



Q.A.T. Business Services

Extreme Competence Inspires Extreme Confidence™

Module Outline **GOTO001 – GoToMeeting Basics**

This module is #1 of Q.A.T.'s GoToMeeting series. It makes sure attendees have GoToMeeting installed properly on their computers and shows them how to use GoToMeeting to attend training modules offered by Q.A.T. The tuition is held as a credit and applied against the next two modules you attend within the following 6 months, which makes this module free. Unlike other Q.A.T. training modules, the maximum number of attendees here is 5.

Format:

Windows Remote Assistance
online presentation via GoToMeeting.com
Q&A

Maximum Class Size:

5

Duration:

3 hours

Schedule:

gatBusinessServices.com/training/schedule.html

Intended Audience:

This module is designed for the following people, but others are welcome to attend:

- accountants
- bookkeepers
- business owners
- corporate directors
- finance managers

Instructor:

Warren Gaebel, B.A., B.C.S. — Mr. Gaebel is a Certified QuickBooks ProAdvisor® and the General Manager of Q.A.T. Business Services. He taught at Learning Tree International, the University of Waterloo, and several colleges since the early 1980's.

- senior managers
- I.T. Staff

Prerequisites:

For the benefit of all attendees, the following prerequisites should be observed:

- experience with computers
- working knowledge of English

Learning Objectives:

Upon completion of this course, attendees will be able to:

- use GoToMeeting to attend and participate in Q.A.T.'s training modules

Tuition:

\$49 payable upon registration

How to Enroll:

enrol@gatBusinessServices.com
or (519) 404-7904

Required Textbook(s) & Supplies:

a computer with a recent and updated version of Windows installed
Windows Remote Assistance must be enabled (which it is by default)
a headset (recommended) or speakers and a microphone (not so good)
an Internet connection

Outline:

- 1 Getting You Up & Running
 - by appointment prior to attending
 - uses Windows Remote Assistance and telephone
- 2 Logging In to a Training Module
- 3 Logging Out
- 4 The Control Panel
 - 4.1 The Grab Tab
 - 4.2 The Attendee List
 - 4.3 The Audio Pane
 - 4.4 Webcams
 - 4.5 Chat
- 5 Audio Issues
- 6 Chat Issues
- 7 Webcam Issues
- 8 When Things Go Wrong
- 9 Q&A