

Intro to Google Docs

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1. Class format

a. Introductions

- i. Name
- ii. Profession/what you do
- iii. Current level of familiarity with google docs
- iv. Specific interest?

b. Break at mid-point of session, ten minutes

- i. Rest rooms
- ii. Kitchen/water
- iii. Convenience store

c. Three chunks

- i. Lecture/discuss it
- ii. Lab/use it
- iii. Open session/Q&A

2. What this class is

- a. High-level overview
- b. Introduce flexibility/functionality
- c. Inspire thought on how best to utilize

3. What this class isn't

- a. In-depth "how to" use spreadsheets/word processing apps
- b. Keyboard shortcuts and advanced functionality
- c. Everything google docs!

4. Lecture:

a. Present the technology

- i. Online document management application
- ii. Access from anywhere
- iii. Create, store and share documents
- iv. All documents can be downloaded and saved on a local hard drive or published to the web
- v. Works like existing Microsoft programs which reduces the time required to learn
- vi. Collaboration/sharing
- vii. Revision history/revert
- viii. 99% of the functionality provided by other apps, plus the above
- ix. Free

b. What applications are available?

- i. Documents
- ii. Spreadsheets
- iii. Presentations
- iv. Form, Drawing, Collection, Templates
- v. Images and .pdf files too!

c. When to use it?

- i. Anytime you'd typically use Word/Excel/PowerPoint
 - 1. Agendas
 - 2. Budgets
 - 3. Letters
 - 4. Templates
 - 5. Meeting notes
 - 6. Any doc someone else may view/edit (all of them?!)
 - 7. Address security concerns

d. When NOT to use it

i. Complex spreadsheets

1. Very large files
2. Containing extensive formulas
3. Multiple worksheets within one doc
4. Formatting considerations

ii. Large Word documents

1. Intensive formatting

e. Additional Resources

i. google docs help: docs.google.com/support/

ii. google docs forums: <http://www.google.com/support/forum/p/Google+Docs?hl=en>

iii. Advanced tricks: <http://communication.howstuffworks.com/google-docs3.htm>

iv. 20 great templates for nonprofits: <http://www.wildapricot.com/blogs/newsblog/archive/2010/08/26/20-great-google-docs-templates-for-non-profits.aspx>