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Wednesday  
January 10  
2024

## Technology Training and Tidbits

Technology training information, updates, and tips for  
Goucher faculty and staff.

Volume 2  
Issue 1

### Welcome to the New Year!



We trust you concluded 2023 with thoughtful considerations of your contributions to the Goucher community. Annually, we revisit past training initiatives to create workshops aimed at elevating your professional skills. In 2024, anticipate the latest information geared toward productivity and advanced sessions building upon the foundational offerings of 2023. We hope you are as excited as we are for new explorations and growth in 2024!

### 7 Favorite Tips, Tricks and Apps to Try

We wrapped up 2023 by soliciting your favorite tips, tricks, and apps to share with the Goucher community. Here are seven standout favorites, presented in no specific order but certainly worth exploring. For further details on these insights and apps, click the links provided below.

1. [Outlook mail templates](#) – Streamline your email workflow by crafting reusable and customizable templates in Outlook. [Discover how to send emails effortlessly using these templates.](#)
2. [Greenshot](#) – Discover the power of this free snipping tool equipped with numbering, blurring, and annotating features.
3. [Padlet](#) – Collaborate easily on virtual bulletin boards, blogs, and portfolios with this versatile platform.
4. [Grammarly](#) – Elevate your writing with this free online tool, enhancing grammar, word choice, sentence structure, and spelling.

5. [LinkedIn](#) – Build professional connections and explore career development opportunities on this recognized networking site.
  6. [Microsoft Forms](#) – Create feedback forms, surveys, quizzes, and polls for easy sharing, exporting, and analysis.
  7. [ChatGPT](#) – As highlighted in our [July 2023 issue](#), dive into the realm of this AI-powered chatbot, designed to generate responses based on user input.
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## Quick Tip!

### **Quickly find information in an Excel table with the powerful XLOOKUP function.**

Excel offers an impressive XLOOKUP function, an enhanced alternative to the traditional VLOOKUP. This function enables you to search and obtain data from a table with improved efficiency.

For instance, with XLOOKUP, you can inquire about details in one column, like the SKU number of a grocery item, and swiftly retrieve corresponding information—such as the price—from the same row in another column.

For more information on Excel’s XLOOKUP function and its applications, check out this [Microsoft tutorial](#). Additionally, mark your calendar for our upcoming Excel for Beginners workshop in February 2024, where you can explore this function further.

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## IT Training Events

### **Basics for Beginners – Workshops for getting started.**

#### *Excel Calculations for Beginners*

February 1, 2024 / 11:00 – 12:00 p.m. / Online

Working with numbers in Excel doesn’t have to be daunting. Whether you are new to Excel or looking to level up your skills, learn how to use functions and formulas with confidence.

### **Beyond the Basics - Workshops that build on foundational training.**

*NEW! Teams for Online Meetings: Interactive Features*

January 24, 2024 / 10:00 - 11:00 p.m. / Online

February 21, 2024 / 11:00 - 12:00 p.m. / Online

You've mastered the fundamental aspects of joining, scheduling, and hosting Teams meetings. Now, let's explore advanced features. Discover tools to elevate your screen-sharing experience, including a laser pointer, whiteboard and annotation, and enhanced content viewing features like panning and zooming. Learn how to set-up breakout rooms for focused participant interactions and activate live captions and transcriptions for accessibility.

***NEW! Excel Calculations: Pivot Tables***

February 9, 2024 / 1:00 – 1:45 p.m. / Online

You are familiar with the essentials of Excel; you have a large amount of data to make sense of. PivotTables are the solution to help you understand it all. Discover how to efficiently calculate, summarize, and analyze your data, revealing meaningful comparisons, patterns, and trends.

**NEW! Productivity Pros – Workshops geared toward adding new skills for productivity.**

***Introduction to OneNote***

March 5, 2024 / 10:00 – 11:00 a.m. / Online

Discover the ins and outs of OneNote, from efficient notetaking and organization to collaborative features that enhance teamwork. Whether you're a student, professional, or avid note-taker, this class equips you with the skills to unleash the full potential of Microsoft OneNote.

***Introduction to Automation***

March 19, 2024 / 9:00 – 10:00 a.m. / Online

Unlock the full potential of Microsoft Automation in this one-hour class! Join us as we delve into the world of automation tools, streamlining your tasks, and maximizing efficiency within Microsoft applications. From creating automated workflows to mastering time-saving techniques, this class is your gateway to a more productive and streamlined digital experience.

**Design and Deliver – Workshops designed to help you create engaging visual presentations.**

***Creating Instructional Videos: Short and Sweet***

January 23, 2024 / 10:00 – 11:00 a.m. / Online

March 28, 2024 / 1:00 – 2:00 p.m. / Online

***Creating Presentations that Pop***

February 26, 2024 / 11:00 – 12:00 p.m. / Online

[Click here to view course descriptions and register for IT workshops.](#)

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To view previous editions of the Technology Training & Tidbits newsletters [click here](#).

To make a training request for yourself or your department, please contact the Help Desk at [helpdesk@goucher.edu](mailto:helpdesk@goucher.edu).

For information on other IT technologies visit the [Goucher College Technology Knowledgebase](#).