



Google Doc Syllabus

LEVEL 1 – Beginner (3-4 Classes)

Learning Objectives:

- Understand basic computer handling (mouse, keyboard, typing).
- Create, name, open, and save documents.
- Type short paragraphs and apply basic text formatting.
- Insert simple elements like images and tables.

Topics:

1. Basic Digital Skills (Pre-Docs Skills)

- Mouse control (click, drag, select, scroll)
- Keyboard basics (letter keys, spacebar, Enter, Shift, Backspace)
- Introduction to typing practice (home row, posture, accuracy)
- Opening Google Docs for the first time

2. Starting With Google Docs

- How to start a new document
- How to create, name, and save documents
- Understanding the Google Docs interface: (*Title, Menu bar, Toolbar, Document area, Cursor, Zoom controls*)



3. Basic Text Entry

- Typing short paragraphs
- Breaking lines (Enter)
- Basic alignment (left, center)

4. Basic Formatting Tools

- Bold, italic, underline
- Font style and font size
- Text color & highlight
- Basic bullet points
- Numbering
- Undo and redo

5. Inserting Elements

- Insert image (upload/Google search)
- Insert table (2×2 or 3×3)

6. Basic Document Organization

- Page setup (orientation, paper size—only at introductory level)
- Print preview basics

Practice Tasks & Projects:

The above learning objectives and topics will be effectively achieved through the completion of structured, hands-on [practice tasks & projects](#) level 1.



LEVEL 2 - Advance (2-3 Classes)

Learning Objectives:

- Format documents professionally.
- Use lists, paragraphs, and spacing correctly.
- Insert and edit tables, images, and page elements.
- Create structured documents such as assignments, reports, or letters.

Topics:

1. Text Formatting – Next Level

- Paragraph writing
- Paragraph alignment (left, center, right, justify)
- Line spacing
- Paragraph spacing (before/after)
- Indentation (increase/decrease indent)

2. Bullets & Lists

- Bullet lists
- Number lists
- Checklist
- When to use bullets vs. paragraphs

3. Links & Insertions

- Insert hyperlinks (text links, URL links)
- Insert images (from Drive, from camera, by URL)



- Insert tables + formatting tables
- Insert shapes/drawings (basic)

4. Page Design Tools

- Headers and footers
- Page numbers
- Watermarks (text/image watermarks)
- Page orientation & margins

5. Professional Exporting

- Downloading as pdf file
- Downloading as word file

6. Collaboration (Basics)

- Share via email
- Share via link
- Permission types: Viewer, Commenter, Editor
- Commenting on documents
- Viewing and replying to comments



Practice Tasks & Projects:

The above learning objectives and topics will be effectively achieved through the completion of structured, hands-on [practice & Project](#) of level 2.

Planting Seeds of Transformation