Custodial Workshop
Computer Training

Russ Randazzo
Custodial Workshop 2018

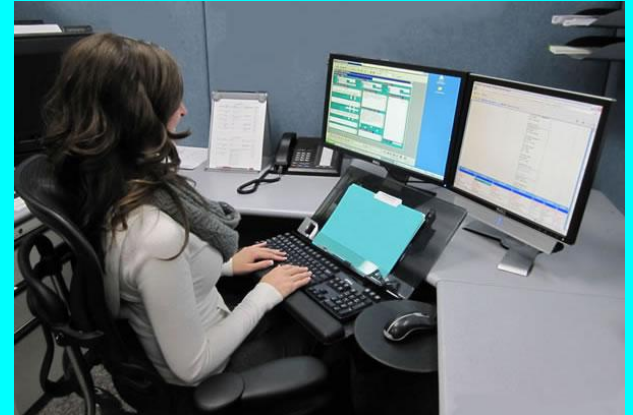[NCSFA Website](#)

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

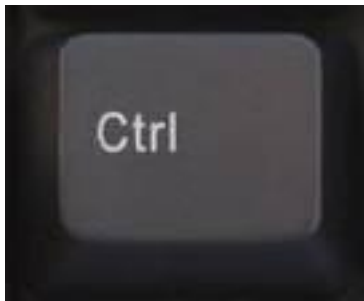Here are basic keyboard commands you must know and no one uses

<u>Windows Computer</u>

<u>Mac Computer</u>

Control A

Command A

Control X

Command X

Control C

Command C

Control V

Command V
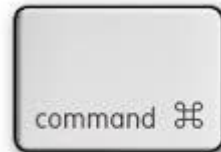
Control N

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
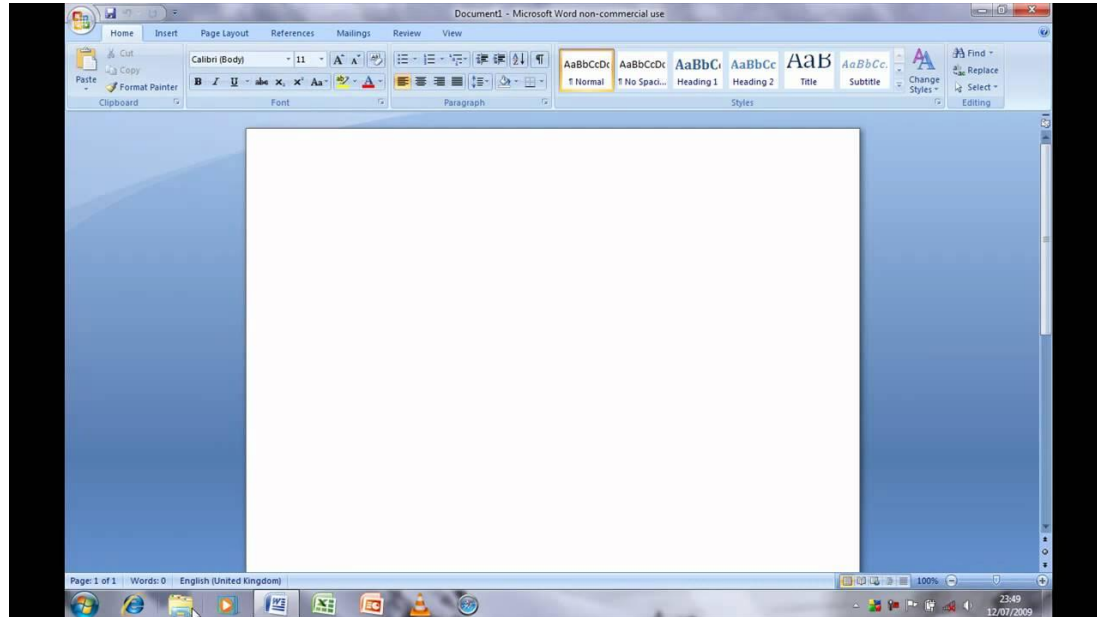
Using Word Don't Overthink it

