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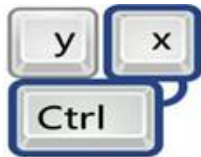
Wednesday
September 11
2024

Technology Training and Tidbits

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

Volume 2
Issue 9

Do More With Shortcuts



Do you want to get more done in less time? Well, mastering keyboard shortcuts is a simple and effective way to speed up your daily tasks. No more fumbling with your mouse when you can quickly perform actions with a few key combinations.

We already know the common cut, copy, and paste combinations, but here are five favorites for both Windows and Mac that will save you time and hassle whether you're working in Word, Excel, or just surfing the web.

Action	Windows	Mac
1. Search for applications, files, or the web (Spotlight on Mac).	Win + S	Command + Space
2. Find specific words or phrases in a document or webpage.	Ctrl + F	Command + F
3. Switch between open applications or programs.	Alt + Tab	Command + Tab
4. Select all text or items in the current window or document.	Ctrl + A	Command + A
5. Open the print dialog to print the current document or page.	Ctrl + P	Command + P

It was difficult to choose our favorite five shortcuts, so if you like this list you can find [more Windows shortcuts here](#) and [more Mac shortcuts here](#). Try a few and see how you can zip through more tasks. And, hey, if you have a favorite, let us know!

Quick Tip!

Use Teams Interactive Tools for Better Collaboration

Microsoft Teams has several interactive tools that can improve collaboration and make your meetings more engaging. Here are a few tools to help make your Teams meetings more interactive:

1. **Polls for Instant Feedback:** Use the integrated Polls app to create quick polls before and during meetings to gather instant feedback and decision making. Simply search for and click on the Polls app in Teams, add text and launch the poll to keep everyone engaged.
2. **Whiteboard for Brainstorming:** Use the built in Whiteboard feature for real-time collaboration during meetings. Participants can brainstorm, draw, and share ideas visually. Everyone can contribute to the whiteboard promoting creativity and engagement.
3. **Breakout Rooms for Small Group Discussions:** Split participants into smaller groups using Breakout Rooms for brainstorming sessions or more focused conversations. Hosts can manage the rooms, switch between rooms and bring participants back to the main session when needed.

These tools not only enhance productivity but also make virtual meetings more dynamic and engaging, ensuring that all participants are involved and contributing effectively.

Want to know more about these and other Teams interactive tools? [Click here to register](#) for our free *Teams for Online Meetings: Interactive Features* on Tuesday, October 22.

IT Training Events

Below is our fall schedule of IT Training events. Feel free to register for all that interest you. Seats are limited, and sessions with low interest could be cancelled, so please [register](#) soon to save your spot!

Basics - Workshops for getting started.

Teams for Online Meetings Basics

November 4, 2024 / 9:00 - 10:00 a.m. / Online

Beyond the Basics - Workshops that build on foundational training.

Teams for Online Meetings: Interactive Features

October 22, 2024 / 2:00 – 3:00 p.m. / Online

Excel Pivot Tables

September 24, 2024 / 1:00 – 1:45 p.m. / Online

November 14, 2024 / 11:00 - 12:00 p.m. / Online

Design and Deliver – Workshops to enhance content delivery.

Enhancing Visual Presentations

September 16, 2024 / 10:00 - 11:00 a.m. / Online

Creating Visual Aids

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

Creating Instructional Videos: Short and Sweet

October 14, 2024 / 1:00 – 2:00 p.m. / Online

Editing Instructional Videos

October 28, 2024 / 10:00 - 11:00 a.m. / Online

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

Getting Started with Microsoft Forms

September 12, 2024 / 9:00 – 10:00 a.m. / Online

November 19, 2024 / 1:00 - 2:00 p.m. / Online

Process Mapping with Flowcharts

October 31, 2024 / 2:00 – 3:00 p.m. / Online

Introduction to Automation

December 10, 2024 / 2:00 – 3:00 p.m. / Online

Introduction to OneNote

October 8, 2024 / 2:00 - 3:00 p.m. / Online

December 5, 2024 / 9:00 – 10:00 a.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](#).