



## **GD 100: Google Drive**

**Length: 3.5 Hours**

**Seat Availability: 15 (per session)**

### **Course Description:**

Includes a host of collaborative applications that allow end users to publish and share files with the world. Participants will learn the fundamentals of creating, formatting, and sharing documents, spreadsheets, presentations, and forms within Google Drive. Participants will also learn the basics of inserting and formatting images, text, tables, and data inside various publications and how to use Google Forms to create surveys, quizzes, and collect responses.

### **Prerequisite:**

None

### **Learning Outcomes:**

- Understand the difference between Google Docs and Drive.
- Export and up/download files.
- Learn how make a Google Docs copy of a file.
- Learn how to create a Group using Contacts.
- Share files and folders with others.
- Learn to search, sort, and filter in Drive.
- Create, format, and publish documents.
  - Learn how to Chat with others in a shared document.
  - Insert images, links, and other media.
  - Control revisions of a document.
- Format cells in a spreadsheet.
  - Design different types of charts.
- Create presentations with themes and rich media.
- Build forms, create quizzes, and collect responses.

**Location:** H. T. Sampson Library, Innovate 1<sup>st</sup> Floor  
**Instructor:** Instructional Designer  
**Office:** (601) 979-0779  
**Website:** <http://www.jsums.edu/jsuonline/>