**Workshop:** Google Docs Introduction - GDI 101

**Length:** 60 minutes

**Seat availability:** 10 (per session)

**Course Description:**

Offering word processing, spreadsheets, presentations, forms, and drawings, Google Docs provides an easy-to-use, integrated way for teachers and students to work together on projects, reports, and more, and to collect and share information in a secure online environment.

**Prerequisite Requirements:**

- Introduction to Cloud Computing

**Learning Objectives:**

- Overview of Google Docs
- Access Google Docs
- Compatibility
- Online collaboration
- Sharing online documents
- Shared folders
- Email docs as attachment
- Publish docs to web
- Embed Docs into a blog or site
- Print Options

**Location:** Old Industrial Arts Building, 1st Floor

**Instructor:** Distance Learning Support Specialist