

Custodial Workshop

Computer Training



Russ Randazzo
Custodial Workshop 2018

NCSFA Website

AMERICA GOES ONLINE 1989



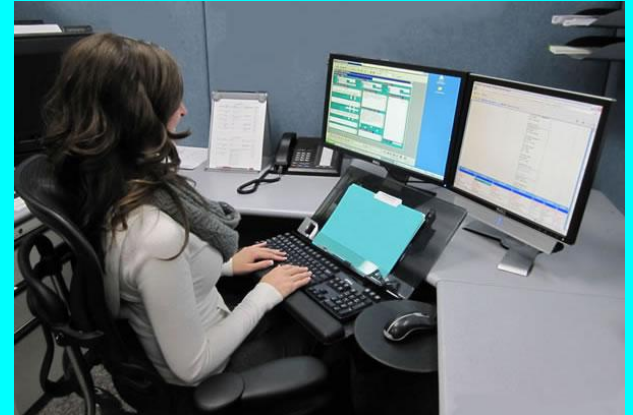
Computers helping Facilities

- Help you make reports
- Communicate
- Inventory
- Scheduling



How Do Computers Help Schools

- COMMUNICATION
- CONDENSE PAPERWORK
- ON THE SPOT REPORTS and CALCULATIONS
- QUICKEST WAY TO RECEIVE KNOWLEDGE
- SAVE MONEY



Computers in Schools

School District Administrators and Teachers use computers 90% of their day.

School District Administrators and Teachers only use 10% of the computer's capabilities

School District Administrators and Teachers only use 3 programs each day

3 Programs that are essential at work

WORD helps you create business letters, memos, posters, signs, reports .

EXCEL helps you create inventory sheets, calculations, charts.

OUTLOOK helps you communicate quickly and organize your day and contacts



Basic Keyboard Commands

Here are basic keyboard commands you must know and no one uses

Windows Computer

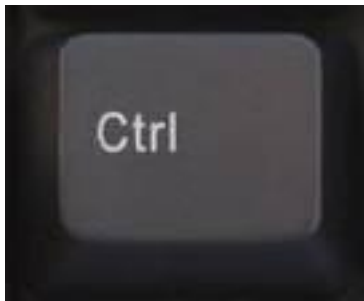
Control A

Control X

Control C

Control V

Control N



Mac Computer

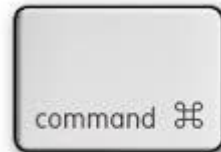
Command A

Command X

Command C

Command V

Command N



Basic Keyboard Commands

Here are basic keyboard commands you must know and no one uses

Windows Computer

Control A *all*

Control P *Print*

Control X *cut*

Control Z *Redo*

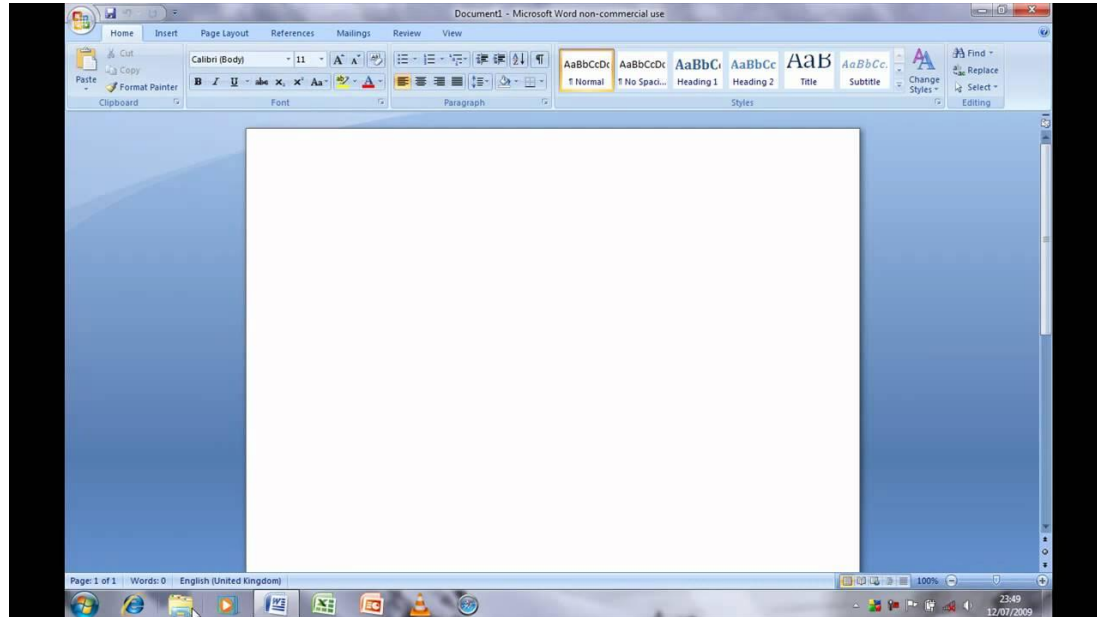
Control C *copy*

Control V *paste*

Control N *new*

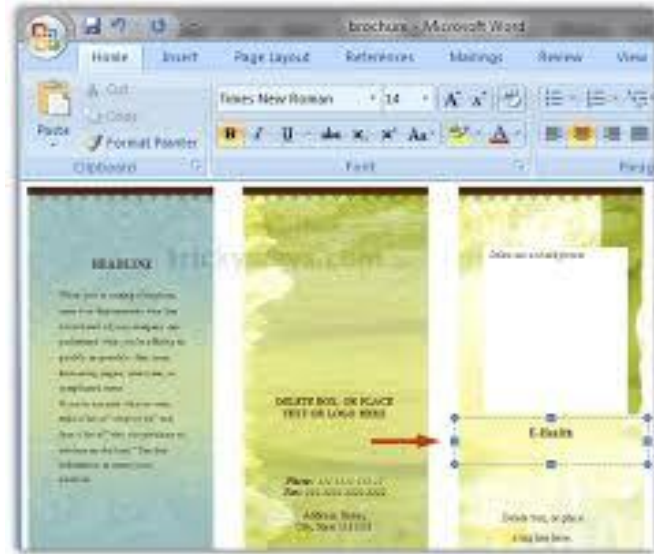
Using Word

Word helps you create business letters, memos, posters, signs, reports, Pamphlets, Business Cards, Birthday Cards



