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Tuesday
December 10
2024

Technology Training and Tidbits

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

Volume 2
Issue 12

A Year in Review: Newsletter Highlights from 2024

As 2024 comes to a close, let's take a moment to reflect on some of the standout topics and helpful tips shared in our IT Training newsletters this year. From enhancing office productivity to protecting your technology, we've covered a range of valuable insights designed to make your work life smoother and more efficient.

Some of the highlights included tips like [mastering email etiquette](#), [keyboard shortcuts](#) and [customizing screenshots](#) to save time in your daily routine. We also highlighted [the power of multi-factor authentication](#), showing how it adds an essential layer of security to your accounts.

Step-by-step guides were provided, such as [how to find lost emails](#), ways to [protect your devices during summer travels](#), and [how to check your internet speed](#) when performance dips. We also explored other important topics like [understanding cookies and cache](#) and using [email encryption](#) to secure sensitive information.

Special moments included [celebrating Earth Day](#) by sharing sustainable tech practices and offering advice on [preparing for office turnover](#) with minimal disruption.

Thank you for joining us throughout the year and sharing your feedback! As the digital landscape evolves, get ready for even more tips, tricks, and tools to enhance your skills in 2025!

To view these and other informative editions of the Technology Training & Tidbits newsletters, [click here](#).

IT Training Events

In 2024, we designed workshops to build on foundational skills like Teams Interactive Features, and Excel PivotTables, and we introduced new applications and workshops for OneNote, Automation, and MS Forms. In 2025, we're excited to take things to the next level! This spring, look forward to advanced workshops to help you to work smarter, not harder! Until then, we wish you all a wonderful holiday season and a Happy New Year!

To make a training request for yourself or your department, please contact the Help Desk at helpdesk@goucher.edu.

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