

# Online Courses

Google Apps



## Learn to use some of Google FREE Applications

<b>Setup a Google Account</b>	Set by step instructions to create a Google Account to give you access to Google Apps including Google Play Store on Android Smartphones	1 hour
<b>Google Maps</b>	Use Google Maps to plan your journey including public transport details	1 hour
<b>Gmail</b>	Use your Gmail account to create, format & send email message, learn how to read, reply & forward messages and more	1 hour
<b>Google Docs (word processing)</b>	Create a word-processed document using Google Docs, edit and format the document, check the document	Approx 5 hours
<b>Google Sheets (spreadsheet)</b>	Create a spreadsheet using Google Sheets including editing, formatting, simple calculations	Approx 5 hours
<b>Coming soon:</b>		
<b>Google Slides (presentations)</b>	Create a presentation, adding slides, format text and background, edit, insert pictures, add transitions	Approx 5 hours
<b>Google Drive (Cloud storage)</b>	Use Google Drive to save your documents, learn to organise and share folders and files	2 hours

For more information on these courses please contact Carol Jones  
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