Using Word Don't Overthink it

Word is not rocket science. It is an advanced typewriter with some bonuses such as Pictures and Tables

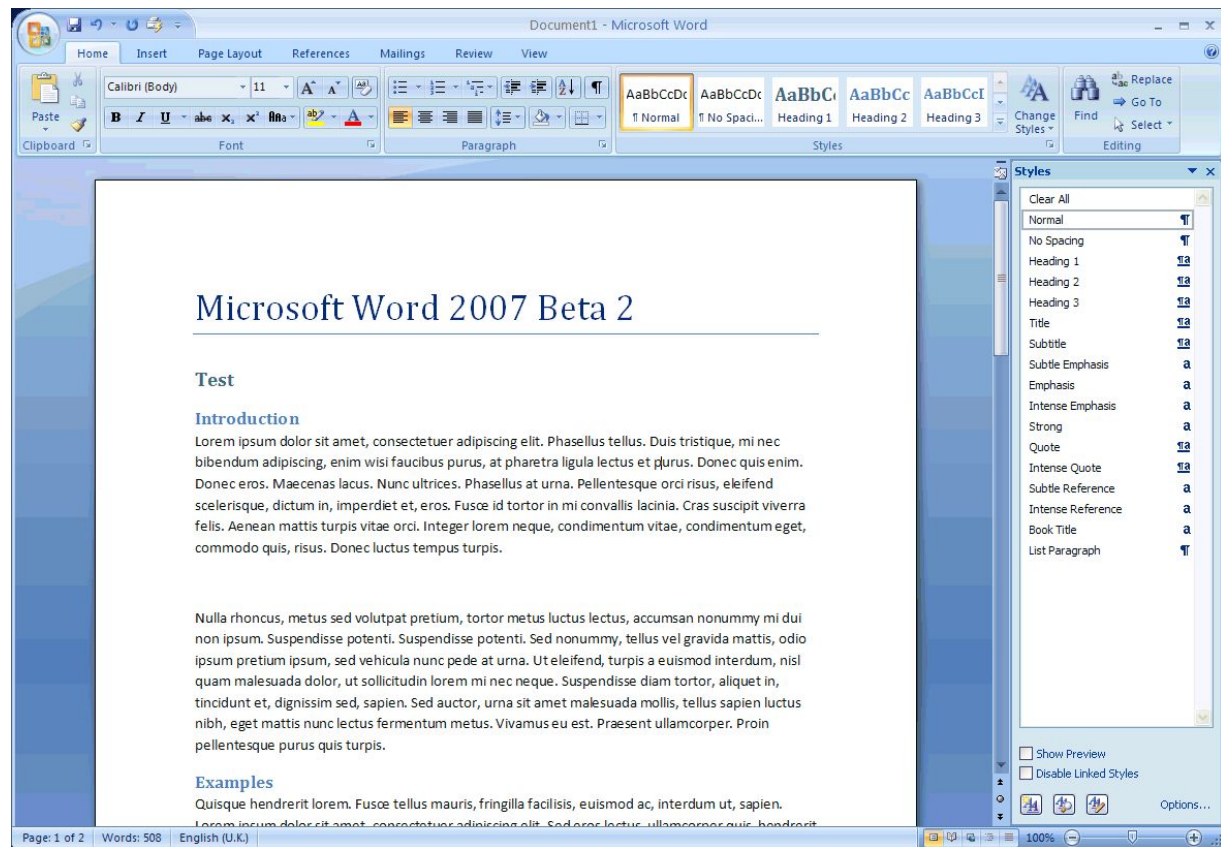


Tourist Attraction Information

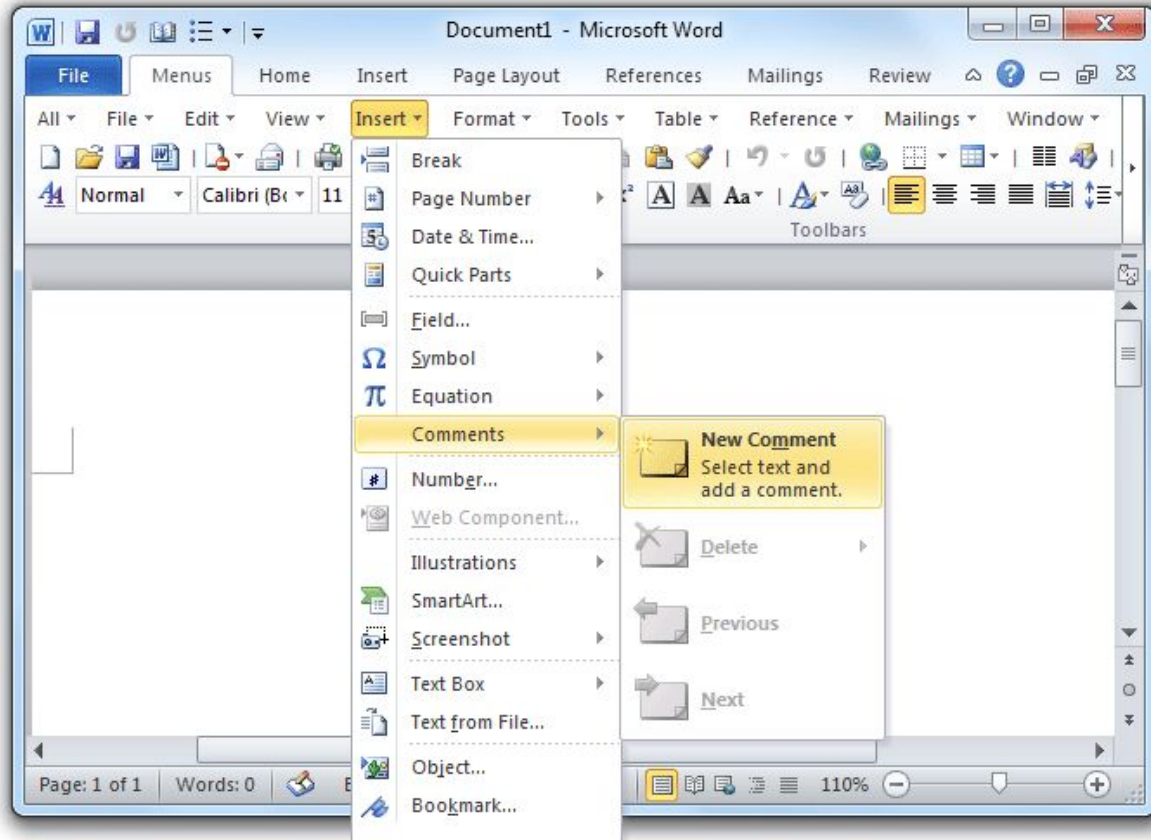
	Castle	River	Town Hall	Museum	Gardens
USA	12	10	12	5	10
Wales	20	18	18	24	22
Scotland	10	20	12	8	20
Ireland	30	12	28	10	32
Japan	7	7	7	7	7
Others	10	6	10	10	10

Using Word

Simple Text Page




Word



Word

The power of the right click



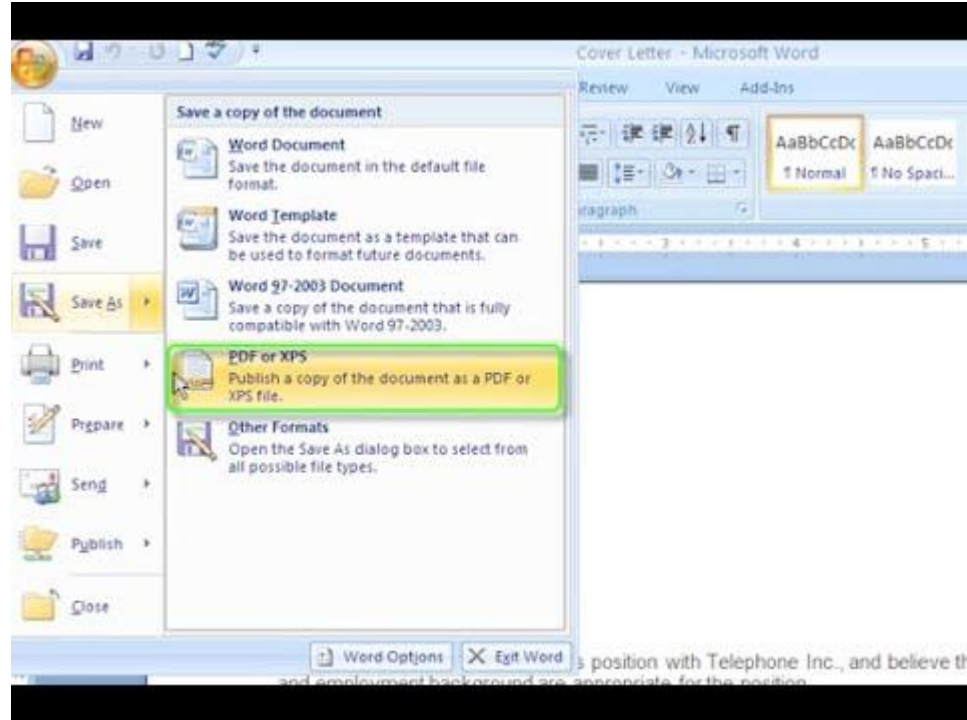
Moshi Moshi Tea Shop
Weekly Schedule

We're closed on Monday for Labor Day. It's going to be a busy week! Everybody have a great holiday, and happy birthday, Christine! — Kai

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jeff	Labor Day	Vacation	Vacation	7-11, 6-11:00pm	2:00-11:00pm	11:00-9:00pm
Mitsuko		2:00-3:30pm	7:00-4:00pm	11:00-8:00pm	Off	On call
Christine		10:30-7:00pm	4:00-11:00pm	Inventory	7:00-2:00pm	Off (happy b-day!)
Kai	Inventory prep	2:00-11:00pm	10:30-7:00pm	Offsite	4:00-8:00pm	7-2, 6-11:00pm

