**Course title: introduction to Google products and applications (Docs, Sheets, Slides).**

What is the computer?

**Definition:** A computer is an electronic device that processes data to perform various tasks according to a set of instructions called programs. It can store, retrieve, and process data, making it a versatile tool for a wide range of applications. Computers come in various forms, including personal computers, laptops, tablets, and servers.

What is Google Docs?

**Definition:** Google Docs is a web-based word processor that allows you to create and edit documents online. It enables collaboration in real-time, making it easy for multiple users to work on a document simultaneously.

**Key features:**

1. Collaboration: Multiple users can edit a document simultaneously, making it an excellent tool for group projects.
2. Auto-save: Changes are automatically saved, reducing the risk of data loss.
3. Access Anywhere: Documents can be accessed from any device with an internet connection.
4. Revision History: View and revert to previous versions of the document.

**Basic functions:**

1. **Creating a document:**

* Go to Google Docs
* Click on the “+” button to create a document

1. **Editing and formatting:**

* Text formatting (bold, italic, underline).
* Inserting images, links, and tables.
* Adding headers and footers.

1. **Collaboration:**

* Share a document with others and set permissions.

What is Google Sheet?

**Definition:** Google Sheets is a web-based spreadsheet application that allows users to create, edit, and collaborate on spreadsheets online.

**Key features:**

1. **Formulas and Functions:** Perform calculations using built-in formulas and functions.
2. **Data Visualization:** Create charts and graphs to represent data visually.
3. **Real-time Collaboration:** Multiple users can work on a spreadsheet simultaneously.
4. **Import and Export:** Easily import data from other sources and export sheets in various formats**.**

**Basic functions:**

1. **Creating a spreadsheet**

* Go to Google Sheets
* Click on the “+” button to create a new spreadsheet.

1. **Data entry and formatting**

* enter date in into cells and format as needed
* Apply basic formulas for calculations.

1. **Charts and graphs**

* Create chart to visually represent data

What is Google Slides?

**Definition**: Google Slides is web-based presentation software that allows users to create and edit slideshows collaboratively.

**Key features:**

1. **Real-time Collaboration:** Multiple users can work on a presentation simultaneously.
2. **Transitions and Animations**: Add transitions between slides and animations to elements.
3. **Integration with Other Google Apps:** Easily insert content from other Google apps.

**Basic functions:**

1. **Creating a presentation**

* Go to Google Slides
* Click on the “+” button to create a new presentation.

1. **Slide design**

* Choose a theme and customize slide layouts

1. **Adding content**

* Insert text, images, and multimedia elements.