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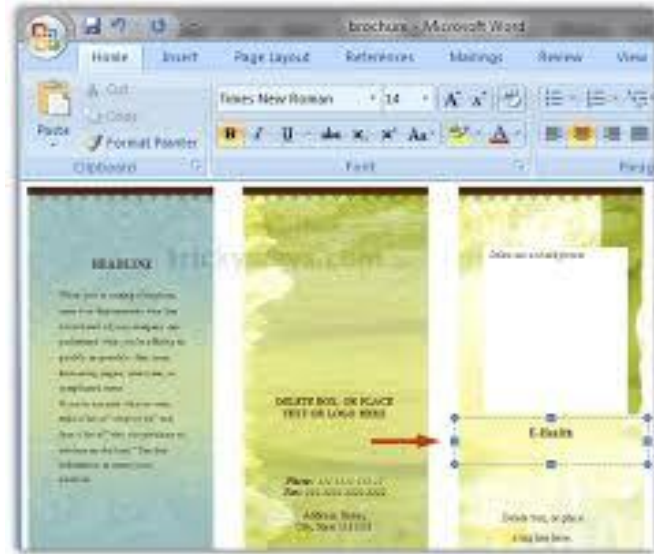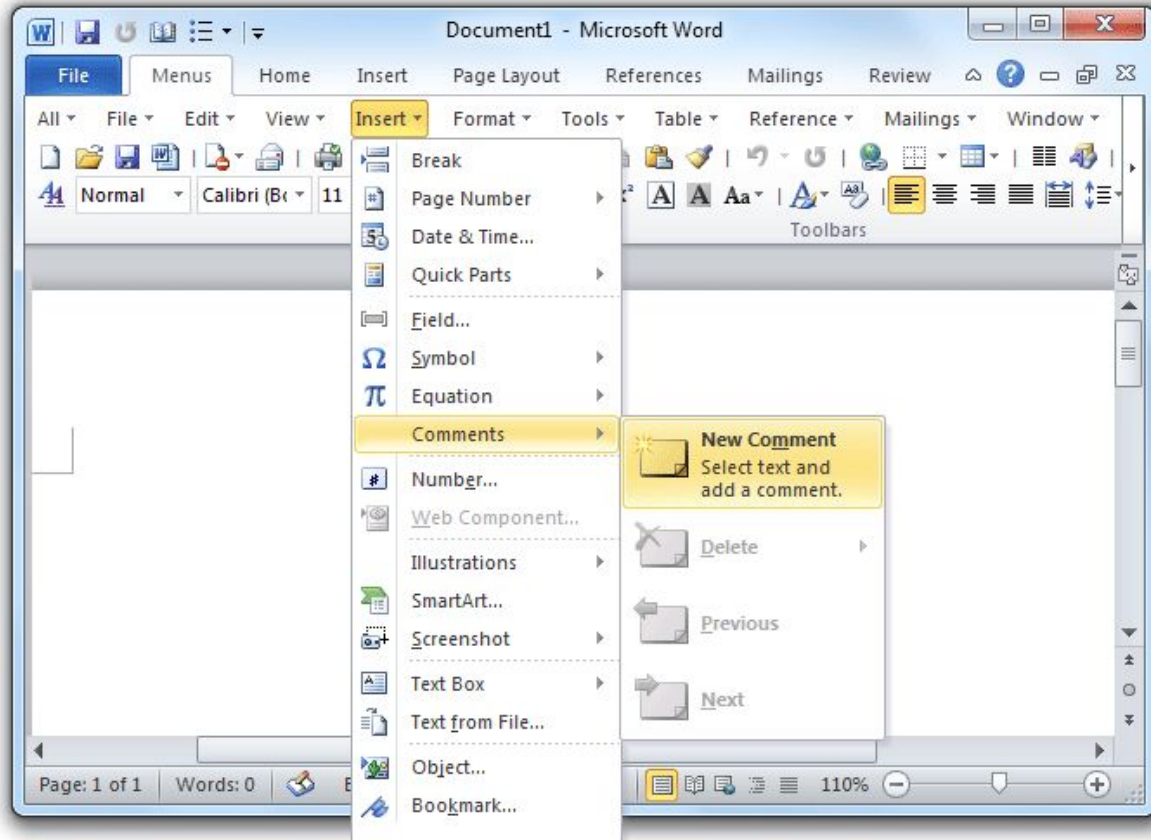

