

GOOGLE DOCS TRAINING

Soifer
Room
@ AFT-CT

MARCH
21ST
WEDNESDAY

5^{PM}
to
7^{PM}

Google Docs is a free, web-based office suite and data storage service offered by Google. It allows users to create and edit documents online while collaborating in real-time with other users. It is a collection of applications that make it easier to produce the kinds of files commonly used in school environments: documents, spreadsheets, and presentations.

In this training course, you will be given a basic introduction on how to use Google Docs. Topics covered in the course include: Google collaboration and the sharing of information online, Google Documents, Google Spreadsheets, Google Forms, Google Presentations and Google Sharing, as well as other tips on how to use Google Docs. It is becoming one of the world's most popular online tools. If you are not aware of Google Docs, here is your opportunity to learn some very cool new skills.

Light dinner will be served.

Presented by

Tommy Viola
SVFT Member

Register online at
<https://leadernet.aft.org/webform/google-docs>
or call the office at 860-257-9782