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| P.A.Inamdar College of Visual Effect, Design & Art |
| Syllabus : Google for Education |
| Level 1: Basic ( Fast track) |
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| **Composer : Ms. Madhura Bhagat** |
| **4/2/2015** |

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| This syllabus of Google for education is for a fast track module where you will be getting hands on the Google apps which are initially you will require to start e learning module. |

M.C.E Society’s

P.A.Inamdar College of Visual Effect, Design & Art

Project: Google for Education

Level 1: Basic (Fast track)

1. [Gmail](https://www.google.com/edu/training/get-trained/gmail/introduction.html) Duration: 150 Min.

Gmail is an online communications hub with world class email, text and voice chat, one-on-one video conferencing, and a directory of contacts. You can use Gmail from any computer, tablet or phone - both online and offline. Google Apps for Education Gmail includes custom email addresses to match your school branding, plenty of storage, no ads, and administrative controls to allow students to safely communicate - inside or outside a school domain - all for free.

* Composing and Sending Messages
* Managing and Viewing Messages
* Using Labels to Organize Messages by Class or Subject
* Searching Your Messages\
* Managing Contact Information for Colleagues, Parents and Students
* Using Hangouts to Communicate with Others
* Customizing Messages in Gmail
* Using Gmail Offline
* Using Gmail on Tablets or Mobile Devices
1. [Search](https://www.google.com/edu/training/get-trained/search/introduction.html) Duration: 150 Min.

Google Search is the fastest, easiest way to find relevant information on the web. Use Search to locate the information you need using text, images, and voice on your computer, tablet, or other mobile device.

* Introduction to Google Search
* Basics of Google Search
* Using Filters to Narrow Results in Search
* Using Images and Other Media Types to Narrow Results
* Creating a Customized Search
* Using the Calculator and Unit Converter Google Search Features
* Using the Google Search App on Tablets and Mobile Devices
1. [Docs](https://www.google.com/edu/training/get-trained/docs/introduction.html)- Duration: 100 Min.

With Google Docs, you can create and collaborate on documents from your computer, tablet, or mobile device. Docs can be easily shared with anyone, but with permissions that allow you to control who can view, comment, and edit content. Features like simultaneous editing by a team of collaborators, native Microsoft Word® editing, and offline access make Docs a powerful, free tool for teaching and learning.

* Introduction to Docs
* Customizing Docs with Formatting
* Managing Docs with Multiple Editors
* Improving the Writing Process with Docs
* Creating a Central Archive with Docs and Drive
* Accessing Docs Offline
* Using Docs with Tablets and Mobile Devices
1. [Sheets](https://www.google.com/edu/training/get-trained/sheets/introduction.html) Duration: 170 Min.

With Google Sheets you can access, create, and edit your spreadsheets wherever you go, from your computer, tablet, or mobile device. Sheets can be shared with anyone, with simultaneous, real-time editing by a group of people, including chat and commenting. Features like Microsoft Excel® editing, file conversion, add-ons, and offline editing, make Sheets a powerful, free tool for teaching and learning.

* Introduction to Google Sheets
* Sharing and Collaborating with Spreadsheet Data
* Managing Your Spreadsheet
* Using Functions and Formulas
* Sorting Spreadsheet Data
* Creating and Publishing Charts from Spreadsheet Data
* Accessing Google Sheets
* Using Sheets on Tablets and Mobile Devices
1. [Slides](https://www.google.com/edu/training/get-trained/slides/introduction.html) Duration: 110 Min.

With Google Slides you can create, edit, and present great information wherever you go, from your phone, tablet, or computer. Slides can be built collaboratively with anyone working on the same presentation at the same time, with real-time chat and commenting. Features like Microsoft PowerPoint® editing, file conversion, and offline editing, make Google Slides a powerful, free tool for teaching and learning.

* Introduction to Google Slides
* Creating and Formatting Google Slides
* Sharing and Collaborating in Google Slides
* Customizing Your Slides Presentations
* Using Google Slides Offline
* Presenting and Printing in Google Slides
* Using Google Slides on Tablets and Mobile Devices
1. [Drive](https://www.google.com/edu/training/get-trained/drive/introduction.html) Duration: 160 Min.

Google Drive lets you store and share all of your files and folders, including documents, videos, images and other content that is important to you. You can sync, store and access your files anywhere – on the web, on your hard drive, or on the go.

* Using Google Drive to Store Assignments, Learning Materials and More
* Creating and Customizing Folders in Drive
* Sharing and Managing Folders with Individuals and Groups
* Creating and Sharing Google Doc Files from Drive
* Searching Files and Folders in Drive
* Using Compatibility Options in Google Drive
* Using Google Drive Offline
* Using Google Drive on Tablets and Mobile Devices
1. [YouTube](https://www.google.com/edu/training/get-trained/youtube/introduction.html) Duration: 140 Min.

YouTube allows billions of people to discover, create, and share originally created videos. YouTube provides a forum for people to connect, inform and inspire others across the globe and acts as a platform for content creators, teachers and advertisers.

* Using Video for Teaching and Learning
* Understanding YouTube and YouTube EDU
* Searching for Quality Educational Videos in YouTube.
* Searching YouTube EDU for Digital Content
* Creating and Customizing a Channel for Your Class
* Using Playlists to Deliver Educational Content
* Uploading and Sharing Videos in YouTube
* Managing Videos and My Subscriptions
* Using YouTube on Tablets and Mobile Devices