

# Google Apps for Education for Office Staff



**When:** January 22, 2015

**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

- If your district is heading down the Google Apps road and you feel left in the dust, this is the workshop for you.
- No prior experience with Google products is needed as this is a basic knowledge work-shop.
- When you leave you will have a new comfort level and understanding of Google Apps.

By attending this workshop participants can expect to learn:

- Basic Gmail and Calendaring
- Basic Sharing/Collaboration
- Begin learning the foundation to sharing any document, spreadsheet, or presentation
- Basic tips and tricks to save time
- Use Google sharing with various committees within school

## Suggested Audience

- Administrative Assistants
- Support Staff
- District Office Staff
- Secretaries

## Supplies Needed

- Laptop
- Google Account

**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

**Lunch Included!!**

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

*You are not registered unless you receive an email confirmation from myquickreg.com.  
If you don't receive one, please check your SPAM folder.*

**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)



➤ **If you need special accommodations, registration and payment must be made three weeks before workshop**  
**Cancellation Policy:** Should enrollment be insufficient to cover the cost of the event, registered participants will be notified by email. Participants must cancel more than 48 hours from this event or will be billed.