

Google Apps For Office Staff

Friday

May 11, 2012

At CESA #5, Portage

9:00am-2:30pm

Presented By:

Brian Scheibach

Technology Director, CESA5
Certified Google Apps for
Education Trainer

Suggested Audience

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

Supplies Needed

- Laptop
- Google Account (check with your IT if unsure)

Cost

\$25 per participant
for ITSS Districts*

\$125 per participant
for non ITSS Districts

If your district is heading down the Google Apps road and you feel left in the dust, join Brian Scheibach at CESA5 for a workshop tailored to your needs. No prior experience with Google products is needed as this is a basic knowledge workshop. 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

Refreshments and lunch are provided by CESA5 for all program attendees.

Please register by Friday, May 4, 2012

REGISTER ONLINE NOW!

Registration for this Google Apps workshop is online only using MyQuickReg.com Registration closes at 11:59pm on Friday, May 4, 2012 and is limited to 20 participants. To reserve your seat in the workshop, register early!

For more information contact Laurie Deakins at **608-742-8814 ext 277** or deakinsl@cesa5.org

* ITSS Districts for CESA 5 2011-2012 are Adams-Friendship · Columbus · Auburndale · Lodi · Mauston · Montello · New Lisbon · Pardeeville · Portage · Poynette · Randolph · Rio · Rosholt · Sauk Prairie · Westfield