



Lawrence Berkeley
National Laboratory

Berkeley Lab Training Program

ITD0223 – Intro to Google Docs

Course Syllabus

Subject Category: IT Division
Course Length: 1 hour
Delivery Mode: Classroom

Course Prerequisite: No
Medical Approval: No

Course Purpose: This course is designed to introduce Google Docs to those who are new or slightly familiar to Google Docs. Students will understand what Google Docs is and how to create an online document. After a short demo, students will run through a short, hands-on practice session. It is recommended that students bring a laptop or smart device (phone, tablet) to class to practice tasks related to class topics.

Performance Objectives:

After completing this training, participant will be able to:

- Describe what Google Docs is and its benefits
- Decide when to use Google Docs
- Create an online document using Google Docs
- Indicate where to search for Google Docs help

Course Instructional Materials:

- Presentation available on Berkeley Lab Commons page (search “Google Docs”)
- Online resources available within the course

Training Compliance Requirements: NA

Written Exam: No

Practical Exam: No

Retraining/Recertification: No

Challenge Exam: No

WEB Resource: Berkeley Lab Training Program website: <http://training.lbl.gov/>

Google Users Group: <https://groups.google.com/a/lbl.gov/d/forum/lbl-gug>