# Essential Office Technology

w/ TCOE Instructional Technology Specialists Steve Woods & Doug Cairns



Presentations are tool can be used as lectures peeches, reports, and n

September -November 2023

#### Details

- Time: 1:00 p.m. to 3:00 p.m.
- Location: Live virtual classes via Zoom
- Audience: Office Staff & Administrators for schools, community organizations and businesses.
- Cost: (per class) Educational Entities: \$75 General Public: \$100

#### **Content Contacts:**

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## Tulare County Office of Education

**Click to register** 

- Google Sheets (9/6)
- <u>Canva (9/22)</u>
- Microsoft PowerPoint (10/11)
- <u>Microsoft Outlook (10/27)</u>
- Google Forms (11/8)
- <u>Microsoft Teams (11/27)</u>

### or visit https://tulare.k12oms.org/

**Registration Contact:** Sara Torabi sara.torabi@tcoe.org (559) 651-3031

