Course No.	C-7
Name of the Course	**Introduction to Google Workspace: Google Docs, Sheet & Slide.**
Type of Course (Diploma/ Certificate/ Add on	Certificate
Offered by	Department of Malayalam
Linkages	
No. of hours	30 hours
Expected outcome	1.Learners will understand how to use Google docs, sheets & Slides in a variety of professional, educational, and personal situations. 2. Learners will be able to claim Office proficiency.
Course Objective	1.Simplify basic office tasks and improve work productivity. 2. To be able to create documents for printing and sharing. 3. To be able to create and share presentations. 4. To be able to manage and store data in a spreadsheet.
Brief Description	The course 'Introduction to Google Workspace: Google Docs, Sheet & Slide' helps to simplify basic office tasks and improve work productivity.

Syllabus	**Module-1: Google Doc:** Create new documents from scratch, as well as from templates, Open existing documents from Google Docs, as well as other word processing programs, Navigate both the desktop and mobile versions of Google Docs, Format text, paragraphs, and pages, Insert, format, and edit images and graphics, Share and collaborate on documents with other users, Publish documents to the web, Print documents, Install add-ons to give Google Docs even more function and features. **Module-2: Google Sheet**: Create a spreadsheet, Format cells, rows, columns, and entire worksheets so they fit and match your data, Enter data into a spreadsheet, Use formulas and functions for calculations, Create formulas and functions, Calculate data, Create charts for your data, Create forms, Create pivot tables and pivot charts, Work with templates. **Module-3: Google Slide:** Navigate the Google Slides interface, Create new presentations from scratch – or by using beautiful templates, Add text, pictures, videos, shapes, diagrams, and charts to your presentations, Format the objects that you add to your presentations, Design slides using themes, colors, and special effects, Animate objects on slides to bring them to life, Add slide transitions, Print your presentations – or publish them to the web, Share and collaborate on presentations.
Evaluation Pattern	External Examination -100 marks (To be evaluated by examiner other than FIC) Internal Examination - Test Paper (1) -50 marks Assignment (1) -25 marks Attendance -25 marks (90% or above -25, 80%-90% -20 marks, 70%-80% -15 marks, 60%-70% -10 marks 50%-60% -5 marks, Less than 50%-0 marks, Attendance Greater than 50% is a must to attend external exam) Total -200 marks
Mode of Class	Online (Google Class room)