



“Work from Home Tech Tips”

Pre-Convening Workshops

Monday, May 10th, 2021

Program:

9:00 – 10:15am

“Using Google Drive to be Digitally Organized”

Joanne Chandler, ACE Network

This workshop will help you learn and find resources to keep you organized within your Google Drive. Your "My Drive" is a perfect place to store documents and files from other devices or collaborators to one centralized web location. In addition, we will explore Google Apps like Docs, Sheets and Slides demonstrating the ease of sharing files to increase your digital organization.

10:15 – 10:30am

Break

10:30 – 11:30

“Documentation Made Easier”

Kamarya Edwards, Delaware Futures

Soon paper documents will be the thing of the past! This workshop will provide tips and tricks on how to effectively use ADOBE to benefit your agency's documentation. Together we will learn how to continue the use of documentation electronically.

11:30 – 11:45am

Break

11:45 – 12:15pm

“You Didn't Pay for That, Did Ya?”

William Potter, DE Workforce Dev. Board

Bill will discuss his favorite free web-based apps to make working online easier. Topics covered include: Project management; Whiteboards; Podcasting; Audio and visual editing; Hidden gems in Google; PDF translators; and Zip stuff.

Note: We were unable to set up a presentation on tips for Outlook, so here is a link to an article (“Best Practices for Outlook”): <https://support.microsoft.com/en-us/office/best-practices-for-outlook-f90e5f69-8832-4d89-95b3-bfdf76c82ef8>.

Registration Link: <https://labor.delaware.gov/wib/onestop/6th-annual-2021-one-stop-system-convening/> [Registration allows you to attend any of these workshop selections.]