

# BRIAN BUFFINGTON CONSULTING

## at Heart of Georgia RESA

Google Apps 101 "Google Apps for Newbies"  
Feb 11th, 2019

**Workshop Description:** Grew up with Microsoft Office and now they want you to be proficient w/ Google Apps? Well, here's your chance to catch up and see what all the fuss is about it. This hands-on workshop will take attendees through the basics of Drive, Gmail, Calendar, Docs, Sheets, Slides, Forms and Classroom. Perfect for a "newbie" or someone who wants a refresher. You'll gain confidence to use these powerful tools in the classroom and beyond!

**Objective:** Educators will be able to utilize Google Apps for basic document creation, application, and organization. Projects will serve as artifacts of learning.

**Target Audience:** Teachers, administrators, support staff

**Prerequisites:** This workshop is intended for beginners and those who want a refresher on Google Apps. All attendees will need a laptop w/ Chrome, charger, and personal Gmail account.

**Next Steps:** After this workshop, educators will benefit from taking a "Level 1 Teacher-Centered" workshop that centers around creating materials for **student consumption**. These workshops generally focus on a single Google App and it's many applications.



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