



# Google Apps for Education for Office Staff—Advanced

You've been using Google Apps and have the basics covered. Now what? If you're ready to take what you've learned to the next level, join us for this hands-on session that will help you grow your skills!

By attending this workshop participants can expect to learn:

- Advanced Google Forms & Spreadsheets
  - Embed Video & Pictures
  - Data Validation
  - Functions/Formulas
- Mail/Document Merge Using Scripts
- Maximizing Google Chrome
- Google Sites—Creating Paperless Board Meetings

**Wednesday, December 11, 2013 | 8:30am-3:00pm | at CESA 5**

Presented By:

**Jessica Gross**, Web Content/ Applications Coordinator, CESA5  
Google Apps for Education Certified Trainer

**Tamara Kreklow**, Program Assistant / Premier Events  
Coordinator, CESA5  
Google Apps for Education Qualified Individual

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## Supplies Needed

- Chromebook or laptop w/ Google Chrome installed
- 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, **Dec 7, 2013** or when sells out. Space is limited to 25 participants.

[MYQUICKREG.COM](http://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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