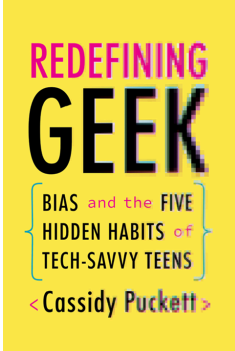


Shortcuts and Hacks for the Technology in Your Life

Resources: bit.ly/25iste

Presented by: Julie Erickson, Chief Learning Officer, Lan Crew
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Description: Technology updates and changes in a flash! With the addition of AI, our online tools provide more efficiencies and features than you can imagine. This session will look at ways to use the online tools you already use more effectively. We'll explore Office 365, Google, and other online resources.

	Redefining Geek Bias and the Five Hidden Habits of Tech-Savvy Teens by Cassidy Puckett Cassidy Puckett homepage
The Habits	<ol style="list-style-type: none">1. Willingness to Try and Fail2. Management of Frustration and Boredom3. Use of Models4. Design Logic5. Efficiencies
The Scale	Digital Adaptability Scale
Shortcuts	
Keyboard functions	Menu + shift + s (snipping tool) Ctrl + F (find in page)

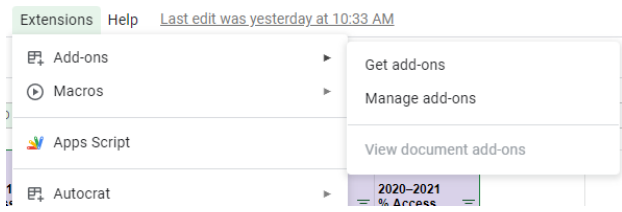
Shortcuts and Hacks for the Technology in Your Life

Excel	<p>Ctrl - ; - insert date</p> <p>Text-to-columns</p> <p>Excel Shortcuts</p> <p>Excel Shortcuts from the presentation</p>
Organization	
General	<p>Folders</p> <p>Name files</p> <p>Naming conventions</p> <p>Add to drive</p> <p>Google allows folder colors, emojis etc (Cheat sheet)</p> <p>OneDrive allows folder colors also!</p>
Google	<p>Shared Drive vs. Folders</p> <p>Shared drive (only available on work or school accounts)</p> <p>Shared with me vs. My Drive</p> <p>Google Drive lesson plan</p>
Microsoft	<p>Onedrive Personal files - can be shared</p> <p>Teams Shared files</p> <p>Sharepoint Backbone of everything</p>
Browser Profiles	<p>Edge Setting up a profile</p> <p>Chrome Setting up a profile</p>

Shortcuts and Hacks for the Technology in Your Life

Communication	
Email	<p>Outlook - there's a NEW Outlook in town Comparison between new and old</p> <p>Signature Use signatures creatively!</p>
Chat	<p>Google Hangouts</p> <ul style="list-style-type: none"> • One-to-one • Group <p>Teams</p> <ul style="list-style-type: none"> • One-to-one • Group • Yourself
Mail Merge 	<p>Features Streamline communications by creating custom letters, certificates and more</p> <p>How Combine Excel/Google Sheets with Word/Docs/PowerPoint/Slides to create unique content.</p> <p>Tools Google: Autocrat add-on (available with free accounts) or Merge (not available with free account) (more info)</p> <p>Microsoft: Mail merge</p>
Autocrat Getting Started	<ol style="list-style-type: none"> 1. Create the Google Sheet. Column Headings are merge fields. 2. Create the document -- the document can be a Google Doc or Google Slides. 3. Add the merge fields to the

Shortcuts and Hacks for the Technology in Your Life

	<p>document -- <<column heading>></p> <ol style="list-style-type: none"> 4. Make a folder for the Autocrat documents to be placed in 5. