

MICROSOFT SUITE AND GOOGLE EQUIVILANTS

COURSE DESCRIPTION

2018 – 2019

Course Title: Microsoft Suite and Google Equivalents

Grade Level: 7-12

Prerequisites: None

Length of Course: One Year

When: Mondays 10:30 – 12:00

Where: Stone Room / Amador Site

Instructor: Judith Boulden – jboulden@ccoe.k12.ca.us

Requirements: Signed Tech Waiver

Course Description:

In this course we will begin with Microsoft Word and Google Docs. Most of the teaching will be in Word, but the differences in Google Docs will be pointed out, especially demonstrating the ability to Share docs at the same time with collaborators and then Share them with mentors or teachers for feedback and submission. The students will work on a project that they can take from Word or Docs on into Publisher. In Google it would go to Slides. After Publisher will be Power Point, which is still Slides in Google. We will also spend some time in Excel and/or Sheets to give introductory uses of those programs.