

# Master Google's Suite of Office Software

Study the **Certificate in Google Docs** with  
The Online Business Academy



- ✓ Gain in-demand, future-proof skills that employers value
- ✓ Study at your own pace, on your own schedule
- ✓ Learn from industry experts and experienced educators
- ✓ Real-world outcomes that lead to career advancement



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## About Us

# Welcome To The Online Business Academy

## 94%

of our graduates reported that their education at The Online Business Academy equipped them with valuable skills that they could apply in their professional careers.

## 96%

of our graduates say that The Online Business Academy provided them with up-to-date and industry relevant skills.

At The Online Business Academy, we are committed to helping you achieve your career goals through flexible and accessible online learning. With a team of industry leaders and education experts, we offer a world-class learning platform that is student-focused and designed to provide superior support. Our mission is to provide you with the skills and knowledge you need to succeed in your chosen field.

Our courses are carefully curated to ensure they are relevant, up-to-date, and practical, with a strong emphasis on real-world applications. We offer a wide range of courses across various industries, including accounting, bookkeeping, business, graphic design, video editing and digital marketing, web development, and more. All of our courses include assessments such as quizzes, assignments, and exams to measure your progress and provide you with valuable feedback.

We understand that life can be busy, which is why we offer a flexible approach to learning. Our online courses allow you to study when, where, and how you want, with no schedules, classrooms, or due dates to worry about. We also offer a range of support services, including access to a Career Centre, where you can get help with CV preparation, job search strategies, and interview skills.



Advancing Online Education

# A New Way To Learn

At The Online Business Academy, we are proud to be pioneers in a new era of education. We have taken a fresh approach to learning, embracing the latest technology and creating a platform that is accessible to everyone, everywhere. Our courses are designed to be engaging and interactive, offering students a unique opportunity to learn at their own pace, in their own time. We believe that education should be an exciting journey, full of discovery and growth. That's why we have created a learning environment that is dynamic, innovative, and designed to inspire.



## #42

We provide 42 premium courses curated by leading industry professionals.

### Why Choose The Online Business Academy

Choose the Online Business Academy for high-quality courses developed by industry experts, a user-friendly learning platform, and superior support to help you achieve your goals.



#### Industry Leading Courses

We're proud to offer industry-relevant courses designed by experienced professionals to equip graduates with the skills and knowledge needed for success.



#### Superior Support

We offer superior support to students like you with one-on-one expert tutor guidance and a range of resources to help you succeed in your learning journey.



#### Real Outcomes

We are committed to providing real outcomes by equipping students just like you with skills, knowledge and confidence to succeed in the workforce.



## Office & Productivity Courses

# Certificate in Google Docs

Improve your productivity and streamline your team's collaboration with Google Docs by enrolling in this comprehensive course. Whether you're a business owner, freelancer or student, this course will teach you how to leverage Google's suite of productivity tools to create documents, spreadsheets, and presentations with ease. With step-by-step instructions and practical exercises, you'll quickly become proficient in using Google Docs, Sheets, and Slides, and be able to collaborate with others in real-time.



**Enrol Now**



**Learn More**

## Course Investment

# \$199

## Course Duration

# 10 Hours



## Course Outcomes

- Create and format professional-looking documents using a variety of formatting tools and techniques.
- Collaborate on documents in real-time with others using features like commenting and track changes.
- Use Google Docs' built-in templates to create documents quickly and easily.
- Utilize Google Docs' advanced features like version history, add-ons, and third-party integrations to enhance productivity.
- Use Google Docs' formatting and layout tools to create professional-looking tables, lists, and other document elements.





### Module 01 Google Drive and Docs

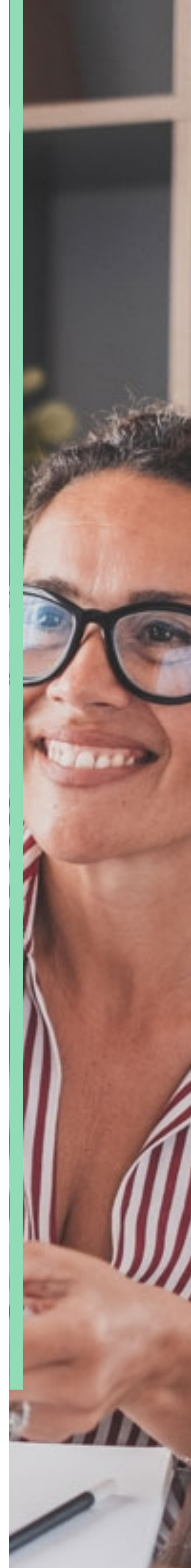
The Introduction to Google Drive and Docs module is an introductory course that teaches learners the basic skills and knowledge needed to use Google Drive and Docs effectively. The course covers the main features of Google Drive and Docs, including creating, editing, and formatting documents, as well as working with images and tables. Participants will also learn how to collaborate on documents with others in real-time, as well as how to use Google Drive to share and manage files securely. Overall, this module provides a solid foundation for using Google Drive and Docs for personal or professional purposes.

