DEPARTMENT OF STATISTICS
VALUE ADDED COURSE SYLLABUS FOR 2022-2023
INTRODUCTION TO GOOGLE DOCS EDITOR SUITE

OBJECTIVES:

The value-added course aims to provide learner centred skill oriented technical training with primary objective of improving the practical and software skills.

COURSE OUTCOME:

- Google workspace enables multi-activity management
- The course takes you from basic operations such as creating spreadsheets and forms to some more advanced functionality of Google.
- Provides software skills for students.

COURSE DESIGN:

The course consists of 30 hours of interactive sessions and the effectiveness of the value-added course is tested through an online internal examination and one offline examination at the end of the course designed by the department which is made compulsory for all students.

MODULE - I

<u>Unit 1</u>**: Introduction to Google Spreadsheets and Google Forms**

Introduction to Google sheets: Creating new spreadsheet using drive, create sheets inside spreadsheet, Basic data manipulation: entering, importing data, formatting data, useful shortcuts, format spreadsheet: add or delete rows and columns, convert .csv and .xlsx files to google sheets. Basic functions in spreadsheet arithmetic as well as various logical functions: SUM, COUNT, IF, OR, AND, CONCATENATE, etcetera, Data visualization: visualize spreadsheet data in charts, graphs and tables.

Google Forms: Create survey using google forms: introduce new templates, setup form theme, adding and removing question and question types, options in google form.

(15 hours)

MODULE – II

Unit 2: Google Docs and Google Slides

Introduction to Google Docs: Create and edit text documents, create new files, adding more fonts to google docs, insert images in different ways, Insert table of contents, graph/chart/google drawing and page breaks.

Google Slides: New slide presentation, Inserting: new slides, text box, image, chart, shapes, additional line tools and vector images. Creating master slide, adding a theme, edition of slides. Importing PowerPoint presentations, inserting you-tube videos.

Project:

By the end of the course, students are required to do a mini project using Google Docs Editor Suite.

(15 hours)

References

The Ridiculously Simple Guide to Google Apps (G Suite): A Practical Guide to Google Drive Google Docs, Google Sheets, Google Slides, and Google Forms. (2019). (n.p.): Ridiculously Simple Books.