Word

SAVE SAVE SAVE



Outlook Email

First rule Email Etiquette

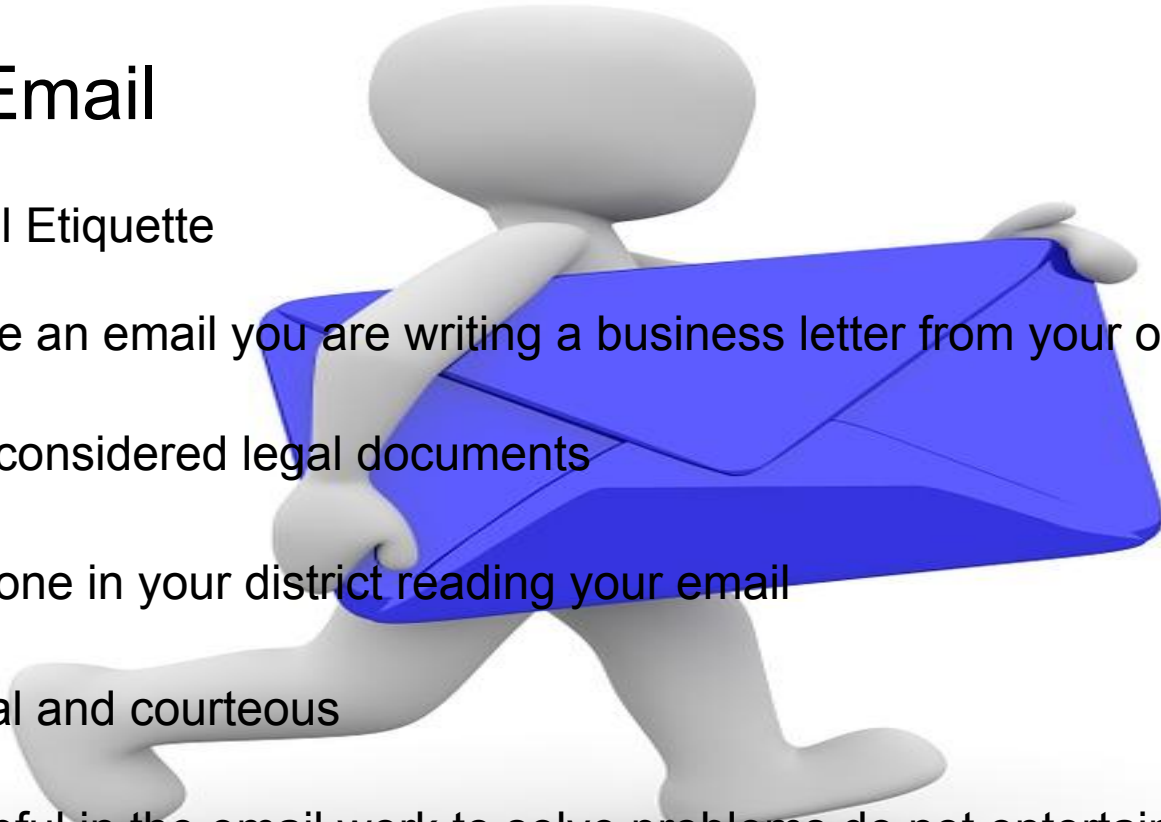
When you write an email you are writing a business letter from your office

All emails are considered legal documents

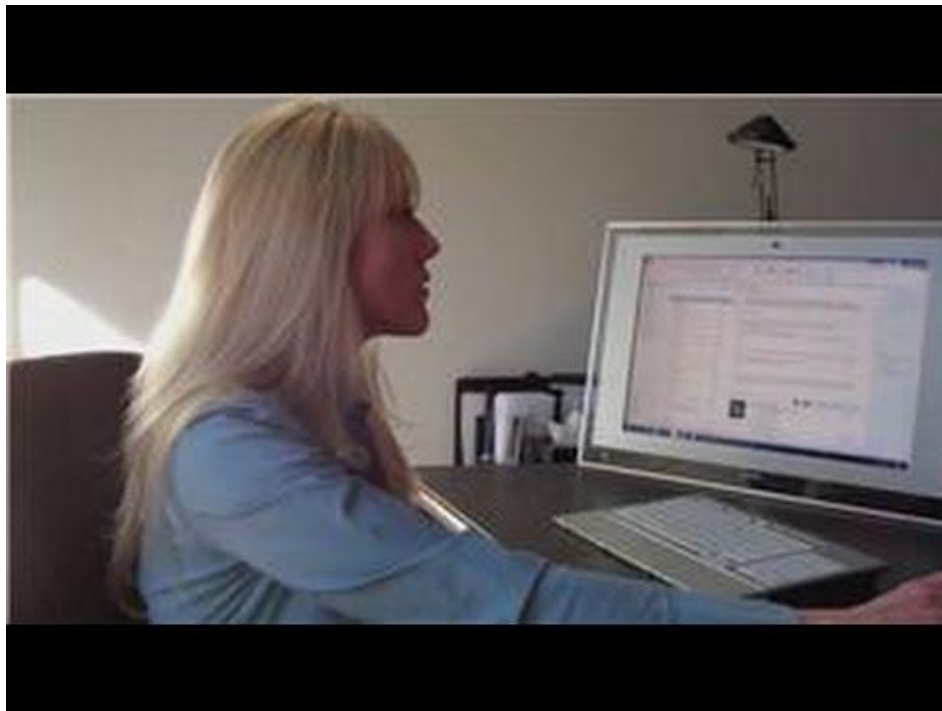
Think of everyone in your district reading your email

Be professional and courteous

Always be helpful in the email work to solve problems do not entertain aggression

