



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 Jessica Gross 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 5, 2013 | 9am-2:30pm | at CESA 5

Presented By:

Jessica Gross, Web Content/ Applications Coordinator, CESA5
Google Apps for Education Qualified Individual

For more information contact Laurie Deakins at **608-742-5451** 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 · Auburndale · Cambria-Friesland · Columbus · Iola-Scandinavia · Lodi · Mauston · Montello · New Lisbon · Pardeeville · Portage · Princeton · Randolph · Rio · Rosholt · Sauk Prairie · Tomorrow River · Tri County · Wild Rose · WI Dells (ITSS districts are subject to change)

Cooperative Educational Service Agency 5

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