

# Google Seminar



## Session 1: 9.30am-10.45am

### Google Drive: managing your files

What are the differences between Drive and Docs? David will go into how to organise, sync and locate files in Drive, and how simple it is to share, edit and access documents, spreadsheets, forms and surveys from any device. He will also review Docs' powerful functions including 'Revision History', 'Comment' and 'Chat', and the 'Suggested Edits' tool for tracking and making changes to shared documents.

*Time will be allocated to ask questions.*



## Session 2: 11.00am-12.15pm

### Google Docs, Google Slides, Add-ons

In this workshop you will discover short-cuts and handy tips to use in Docs and Slides. Learn how easy it is to layout newsletters in Slides; design great-looking graphics; crop images into different shapes; import fonts and use new features like the 'Explore' tool. David will also share his favourite Add-ons which help to make Google Suite even more productive.

*Time will be allocated to ask questions.*



## Session 3: 12.45pm-2.00pm

### Google Forms and Google Sheets

Forms collates, sorts and organises information to make it easy to communicate with parents, teachers and students. Learn how to create questionnaires to survey parents on specific issues; manage event registrations including staff food preferences for 'Three-way Conferences', and other administrative functions. Google Sheets tracks projects, analyses data and performs calculations. David will show how to enter data; use the auto-fill function; create charts and pivot charts; and how formulas make it simple to crunch large sets of numbers.

Used in combination with Forms and the Autocrat Plug-in, Sheets can auto-generate invoices and do many other automated functions to streamline repetitive tasks.

*Time will be allocated to ask questions.*



## Presenter: David Kinane

David has been a leading e-learning innovator since 1997. In the UK he was the Head of IT at a secondary school and helped schools to build their own websites as part of an LEA initiative. Now based in New Zealand, David has been the Head of IT and the Director of IT at two large Auckland schools. He has also worked for Team Solutions at the University of Auckland as the Secondary Schools E-learning Facilitator.

David is a regular presenter on e-learning at conferences throughout Europe, Australia and New Zealand, and has lectured post-graduate ITE students at Massey University. He also writes articles for Interface and Edudemic magazines and has twice been interviewed by EdTalks.

## Course Information

**Date:** Monday, 4th March 2019

**Time:** 9.30-2.00pm

**Venue:** Cramond Library,  
New Plymouth Boys' High School  
107 Coronation Ave, Welbourn, New Plymouth

**1st Session: 9.30am-10.45am**

Google Drive: managing files

**Morning Tea: 10.45-11am**

**Second session: 11.00am-12.15pm**

Google Docs, Slides, Add-ons

**Lunch: 12.15pm-12.45pm**

**Third Session: 12.45pm-2.00pm**

Google Forms and Google Sheets

**Cost \$194 each (Ex GST)**

**Morning Tea and Lunch provided**

**To register: email [wayne@cessl.org.nz](mailto:wayne@cessl.org.nz) or telephone Kurt, 03-338 4444**

Or return this form post-free to CES, PO Box 414, Christchurch 8140

**YES! We would like to attend the Google Seminar**

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