

G SUITE TRAINING

FOR ADMINISTRATIVE ASSISTANTS



Has your school/district adopted G Suite for Education (formerly Google Apps for Education)? Curious about how to leverage these tools in your role? The purpose of this series is to increase administrative assistants' knowledge and comfort using G Suite Tools. Please read the workshop's full description to make sure it matches your needs.



Register: www.mciu.org/register, use search term "G Suite"

May 23, 2017 | 9:00 am - 12:00 pm

G SUITE I : INTRODUCTION TO CORE TOOLS

For entry-level G Suite users, this workshop will introduce Drive, Docs, Forms and Sheets and allow time for attendees to build familiarity with the tools as they relate to administrative tasks. Attendees will gain a foundational experience using G Suite tools that will increase their comfort level and introduce them to a variety of time-saving possibilities made possible by Google.

June 20, 2017 | 9:00 am - 12:00 pm

G SUITE II : CORE TOOLS + ADD-ONS

For G Suite users with a working knowledge of Drive, Docs, Forms and Sheets, this workshop will dive deeper into useful features of each tool while introducing add-ons to support tasks like mail merges. Attendees will gain important skills and experience using G Suite tools that will increase their efficiency in their daily work.

\$45 for subscribers per session | \$60 non-subscribers per session

Questions? Contact Lois Winton
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