Tourist Attraction Information

	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
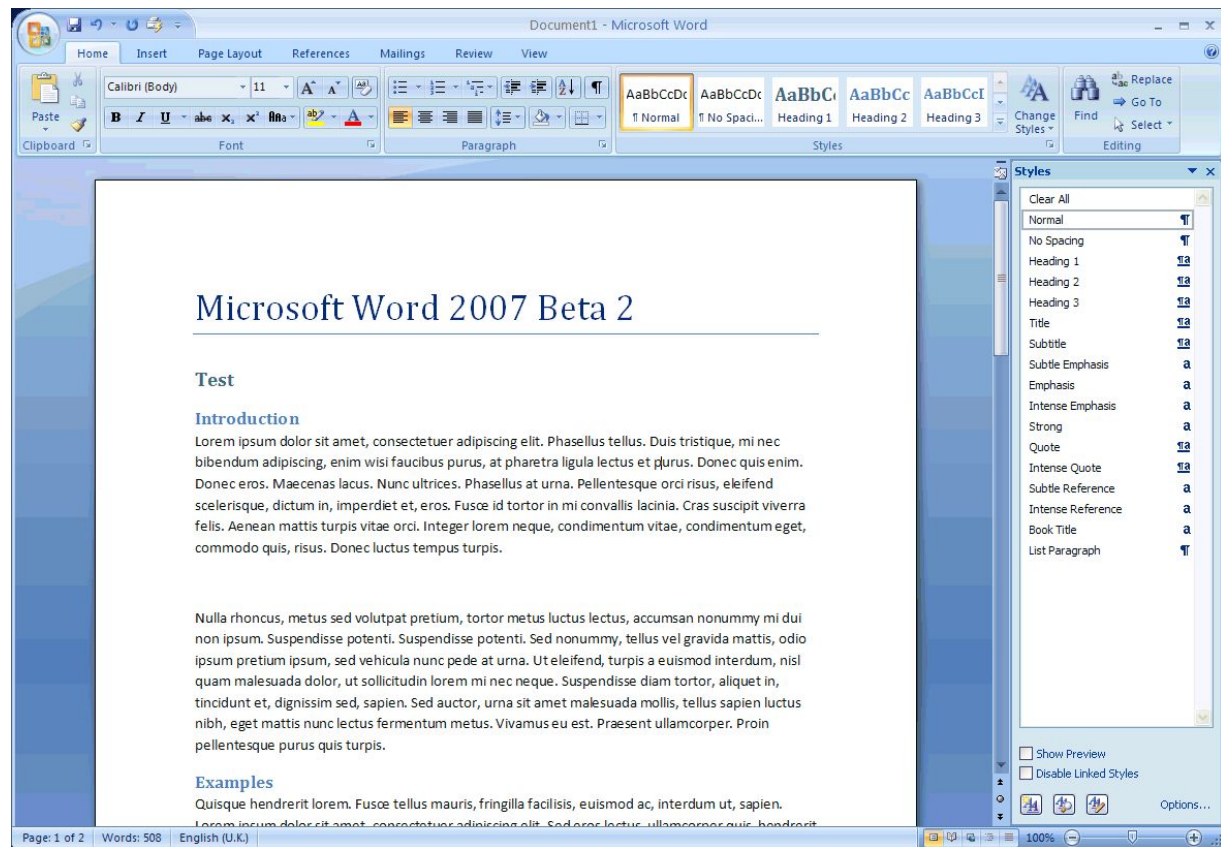
Word

