



Presenter: Dante A. Quercio, Microsoft Innovative Educator Expert Master Trainer

Audience: All Educators

Date & Time: 1/5/17, 2:30 – 4:30 PM

Location: Durkin Administration Building, 4th Floor Conference Room, 20 Irving Street

Office 365 Overview

Let's talk about, "What is Office 365?"

OneDrive

Saving and Sharing files made easy!

Microsoft Documents Online

Let's create documents together at the same time

Microsoft Forms

Learn how to quickly and easily create custom surveys, questionnaires and registrations

Office 365 Outlook

Learn the new features of Outlook online including Group, an amazing way to collaborate with other educators and students

Please fill out the [Pre-Workshop Survey](#)

Please register on TeachPoint

If you have any questions, please contact Dante A. Quercio at querciod@worc.k12.ma.us