Port Washington-Saukville School presents . . .

FALL 2013 GOOGLE COMMUNITY TECHNOLOGY CLASSES
All Class will be done in the Google Application Web Based Environment

- **Introduction to Google & GMail**: September 25th, 7:00 – 9:00 p.m. TJMS

Description: This workshop will help anyone, regardless of experience or knowledge; get the most out of a Gmail email account.   It doesn't matter if you've ever used another email program or if you're a complete newbie to the world of emails. You'll learn features and benefits including how to:
    Compose emails
    Format emails
    Respond to emails
    Organize your messages
    Create and apply labels
    Use Gmail with Google Calendar, Google Talk

- **Introduction to Google Drive & Docs:** October 16th, 7:00 – 9:00 p.m. TJMS

Description: This workshop introduces different tools included in the Google Apps. Participants will learn how to: Set up your free Google account
    Upload and use documents you've already created with Microsoft Office.
    Use Google Spreadsheet to create charts to display spreadsheet data.
    Use Google Docs' easy, powerful document-editing and formatting tools.
    Insert images into your documents and presentations.
    Share documents securely with others.
    Back up your documents offline and edit them when you don't have an internet connection.

- **Introduction to Google Forms & Calendar** October 17th, 7:00 – 9:00 p.m. PWHS

Description: This two-hour course will focus on the creation of Google Forms and Google Calendar. We will identify the various mediums for which to utilize Google Forms to gather information in a quick and easy manner, as well as how Google Calendar can be generated as a tool that is accessible on your computer as well as your smart phone.

- **Introduction to Google Sites & Presentations:** December 11th, 7:00 – 9:00 p.m. TJMS

Description: If you have ever wanted to explore creating a personal website, Google Sites is a great way to get started. Users will learn to add text, photos, a calendar, and other media to create a personal website. Google Sites is a simple tool that allows users to create and share simple computer presentations.