Centre for Machine Learning and Intelligence
Multidisciplinary Course
G-Suite for Front office

Semester: III   Hours of Instructions / Week: 2
25MAIM04   No. of Credits: 2

Course Objectives:
1. To know about the Google Apps
2. To get familiar with the advanced tools in Google Apps
3. To get experience on collaborative work in the workspace provided by Google

Unit I: Google Chrome, Gmail, and Drive   - 6 Hrs

Chrome - Account Creation, Customize online experience using Google chrome, Bookmark, Organizethe bookmark, Apps and Extensions, Browse in private with Incognito. Gmail- Inbox, Mail creation,Organize your mail box, spam mail, Task - Organize task in list, Google Drive - Create file in Google Drive, Manage files and folder, Upload file or folder, Share file or folder

Unit II: Search, Docs, Slides, and Forms   - 6 Hrs

Google Search - Normal search, Voice search, Image search, Filter your search, Google Docs - Create Google Doc, Share Doc file, Insert hyperlinks, Version History, Add Comments, Suggest for edits in Doc, Citing source in Google Doc. Google Slides - Create a Presentation, Insert and Arrange Text, Shapes and Lines, Add – Delete - Organize slides, Insert and Add Media, Crop and Adjust Images, Insert WordArt, Google Form - Create Google form, Question Types, Embed Video in Google form, section, Duplicate a Question, Reuse question from previous form, Reorder section, Shuffle question order and Answer choice. Send Form - Via Email, by getting link of the form, via social media, Embed form on blog or website, View Responses, (Choose Response Destination Google sheet)*

Unit III: Google Sheets & Calendar   - 6 Hrs

Google Sheets - Create Google Sheets, Formatting Data in Google sheets, Filter and Sort in Sheet, Use Functions in Google Sheets, Charts and Graphs, Publish Result from Google Sheets, ProttecttheRange or Sheet, Copy sheet, Rename sheet, Add color to a sheet tab, Data validation. GoogleCalendar – Create event in calendar, add guest, notification, (create Google Meet using calendar)*.

Unit IV: Groups, Classroom, and Meet   - 6 Hrs

Google Classroom - Create class in Google classroom, Invite student – link, mail, class code, Join a class (User side), Assign work to student, Add attachment,Add webpage to an assignment, Communicate with students through email, Google Meet - Create Google Meet from Calendar, Meet App in mobile, Google meet from email and Hangouts, (Present during video call, Jam board.)*

Unit V: Google Sites, Keep, and Chat - 6 Hrs

Google Site - Create a Site, Make a copy of the site, Publish the site, Add page in the site, Add text or Image in site, Design the site using other palette, Google Keep - Create notes, Edit note, Image in note, Drawings in note, Voice typing in note, Share notes. Google Chat - Manage Chat Notification, (Create Room, Block &Report or Unblock a person.)*

* Indicates Self - Study Component
Total Hours: 30

Reference Books:
1. Serge gabet, (2014), *"Google Apps Script forBeginners"*, Packt Publishing Limited
2. James Bernstein (2019), *"Google Apps Made Easy: Learn to work in the"*, independently published
3. Paul McFedries (2020), *"G Suite for Dummies"*, For Dummies

E-Learning Resources:

1.https://bloggerspassion.com/best-google-apps/
2.https://workspace.google.com/intl/en_in/features/
3.https://www.youtube.com/watch?v=oEHOLw6v-2c

Course Outcomes:
CO1: Know the functioning of Gmail and Google Drive
CO2: Elaborate how to work with Google Docs, Slides, and Forms
CO3: Prepare Google Sheets and publish in the internet
CO4: Implement Google Classrooms and do presentations in Google Meet
CO5: Create websites using Google Site