

All Things Google Lunch and Learn Series – Online Registration Required:

Fridays, June 8, 15, 22 & 29, 11 a.m. to 1 p.m., “All Things Google Lunch and Learn Series.” Because Blount County Public Library has received a Library Technology Training Grant, this series of Google Lunch and Learn classes is being offered to the public during 2018. **Online registration is required** at no cost. For lunch options, you may bring a sack lunch or an optional \$10 box lunch is available from the library’s Bookmark Café and lunch order options are on the registration form. The classes will be held in the library’s new Learning Lab, a stand-alone building on Cusick Street, across from the library’s outdoor sign. Participants who have Gmail accounts should bring their email address and password. Participants who do not have a Gmail account will create one at their first class. Participants should bring their library card. In some classes, participants will also learn how to use Lynda.com, a new leading online learning platform that helps anyone learn business, software, technology and creative skills to achieve their learning goals. A staff person will be at all classes to make sure that participants have an ecard to access Lynda.com for participants without library cards. Be sure to include email address on registration form. Each class is limited to 10 participants. Participants are invited to bring their personal laptops with wireless access to use in classes. Click here for Class title and synopsis.

- **June 8, 11 a.m. to 1 p.m., “Learning Online Surveys With Google Forms.”** – in the Learning Lab.
Online Registration required
Use online surveys to collect the feedback you need to inform your work. Discover when surveys are useful and how they can help collect the input needed to drive key business decisions. Join us for an overview of some popular survey tools, and learn how to use Google Forms to meet your survey needs.
- **June 15, 11 a.m. to 1 p.m., “Using Google Slides to Create Presentations.”** – in the Learning Lab.
Online Registration required
Learn how to create a presentation using Google Slides. Practice sharing and collaborating when developing presentations, and see how to publish a presentation on the web. Discover tools and add-ons that will help you enhance the quality of your creations.
- **June 22, 11 a.m. to 1 p.m., “Using Google Voice for Business.”** – in the Learning Lab.
Online Registration required
Get the most from Google Voice, a powerful, free calling and voicemail platform. Google Voice gives you one phone number, linked to you, no matter how many phone lines or devices you have. Join us to sign up for a Google Voice number, and learn how to use its unique features and tools.
- **June 29, 11 a.m. to 1 p.m., “Get Up and Running with Google My Business.”** – in the Learning Lab.
Online Registration required
Discover how to connect your business directly to customers through Insights, Maps, Search, Google+, and Analytics. Create your Google My Business dashboard and business location, and learn how to manage your online presence through the dashboard’s various channels. omate tasks.