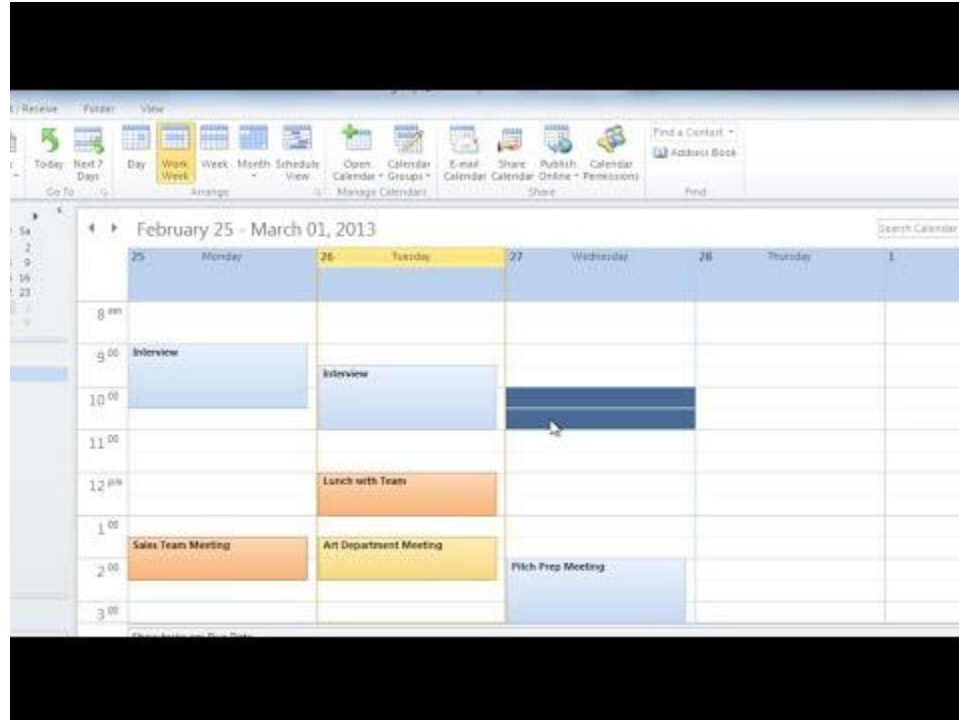


Outlook Email



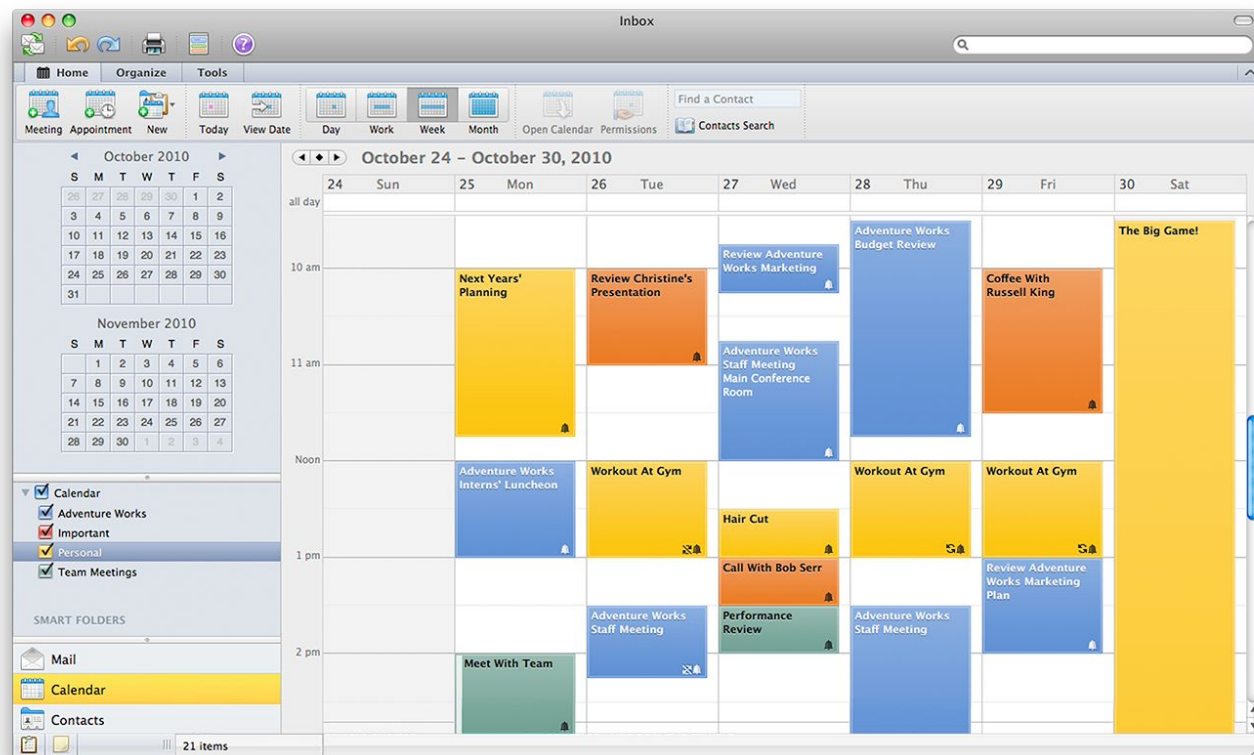
Outlook Email

Calendar

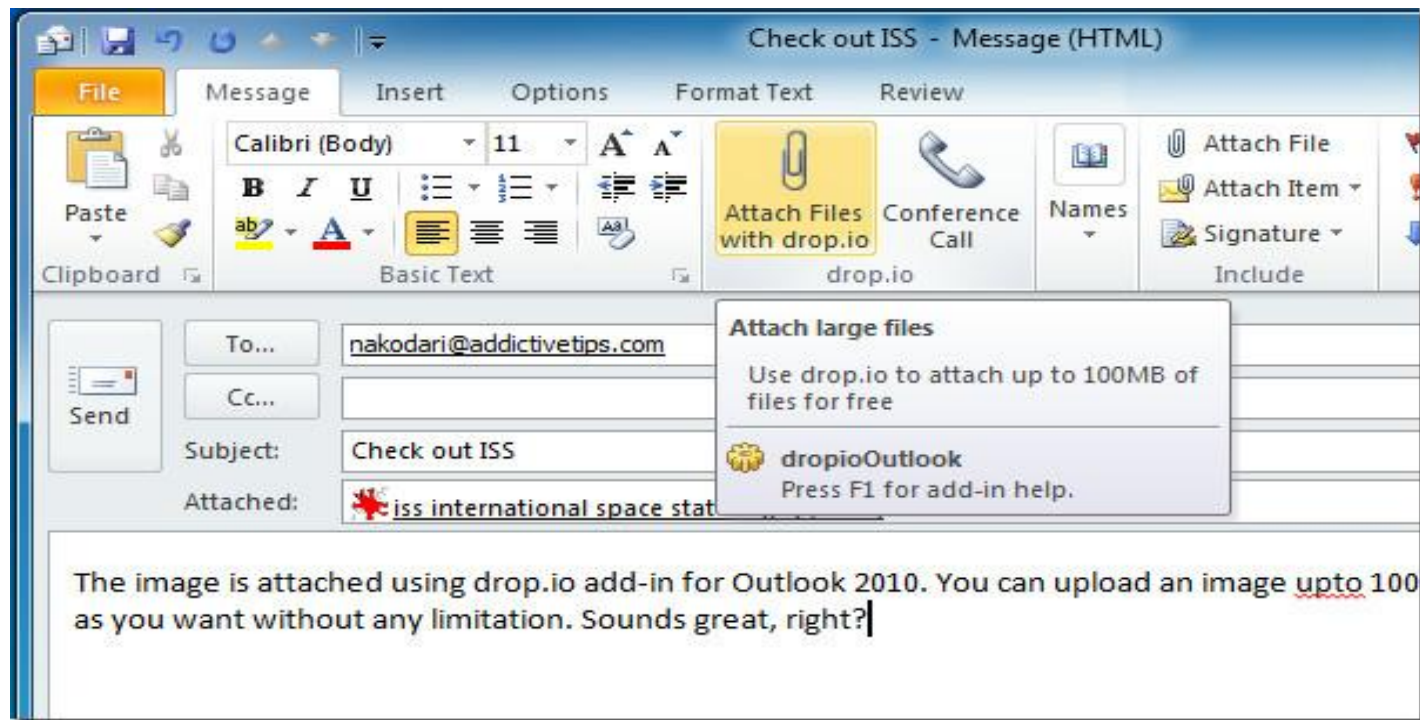


Email

Calendar



Email



Email

Message Options

Message settings:

Importance: Normal
Sensitivity: Normal

Security:

Change security settings for this message.
Security Settings...

Voting and Tracking options:

☒ Use voting buttons:
☐ Request a delivery receipt for this message
☐ Request a read receipt for this message

Delivery options:

☐ Have replies sent to:
☒ Save sent message to: Sent Items
☒ Do not deliver before: 3/26/2004 5:00 PM
☐ Expires after: March 2004 12:00 AM

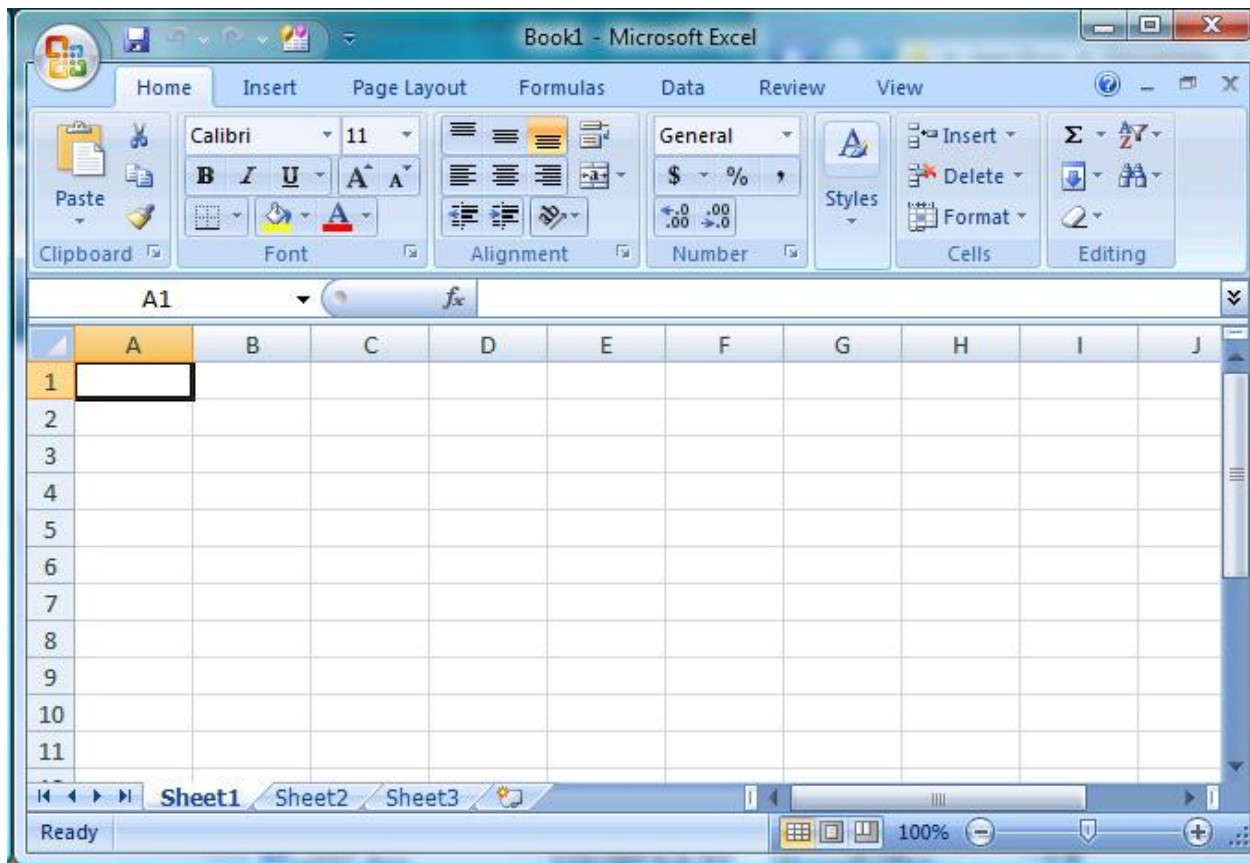
Attachment format:
Encoding:

Contacts...
Categories...