### Module 02 Google Docs: Common Tasks in Documents

In this module, students will be introduced to the fundamental features of Google Docs and how to perform common tasks in the application. The module will focus on creating and formatting text in a Google Docs document. Students will be shown how to add and format text using various formatting tools and features such as fonts, styles, headings, and colors. They will also learn how to add hyperlinks, create bulleted and numbered lists, use indents and tabs to structure their content, and insert headers, footers, and page breaks to make their documents more professional-looking. By the end of the module, students will be able to create well-formatted documents using Google Docs.

### Module 03 Google Docs: Doing More with Documents

The Advanced Google Docs module goes beyond the basic functionalities of Google Docs and provides participants with a more in-depth understanding of its advanced features. The module covers topics such as working with tables, including creating and formatting tables, adding and deleting rows and columns, and merging cells. Participants will also learn how to insert and format images, text boxes, and shapes to enhance the visual appeal of their documents. Additionally, the module will teach participants how to use the Explore tool and add-ons to improve the functionality of their documents. Finally, participants will learn how to apply and customize text styles and add more fonts to their documents.



### Module 04 Google Docs: Collaborating

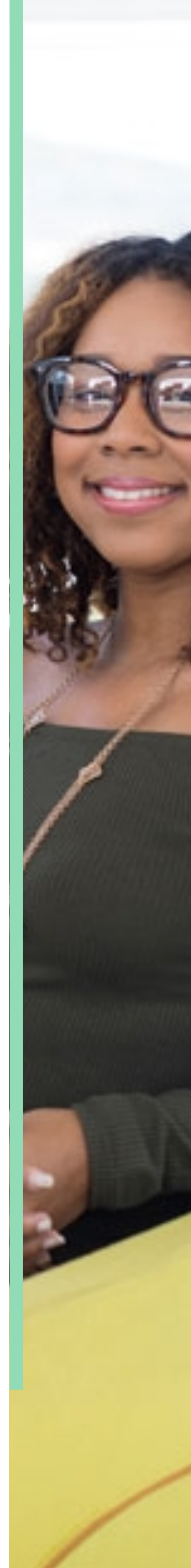
The Collaborating module is an important aspect of the course, as it teaches learners how to collaborate effectively with others on Google Drive files. The module will cover sharing and collaborating on files, which includes setting permission levels and sharing files with specific individuals or groups. It will also teach users how to add and reply to comments, which is a valuable feature for giving and receiving feedback from collaborators. Additionally, the module will cover using suggestion mode to track changes made by collaborators, version history, emailing a document as an attachment, changing ownership of a document, and using the activity dashboard to see changes and updates made to a document.

### Module 05 Google Docs: Extras

The Google Docs Extras module is a comprehensive resource that covers a wide range of additional features and functions that can be useful for users who want to get more out of Google Docs. In this module, students will discover how to work with Google Docs on mobile devices, even when they are offline. They will also learn how to use voice typing to create documents quickly and easily, as well as how to translate documents into different languages. Other features covered in the module include Smart Compose, custom substitutions, the Doc.new shortcut, adding citations, adjusting margins, keyboard shortcuts, and creating a table of contents. By learning how to use these advanced features, users can improve their productivity and efficiency when working with Google Docs.

### Module 06 Google Docs: Assessment

The Google Docs Assessment module is the final module in the Google Docs section of this course. It aims to test the students knowledge and proficiency in using Google Docs, covering the topics discussed in the previous modules, such as creating and formatting documents, working with images, tables, and add-ons, collaborating with others, and using advanced features such as voice typing and Smart Compose. The quiz provides an opportunity for students to demonstrate their understanding of Google Docs.



### Module 07 Google Sheets: Spreadsheet Basics

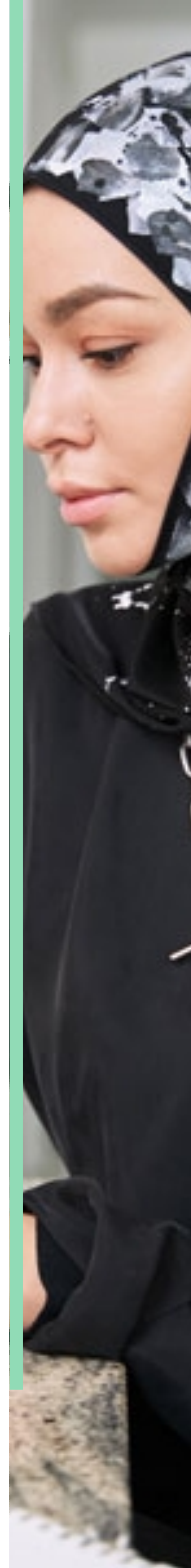
The Introduction to Google Sheets module is a comprehensive course that provides learners with a foundational understanding of Google Sheets. The module starts by introducing students to the Google Sheets interface and covers basic spreadsheet creation, editing, and formatting tasks. Participants will learn how to modify columns, rows, and cells, as well as how to format cells using different types of data, such as text, numbers, and dates. Additionally, students will explore how to work with multiple sheets, including how to create, rename, and organize them within a single workbook.

