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## Technology Training and Tidbits

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

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### What's all the chatter about ChatGPT?

Have you come across news or social media discussions about the rise of AI-generated content, from news articles to music lyrics and artwork? If so, you might be wondering what exactly AI and ChatGPT are all about.

Let's start by exploring GPT, which stands for Generative Pre-trained Transformer. Developed by OpenAI, GPT is a type of language model trained on a vast amount of data sourced from the Internet, books, and other textual sources up until 2021. It's designed to identify patterns in data, learn from its experiences, and adapt its learning accordingly. ChatGPT, on the other hand, is an AI-powered chatbot built on the GPT framework. It uses natural language processing to generate human-like responses based on user input.

Chatbots like ChatGPT are widely used in various fields, including customer relations. When you interact with customer service representatives from companies like Amazon or Verizon, chatbots often greet you and provide text-based solutions to your queries.

With ChatGPT, you can ask complex questions or prompts, such as "What are the structural components of peptides?" or seek simple recommendations like "What's the best wine pairing for grilled salmon?" Leveraging its training data and other inputs, ChatGPT can generate responses that range from comprehensive explanations resembling a textbook to concise bulleted lists of information.

To experience ChatGPT, you can visit [OpenAI.com](https://openai.com) and sign up for an account, which is required for usage. Additionally, Microsoft offers an integrated chat feature powered by OpenAI's latest version of GPT, called GPT4, through its Bing search engine. You can try

the Microsoft Bing chat feature by [clicking here](#), and no account is necessary for a limited number of conversations.

Similarly, Google has its own chatbot called Bard, which operates on a different language model but offers similar functionality and features. To try Bard [click here](#), but note that a Google account is required for Bard chat.

Both the Microsoft and Google systems have access to current Internet data, enabling them to generate more relevant and up-to-date responses. However, it's important to exercise caution when using these systems, and here are a few precautions to keep in mind:

1. Avoid sharing personal or sensitive information, as such data may potentially become publicly available and be used to train ChatGPT systems.
2. Use precise prompts to obtain more relevant responses. The accuracy of the responses often depends on the clarity and specificity of the prompts.
3. Be mindful of the responses received. While ChatGPT systems strive to provide helpful information, they can sometimes repeat incorrect or false data due to the nature of the Internet and the training process.
4. Always verify critical information from reliable sources. ChatGPT relies on data up to the year 2021, so it's essential to independently verify any critical or time-sensitive information provided by ChatGPT.

We hope you find this information helpful and encourage you to explore its many uses. However, it is important to note that IT does not endorse or officially support the use of ChatGPT in the workplace. As a result, the IT support team may be unable to provide assistance or support for this specific technology.

At the very least, exploring this fascinating new technology can offer valuable insights for business, and personal life. Give it a try and discover what all the chatter is about!

For more information read these articles:

[How to use Bing Chat \(and how it's different from ChatGPT\) | ZDNET](#)

[What is Bing Chat? Here's everything you need to know | ZDNET](#)

[What is Google Bard? Here's everything you need to know | ZDNET](#)

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## Quick Tip!

Try Outlook's Date Navigator to view specific dates at a glance.

Discover Outlook's convenient Date Navigator feature, designed to help you easily view specific dates on your calendar at a glance. In addition to our previous tips on using natural language to find dates in Outlook, Date Navigator offers another valuable tool for managing your schedule across weeks or even months.

For instance, let's say your team needs to schedule 10:00 a.m. meetings on various dates: June 30, July 11, July 27, August 8, and September 6. With Date Navigator, you can quickly see these dates on your Outlook calendar all at once. Follow these steps to make the most of this feature:

1. Open Outlook and click on the calendar icon.
2. Adjust the month-at-a-glance view on the left pane by extending the bottom or left side guidelines, allowing you to see multiple months simultaneously.
3. Click on the first date in your list, then press and hold the Control key (Ctrl) while selecting the remaining dates one by one.

Now, you can conveniently view all the selected dates together to determine your availability. If you need to switch back to the standard calendar view, simply click on any date. Furthermore, you can also explore viewing days that span multiple consecutive weeks by clicking and dragging to highlight the desired weeks.

View this [quick video](#) learn how to make the most of Outlook's Date Navigator feature and effortlessly manage your calendar with ease.

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.

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## IT Training Events

### Teams Basics

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

### Train the Trainer Workshop

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

- **Adding Value to Your Instructional Videos – July 20, 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.](#)

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