



**Executive Assistant Program  
A G E N D A  
Monday, June 25, 2018  
MELG Building, Lansing, MI  
MASB Board Room**

8:00 a.m. Registration & Breakfast

8:30 a.m. to 9:30 a.m. **Module 6 - Microsoft PowerPoint**

**Presenter:** Cathy Bacile Cunningham, Communications Director, MASA

This module will cover working in PowerPoint; working with an existing presentation; developing a new presentation; formatting characters, paragraphs and text boxes; adding tables; adding charts; customizing design templates; adding SmartArt and math equations; customizing a slide show and delivering a presentation.

9:30 a.m. to 10:30 a.m. **Module 7 – Working in Excel**

**Presenter:** John R. Milewski, II, Director of Technology, Ionia County Intermediate School District

This module will cover working in Excel; performing calculations; modifying a worksheet; formatting a worksheet; printing workbooks; working with multiple worksheets; finding, sorting and filtering data; data functions; analyzing data; visualizing data with charts.

10:30 a.m. to 10:45 a.m. Break

10:45 a.m. to 11:45 a.m. **\*Module 8a - Microsoft Outlook**

This module will cover formatting messages; working with attachments and illustrations; customizing message options; organizing, searching and managing messages; managing your mailbox; managing contacts; working with the calendar; working with tasks and notes and sharing workspaces with others.

**Presenter:** Margaret Helmer, Executive Assistant, MASA

10:45 a.m. to 11:45 a.m. **\*Module 8b Gmail**

This module will cover changing themes and inbox types; composing and sending messages; working with attachments and images; labeling and filtering email; creating filters to automatically process messages; creating contacts and contact groups; using keyboard shortcuts; tips and tricks; working with the calendar; working with tasks and lists and sharing your calendar with others.

**Presenter:** John R. Milewski, II, Director of Technology, Ionia County Intermediate School District

11:45 a.m. to 12:30 p.m. Lunch

12:30 p.m. to 1:30 p.m. **Module 9 - Working in the Cloud**

This module will cover Google Docs; creating a Google Doc; sharing a Google Doc; uploading files; create collections; Office 365; collaboration with shared files; using the Outlook web app and using Skype for meetings and other tools.

**Presenter:** Phil Marrah, Technology and Design Coordinator

1:30 p.m. to 1:45 p.m. Break

1:45 p.m. to 4:30 p.m. **Module 10 - Legal Issue & Crisis Management**

Brad Banasik, J.D., Legal Counsel and Director of Labor Relations and Policy from MASB will cover the Open Meetings Act; FOIA; school board minutes - filing, writing and releasing; school records and student files; school discipline; administering medicine to children and photo/video policies.

**Presenter:** Brad Banasik, Legal Counsel/Director of Labor Relations & Policy

4:30 p.m. Adjourn

\*Participants will select either Module 8a or Module 8b