### Module 08 Google Sheets: Common Spreadsheet Tasks

The Common Spreadsheet Tasks module teaches students the necessary skills for creating, analyzing, and manipulating data in Google Sheets. Starting with basic calculations, participants will learn how to create and edit formulas using functions like SUM, AVERAGE, MAX, and MIN. The module also covers sorting and filtering data to analyze information effectively and managing data using the cut, copy, and paste functions. Additionally, participants will learn how to freeze rows and columns to keep them visible while scrolling, apply conditional formatting to highlight important data, and work with data validation to ensure the accuracy of data entry.

### Module 09 Google Sheets: Extras

The modules covers topics that will help students expand their knowledge and proficiency in Google Sheets. Participants will learn about new features in Google Sheets, such as the Explore feature, which allows users to gain insights and perform analysis of their data with just a few clicks. The module will also cover effective use of number formats, including conditional formatting, custom number formats, and currency formats. Participants will also learn how to install add-ons to enhance the functionality of Google Sheets, such as add-ons for data analysis, data visualization, and project management. The module will provide practical examples and exercises to help students apply their skills in real-world scenarios.





### Module 10 Google Sheets: Assessment

This module consists of a quiz that covers various topics related to Google Sheets, including creating and formatting spreadsheets, working with formulas and functions, manipulating data, and using advanced features such as add-ons. The quiz will test the students' ability to apply their knowledge and skills to solve real-world problems, and will provide them with feedback on their performance.

### Module 11 Google Slides: Comprehensive Course

The Google Slides module is designed to provide learners with a thorough understanding of the Google Slides interface, tools, and functionality. It covers a wide range of topics, from the basics of creating and formatting slides to more advanced features such as voice type speaker notes and inserting charts from Google Sheets. By the end of the module, students will have gained the knowledge and skills needed to create professional-quality presentations using Google Slides.

### Module 12 Google Slides: Assessment

The Google Slides Assessment module aims to test the knowledge and skills that learners have acquired throughout the course. The quiz will cover various topics related to Google Slides, including slide design, animations, collaboration, and presentation delivery. The assessment is designed to help learners evaluate their understanding of Google Slides and identify areas where they may need to improve.





## Career Centre

# We'll Help You Find a Job

At The Online Business Academy, we are dedicated to supporting you on your journey to success. We are confident that by leveraging the resources and connections offered by our Career Centre, you will build valuable networks and gain the confidence needed to secure a new job or promotion.

### Receive a Free CV Review From The Experts At Resume Hub

By partnering with Resume Hub, we provide all our students with an added advantage in their job search. Upon enrolment, our students receive a complimentary comprehensive CV review from expert professionals, ensuring they have the best chance for success in their career.

### What You'll Get With Our Career Centre

- Access to professional CV templates to update your current CV
- Complimentary personalized CV review with feedback to make your CV stand out
- Job tips and resources, including a clear five-step job success process
- Industry-relevant advice to stay up-to-date with the latest industry trends and requirements.



#### Very friendly and helpful stuff

They responded very quickly to my initial enquiry. The consultant gave me very helpful advice on which course would be right for me. The follow up was really great too. Helpful but not too pushy. Getting registered was quick and easy too.

**Julie N.**

Certificate in Xero



# What Our Students Say



We pride ourselves in delivering an excellent education experience. See what our students have to say:



**Maria R.**

Certificate in Adobe  
Photoshop

## Exceptional Learning Experience

I had a great experience with the Online Business Academy! The course content was well-structured and easy to follow. The assessments helped me understand the concepts better and the feedback provided was valuable. I'm grateful for the flexible learning schedule that allowed me to study at my own pace. I would highly recommend this academy to anyone looking for a quality learning experience.



**Sarah T.**

Certificate in  
Microsoft Word

## Practical, Relevant and Fun!

I recently completed a Microsoft Word course with the Online Business Academy, and I loved it! The course was practical, relevant, and fun. The online platform was user-friendly, and the support from the academy team was exceptional. The assessments were challenging yet enjoyable, and I learned a lot from the feedback provided.



**Mark J.**

Digital Marketing  
Bootcamp

## Changed my Career Trajectory!

I joined the Online Business Academy to upskill in digital marketing, and it was the best decision I made for my career. The course content was comprehensive and up-to-date, and the assessments were challenging and relevant. The Career Centre helped me prepare a strong CV and provided valuable advice on job search strategies. The skills I learned from this academy have changed my career trajectory, and I'm grateful for the team over at the Online Business Academy.



# Start Upskilling Today!

Follow our easy 4-step enrolment process - it only takes a few minutes to get started today!



1. Click on 'Get Started Now'



2. Proceed to payment



3. Receive login details



4. Start Learning!

Get Started Now, Click Here