Today None

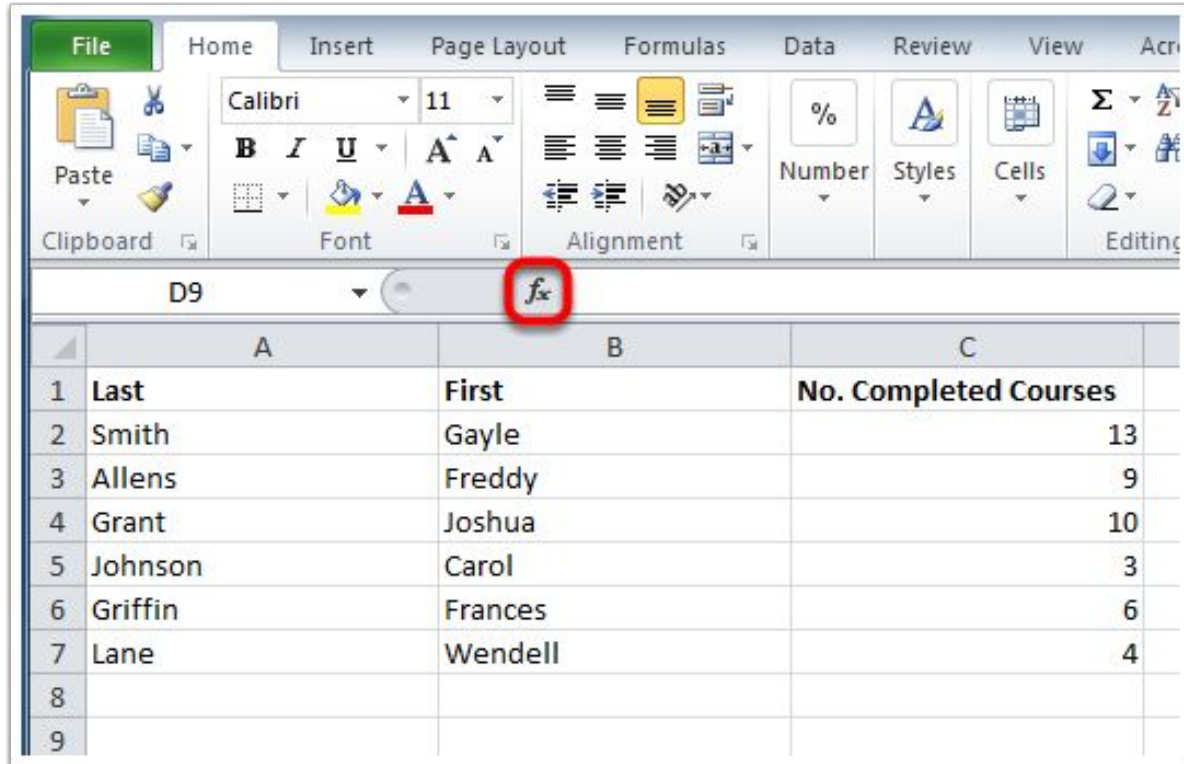
Close

Excel



Excel

Function



The screenshot shows the Microsoft Excel interface. The ribbon is set to the 'Formulas' tab, and the 'fx' icon is circled in red. Below the ribbon, a table is displayed with the following data:

	A	B	C
1	Last	First	No. Completed Courses
2	Smith	Gayle	13
3	Allens	Freddy	9
4	Grant	Joshua	10
5	Johnson	Carol	3
6	Griffin	Frances	6
7	Lane	Wendell	4
8			
9			

Excel

SUM

The screenshot displays the Microsoft Excel interface. The ribbon at the top includes tabs for Home, Insert, Page Layout, Formulas, Data, Review, View, and Acrobat. The 'Formulas' tab is active, showing the 'SUM' function in the 'Function Library' group. The formula bar at the top of the worksheet shows '=SUM'. Below the ribbon, a table is visible with the following data:

	A	B	C	D	E	F
1	No. of Documents	No. of Pages	Rate per page			
2	1	5	3			
3	3	15	2			
4	2	7	4			
5						
6						
7						
8	=SUM					
9						
10						
11						

A red arrow points to the cell in row 8, column A, which contains the text '=SUM'. A tooltip is visible next to the arrow, stating 'Adds all the numbers in a range of cells'. Below the cell, a dropdown menu is open, showing the following options: SUM, SUMIF, and SUMIFS.

Excel

Function Arguments

COUNTIF

Range A1:C2 = {3,4,5;6,10,8}

Criteria >5 =

=

Counts the number of cells within a range that meet the given condition.

Criteria is the condition in the form of a number, expression, or text that defines which cells will be counted.

