Work-Integrated Learning at Lakehead

Lakehead UNIVERSITY | Faculty of Business Administration

Empowering the Youth of Today for the Jobs of Tomorrow

Summer 2021 Learning Series
Google Boot Camp for Lakehead

A four-part interactive webinar series covering everything google and more.

Mike Filipetti is Principal at St. Patrick High School in Thunder Bay, Ontario. Mike is a Google for Education Certified Innovator (#COL16) and has been an active presenter at GAFE Summits in Toronto, Montreal, California, and Thunder Bay. His current projects include developing an Ojibwe ᐊᓂᔑᓇᐯᒧᐎᓐ Keyboard Layout for Google Input Tools to allow students to type in Ojibwe syllabics.

This four-part series is designed to give you an in-depth introduction to all things Google. Here at Lakehead, students, staff, and faculty are linked through Google Workspace. Through offering this series, new students, current students, faculty, and staff will access the latest tips, tricks, and fun apps available through your Google account! You are encouraged to attend all four if you are a new user or you can register for individual sessions.

Come and join us Tuesdays from 11:00AM - 12:30PM
starting July 27th and ending August 17th

Google Boot Camp Registration Link

Tuesday July 27th — **Part I: Introduction to Google Workspace | Setting Up Google Chrome, GMail & Calendar**

We are excited to welcome you to the first of our 4-Part Learning Series. We are starting off with an introduction to the Google Workspace by looking at Google Chrome, GMail and Google Calendar. We will walk through how to personally set up your Chrome browser and then configure your GMail preferences. To wrap up, we will look at how to use Google Calendar to manage your schedule, meetings with others, and go over some etiquette tips.

Tuesday August 3rd — **Part II: Using Google Drive, Docs, Sheets & Forms Effectively**

In this session, we will look at how to organize your files in Google Drive. We will also create and collaborate on shared Docs together to learn the various features available. To wrap up we will explore Sheets and Forms and how they can benefit us with valuable data.

Tuesday August 10th — **Part III: Digging Deeper - Using Google Keep & Slides**

This session will focus on Google Keep and Slides. Google Keep is a simple to use, but robust tool that allows you to keep multiple lists, notes and ideas in one archive. They can be labelled, categorized and colour coded for convenience and archived for future access. Learn how to use Keep effectively now and stay on task.

If you are looking to create professional looking graphics for social media, or publish professional looking documents, don't overlook the strength of Google Slides. With its layering functionality and ease to duplicate templates Slides should be your go to create graphics, newsletters even books!

Thursday August 17th — **Part IV: Using Google Photos, Maps and Translate for Personal Use**

In our final session, we will have a little more fun by exploring Google Photos, Maps and Translate, and how they can help us in our daily lives. Whether we are using them on a computer or a phone, all these apps can be very helpful in our day-to-day lives.

We will also have some time to go over any questions from previous sessions.

RBC Future Launch

For more information contact Maryann Kleynendorst at mkleynen@lakeheadu.ca