

This email is being sent to Official Faculty & Official Staff.

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## Technology Training and Tidbits

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

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### Knowing When to Use OneDrive, Teams, and SharePoint

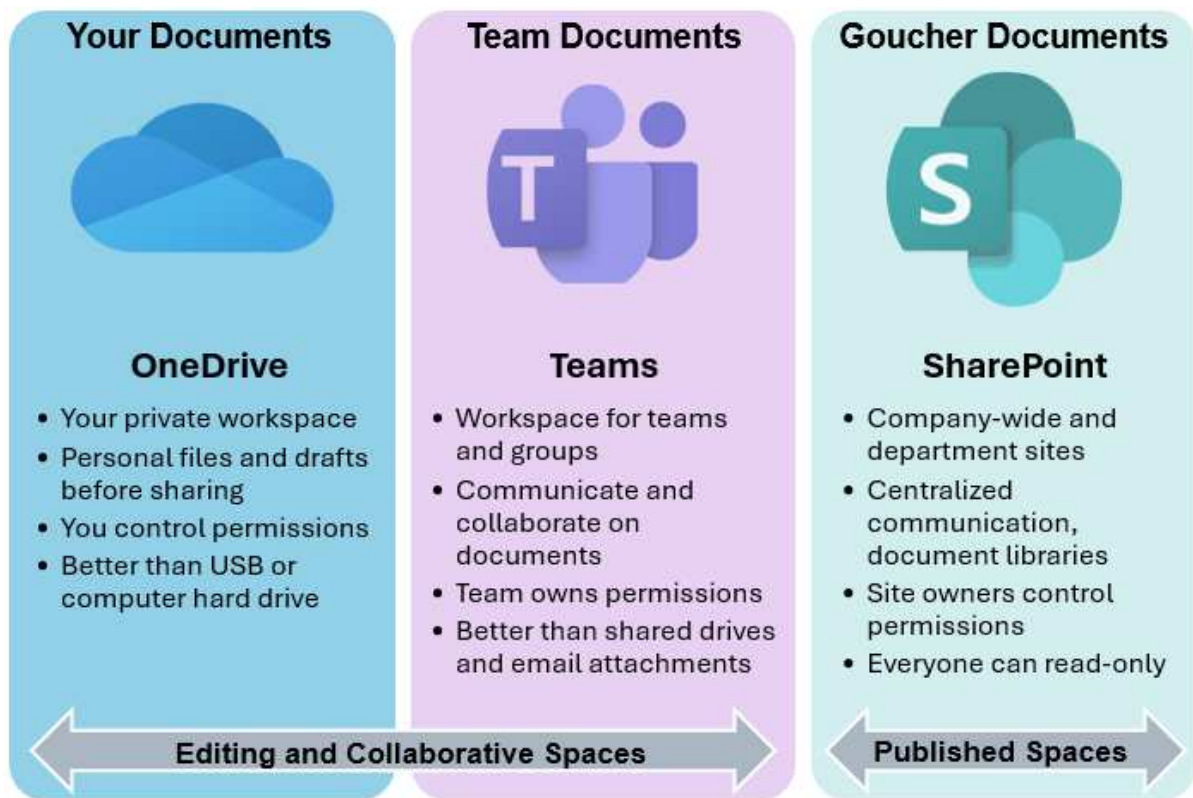
Microsoft OneDrive, Teams, and SharePoint are powerful tools for storing and sharing files, but, as you may have guessed, each serves a different purpose. Knowing when to use them can improve your document management, collaboration, and productivity. Here's a brief description of each:

**OneDrive** is best for storing and managing your files. It is your personal cloud storage for files that only you need access to. However, you can still share and collaborate on documents when needed. It's great for working on private projects before you share them.

**Microsoft Teams** is best for group collaboration, discussions and sharing files. It is designed for real-time communication and teamwork. Files shared in Teams are accessible to all members of the team, which makes it ideal for projects where multiple people need to discuss and edit documents together.

**SharePoint** is a centralized platform for storing, organizing, and managing company-wide shared resources or department specific shared content. It's ideal for documents that multiple staff need to access over time. For example, [Inside Goucher](#) is a SharePoint repository where HR policies, forms, and reports are shared.

### Which One Should You Use?



Using these tools correctly can help keep files easily accessible, improve collaboration and provide access to shared resources!

For more details, read the article, [Collaborating with Teams, SharePoint and OneDrive](#). To view previous editions of the Technology Training & Tidbits newsletters, [click here](#).

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## Quick Tip: How to Rename Multiple Files Sequentially

Renaming multiple files one by one can be a tedious, time-consuming task. Fortunately, both Windows and Mac offer built-in tools to quickly rename files sequentially. Whether you're managing documents, project files or personal photos, renaming files in a batch can save time and keep your digital workspace organized. Here's how:

### On Windows via File Explorer:

1. Select the files you want to rename.
2. Right-click on the first file and select **Rename**.
3. Type the base name (e.g., "Photo") and press **Enter**. Windows will automatically rename the remaining files as Photo (1), Photo (2), etc.

You can also use the F2 key to rename files. After selecting the files, press the **F2 key**, rename the first file, then press **Enter**. The remaining files will be renamed sequentially. If

you change your mind about the renaming, press Ctrl + Z to undo and your files will revert to their original names.

### **On Mac via Finder:**

1. Select the files you want to rename.
2. Right-click and choose **Rename**.
3. In the pop-up, choose **Format**, then choose **Name and Index**.
4. Type the base name (e.g., "Photo") in the **Custom Format** field and select the starting number, then click **Rename**. The selected files will be renamed in sequential order.

If you change your mind about the renaming, press Cmd + Z to undo all changes.

These methods are great for efficiently renaming multiple files and creating a more organized workflow.

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## **IT Training Events**

Check out our scheduled training events. Feel free to register for all that interests you. Seats are limited, and sessions with low interest could be cancelled, so please [register](#) soon to save your spot!

### **Beyond the Basics - Workshops that build on foundational training.**

#### *Teams Interactive Features for Online Meetings*

March 31, 2025 / 10:00 – 11:00 a.m. / Online

#### *Excel PivotTables*

April 1, 2025 / 2:00 – 3:00 p.m. / Online

### **Design and Deliver – Workshops to enhance content delivery.**

#### *Enhancing Visual Presentations*

March 18, 2025 / 11:00 – 12:00 p.m. / Online

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

#### **NEW!** *Using AI Safely and Creating Effective Prompts*

March 19, 2025 / 11:00 - 12:00 p.m. / Online

March 20, 2025 / 11:00 - 12:00 p.m. / Online

Spring break is the perfect time to sharpen your AI skills! We're excited to offer a special AI safety and smart prompting workshop, designed to help you use AI responsibly while improving the quality of AI-generated responses. Whether you're new

to AI tools like ChatGPT or already experimenting with them, this workshop will give you the best practices for safe usage and tips for crafting prompts that generate more relevant and useful results.

***Getting Started with Microsoft Forms***

April 11, 2025 / 1:00 – 2:00 p.m. / Online

***Process Mapping with Flowcharts***

April 15, 2025 / 9:00 – 10:00 a.m. / Online

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

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

For information on other IT technologies visit the [Goucher College Technology Knowledgebase](#).