



MFE-IT

Reference: AD/EN/GWD

Google Docs Training Course

Master Advanced Features to Produce Professional and Collaborative Documents

Duration: 2 Days | Hours: 12 h

Remote · Sessions guaranteed from 1 registrant · 60% hands-on practice

DESCRIPTION

Already using Google Docs to create or edit documents but want to take it to the next level? This Google Docs training course will help you unlock the tool's full potential: automation, polished layout, advanced collaboration and integration with other Google Workspace tools.

Ideal for professionals who want to save time, standardise their documents, collaborate more effectively and produce professional-quality content (reports, minutes, templates, proposals). You will master styles, automatic tables of contents, smart chips, building blocks, version control and the tricks that turn Docs into a real productivity engine.

LEARNING OBJECTIVES

By the end of this training course, participants will be able to:

- Structure your documents with styles, automatic summaries and sections
- Create reusable, professional templates
- Integrate tables, images, comments and advanced suggestions
- Track versions, manage permissions and master advanced co-editing
- Automate certain actions with built-in tools or add-ons
- Work efficiently as a team with collaborative features

PREREQUISITES

- Regular use of Google Docs (beginner or intermediate level)
- Appetite for office tools and document production
- No technical skills required

Because each participant is unique, a personalised interview is systematically organised in advance with our expert to design a training programme perfectly aligned with their objectives, level and professional challenges.

TARGET AUDIENCE

Professionals producing documents regularly: communications, HR, executive assistants, project managers, consultants and business teams.

DETAILED PROGRAMME

The training alternates between theoretical input and hands-on practice (approximately 60% of the time). Modules are built around practical exercises based on real-world business use cases.

Module 1 – Structure Your Documents with Styles and Summaries

- Creating and editing paragraph and character styles
- Hierarchical headings and numbering
- Generating dynamic tables of contents

Module 2 – Optimise Layout and Visual Elements

- Columns, headers, footers and section breaks
- Image insertion, tables and dynamic links
- Smart chips and building blocks

Module 3 – Templates, Versions and Comments

- Creating reusable templates
- Managing previous versions and named milestones
- Comments, suggestions and assigned tasks

Module 4 – Advanced Collaboration and Permissions

- Sharing via link with restrictions and expiry
- Web publishing and embed options
- Activity tracking and multi-author configuration

Module 5 – Automate and Save Time

- Useful add-ons (Doc Builder, Form Publisher)
- Keyboard shortcuts and voice dictation
- Hidden tips and productivity tricks

TEACHING METHODS

Format and Delivery

The training is delivered remotely via an interactive virtual classroom. It can also be delivered on-site, with content customised to match the needs of your professional project. The theory/practice split is approximately 40%/60%.

MFE-IT Ultra-Personalised Format

Each session accommodates between 1 and 3 participants, ensuring highly individualised support. A preliminary interview allows us to tailor the content to each participant's profile. Inter-company sessions are guaranteed from just 1 registrant (except in cases of force majeure).

Skills Assessment

Throughout the training, the trainer assesses participant progress through multiple-choice questions, role-playing exercises and hands-on work. At the end, a certificate of achievement is issued to each participant.

Post-Training Support

For one month following the training, each participant can contact MFE-IT trainers with questions about implementing acquired knowledge. A response is provided by email or telephone within 48 working hours.

Accessibility

MFE-IT is committed to welcoming people with disabilities. Contact: contact@mfe-it.com.

PRACTICAL INFORMATION

Trainer Resources

- Structured demonstrations aligned with the detailed programme
- Exercise briefs and solutions throughout the training
- A ready-to-use technical environment for practical workshops
- Trainer validation of acquired knowledge at the end of each workshop
- Digital reference documents

Certification and Validation

At the end of the training, a certificate is sent by email specifying the objectives, nature, duration and assessment results. A completion certificate can also be provided on request.

Benefits for Participants

- Train from your workplace or home, with no travel required
- Benefit from an expert trainer-consultant on the subject
- Enjoy an ultra-personalised format (1 to 3 participants)
- Continue training even in the event of unforeseen circumstances

Benefits for the Organisation

- Optimise the training budget by reducing travel and accommodation costs
- Offer quality training to all employees, regardless of location
- Reduce absence time linked to travel
- Support team upskilling in all contexts