 OTAN *Outreach and Technical Assistance Network*
for Adult Educators

ABOUT OTAN TRAINING: Workshop Descriptions

- Online workshops
- Face-to-Face workshops
- Workshop materials

Workshop title	Go to the Cloud with Office 365: OneDrive, Word, and Excel
Workshop description	Want to create, edit/format, and share your work files using MS Word, Excel, and OneDrive so they are always with you? Want to know how to access and use the OneDrive on your PC or tablets? How about how to manage and recover files? Or how to upload, organize, copy, and delete files? If you are as excited as I am to learn about Office 365 and its cool features, come to this workshop to go to the cloud with Office 365. *Prerequisites: This workshop is for anyone with an Office 365 account. Please be sure to test your login info and have it with you.*
Session length	1.5 hours
Format	Workshops: Synchronous online trainings, or series of trainings, in which facilitator and participants interact by voice or chat.

To find out more about any of these workshops, including dates and times offered, please check the California Adult Education Professional Development Web site. This site has information on OTAN offered training, as well as training offered by CALPRO and CASAS.

Minimum System Requirements for Participating in Online Workshops:

- Broadband Internet connection (DSL, Cable modem or faster, no dial-up).
- Computer with speakers or headphones (some classes require microphones too).
- Active e-mail account through registration for the course as an OTAN member.
- Some workshops have other special requirements, please read the workshop descriptions carefully.