
- Insert Shapes
- Insert Word Art
- Add a Transition and Animations
- Edit Theme
- Organize the Slides in a Presentation
- Insert Slide Numbers
- Preview and Print a Presentation
- Create Handouts for a Presentation
- Deliver a Presentation

Chapter 11: Sending and Receiving Email

- Add External Email Accounts to Gmail
- Navigate the Gmail Interface
- Receive and Read Your Email Messages
- Send an Email Message
- Reply to a Message

- Forward a Message
- Include Formatting, Emojis, and Pictures in Messages
- Send an Email Message Using Confidential Mode
- Schedule a Message for Sending Later
- Send a File or a Link via Email
- Receive a File or a Link via Email
- View Email Messages by Conversations
- Block and Unblock Senders
- Create Email Filters

Chapter 12: Organizing Your Life

- Understanding Google Meet and Google Chat
- Manage Your Google Account
- Navigate the Google Calendar Interface
- Create a New Calendar
- Create an Event in Google Calendar
- Share a Calendar with Other People
- Subscribe to a Shared Calendar

- Add Someone to Your Contacts
- Change a Contact’s Information
- Organize Your Contacts into Groups with Labels
- Create Notes Using Google Keep
- Track Your Commitments with Google Tasks

Chapter 13: Creating Forms with Google Forms

- Understanding What You Can Do with Google Forms
- Start Creating a Form
- Choose Settings for a Form
- Add Questions to a Form
- Request the Respondent Upload Files
- Add Images to a Question
- Add a Video to a Question
- Import Questions from an Existing Form
- Create a Form with Multiple Sections
- Control Progression Based on Answers
- Add Collaborators to a Form

- Preview and Test a Form
- Send a Form to Its Respondents
- View the Responses to a Form

11. Live Labs

The benefits of live-labs are:

- Exam based practical tasks
- Real equipment, absolutely no simulations
- Access to the latest industry technologies
- Available anytime, anywhere on any device
- Break and Reset functionality
- No hardware costs

Lab Tasks

Getting Started with Google Workspace

- Signing In to Google Workspace
- Running an App
- Setting Your Profile Photo

Managing Files and Folders in Google Drive

- Creating a Folder to Add Files in Google Drive
- Creating a Shortcut to a File or Folder
- Renaming a File or Folder

Performing Common Tasks in Google Docs, Google Sheets, and Google Slides

- Creating a New Document
- Applying Basic Formatting
- Printing a Document

Inserting Objects in Google Docs, Google Sheets, and Google Slides

- Inserting a Table in Google Docs
- Inserting a Chart in Google Docs

Working in Google Docs

- Inserting Page Numbers in Google Docs
- Creating the Header

Sharing and Collaborating on Files

- Sharing a Document on Google Drive
- Comparing Two Documents in Google Docs
- Reverting to an Earlier Verison of a Document

Working in Google Sheets

- Importing Data into Google Sheets
- Inserting a Function in Google Sheets
- Highlighting Data using Conditional Formatting

Learning Advanced Google Sheets Features

- Filtering Data in a Google Sheet
- Applying Data Validation to Google Sheets
- Creating a Macro in Google Sheets

Working in Google Slides

- Inserting Word Art in Google Slides
- Organizing the Slides in a Presentation

- Creating a Handout for Google Slides

Sending and Receiving Email

- Sending an Email using Confidential Mode
- Scheduling an Email to Send Later
- Creating an Email Filter

Organizing Your Life

- Creating a Google Calendar
- Creating an Event in Google Calendar
- Creating a Google Task

Creating Forms with Google Forms

- Creating a Form
- Adding Collaborators to a Form
- Sending a Form via Email

Here's what you get

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LIVE LABS	VIDEO TUTORIALS

GET IN TOUCH:

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