

## Course details

### Course title

Entry Level Digital Skills: Google - How to use Google Doc

### Course code

Q00017446

### Course date

Start: 22/04/25

End: 20/05/25

### Number of classes

5 sessions

### Timetable

Tue 22nd Apr, 10:00 to 12:00

Tue 29th Apr, 10:00 to 12:00

Tue 6th May, 10:00 to 12:00

Tue 13th May, 10:00 to 12:00

Tue 20th May, 10:00 to 12:00

### Tutor

Peter Brown

### Fee range

Free to £37.00

### How you'll learn

You'll join a small group of fellow learners for classes online in video meetings and materials will be provided in our virtual learning environment.

Got it!

Online

## **Venue**

Online

## **Level of study**

Entry Level

## **Course overview**

Discover the wonderful world of Google Docs: This short taster course will introduce you to the basics of Google Docs including an overview of how to create and implement it, what you can do with Google Docs and how to use it across applications. We will be using data provided on a Google account to use Google Docs. Whether you have studied the content before or are completely new to it, you will find value on this programme. You do not need any special tools to attend, just yourself and some enthusiasm. Start your Google Docs journey today by registering for this course.

## **Course description**

Google is one of the biggest search engine platforms today. Whether you're a small business owner, charity worker, community service operator, or local artist, having a presence online and using Google Document can help you get in front of your target audience.

Understanding Google Document can help you manage your online administration.

This course is based on face-to-face teaching in an online setting.

On this course, you will learn about:

- How to use Google Document
- How to create Google Document
- How to edit Google Document to be more productive

In addition to the content, citizenship, employability, and digital skills will also be embedded in the programme.

Assessment of learning will be done regularly throughout the course.

Information, advice, and guidance will also be given to enable further course/professional progression.

## **What financial support is available?**

We don't want anything to stand in your way when it comes to bringing Adult learning within reach so if you need anything to support you to achieve your goals then speak to one of our education experts during your enrolment journey. Most of our courses are government funded but if you don't qualify or need.

## **What other support is available?**

All of our digital content, teaching and learning activities and assessments are designed to be accessible so if you need any additional support you can discuss this with the education experts during your enrolment journey and we will do all we can to make sure you have optimal access.

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