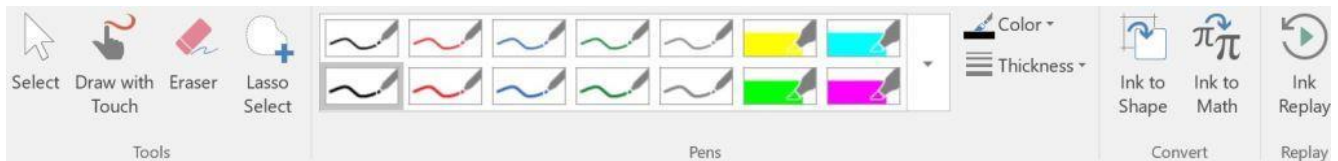


# Game Changers: *Inking & Replay* **Plus Forms/Surveys**

## Workshop Description

Learn and practice Inking and Replay in Word, PowerPoint and Excel. Added bonus create forms and surveys online. Interactive presentation with hands-on learning time. Participants will master the basics and discuss applications. Workshop design is FAST (friendly, active, solution based and team based). Sample agenda based on above goals are tweaked to meet client's need.



## Goals

1. *Show, Do and Share (SDS) INKING & REPLAY:* Participants will
  - a. be presented a quick overview of how Inking works in Word, PowerPoint and Excel including mathematical formulas
  - b. be shown the steps for inking in Word, PowerPoint and Excel
  - c. be coached through Practice/Play time with inking on their own touch enable devices
  - d. share with each other applications for inking in their teaching, learning and administrative duties
2. *Show, Do and Share (SDS) Forms/Surveys:* Participants will
  - a. complete a quick online survey, see results and discuss applications for this in schools and/or workplaces
  - b. learn how-to create a survey in Excel
  - c. discuss the differences in forms when using Excel as a desktop application and 0365 Excel (on-line Excel version)
  - d. create a simple five question survey; pair/share surveys and learning lights

**Suggested Length:** 90 minutes, 1/2 day or 1 day)

## Audience: Audience

School administrators/Leadership, Teachers District Departments, Technology Coordinators, Non-teaching Personnel. Appropriate for teaching, meetings, presentations, etc.