Word

The power of the right click

Word

SAVE SAVE SAVE
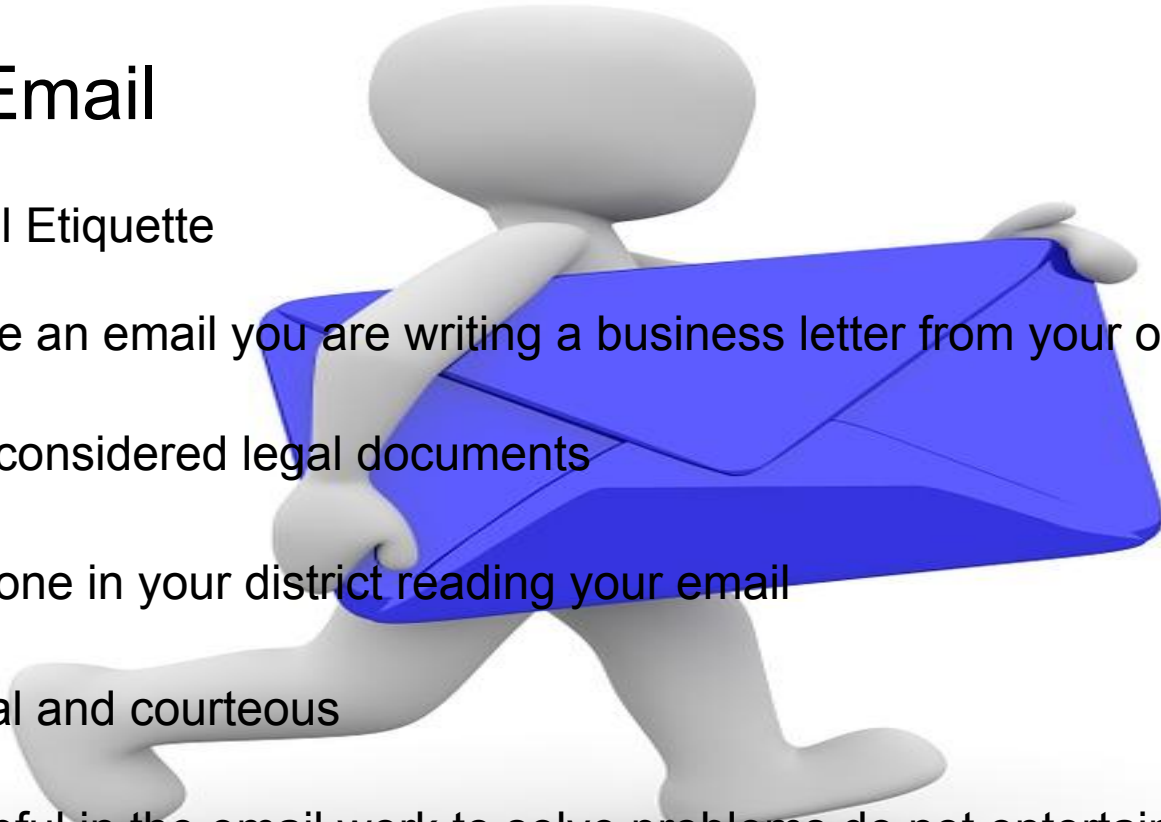
Outlook Email

First rule Email Etiquette

