



## POST ACADEMY SUPPORT

### Week 4: Desktop Publishing

#### During this exercise, you will learn:

- To enter and change the attributes text.
- To copy and paste information and images.
- To use different tools to create a product.
- To save and retrieve and print a file.
- To insert and edit text boxes, tables, charts, and pictures.
- To change the style of a document, including background border and orientation.
- To insert bullet and numbered points.



Welcome to the Fourth week of the SCC Post Academy Support documents. Today, we will be reviewing everything to do with desktop publishing, but just to add a little twist, we will be using Google Docs instead.

During the course, we mentioned that there are many different alternatives to the Microsoft Word application that we used, including:



Google Docs



Open Office



Apple Pages



LibreOffice

Hold CTRL and click on each of the images above to be taken to a brief explanation of each of the applications.

Today, we will be looking at the first of these. From the first time that you use Google Docs, you'll notice that it looks very similar to Microsoft Word; in fact all word processing packages contain many of the same features.

During this session, don't be afraid to try out new things, look for the similarities and differences between the different applications and create yourself a document to be proud of!

On day 3 of the course, we learnt about how to create a document using Microsoft Word. Although Word is an excellent word processing package, a subscription to Microsoft 365 (which allows you to access Microsoft Word) costs nearly £60 per year currently. In today's session, we will be looking at the free alternative that Google has produced, Google Docs.

Google Docs is an online word processing application that allows you to create documents and save these to Google Drive (your free cloud storage) as well as printing these and even converting them into Microsoft Word documents and [.pdfs](#) (CTRL and click on the link to find out what a PDF is).

By holding CTRL and clicking on the image below, you will be taken to GCF Global's excellent tutorial concerning everything from Google Drive and creating documents to sharing and collaborating with others on the same document. This tutorial is dedicated to Google products so you may wish to access the accounts that you created on the weekend of the course. If you didn't get to create a Google account, you can follow the instructions to make your own by holding CTRL and clicking on the Google icon below.



Work through the different activities at your own pace using the GCF Global website. Most of the activities don't have an activity to complete but involve viewing a video or reading information. Make sure to try these out for yourself; the best way to learn is through experimenting and getting hands on!

You will notice that there are a lot of sections to this tutorial (36 to be exact) so we would suggest that you don't tackle them all in one go! Try completing a few and then adding these to a document about a topic of your choice. Keep coming back to the tutorial throughout the week to develop your knowledge. By tackling small sections and adding to your document, you will be able to consolidate your learning from previous sessions whilst allowing your brain time to take in the new information given.

Once you have completed all the different sections and made yourself a truly amazing document, why not give the 'Google Docs Quiz' a try! This comprises of 7 different questions, all of which relate to the different sections that precede it. Once you've completed the quiz, feel free to post your score on the Teams channel so that others can try to match or beat your score (if possible!). Remember to record your score with 'Google Docs score' e.g. 'Google Docs score 8'

***Have a great day, keep learning and stay tuned for another SCC Academy email next week!***