

# Level 2 Training



## Google Drive & Google Sites

**When:** November 5, 2014  
**Where:** CESA 2, 1221 Innovation Drive, Whitewater, WI 53190  
**Time:** 9:00 am to 2:00 pm (Sign in - 8:45 am)  
**Facilitator:** Sharon Webb, Google Apps for Education Certified Trainer



Google Drive is an office productivity suite similar to Microsoft Office. There are four primary tools within Google Drive:

1. Docs (Similar to MS Word)
2. Presentation (Similar to PowerPoint)
3. Spreadsheet (Similar to Excel)
4. Forms (survey or assessment tool)

Topics include:

- Collaboration
- Sharing



Learn how to create and share webpages with Google Sites, the fun, free, and easy-to-use tool that comes bundled with your Google account.

Topics include:

- Understanding how to use Google Sites
- Creating a new site
- Changing layouts
- Working with text, links, images, and video
- Changing sidebars

*Learn about all the options available using Google Drive and create your own Google Site.  
Basic Google Apps knowledge is required.*

**Lunch Included!!**

**Event Fee:** \$75.00 per person if a CESA 2 Instructional Technology Services Member  
\$150.00 per person if not a CESA 2 Instructional Technology Services Member

To register, go to <http://www.myquickreg.com>

**Register Early! Space is Limited!**



**For registration questions,** please contact Sharon Anderson at [sharon.anderson@cesa2.org](mailto:sharon.anderson@cesa2.org)  
**For workshop content questions,** please contact Sharon Webb at [sharon.webb@cesa2.org](mailto:sharon.webb@cesa2.org)

You are not registered unless you receive an email confirmation from myquickreg.com. If you don't receive one, please check your SPAM folder. If you need special accommodations, registration and payment must be made three weeks before workshop. Should enrollment be insufficient to cover the cost of this event, registered participants will be notified by email.  
**Cancellation Policy:** Participants must cancel more than 48 hours from this event or will be billed.