When you write an email you are writing a business letter from your office
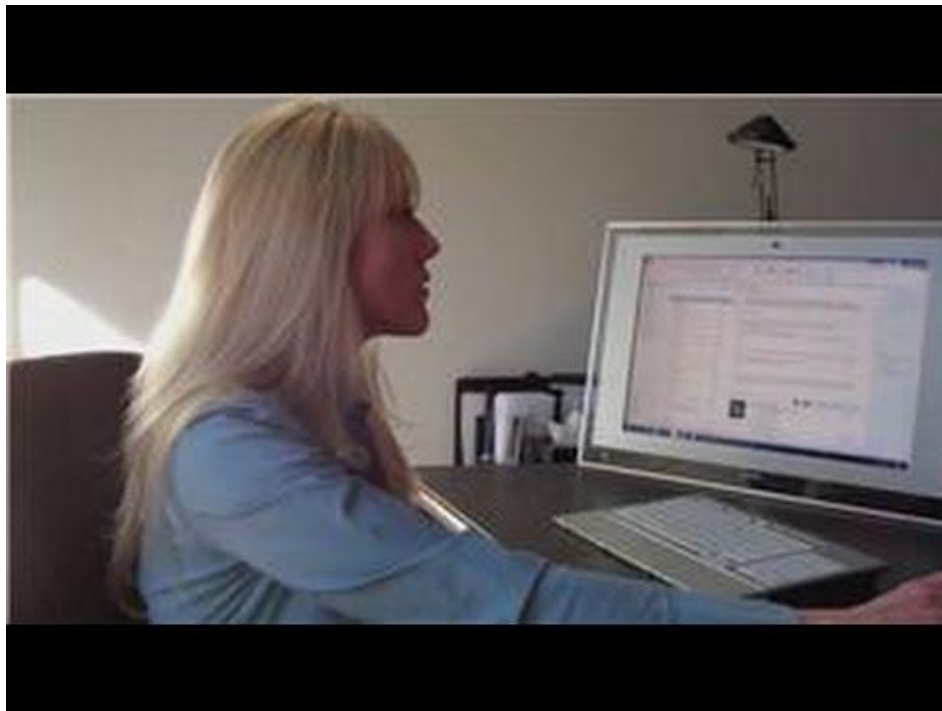
All emails are considered legal documents

