

Please join us once again at the Iron County School District Offices

Learn



**Excel**  
Beginning & Advanced



**Windows 7 & 8**  
Tips & Tricks



**Digital Photos**  
Take & Share Better Pics



**Gmail**  
Calendaring & Gmail Tips

We have another great conference planned for you this year. Here are all of the details!

**THUR**  
**JAN 30**

**Agenda:**

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|-------------|--|
| 9:00-9:30   | Welcome and Door Prizes                              |
| 9:30-10:00  | Keynote Presentation - Handling Difficult Situations |
| 10:15-12:00 | Breakout Session #1                                  |
| 12:00-1:00  | Lunch  |
| 1:00-2:30   | Breakout Session #2                                  |
| 2:30-3:00   | Wrap-up & Door Prizes                                |

**Breakout Sessions:**

- |              |   |
|--------------|---|
| Morning #1   | Google Forms & Spreadsheets to Collect & Report Online Data |
| Morning #2   | Calendaring & Gmail   |
| Morning #3   | Sharpen Your Excel Skills                                   |
| Afternoon #1 | Take & Share <i>Better</i> Digital Photos                   |
| Afternoon #2 | Windows 7 & 8 Tips & Tricks                                 |
| Afternoon #3 | New & Innovative Technologies That Can Help You In Your Job |



**SEDCC**

**SECRETARIES  
CONFERENCE**



# SEDCC SECRETARIES CONFERENCE

## SESSION DESCRIPTIONS

### MORNING SESSION:

#### **Using Google Forms and Spreadsheets to Collect and Report Online Data**

*Presenters: Cory Stokes and Jim Stewart*

The Google Forms tool is the perfect solution for school secretaries to collect, develop, and report survey and other useful school data. Come and learn through a hands-on activity to create an online survey for your school.

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#### **Calendaring & Gmail**

*Presenter: Chris Haught*

Is your email box a mess? Do you forget to answer emails? Can't find them when you need the info? Want to learn what BCC means? Take control of your email!

It's easy to get started with Google Calendar – and it may be easy to miss some ways in which it can help you be organized, productive and effective. Learn tips to help you get the most out of Google Calendar's every page and cranny. Create calendars for yourself and your school.

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#### **Sharpen Your Excel Skills**

*Presenter: Clint Stephens*

Sharpen Your Excel Skills - Microsoft Excel is a Swiss Army Knife for organizing and analyzing your data. We will start with some of the basics, showing you how to make Excel do a lot of work for you, and we will end up with some advanced skills such as conditional formatting and creating 3-D formulas to summarize data from multiple sheets (it's easier than it sounds). No matter your skill level with Excel, you should learn something useful!.

### AFTERNOON SESSION:

#### **Take and Share Better Digital Photos**

*Presenter: Clint Stephens*

Let's face it, the best camera is the one that is with you all the time, and that is usually your cell phone camera. Getting good photos this way can be challenging. This session will teach you strategies to capture the the moment the right way the first time - with a cell phone or regular digital camera - so that they can be shared and posted quickly with little fuss.

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#### **Windows 7 & Windows 8 Tips and Tricks**

*Presenters: Scott Harpster & Selene Corbridge*

Learn how to use Windows 7 & Windows 8. Personalize Windows to be What You Want. Bring your questions!

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#### **New and Innovative Technologies that can Help You in Your Job**

*Presenters: Rick Gaisford & Cory Stokes*

We will cover new and useful hardware, software, apps, tools and web resources to help you improve productively and organization for you and your school office.

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