



CrADLe-Microsoft Office 365 Workshop

Date : 4 September 2013

Time : 2.30 pm to 5.30 pm

Venue : Crescent Girls' School
357 Tanglin Road, Singapore 247961

Target Audience

HOD / SH / LH / ST / ICT Mentor

Registration

To register, please click [here](#)

All participants will be given a certificate by CrADLe-Microsoft upon successful completion of course.



Introduction

As Microsoft provides schools with tools that enable effective teaching within their respective fields, it is key that we share on how these tools can be maximized. We will be conducting training sessions to share with participants the affordances of Microsoft Office 365 to facilitate self-directed learning and collaborative learning. Features of the software will be shared, along with applications in a teaching and learning context. The workshop will be a hands-on session in which participants interact with the technology and experience its use in facilitating teaching and learning.

Learning Anytime, Anywhere with Microsoft Office365 (Academic)

Microsoft Office 365 for education breaks down classroom walls and extends learning possibilities to every student, anytime, anywhere. Using Office 365, teachers can develop lesson plans offline to post on a class website. They can create and share a digital notebook to pass onto their students as a study guide, and they can record lessons in class or elsewhere.

Teachers can share recorded lessons on their class site and also with other educators, reaching and inspiring more students in new ways.

Competition for jobs among young people is particularly strong, yet teachers using Office 365 foster skills that students will use in the workplace, such as using Word and Excel, and collaborating on group projects with the latest communications and collaboration services: Exchange Online, SharePoint Online and Lync Online, and Office Web Apps.

Exchange Online

Cloud-based email, calendar and contacts with always-up-to-date protection from viruses and spam.

SharePoint Online

Cloud-based service for creating sites to connect colleagues, partners and customers.

Lync Online

Cloud-based instant messaging, presence, and online meeting experiences with PC-audio, video conferencing and screen sharing.

Workshop on Office 365

- Introduce Microsoft Office 365
- Hands-on Learning – Powerful communication with Lync
- Hands-on-Learning - Collaborating with Office, Office Web Apps and SkyDrive
- Debrief/Share/Wrap up


BIODATA OF FACILITATOR


David Foo





David Foo graduated from BCS Computer Science in 1993. He has worked in the computer industry for 20 years with 15 years within Microsoft. He held roles of various capacity within Microsoft. As Technical Specialist working on deployments, Business Development on Incubating new business, Security Lead in spear heading Singapore's security initiative and as Product Manager, managing key flagship products of Microsoft. Leaving Microsoft after 15 years, he has been engaged by Microsoft to work on Cloud projects, primarily Office 365 and Windows Intune for the SEA region. He is now helping the schools evaluate and deploy Office 365. In this sessions he will be able to share from the perspective of both commercial and education utilization of Office 365 and Microsoft One Note.

Campus Map & Information


 CRESCENT GIRLS' SCHOOL
357 TANGLIN ROAD, SINGAPORE 247961

 (65) 6475 8711

 CRADLE@CRESCENT.EDU.SG

 WWW.CRESCENT.EDU.SG

 BUS SERVICE - 111, 132

 NEAREST MRT STATION - REDHILL