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
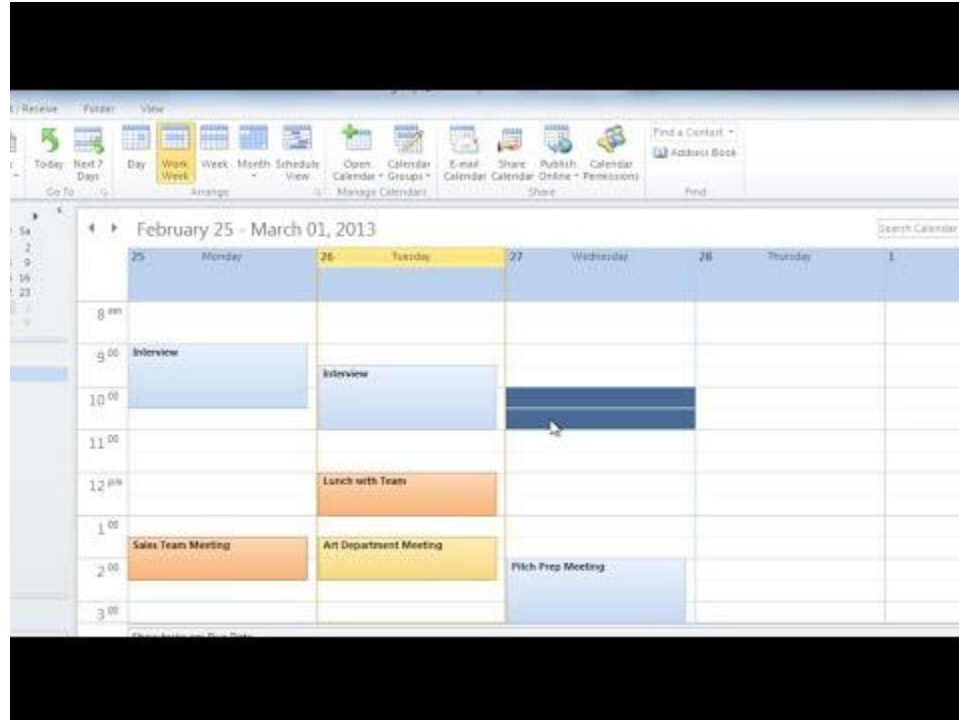