

GAPPS @ DPS: Training Agenda

- I. Introduction
 - A. Purpose-Collaboration and Communication
 - B. New Tech Standards
 - C. How To
- II. About Google Apps
 - A. Presentation
 - B. Video
- III. Exercise 1
 - A. Get Started Handout
 - B. Log in and explore
- IV. Exercise 2
 - A. Create a Document Handout
 - B. File Management
 - C. Templates
 - D. Formatting
 - E. Saving
 - F. Printing
- V. Exercise 3
 - A. Sharing Handout
 - B. Sharing with Others
 - C. Controlling Access
 - D. Presentations
- VI. Wrap Up
- VII. Extension (Optional)
 - A. Sites
 - B. E-mail

