Mindluster Platform

About the course Google docs

Course Presenter : Simon Sez IT

Google docs, in this course teaches you how to create, edit, and share professional documents online using Googleâ€™s cloud-based platform. Youâ€™ll learn essential tools for formatting text, inserting tables, images, and links, and managing document layouts. The course also covers collaboration featuresâ€”how to comment, track changes, and work with others in real time. Youâ€™ll explore templates for resumes, reports, and letters, along with tips for organizing and securing files on Google Drive. Advanced lessons include voice typing, document version history, and add-ons to enhance productivity. By the end, youâ€™ll master creating polished, accessible, and shareable documents from any device.
Simon Sez IT

Computer Softwares Category's Courses

Course Lesson(6)

Lesson 1 : **Google Docs Beginners Tutorial**

Lesson 2 : **How to Use Google Docs**

Lesson 3 : **How to Edit and Format in Google Docs**

Lesson 4 : **Basic and Advanced Formatting Tools in Google Docs**

Lesson 5 : **How to Add Tables and Charts in Google Docs**

Lesson 6 : **How to Insert an Image in Google Docs**

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business@mindluster.com