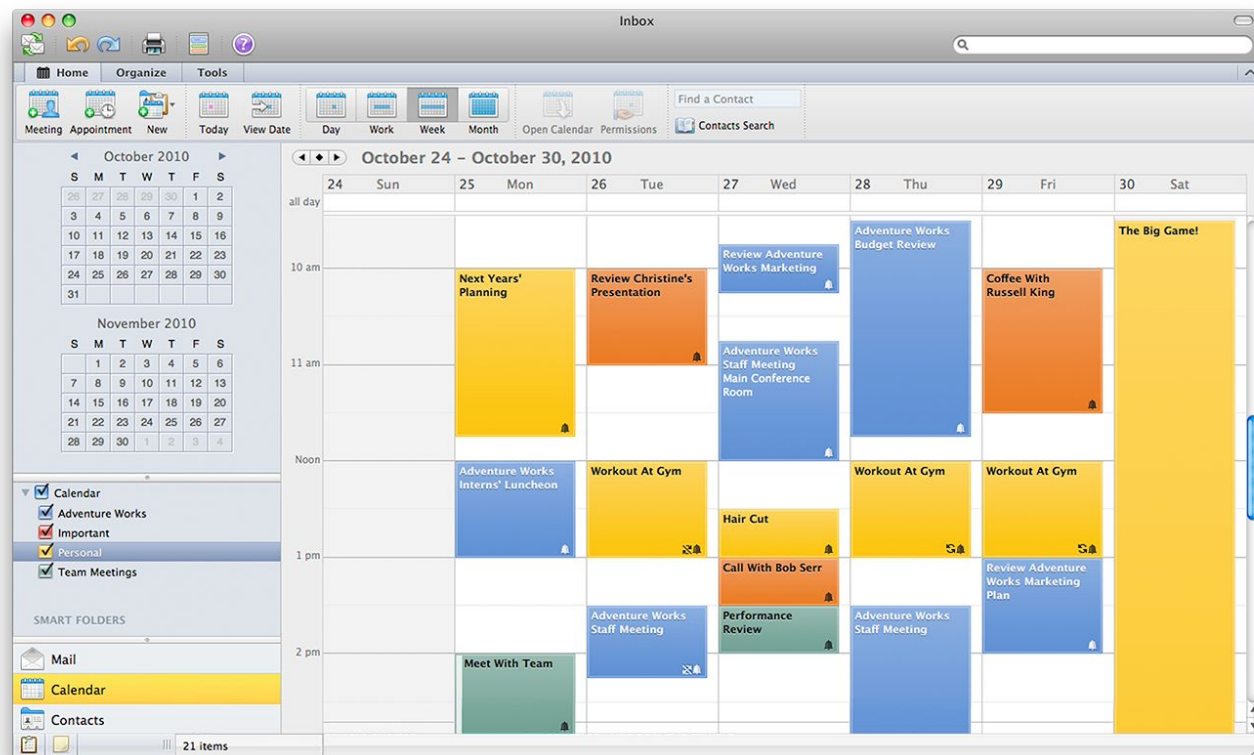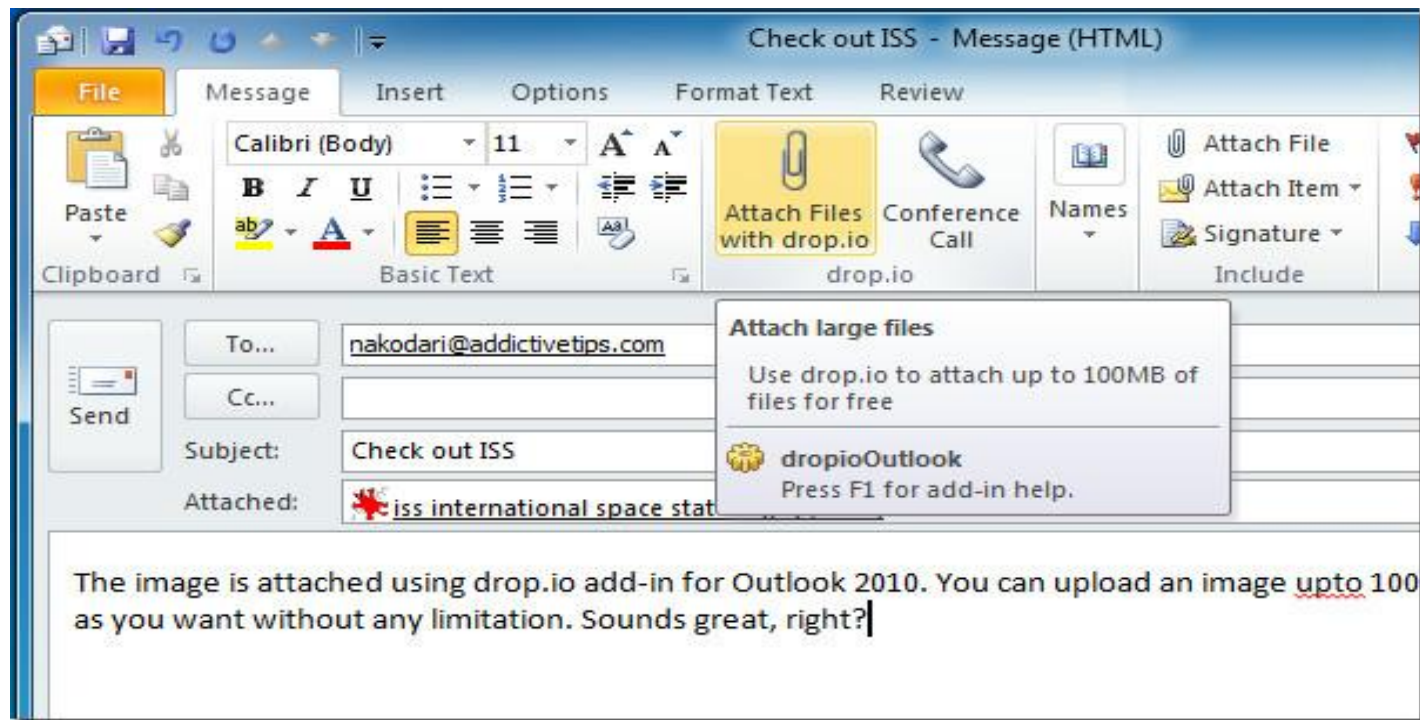
Outlook Email

