

B.E. Publishing

Correlation to *Learn-by-Doing: Google Apps, 3E* to Google's G Suite Certification Exam Skills

STANDARD	CORRELATING LESSONS
1. Using Drive	
1.1	Managing files. Considerations include:
	Copying
	Moving to trash
	Downloading to hard drive
	Uploading from hard drive
1.2	Creating and managing folders. Considerations include:
	Moving
	Renaming
	Removing (moving to trash)
	Uploading folders from hard drive
1.3	Locating files. Methods include:
	Search
	Recent
	Shared with me
	Computer and device sync settings
1.4	Changing display and settings. Settings include:
	Grid or list view
	File or folder details
	Offline accessibility
	Notifications (adding content, delete a file)

STANDARD		CORRELATING LESSONS
	Folder activity (for example, last modified date)	1.4
1.5	Sharing files and folders. Options include:	
	Add to My Drive	1.2
	Assign or removing ownership	1.2
	Permission settings (Off, Folders: organize, add, edit; view only; Docs: edit, comment, view)	1.2
	Sharing notifications	1.2
	Publish to web	5.1
2. Using Gmail		
2.1	Personalizing settings	
	Set vacation responder	2.8
	Desktop notifications	2.8
	Language and Display preferences	2.7
2.2	Managing your inbox. Considerations include:	
	Applying filters and blocking addresses	2.6
	Archiving messages	2.3
	Mute	2.4
	Multiple inboxes	2.6
2.3	Managing and communicating with contacts. Considerations include:	
	Composing, replying/reply all, forwarding email messages, CCing, BCCing	2.3, 2.4
	Launching a text chat	2.5
	Launching a video call	2.5
	Sharing files (attaching or linking)	2.4
	Inserting image	2.4
2.4	Locating messages	
	Searching and sorting your inbox	2.7

STANDARD		CORRELATING LESSONS
	Sent messages	2.7
	Drafts	2.1
2.5	Using Gmail Offline	2.7
3. Using Hangouts Meet		
3.1	Scheduling a Hangout	9.1
3.2	Launching a Hangout	9.1
3.3	Presenting your screen in a Hangout	9.2
3.4	Managing sound, video and bandwidth. Actions include:	
	Muting microphone	9.3
	Turning camera off	9.3
	Reducing bandwidth	9.3
3.5	Managing meetings with Hangouts. Features include:	
	Dialing in	9.1
	Inviting users	9.1, 9.4
	Hangouts chat	9.1
	Muting other users	9.4
	Ejecting users	9.4
4. Working in Docs		
4.1	Setting up pages. Factors include:	
	Page size, orientation, and color	3.6, 3.8
	Adding footers, headers, and page numbers	3.4, 3.5, 3.9
	Adding Table of Contents	3.9
4.2	Inserting non-text elements. Elements include:	
	Images	3.5, 3.7
	Tables	3.5

STANDARD		CORRELATING LESSONS
	External links	3.5
	In Doc linking	3.11
	Bookmarks	3.11
4.3	Changing text attributes. Attributes include:	
	Font	3.1
	Font size	3.1
	Text and highlight color	3.1
	Bold, italic, underline	3.1
4.4	Formatting text blocks. Attributes include:	
	Paragraph styles	3.9
	Alignment	3.2
	Line and paragraph spacing	3.2
	Columns	3.4
	Numbering and bullets	3.2
4.5	Using content management tools. Tools include:	
	Spelling	3.3
	Personal dictionary	3.3
4.6	Inserting and editing tables. Actions include:	
	Creating/deleting tables	3.5
	Inserting/deleting rows and columns	3.6
	Managing table properties, such as color, border, dimensions, and alignment	3.6
4.7	Collaborating and sharing in Docs. Considerations include:	
	Comments	10.1
	Editing	10.1
	Suggesting	10.1

STANDARD		CORRELATING LESSONS
	Revision history	10.1
4.8	Download as	3.6
5. Working in Sheets		
5.1	Managing values, rows, cells, or columns. Considerations include:	
	Adding	4.1, 4.7, 4.8
	Deleting	4.8
	Freezing	4.8
	Inserting	4.1, 4.7, 4.8
5.2	Formatting sheets and cells. Considerations include:	
	Bolding and italicizing	4.1
	Merging cells	4.5
	Text wrapping	4.4
	Fill color	4.5
	Borders	4.3
	Data validation	4.9
	Alignment	4.1, 4.7
	Fonts	4.1
	Font size	4.1
	Date formats	4.8
	Currency	4.2
	Adding, deleting, copying, copy to..., and renaming sheets	4.1, 4.5, 4.7, 4.8, 4.9, 4.10
5.3	Inserting non-text elements. Elements include:	
	Charts	4.5, 4.6
	Images	4.6
	Links	4.4

STANDARD		CORRELATING LESSONS
	Forms	6.5
	Drawings	4.10
5.4	Using functions. Basic tools and functions include:	
	Function list	4.3
	SUM	4.2
	AVERAGE	4.3
	MIN	4.3
	MAX	4.3
	COUNT	4.9
5.5	Managing and transforming data. Considerations include:	
	Conditional formatting	4.9
	Naming, sorting, and protecting sheets and ranges	4.10
	Creating filters and filter views	4.9
	Validating data	4.9
	Protecting sheets	4.10
	Creating and modifying charts	4.5, 4.6
5.6	Collaborating and sharing in Sheets. Considerations include:	
	Comments	10.2
	Revision history	10.2
	Download as	4.10
5.7	Importing and converting from other file types. File types include:	
	.csv	4.8
	.xls	4.9
6. Working in Slides		
6.1	Building a presentation. Considerations include:	

STANDARD		CORRELATING LESSONS
	Adding, copying, deleting slides	5.1, 5.2, 5.3, 5.6
	Apply layouts and themes	5.1
	Presenter notes	5.4
	Creating animations	5.5
	Copy and paste slides and adjust to destination formatting	5.6
	Linking slides	5.6
6.2	Working with text. Factors include:	
	Inserting text blocks	5.2
	Font	5.1
	Font size	5.1
	Text and highlight color	5.1
	Bold, italic, underline	5.1
	Setting capitalization	5.2
6.3	Working with non-text elements. Actions include inserting and working with:	
	Images	5.1
	Charts	5.7
	Diagrams	5.7
	Lines	5.8
	Shapes	5.2, 5.8
	Tables	5.5
	Slide numbers	5.1
	Videos	5.3
6.4	Arranging objects. Actions include:	
	Sending to front or back	5.8
	Group/ungroup	5.2, 5.8

STANDARD		CORRELATING LESSONS
	Alignment	5.2, 5.8
	Rotation	5.8
	Distribute	5.8
	Snap-to guiding lines	5.2
	Resizing	5.2, 5.8
6.5	Sharing a presentation. Considerations include:	
	Presenter view	5.4
	Print settings and preview	5.7
	Publish to web	5.1