

Google Docs

This Google Docs training covers how to create and format documents with Google Docs, then publish them, print them, share them with others and collaborate on them -- all effortlessly. Google Docs training might sound simplistic at first, but if you and your teams use it on a regular basis, learning to master the productivity software to unlock your team's productivity. With Google Docs training, you'll accelerate everyone's productivity and reduce headaches.

[CBT Nuggets course material](#) →

WEEK 1

Document Fundamentals

155 min.

Introduction	2
Log in and Find Your Way Around	4
Create Your First Document	6
Work with Text	11
Format Paragraphs	7
Page Layout	11
Manage Files	6

Beyond the Basics

Overview	1
Introduction	1
Tables	14
Tabs	6
Columns	5
Customise Bullets and Numbering	11
Styles	7
Templates	6
Docs Add-ons	4

Add Extra Content to Documents

Overview	1
Introduction	1
Images	8
Shapes	10
Text Boxes	4
Charts	9
Equations	5

Links, Bookmarks and Footnotes	6
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WEEK 2

Collaborate and Work on the Move

52 min.

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Working with Other File Formats	7
Sharing Files	10
Simultaneous Editing	12
Printing Files	7
Working Offline	6
The Mobile Apps	5