

## Seminar Agenda

### 8:00 a.m.

On-site Registration  
Office Expo

### 8:30 a.m.

Welcome & Recognition  
Seminar: *Cloud Computing*

### 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.

Workshop: *Evernote*

### 3:00 p.m.

Door Prizes

### Hoover Hall

(Formerly Crossroads Sch)  
Hoover High School Campus  
1085 Buccaneer Drive  
Hoover, AL 35244



## Spring Seminar, March 10, 2012 Put Your Head in the Cloud

*Donna Gilliland, President of MOSTraining*

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.

**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.

**Google:** Donna expands on her November program by taking us **step-by-step** through each of **Google's free apps** for email, calendar sharing and document sharing to help boost our productivity. You will be on cloud 9 after this morning session.

**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.

**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.



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