Formula result =

[Help on this function](#)

OK Cancel

Don't Get Frustrated

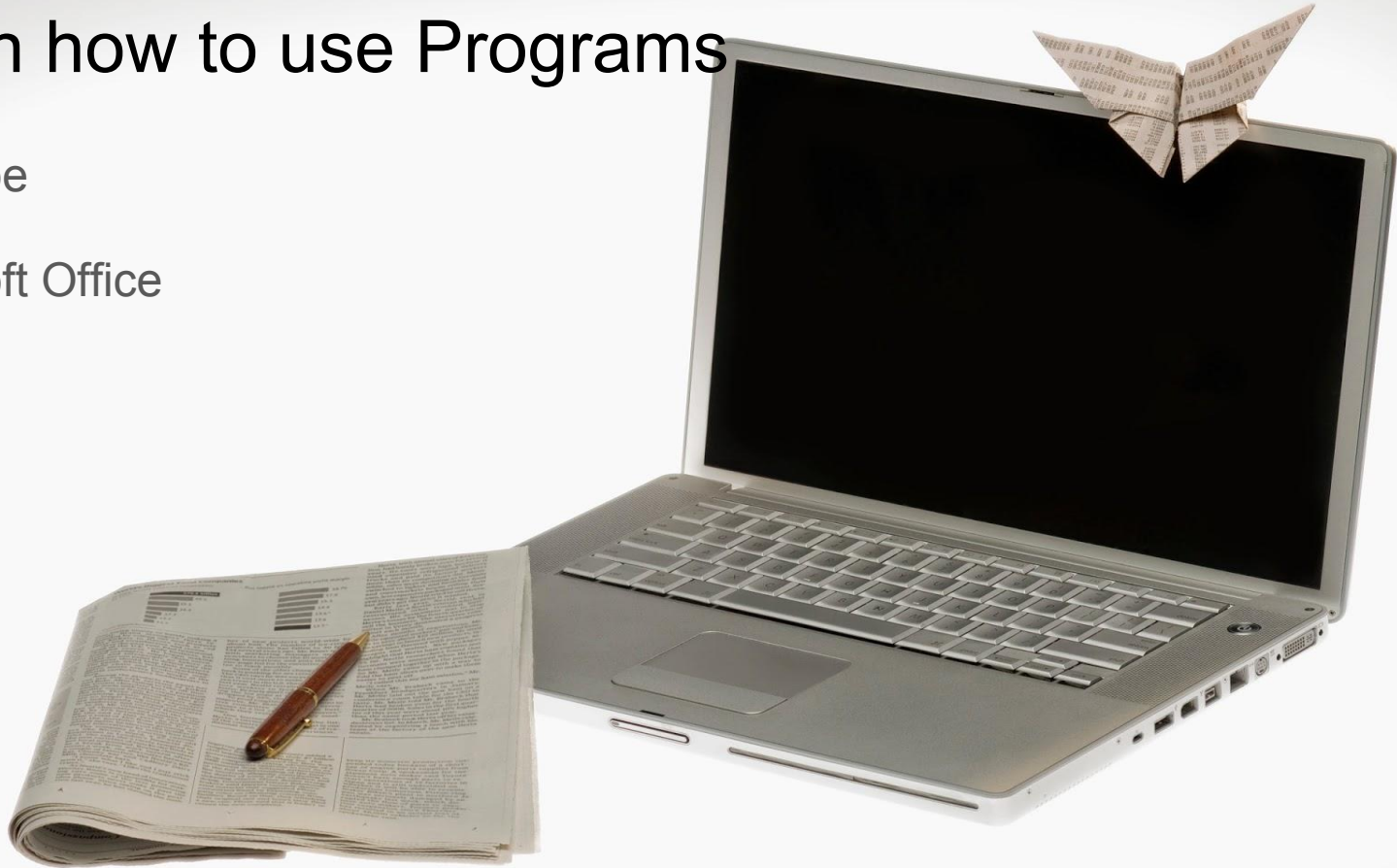


Learn how to use Programs

YouTube

Microsoft Office

Blogs



HELP !!!!

You can teach yourself

[Excel Example](#)

[Boiler Forms](#)

[Office Templates](#)

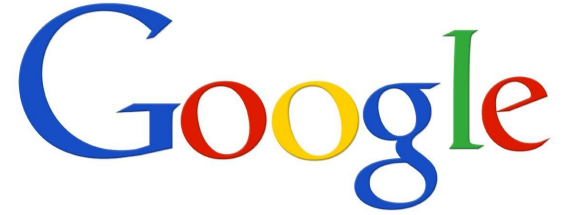


THE WORLD OF GOOGLE and MICROSOFT 365

Welcome to google planet

What is the cloud

What is google drive

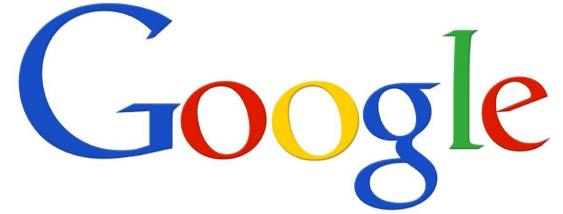


GOOGLE

What Is Google

Most Powerful Search Engine in the world

Its is also a personal computer that can run the programs that we discussed



GOOGLE DRIVE

Thank You



Google Drive

GOOGLE DRIVE

Your Computer in the Cloud

Google Drive

Google Docs

Google App



Google Drive

GOOGLE DRIVE

Google Drive 15gb of free space to store your files

Get your files anywhere at anytime on any computer on any mobile pad on any smartphone with internet access



Google Drive

GOOGLE DOCS

Word and Excel at your disposal for free



How to get the google drive

[First set up google email](#)

Google Drive

Once you have set up a gmail account sign in and go to google search

On the top right it will show you that you are signed in and you will also see this



Google Drive

Once you click the app icon click on docs and then you will see this symbol on the left



Office by Microsoft

Office was first introduced in 1988

There were only three programs that
were offered at the time

Microsoft®

Out with the old.



Microsoft

In with the new.

Microsoft 365

365 is the same as google with a little more office power for business.

Most district use both or one system

Both systems use the same cloud based service



365 Planner



Computers will help you

Do not get frustrated you cannot know everything but be assured you can learn what you need.

365 CREATE FORMS



[Link to Board Room Bathroom](#)

365 Forms

QR Link



Google Forms

[Univent Form](#)

Computer Training

You can do it use the knowledge of computers to learn computers

Do not let them tell you that you can't because you can