

This email is being sent to Official Faculty & Official Staff

Tuesday
June 11
2024

Technology Training and Tidbits

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

Volume 2
Issue 6

Mastering Email Etiquette

Effective communication is crucial, especially in the digital world. Whether you're sending an email to a colleague, a professor, or a student, observing proper email etiquette can make a significant difference in how your message is received. Here are a few considerations when composing your next email:

1. **Use a Clear and Direct Subject Line:** The subject line should summarize the email's content. Keep it brief but informative to give an at-a-glance idea of the email's purpose.
2. **Professional Greeting and Concise Content:** Start with a courteous greeting, such as "Dear [Name]," or "Hello [Name]," depending on the formality of your relationship with the recipient. Be concise and stick to the main purpose of your email, focusing on the essential information.
3. **Be Mindful of Tone:** Emails can sometimes come off as impersonal or harsh. Read your email out loud to ensure it conveys the intended tone. Use polite language and avoid all caps, which can be interpreted as shouting.
4. **Use Proper Grammar and Punctuation:** Proofread your email for spelling and grammatical errors. Proper grammar and punctuation reflect professionalism and attention to detail. View the "Quick Tip" below for information about proper multi-lingual punctuation.
5. **Include a Clear Call to Action:** If you need a response or action, be explicit about what you're asking for. Use phrases like "Could you please provide..." or "Click here to..."
6. **Use a Professional Closing and Signature:** End your email with a courteous closing, such as "Best regards," "Sincerely," or "Thank you," followed by your name. If

appropriate, include a professional signature that provides your contact information and relevant affiliations or titles.

When you master email etiquette, you'll enhance your digital communication skills, ensuring clarity, and professionalism with every message.

Quick Tip!

Adding Accents to Fonts

Adding accents to fonts is important for correct spelling and clear communication, and it demonstrates cultural respect for other languages. Here's how to do it quickly and easily on both PC and Mac:

On a PC

Using Character Map: Open Character Map from the Windows search bar, select the desired accented character, and copy it to your clipboard. Paste and format if needed.

On a Mac

Press and Hold Method: Press and hold the letter key on your keyboard, and a popup will appear with different accented versions of that letter. Press the corresponding number to select the appropriate accent.

Do you prefer to use keyboard shortcuts? If so, you'll find more information and keyboard combinations to produce letters with accents by visiting this [wikiHow page](#).

By understanding the importance of incorporating accented letters, you contribute to clearer, more respectful, and effective communication, whether in personal, academic, or professional contexts.

IT Training Events

Beyond the Basics - Workshops that build on foundational training.

Excel Calculations: Pivot Tables

June 18, 2024 / 1:30 – 2:30 p.m. / Online

You are familiar with the basics of Excel and 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.

Teams for Online Meetings: Interactive Features

July 16, 2024 / 11:00 - 12:00 p.m. / Online

You've mastered the fundamental aspects of joining, scheduling, and hosting Teams meetings. Now, let's explore advanced features. Discover tools to elevate your screen-sharing experience, including a laser pointer, whiteboard and annotation, and enhanced content viewing features like panning and zooming. Learn how to set up breakout rooms for focused participant interactions and activate live captions and transcriptions for accessibility.

Productivity Pros – Workshops geared toward adding new skills for productivity.

NEW! Process Mapping: Flowcharts

June 25, 2024 / 2:00 – 3:00 p.m. / Online

Join us for an engaging and interactive workshop on mastering process mapping using flowcharts. Whether you're a seasoned professional or new to process mapping, this workshop offers valuable insights and practical techniques to enhance your skills. In this hands-on session, you'll learn the basics of process mapping and how to create effective flowcharts to visualize workflows, identify inefficiencies, and streamline processes.

Introduction to OneNote

July 2, 2024 / 10:30 – 11:30 a.m. / Online

Discover the ins and outs of OneNote, from efficient notetaking and organization to collaborative features that enhance teamwork. Whether you're a student, professional, or avid note-taker, this class equips you with the skills to unleash the full potential of Microsoft OneNote.

NEW! Working with Microsoft Forms

July 23, 2024 / 1:00 – 2:00 p.m. / Online

Explore the awesomeness of Microsoft Forms in our upcoming workshop! Whether you're a new or experienced user, this session will have something for everyone. Join us as we dive into the ins and outs of Microsoft Forms, learning how to create surveys, quizzes, and polls that pack a punch. We'll show you how to customize your forms, collect responses, and view forms reports.

Design and Deliver – Workshops designed to help you create engaging visual presentations.

Creating Instructional Videos: Short and Sweet

July 9, 2024 / 2:30 – 3:30 p.m. / Online

[Click here to view course descriptions and register for IT workshops.](#)

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](#).