

Course Information Sheet

Google Templates



DE06E52A

Venue 📍 Plymouth Central Library	Start Date	8 Nov 2024 13:00
	End Date	22 Nov 2024 15:30
	Fee	£0
	Materials	£0

[OCSW DE06E52A Google Templates \(oncoursesouthwest.co.uk\)](https://oncoursesouthwest.co.uk/OCSW_DE06E52A)

Unleash the power of Google Templates! This 3-week course equips you to create professional & efficient documents in minutes.

Course Description:

Stop wasting time formatting documents! Our 3-week Google Templates course equips you with the skills to leverage pre-designed templates and build your own. Learn to customise templates for proposals, reports, presentations, and more! This course is perfect for anyone who wants to save time, improve document consistency, and impress with professional-looking work.

What will I learn?

- **Week 1: Template Fundamentals:** Explore the Google Template gallery, discover customization options, and learn to format effectively.
- **Week 2: Building Your Arsenal:** Master creating new templates from scratch, incorporating branding elements, and utilising advanced features.
- **Week 3: Collaboration & Sharing:** Sharing templates with teams, establishing workflows, and exploring add-on integrations for extended functionality.

How will I be assessed?

- **Formative:** Quizzes & practical exercises throughout the course to solidify your knowledge of template creation and customization.

- **Summative:** Design and share a customised Google Template for a specific business need.

Who is this course for?

This course is designed for anyone who wants to streamline their document creation process. Whether you're a busy professional, entrepreneur, or student, Google Templates can transform the way you work!

Progression Opportunities:

After completing this course, you could progress to more advanced Google Workspace training, focusing on specific applications like Google Docs or Sheets. Several online tutorials and certifications are available to further enhance your skills in design principles and project management.

Career or Job Enhancement Pathways:

- **Administrative Assistant:** Create & manage standardised documents, improving efficiency within the organisation.
- **Marketing Specialist:** Design professional presentations & proposals that leave a lasting impression on clients.
- **Project Manager:** Develop project templates for consistent communication and streamlined workflow management.
- **Entrepreneur:** Build a brand identity with cohesive & professional documents for your business.

How do I enrol?

The quickest way to enrol is online at www.oucoursesouthwest.co.uk, simply create an account and select 'Enrol now'. Alternatively, if you have any questions, please call our friendly customer service team on 01752 660713.

How will the course be delivered?

This is a practical course, and the sessions will include tutor-led demonstrations, learner-led group activities, instruction and repetition. These will form part of the delivery together with one-to-one support as required.

Will I need to practise outside the classroom?

You will be encouraged to review your notes between lessons to ensure maximum benefit from your course. It is always useful to practise your skills between sessions. Your tutor may encourage home learning, or independent research.

How will I know I'm making progress?

During the first session, your tutor will discuss your goals and current level in relation to the course. Based on this assessment, you will agree individual targets which you will record in your individual learning plan (ILP). You and your tutor will review your targets regularly to ensure that you are making progress; these will be written in your individual learning plan.

What will I need?

Please bring a notepad, and pen to each session. You may wish to bring a file for any handouts. A laptop with internet access is required for completion of coursework and home learning outside of the classroom.

Please note:

Most courses attract a subsidy from the Education and Skills Funding Agency (ESFA). It is a requirement of the ESFA that you complete various forms at different stages of your course, further information is available on request. Courses are subject to a minimum number of enrolments and could be cancelled if recruitment is low. In some cases, an alternative class at a different location may be offered.

Terms and conditions are available at

<https://www.onsouthwest.co.uk/learner-information/essential-information-for-every-learner>

Room numbers are subject to change - please check when you arrive at the venue.

