

Staying One Step Ahead

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expand your experience

Education Network Business

ISES Eventworld 2010

August 5-7
Baltimore Marriott Waterfront Hotel
Baltimore, Maryland

ISES Eventworld 2010 August 5-7 | Baltimore Marriott Waterfront Hotel | Baltimore, Maryland

LEARNING OBJECTIVES

1. Why & How to use Google Docs
2. MS Product Features You Should be Using Daily
3. Being Green & More Efficient – Other Software Products

NOTE: this class is intended to be hands-on so please know that this presentation does not include all screens that will be reviewed in the class

BREAKING THE ICE

1. I'm a really fast talker so try to keep up ☺
2. Class is meant to be interactive and hands-on so ASK QUESTIONS & definitely use your laptop but let's avoid checking e-mail unless we're discussing Outlook
3. If you can't get your question in, feel free to email me or keep me after the session
4. Not sponsored by MSFT or Apple
5. There's A LOT I want to cover & not enough time so let's get started



WHY & HOW TO USE GOOGLE DOCS

1. What is Google Docs?
2. Do I have to have a GMAIL account?
3. Benefits of Using Google Docs over traditional software
4. How do I get started?
5. Cindy's favorite features of Google Docs
 1. It's FREE
 2. Live Changes
 3. No back and forth emails – REDUCE confusion on versioning
 4. Using Google Forms for surveys/basic on-line registration



What is Google Docs? <http://docs.google.com>

The screenshot shows the Google Docs web interface. At the top, there's a navigation bar with 'Start Page', 'Mail', 'Calendar', 'Documents', and 'Sites'. A search bar is present with 'Search your Docs' and 'Search redvelvetevents.com Docs'. The main content area shows a folder named 'DEMO' containing two documents:

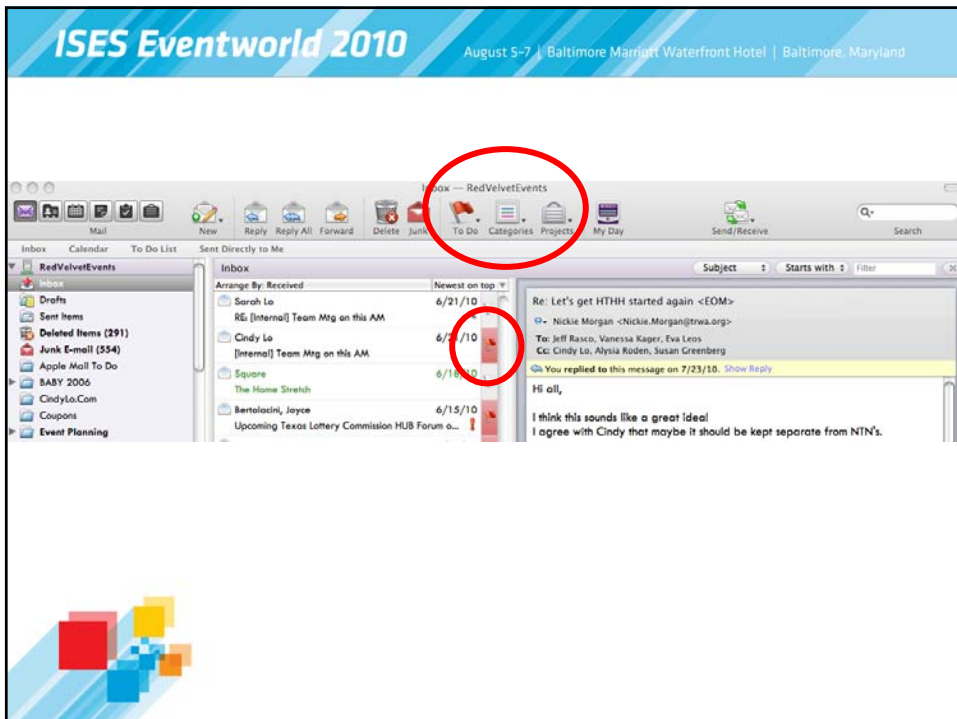
Name	Sharing	Date
ISES Eventworld 2010 Presentation	me to 2 collaborators	10:41 pm
NACE Experience Opening Reception 2010 MAST	me to everyone, 8 collaborators, 1 viewer	10:30 pm

Google Doc Tips

- If you don't initially see the change, always refresh
- Be sure to save often
- Follow the process every opportunity you have!
- Don't wait until the last minute to make all updates
- If you have a complicated Excel file, create & format the initial version in Excel and then import
- Occasionally, export loses some formulas, so be sure that all cells show a valid value before you permanently delete a file from Google Docs
- Occasionally imports funny if you use a lot of colors/text color changes in the original Excel file as it does not have as many options...can be fixed but you need to be aware
- Know that when you invite someone to have access to your file, you can set their privileges to view only or edit ok

MICROSOFT PRODUCT MUST-USED FEATURES

1. MS Outlook
 1. Flags/Reminders/Follow-Up
 2. Calendar Invite
 3. Projects (Mac-only)
 4. Bcc:
2. MS Word
 1. Mail Merge
 2. Track Changes
3. MS Excel
 1. Text to Columns
 2. Filter
 3. Formulas (if/then)
 4. Comments per cell
4. MS PowerPoint
 1. Auto Transition
 2. Insert Video / HTML




BEING GREEN & MORE EFFICIENT

1. Adobe Acrobat
2. SlideRocket
3. MyFax / Efax



LET'S KEEP IN TOUCH – Cindy Y. Lo

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