

CC -1: MASTERING GOOGLE DRIVE: THE ULTIMATE BEGINNER'S GUIDE

(FYBBA - Sem-1)

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Course Objective:	The course aims to integrate programming skills and teach students how to navigate Google drive and use tools within google drive.
Expected Outcome:	1. Hands-on Google Drive for Education. 2. Navigate Google Drive with Fluency. 3. Understand how to use Google Drive to increase efficiency and productivity. 4. Create and edit documents efficiently using all editing tools. 5. Create and analyse forms and quizzes to collect responses and feedback.
Evaluation Method:	Blended Mode- Objectives and Descriptive

Course Content:	Section: 1 Introduction to Google Drive: 1.1 Google Account Signup ● My Drive (Quick Access, Files & Folders) ● Shared with me ● Recent ● Starred ● Trash ● Storage 1.2 Google Drive Functions ● Creating folders ● Uploading files ● Preview ● Sharing ● Moving files to folders ● Renaming files/ folders ● Making a copy of files ● Coloring folders Section: 2 Google Docs: 2.1 Creating a new document 2.2 Setting up a Document 2.3 Editing a Document 2.4 Formatting a Document 2.5 Inserting Charts, Images, etc. 2.6 Collaboration 2.7 Using the revision history tool. Section: 3 Google Sheets: 3.1 Creating a New Sheet 3.2 Editing a Spreadsheet 3.3 Organizing Data 3.4 Formulas, Functions, and Cell References 3.5 Creating Charts: Bar Graphs, Pie Charts, and Line Charts 3.6 Collaboration: Sharing and Protecting Data Section: 4 Google Slides: 4.1 Presentation Setup, Themes & Layouts 4.2 Diagrams & Links 4.3 All Things Formatting 4.4 Animations & Transitions 4.5 Presentation & Sharing Section: 5 Google Forms: 5.1 Form Setup 5.2 All Things Questions Part 1: Adding & Editing Questions 5.3 All Things Questions Part 2: Question Types 5.4 Sections 5.5 Themes & Fonts 5.6 Transforming Forms into Quizzes 5.7 Preview, Sending & Sharing 5.8 Collecting & Analysing Responds
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References:	● Google Drive: A Beginner's Guide to Google Drive: Master Google Drive, Docs, Sheets and Slides Now by Steven Dota. ● Google Docs Made Easy: Online Collaboration For Everyone (Productivity Apps Made Easy) By James Bernstein. ● Google Drive & Docs In 30 Minutes: The unofficial guide to Google Drive, Docs, Sheets & Slides by Ian Lamont.
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