



# GOOGLE BOOTCAMP

## TWO HALF-DAY SESSIONS

MAY 30, 2018

PART 1 - 8:00-11:30 AM

PART 2 - 12:30-4:00 PM

UMBC TRAINING  
CENTERS  
LAB 8

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New to Google Apps or want to refresh your skills? Learn everything you wanted to know about Google Apps via **two half-day boot camps!**

As the workplace becomes increasingly digital, collaborating effectively using real-time productivity tools is becoming a prerequisite skill.

These comprehensive workshops are offered through a partnership between DoIT and HR and focus on specific tools, allowing time for hands-on exploration with real world tasks and scenarios. Rethink your productivity and redefine with new possibilities!

### GOOGLE BOOT CAMP PART 1 - PRODUCTIVITY APPS

The morning boot camp focuses on productivity apps and the paperless office via Google Apps. Learn how to access Google Drive, create and manage Docs, prepare and calculate Sheets, develop and present Slides, and create and distribute online Forms.

Participants will also explore collaboration functions. Access your virtual office anywhere and never lose a document or change again with the power of cloud apps.

### GOOGLE BOOT CAMP PART 2 - ENGAGEMENT APPS

The afternoon boot camp focuses on the powerful communication features provided by Google Apps. Learn how to optimize your Email, share and manage your Calendar, create and distribute information via a mailing list via Groups, and conference live via video Hangouts.

Participants will also explore collaboration functions. By knowing what tools are available, and using them efficiently, you will be able to share more information in less time and with less stress.