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Technology Training and Tidbits

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

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Microsoft's Power Automate

Tired of repetitive, time-consuming tasks that drain your time? Would you like to have an assistant or someone who can help with these tasks? Yes? Me too! Well, I cannot help you with an assistant, but I can tell you about Microsoft's automation processes that can help you manage routine tasks quicker and get back some time in your day.

Microsoft Power Automate automates business processes and routine tasks across all Microsoft platforms with no coding needed so you can start using automation quickly.

You can create your own automated processes called flows or use preset templates to work more efficiently and save time. Create flows to process simple tasks such as sending emails and notifications, posting weather updates, or getting daily reminders on past due tasks. Or create flows for more complex tasks like updating an Excel spreadsheet when new data is available, posting a message to Teams from an email, or saving email attachments to your OneDrive.

For more information and to get started, check out this video: [Get started with Power Automate \(contains video\) - Power Automate | Microsoft Learn](#)

Learn Microsoft Power Automate at your own pace with these tutorials: [Power Automate on Microsoft Learn | Microsoft Learn](#)

Quick Tip!

Use natural language in Outlook.

You can use natural language in Outlook to search for emails, or to schedule meetings. For example, say you want to schedule a meeting in eight weeks. Instead of counting eight weeks on your calendar to look for a date, simply highlight the date in the date field of your appointment or meeting request and type “in 8 weeks.” Click enter and Outlook will give you the correct date eight weeks away. You can also use language like, “second Thursday in October,” “in six months,” or “next year.”

For more information on Outlook’s use of natural language, check out this article: [Natural language search in Outlook - Microsoft Support](#).

For information on other IT technologies, visit the [IT Knowledgebase](#) and enter your area of interest in the search box.

IT Training Events

Teams Basics

July 27, 2023 / 10:00 – 11:00 a.m. / Online

Train the Trainer Workshops

Learn how to develop and deliver engaging instructional presentations designed for adult learners.

- **Creating Visual Aids for Beginners - June 14, 1:00 - 2:00PM, ATH Batza 448**
Whether you are describing a process, putting together a job aid, teaching a concept, or giving a PowerPoint presentation, using visual aids helps you connect with your audience. In this course, you will learn how to create visual interest in whatever learning aid you’re producing. From diagrams to charts to word bubbles, you’ll learn the basics of creating shapes and other graphics and how to incorporate them into typical Microsoft applications such as PowerPoint, Word, or Publisher. You will also be introduced to some easy-to-use apps for creating and tailoring visual elements to complement your learning aid.
- **Producing Eye-Popping Presentations - June 29, 2:00 – 3:00PM, ATH Batza 448**
Go beyond the bullets in your next PowerPoint Presentation! This course will explore the many ways you can make your slide presentation more than just text on a pretty background. Topics will include best practices for better audience reception, using SmartArt instead of bullets, using fonts and themes wisely, and exploring alternatives to clipart (and maybe even PowerPoint!).
- **Adding Value to Your Instructional Videos – July 12, 10:00 – 11:30AM, ATH Batza 448**
From your starting script to recording, editing, and sharing your work, learn how to produce quick instructional videos that engage your audience.

[Click here to register for Teams Basics or Train The Trainer workshops.](#)

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