

SCTC Google Docs Class Outline

January 26, 2022

- I. Introductions and Summary
 - a. SCTC Website – [SCTC \(google.com\)](https://www.sctc.edu/)
 - b. YouTube Channel -
<https://www.youtube.com/channel/UCjHAb6lr4AsSM-ulsBvnXTA>
 - c. Google Docs and Sheets old handout ([Docs Nov 2021 Handout.pdf - Google Drive](#))
- II. Google Basics
 - a. Google.com
 - b. Google Account
 - c. Google Apps (the “Waffle”)
 - d. Google Drive
- III. Google Docs
 - a. Creating a New Document
 - b. Editing Documents
 - c. Uploading and Downloading Documents
 - d. Importing and Exporting Documents from Other Apps