

BOOST

TECHNOLOGY WORKSHOPS FOR TEACHER AIDES

Contemporary Learning Hub - Meridan State College

Get your geek on at the Hub to boost your skills, knowledge and productivity

Office for Absolute Beginners

Date: Thursday 25th October 2018 Time: 9am - 2:30pm

This workshop is specifically designed for those who are wanting to develop an understanding of how they can make the most of the Microsoft Office tools as they perform their roles in a school context. Participants will be introduced to how they can easily create, edit and share documents in Word and PowerPoint. They will learn valuable shortcuts and hacks that they can use daily to increase their confidence and productivity including how they can use OneDrive to save and share documents. Participants will be given access to recordings they can use to revisit key concepts explored during the course. Participants will need to bring a laptop from their school to use during this workshop.



iPads for Absolute Beginners

Date: Thursday 1st November 2018 Time: 9am - 2:30pm

This practical hands-on workshop is designed to provide teacher aides with the skills and knowledge they need to confidently use iPads in their roles within a school context. Participants will be shown how they can easily capture, edit and share media from iPads. They will learn how they can quickly adjust settings on the iPad to support and enable learners to stay on task and achieve success. During this workshop, participants will explore how they can use a range of apps used widely in schools including Book Creator, Popplet and OneDrive. Participants will be provided with a list of apps they can install on their own school iPad to use during the workshop day. Loan iPads will also be available for use on the day for those unable to bring their own.

Power up your Productivity with Office

Date: Friday 9th November 2018 Time: 9am - 2:30pm

Want to take your skills in Office to the next level? Would you like to learn how you can quickly and easily create, format and edit Word documents and PowerPoint presentations? In this workshop, we'll share valuable shortcuts and strategies that you can use to make your life easier and increase your productivity in your own school context. Participants will also be shown how to use Office 365 and OneDrive so they can access, co-create and share documents with others. Participants will be given access to recordings they can use to revisit key concepts explored during the course. Participants will need to bring a laptop from their school to use during this workshop.

Cost: \$180 ex GST Inclusions: Morning tea, lunch and follow-up support materials

Register at www.contemporarylearninghub.com



CONTEMPORARY LEARNING HUB

www.contemporarylearninghub.com

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