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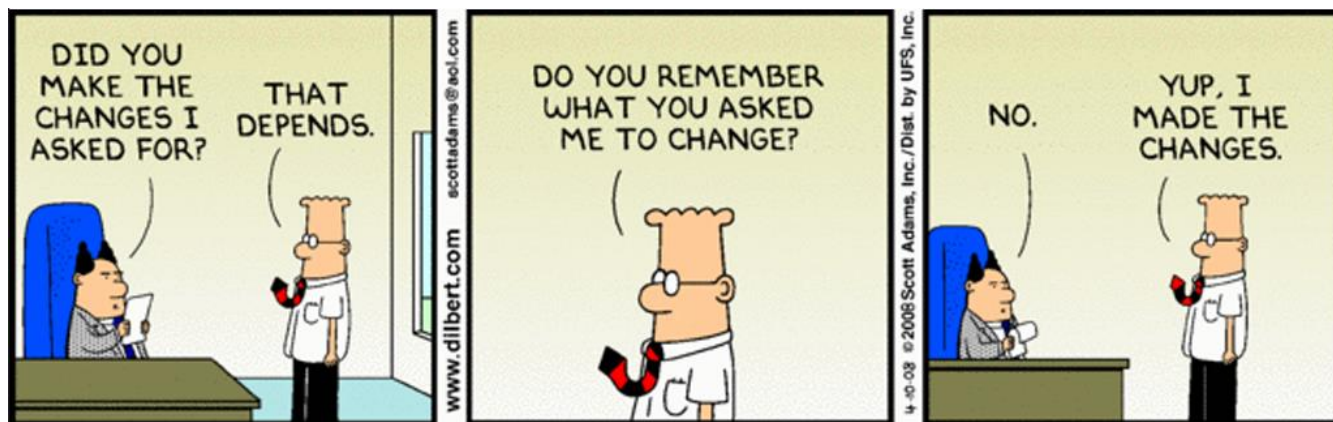
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Technology Training and Tidbits

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

Volume 1
Issue 11

“Hidden” Features in Word’s Track Changes



Many of you are already using Word’s *Track Changes* feature for editing and document collaboration. Track Changes visually notes any changes made in a document and allows the author to accept or reject changes in the final version. If you’ve never used Track Changes before, you can learn the basics using the links below.

But, for those of you who already use Track Changes, yet never changed any of the tracking options, this article is for you! Here are three “hidden” buttons next to Track Changes on the Review ribbon that can enhance your tracking experience:

1. **Display for Review**– Change your view! All those changes (called “Markups”) can be messy. Click the dropdown button usually labeled “All Markup” to explore other views designed to declutter your document during tracking. As an added bonus - whatever view you use is what will print.
 - a. *Simple Markup* - Minimalistic view that limits clutter by only showing where revisions were made with a red line in the margin.

- b. *All Markup* (Default) - Displays tracked changes with different colors of text and indicators for each reviewer.
 - c. *No Markup* - Hides the markup to show the document with changes incorporated.
 - d. *Original* - Displays the original document without tracked changes and comments showing.
2. **Show Markup** - Do you need to see all those markups? Maybe you don't care about formatting changes or insertions and only want to see deletions. Use the "Show Markup" dropdown to turn on/off different types of revisions and how they are displayed.
3. **Reviewing Pane** –The Reviewing Pane looks like it's just a list, but here's the secret – it acts as a navigator! Click on a change in the panel and you'll jump to the location of that change within the document.

For more information on Track Changes, view these Microsoft articles.

[Track changes in Word - Microsoft Support](#)

[Track changes and view, add, or edit comments - Microsoft Support](#)

Quick Tip!

Simple Sorting in Excel

Excel can be confusing to even the most tech savvy of us. One feature that is often done incorrectly is sorting. This seems simple, but sort incorrectly and you'll find your data gets jumbled beyond repair. The trick to simple sorting in Excel is DON'T SELECT anything. You might accidentally miss rows or columns out of view. Instead, just click on a single cell in the column you want to sort by before you hit the sort button.

Caution! *Sometimes* Excel will sort your column headings along with your regular data. To fix this, you'll have to start your sort by going to **Sort & Filter** > **Custom Sort** and check the box "*My data has headers*". Sadly, this is not a sticky setting so you may have to repeat this step in the future.

Did you know you can sort by something other than value?

The **Custom Sort** dialog box has many options for more complicated sorting. This option box also lets you sort by *Cell Color*, *Font Color*, or *Conditional Formatting Icon*. Fun!

Special Request: Submit Your Favorite Tech Tip!

In our monthly newsletters we've introduced you to many useful apps, tips, and tricks to help you stay organized, productive, and safe. However, there are an endless number of other tips, tricks, and apps available on the Internet, social media, tech blogs, and word of mouth.

This time we are asking you to share the tips, tricks, and apps you find useful. Especially those that have helped you to streamline your work, be more organized and more effective. Share your favorites and we will compile the submissions and share them with the Goucher community in our January 2024 issue. Discover what your fellow colleagues find useful and perhaps learn a few new tools to use in your daily life.

To share your favorites anonymously, [click here](#) to complete the form.

IT Training Events

IT Software Training:

- **Teams Basics for Online Meetings**
November 21, 2023 / 2:00 - 3:00 p.m. / Online
December 11, 2023 / 9:30 – 10:30 a.m. / Online
- **One Drive Basics**
November 30, 2023 / 11:00 – 12:00 p.m. / Online
December 11, 2023 / 11:00 – 12:00 p.m. / Online
- **Excel Calculations for Beginners**
November 15, 2023 / 11:00 – 12:00 p.m. / Online

Design and Deliver Workshops:

- **Creating Short & Sweet Instructional Videos**
November 28, 2023 / 10:00 - 11:00 a.m. / Online
- **Enhancing Your Instructional Videos**
December 5, 2023 / 10:00 - 11:00 a.m. / Online

[Click here](#) to view course descriptions and register for any of these training events.

To view previous editions of the [Training Technology & Tidbits newsletter](#), view training workshop resources, or for IT technologies information, visit the [Goucher College Technology Knowledgebase](#) and enter your area of interest in the search box.

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