

This email is being sent to Official Faculty & Official Staff

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## Technology Training and Tidbits

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

Volume 1  
Issue 12

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### Technology Training and Tidbits: A Year in Review

As we wrap up 2023, let's take a stroll down the digital memory lane and revisit some of the tech topics we explored together this year.

We started the year with transitions to Teams and OneDrive. From integrating people, content, and communication using [Microsoft Teams](#), to streamlining our approach to document collaboration using OneDrive. Both have transformed the way we communicate and collaborate within our professional realm.

We've encouraged you to try new [Microsoft 365 applications](#) and technologies such as Viva Insights to improve your work-life balance, and Forms to create interactive surveys, polls, and quizzes, and [Power Automate](#) to automate routine tasks such as saving email attachments to OneDrive or automatically updating an Excel spreadsheet to enhance productivity.

This spring we began covering a new wave of AI tools where we offered a glimpse into a few technologies that could help boost your creativity and productivity. Innovative tools like [ChatGPT content generators](#), [AI note takers](#) and [AI image generators](#) are reshaping the way we interact, create, and educate.

Later this year we uncovered three hidden features in [Word's Track Changes](#) to enhance your document editing experience and we offered a few savvy [tips to clean your computer](#) and effectively [declutter your inbox](#) and manage your email.

What an exciting year it's been discovering emerging technologies and learning about hidden features in existing technology. We thank you for your support and engagement, and for joining us on this tech-filled journey. Stay tuned for more exciting explorations and

growth in 2024!

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

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## **Special Request: Submit Your Favorite Tech Tip!**

Once again, we are asking you to share your favorite tips, tricks, and apps. We've introduced you to many tips and tricks in our newsletters to help you stay organized, productive, and safe. Of course, there are many others worthy of notice, some you are using are already.

Would you please share? Help your fellow colleagues learn a few new tricks and tools to use in their daily life, especially those that help with productivity. Share your favorites with us and we'll share them with the Goucher community in our January 2024 issue and perhaps you'll discover something new as well. [Click here](#) to complete the form.

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## **IT Training Events**

This year we provided many foundational workshops, such as Teams Basics, Excel for Beginners and Visual Aids for Beginners. In 2024, our training workshops will be designed to build on this foundation, increase your knowledge and level up your skills. So, stay tuned for new and next level workshops in the Spring 2024.

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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](#).