



HANDS-ON LEARNING

Explore cloud computing in the spacious **computer labs** of Hoover High School's Business Technology department at Hoover Hall. Join us for this rare **interactive experience!**

Name _____

CAP _____ OM _____ Other (Specify) _____

Company _____

Address _____

City/State/Zip _____

Phone _____ Fax _____

Email _____

IAAP No. (if member) _____

Special Dietary Requirements? _____

_____ \$40 IAAP Member Early Bird Special
(postmarked by 1/31/12)

_____ \$50 IAAP Member

_____ \$60 Non-member

_____ \$50 Non-member Early Bird Special
(postmarked by 1/31/12)

_____ \$25 Full-time students

_____ \$50 Office Expo Vendor only

_____ \$75 Office Expo Vendor + Seminar



Google Docs
Google Plus
EverNote

Saturday, March 10, 2012

- 8:00 a.m.Registration/Office Expo
Continental Breakfast
- 8:30 a.m.All Things Google
- 10:15 a.m.Break / Office Expo
- 10:45 a.m.Seminar Resumes
- 12:00 p.m.Networking Lunch
Carrabba's Italian Grill
Door Prizes
- 1:00 p.m.EverNote
- 3:00 p.m.Door Prizes

5 RECERTIFICATION POINTS!

Hoover Hall (Formerly Crossroads School)
Separate Building on Hoover High School Campus
1035 Buccaneer Drive
Hoover, AL 35244

Directions are provided on our website.

Remit payment to:

IAAP Birmingham
% Helen Allen, Treasurer
2851 Walker Ct.
Birmingham, AL 35217

Pre-Registration and Payment Deadline:

March 2, 2012

On-site Registration: Add \$15 to above fees

Cancellation Policy: No refunds after 3/2/2012

Contact: Melissa Cooper, CAP/PLS
scrapbookskippy@yahoo.com

www.iaapbirmingham.org

GET YOUR HEAD
~~OUT OF~~ *in*
THE CLOUDS!

technology
seminar

GET YOUR HEAD *IN* THE CLOUDS?

Once upon a time the term “get your head out of the clouds” meant you weren’t being productive. Times have changed and if your head isn’t in the clouds these days you could be losing productivity and career leverage.

DONNA GILLILAND is an award-winning technology instructor, a social media specialist and certified technology trainer. Her technology teaching career spans over 18 years, and she holds certifications in Microsoft, IBM and CompTia.

MOSTraining started in 2004 helping businesses learn how to increase the productivity of their workforce using Microsoft Office applications. MOSTraining has extended its reach to help businesses and entrepreneurs strategically market and grow their business using social media and cloud computing tools.

CLOUD COMPUTING

WHAT IS CLOUD COMPUTING?

In simple, working in the cloud is the delivery of applications via the Internet, which are accessed via a web browser. Many cloud productivity tools are free and powerful, like Google Docs and Gmail. The team collaboration benefits are of tremendous value – you can easily create and share documents. Instead of collaborating on a document by sending the document back and forth as an

attachment, you can store the document in the cloud using Google apps. Coworkers can access the web -based document simultaneously in their browsers and make changes that other authorized users can see in real-time thus eliminating attachment round-trips. Teams can work together efficiently from within the cloud.



ALL THINGS GOOGLE

Donna takes us step-by-step through each of Google’s free apps for email, calendar sharing and document sharing to help boost our productivity. We will also explore what Google+ has to offer to the business community. Who knew a “Hang Out” could be so productive? You will be on cloud 9 after this morning session.



WHAT IS EVERNOTE?

Create and save text notes, webpage clips, snapshots, to-dos, PDFs, and more. Capture all of your thoughts, ideas, and inspirations, into a single place. Access everything whenever you need it from your PC, even when offline. This interactive afternoon workshop will be packed full of fun and productive applications and hands-on training. Donna will introduce us to a number of useful Evernote functions and concepts that will help you start remembering everything.



CAREER SOLUTIONS

For over 60 years, the International Association of Administrative Professionals® has been helping office professionals reach their career goals through education, community building and leadership development.

