

Technology Training

For Administrative Assistants

The First Nations Education Steering Committee and First Nations Schools Association are pleased to offer training **for Administrative Assistants** to support their use of technology.

These workshops will all be presented by **Mark Campbell** of *Learngistics* (formerly *Last-Minute Training*)

For more information:

- Rod Perrault:
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- Joe McHale:
joem@fnesc.ca

Windows Essentials

No.	Title & Description	Offered	Reg. Link
1	Windows Essentials 1 Topics include turning the computer on/off safely, understanding Windows, memory & storage, using the taskbar, running multiple programs, searching for programs, tabs, password protection, locking the computer and backing up files. <i>60 minutes</i>	Tuesday, Nov 16 th 9:00-10:00	REGISTER
		Thursday, Nov 25 th 9:00-10:00	REGISTER
2	Windows Essentials 2 Topics include using passwords effectively, local & network drives, creating folders, copying & moving folders, searching for files and troubleshooting. <i>60 minutes</i>	Tuesday, Nov 16 th 10:15-11:15	REGISTER
		Thursday, Nov 25 th 10:15-11:15	REGISTER

Participants in all of the workshops will benefit from having access to either two monitors or two computers. This will allow you to follow along with the Zoom presentation on one screen while practicing on the other.

The workshop will develop skills for users of Office 2016. Users of on-line versions of Office might not have access to some of the features being presented. Except for the Windows-specific workshops, the workshops will be beneficial to users of Windows/PC or Mac computers

These sessions are limited to 15 participants and registration is on a first-come first-served basis.



**First Nations Education Steering Committee
First Nations Schools Association**

Suite 113-100 Park Royal South, West Vancouver, BC V7T 1A2

Toll-free in BC 1-877-422-3672

Using the Web

No.	Title & Description	Offered	Reg. Link
3	Using the Web Topics include browsers & choosing the best one for your needs, searching, bookmarks, bookmarks bar & folders and accessing browser history. <i>60 minutes</i>	Thursday, Nov 18 1:00-2:00	REGISTER
		Thursday, Dec 9 1:00-2:00	REGISTER

Microsoft Word & Excel

No.	Title & Description	Offered	Reg. Link
4	Introduction to Word Topics include creating a document, typing in a document, saving, closing & printing a document, using the <i>recent</i> list, using <i>save As</i> , undo & redo, and spelling and grammar tools. <i>60 minutes</i>	Tuesday, Nov 16 th 1:00-2:00	REGISTER
		Thursday, Nov 18 th 9:00-10:00	REGISTER
5	Working with Word Templates Templates are powerful tools for docs you use repeatedly such as certificates, memos, calendars and letters or for creating sharp looking docs such as memos, newsletters or brochures. Topics include using built-in templates, creating your own templates, modifying templates and using fill-in fields in forms. <i>60 minutes</i>	Tuesday, Nov 16 th 2:15-3:15	REGISTER
6	Mail Merge in Word Merged documents allow you to create one document, such as a letter, and then automatically fill-in information from a list, without having to retype each person's information. Topics include creating a form letter, linking lists to automatically insert these into a letter or form, merging documents, modifying and saving merged documents, printing and sending PDFs. <i>60 minutes</i>	Thursday, Nov 18 th 10:15-11:15	REGISTER
7	Newsletters & Flyers in Word Participants will create a newsletter/flyer while learning how to use and create columns, adjust margins, insert and manipulate graphics and use tables and save as a PDF. <i>120 minutes</i>	Tuesday, Nov 23 rd 1:00-3:00	REGISTER
8	Create a Staff or Student Handbook with a Table of Contents Participants will create a handbook while learning how to set up tabs, use styles & built-in headings, modify styles, insert a table of contents and save as a PDF. <i>90 minutes</i>	Thursday, Dec 2 nd 1:00-2:30	REGISTER



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No.	Title & Description	Offered	Reg. Link
9	Excel Basics for Schools Topics include getting to know the Excel formula bar & name box, headings, cells & sheets, entering, modifying & deleting data, basic formulas and basic formatting. <i>60 minutes</i>	Tuesday, Nov 23 rd 9:00-10:00	REGISTER
		Thursday, Nov 25 1:00-2:00	REGISTER
10	Excel Basics: Formulas and Functions Topics include copying, pasting and moving data & formulas, creating complex formulas & functions (AVG, MIN, MAX etc.) and formatting (lines & shading, number formats). <i>60 minutes</i>	Tuesday, Nov 23 rd 10:15-11:15	REGISTER
		Thursday, Nov 25 2:15-3:15	REGISTER
11	Contact Lists with Excel 1 Participants will use building and using a contact list to learn some of Excel's powerful yet simple tools including using dropdown lists, data validation and the LOOKUP function. Participants will benefit from having a good working knowledge of Excel. <i>30 minutes</i>	Tuesday, Nov 30 th 9:00-9:30	REGISTER
12	Contact Lists with Excel 2 Continuing on from Contact Lists 1, topics include multi-level sorting, advanced filtering, splitting columns and combining text cells. <i>60 minutes</i>	Tuesday, Nov 30 th 9:45-10:45	REGISTER
13	Tables & Lists in Word & Excel Both Excel and Word are powerful tools for tables and lists. This workshop will look at the features of both programs. Topics include using Word to create, modify & delete tables and using Excel to create, sort and filter lists along with how to determine when to use which program. <i>60 minutes</i>	Thursday, Dec 2 nd 9:00-10:00	REGISTER
		Tuesday, Dec 7 th 1:00-2:00	REGISTER

