



DIGITAL SKILLS COURSES

New and revised self-paced digital skills courses **OPEN** for enrolment for our affiliates and strategic partners from the **8th of May 2023.**

Enroll today!



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New and revised self-paced digital skills courses **OPEN** for enrolment for our affiliates and strategic partners from the **8th of May 2023.**

GOOGLE DRIVE BEGINNERS

In this course, you will learn how to organize files and create folders with Google Drive.

Course Prerequisites:

Have a Gmail account
Completed the course 'How to use OLA as a student'
Good level of understanding of the English Language

GOOGLE DOCS BEGINNERS

In this course, you will learn how to:

Create and organize files
Edit and format a document
Share and collaborate on files
Print and download files

Course prerequisites:

Have a Gmail account
Completed the course;
'How to use OLA as a student'
Basic experience with typing in a text document such as Notepad on a Windows Computer or Microsoft Word OR completed the course 'How to use Google Docs to create a Meeting Agenda document' on OLA

GOOGLE SHEETS BEGINNERS

In this course, you will learn:

What is Google Sheets
Accessing Google Sheets
Creating a Google Sheet
Sorting and organizing data
Filtering data

Editing a Google Sheet
Creating charts and graphs
Sharing a Google Sheet

Course prerequisites:

Have a Gmail account
Completed the course
'How to use OLA as a student'
Some experience with using Microsoft Excel OR completed the course 'How to use Google sheets to setup a simple personal financial budget'



Study online with us today!

Go to the following links below to enrol and do these courses at your own time and pace from the **8th of May 2023:**

Google Drive beginners course: <https://ifweaonline.org/course/view.php?id=661>

Google Docs beginners course: <https://ifweaonline.org/course/view.php?id=662>

Google Sheets beginners course: <https://ifweaonline.org/course/view.php?id=663>