This email is being sent to Official Faculty & Official Staff

Tuesday
April 9
2024

Technology Training and Tidbits

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

Volume 2
Issue 4

Puns and Positive Steps for What It's Earth!

As we celebrate Earth Day on April 22nd, it's a touching reminder of our collective responsibility to protect and preserve our planet. We don't need grand gestures to make a difference, but small significant steps can go a long way to aid sustainable efforts, like minimizing energy consumption and reducing waste.

Three Simple Earth Saving Hacks:

1. **Save Your Watts**: Turn off lights and electronic devices before leaving the office or classroom. Use power strips to conveniently turn off connected devices with one switch. Consider turning off your screensaver if you aren't using your computer in a public space. Sounds odd, but screensavers aren't needed for modern screens, and they keep your computer running at full power instead of going into power saving mode.

2. **Reduce, Reuse and Recycle Your E-Waste**: Consider donating or repurposing old electronics and office supplies. Recycle rechargeable batteries and toner cartridges in the nearest e-waste container or dispose of them at your nearest home improvement or office supply store. Even better, donate your old computer to charity. Here's a handy guide for [preparing your computer for donation or disposal](#).

3. **Move Beyond the Stationery:** Make use of digital tools and platforms for communication and document sharing. Learn to use annotation tools built into your

software for good note taking. Replace those paper sticky notes with digital notes instead. Save a tree, reduce waste and declutter your workspace**.**

These small acts can reduce energy consumption and waste, and they go a long way to helping make the Earth a cleaner, and greener place today and for future generations to come. Happy Earth Day!

Quick Tip!

Avoid Formatting Problems and Paste as Plain Text

Like you, we love sharing information from various sources with our colleagues, students, and friends. But sometimes, all that fancy formatting can get in the way. Luckily, there's a simple solution – pasting plain text! Whether you're using a PC or a Mac, here's how you can do it:

For PC Users:

Point and Click Method: Copy the text you want to paste, then right-click where you want to paste it. From the pop-up menu, choose the option "Paste as Text" or "Paste Special" and voila! You've got plain text without all the formatting fuss.

Keyboard Shortcut Savvy: If you prefer keyboard shortcuts, here you go! After copying the text, press "Ctrl + Shift + V" to paste it as plain text. It's quick, easy, and perfect for those who love to keep their hands on the keyboard.

For Mac Users:

Point and Click Method: Just like on a PC, copy the text you want to paste. Then, simply go to "Edit" in the menu bar and choose "Paste and Match Style." And just like that, you've got plain text!

Keyboard Shortcut Savvy: Mac users, delight! After copying the text, press "Command + Shift + V" to paste it as plain text. It's as simple as that, and no fuss!

So, whether you're a point-and-click pro or a keyboard shortcut whiz, pasting plain text is a breeze on both PC and Mac. Happy sharing!

IT Training Events

Basics for Beginners – Workshops for getting started.

Excel Calculations for Beginners
April 9, 2024 / 1:00 – 2:00 p.m. / Online **– *Only a few seats left for today's session!***
Working with numbers in Excel doesn't have to be daunting. Whether you are new to Excel or looking to level up your skills, learn how to use functions and formulas with confidence.

Beyond the Basics - Workshops that build on foundational training.

NEW! Excel Calculations: Pivot Tables
April 25, 2024 / 11:00 – 11:45 p.m. / Online **– *Full! Register anyway, waitlist may open.***
You are familiar with the basics of Excel, and you have a large amount of data to make sense of. PivotTables are the solution to help you understand it all. Discover how to efficiently calculate, summarize, and analyze your data, revealing meaningful comparisons, patterns, and trends.

IT training and workshops will be paused in May as the campus prepares for Commencement 2024. Workshops will resume in June.

To view previous editions of the Technology Training & Tidbits newsletters click here.

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.