Microsoft Outlook and GMail/Google Calendar

No.	Title & Description	Offered	Reg. Link
14	Sending and Receiving Email in Outlook Topics include understanding email, composing emails, reading emails, replying and forwarding and sending & saving attachments. <i>60 minutes</i>	Tuesday, Nov 30 th 1:00-2:00	REGISTER
		Tuesday, Dec 7 th 9:00-10:00	REGISTER
15	Sending and Receiving Email in GMail Topics include understanding email, composing emails, reading emails, replying and forwarding and sending & saving attachments. <i>60 minutes</i>	Tuesday, Nov 30 th 2:15-3:15	REGISTER



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No.	Title & Description	Offered	Reg. Link
16	Organizing Emails in Outlook Topics include sorting, creating files and folders, moving emails, flagging and using categories. <i>60 minutes</i>	Tuesday, Dec 7 10:15-11:15	REGISTER
17	Organizing Emails in GMail Topics include sorting, creating files and folders, moving emails, flagging and using categories. <i>60 minutes</i>	Tuesday, Dec 7 2:15-3:15	REGISTER
18	Meetings and Appointments in Outlook Topics include using Outlook's calendar, calendar views, creating appointments and meetings, responding to meeting requests and moving & canceling meetings. <i>60 minutes</i>	Thursday, Dec 9 9:00-10:00	REGISTER
19	Meetings and Appointments in Google Calendar Topics include calendar views, creating appointments and meetings, responding to meeting requests and moving & canceling meetings. <i>60 minutes</i>	Thursday, Dec 9 10:15-11:15	REGISTER

Google Docs

No.	Title & Description	Offered	Reg. Link
20	Introduction to Google Docs Topics include setting up a Google drive, copying files to a Google drive, sharing a document (including sharing levels) creating a Google doc and working in a Google doc. <i>60 minutes</i>	Thursday Dec 2 nd 10:15-11:15	REGISTER

Ask-an-Expert

	Title & Description	Offered	Reg. Link
	Ask-an-Expert with Mark Campbell Mark will be available during these times for participants to sign on and ask individual questions about the skills you've been learning. Pre-register so you can get the Zoom link and then access Mark anytime during the session.	Thursday, Nov 18 th 2:15-3:15	REGISTER
		Thursday, Dec 2 nd 2:45-3:15	REGISTER
		Thursday, Dec 9 th 2:15-3:15	REGISTER



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Workshops – Calendar View

Select workshop titles to access Zoom registrations.

Tuesday Nov. 16		
AM	9:00-10:00	1. Windows: Essentials 1
	10:15-11:15	2. Windows: Essentials 2
PM	1:00-2:00	4. Word: Intro to Word
	2:15-3:15	5. Word: Working with Templates

Thursday Nov. 18		
AM	9:00-10:00	4. Word: Intro to Word (repeated)
	10:15-11:15	6. Word: Mail Merge
PM	1:00-2:00	3. Using the Web
	2:15-3:15	Ask-an-Expert Time

Tuesday Nov. 23		
AM	9:00-10:00	9. Excel Basics for Schools
	10:15-11:15	10. Excel: Formulas & Functions
PM	1:00-3:00	7. Word: Newsletters & Flyers

Thursday Nov. 25		
AM	9:00-10:00	1. Windows: Essentials 1 (repeated)
	10:15-11:15	2. Windows: Essentials 2 (repeated)
PM	1:00-2:00	9. Excel Basics for Schools (repeated)
	2:15-3:15	10. Excel: Formulas & Functions (repeated)

Tuesday Nov. 30		
AM	9:00-9:30	11. Excel: Contact Lists 1
	9:45-10:45	12. Excel: Contact Lists 2
PM	1:00-2:00	14. Outlook: Sending & Receiving email
	2:15-3:15	15. Gmail: Sending & Receiving Email

Thursday Dec. 2		
AM	9:00-10:00	13. Word & Excel: Tables & Lists
	10:15-11:15	20. Google Docs: Intro
PM	1:00-2:30	8. Word: Create a Staff or Student Handbook with a Table of Contents
	2:45-3:15	Ask-an-Expert Time

Tuesday Dec. 7		
AM	9:00-10:00	14. Outlook: Sending & Receiving email (repeated)
	10:15-11:15	16. Outlook: Organizing Emails
PM	1:00-2:00	13. Word & Excel: Tables & Lists (repeated)
	2:15-3:15	17. Gmail: Organizing Emails

Thursday Dec. 9		
AM	9:00-10:00	18. Outlook: Meetings & Appointments
	10:15-11:15	19. Google Calendar: Meetings & Appointments
PM	1:00-2:00	3. Using the Web (repeated)
	2:15-3:15	Ask-an-Expert Time



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