



ABC UNIFIED SCHOOL DISTRICT

## PAL 2



### *“GSuite 101”*

- WHO:** All PAL 2 Participants
- WHAT:** “GSuite 101”
- WHEN:** **Group A:** Tuesday, November 8<sup>th</sup> – 8:30 AM to 11:30 AM  
**Group B:** Wednesday, November 9<sup>th</sup> – 1:00 PM to 4:00 PM
- WHERE:** District Computer Lab
- PRESENTER:** Mrs. Irene Orozco, Teacher/Program Specialist – Technology  
Mr. David Franklin, Teacher/Program Specialist – Technology
- DESCRIPTION:** **GSuite 101**

In GSuite 101 you will gain a deeper understanding on staying organized as an administrative assistant using Drive. This session will dive into Google Drive and Docs with an overview of Google Keep. We will cover viewing, making copies, creating, sharing, organizing files, and work collaboratively in GSuite. You will explore various tools and features of these powerful applications and start to make Google Keep an integral part of your daily workflow.

**To Register**



Please email Vanessa Weseman at:  
[Vanessa.Weseman@abcusd.us](mailto:Vanessa.Weseman@abcusd.us) or call ext. 21174

*Make sure to indicate which group you wish to attend  
Space is limited to 20 per group*

*Please arrange for your own site coverage.*

