Mindluster Platform

About the course Google docs features for beginners

Google docs features course, in this course we will start by exploring the powerful tools and functionalities that Google Docs offers to enhance your document creation and collaboration experience, all from the convenience of Chrome. You'll learn how to utilize essential features such as real-time collaboration, where multiple users can edit the same document simultaneously, and the commenting system, which allows for seamless communication and feedback within the document. Weâ€™ll guide you through advanced formatting options, including styles, templates, and automatic text formatting, to create polished and professional documents with ease. The course also covers how to use Google Docsâ€™ integration with Google Drive for automatic saving, easy sharing, and access from any device. Additionally, you'll discover hidden gems like voice typing, version history, and add-ons that extend the functionality of Google Docs. By the end of this course, you'll have a comprehensive understanding of the features that make Google Docs a versatile and powerful tool for both personal and professional use. Join us to master Google Docs and take your document creation to the next level.

Computer Softwares Category's Courses

Course Lesson(9)

Lesson 1 : **Google Docs 4 Terrific Time Saving Tips**

Lesson 2 : **Google Docs 5 Great Features**

Lesson 3 : **Google Docs 4 Important Things to Know**

Lesson 4 : **Google Docs and Slides Working With Images**

Lesson 5 : **Read Write for Google Chrome Tutorial 2016**

Lesson 6 : **Use Voice Typing to Format your Google Docs**

Lesson 7 : **Explore in Docs Sheets and Slides**

Lesson 8 : **7 Google Docs Tips Tricks You re Probably Not Using**

Lesson 9 : **5 Amazing Google Docs Hacks**

Related courses

Excel Power Query

Excel VBA

Excel Dashboard

Excel Course Basic to Advanced

Excel Functions

Excel Charting