Outlook Email

Calendar

Email

Calendar

Email

Email

Excel

Excel

Function

Excel

SUM

Excel

Don't Get Frustrated

Learn how to use Programs

YouTube

Microsoft Office

Blogs
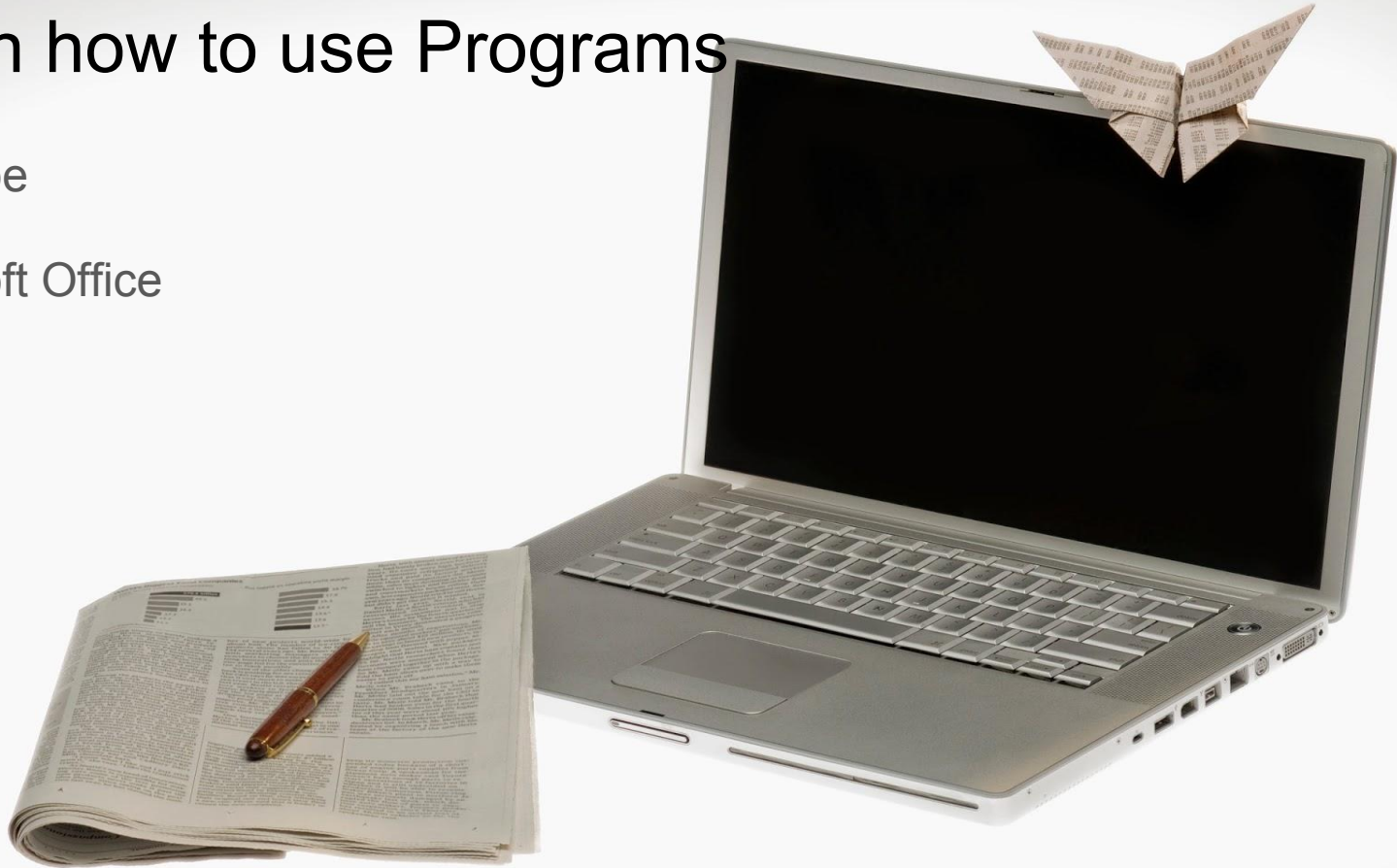
HELP !!!!

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
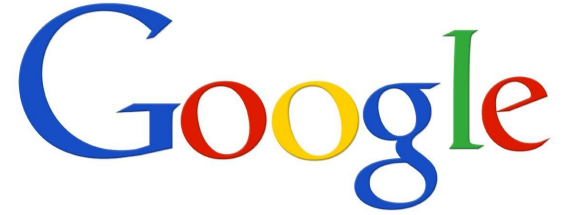
GOOGLE

What Is Google

Most Powerful Search Engine in the world

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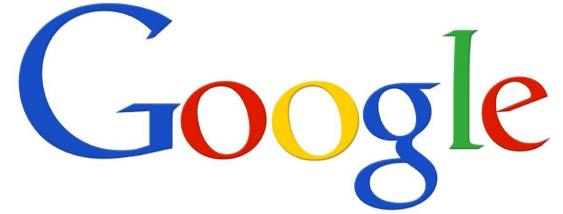
GOOGLE DRIVE

Thank You

GOOGLE DRIVE

Your Computer in the Cloud

Google Drive

Google Docs

Google App

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 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 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