CESA 5
Your Education Solutions Partner

Google Apps for Education
for Office Staff

Did you miss the Spring workshop? Join us in August!

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

Monday August 13, 2012 | 9am-2:30pm | at CESA 5

Presented By:

Brian Scheibach, Technology Director, CESA5

Certified Google Apps for Education Trainer

with **Tamara Kreklow**, Program Assistant

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

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

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

REGISTER ONLINE TODAY
Registration closes at 11:59pm on Friday, **Aug 3, 2012** or when sells out. Space is limited to 20 participants.
MYQUICKREG.COM

Cost
$25 per participant
for ITSS Districts*

$125 per participant
for non ITSS Districts

Refreshments and lunch are provided by CESA 5 for all program attendees.

* ITSS Districts for CESA 5: Adams-Friendship · Columbus · Auburndale · Lodi · Mauston Montello · New Lisbon · Pardeeville · Portage · Poynette · Princeton · Randolph · Rio · Rosholt · Sauk Prairie · Westfield (ITSS Districts are subject to change)

Cooperative Educational Service Agency 5
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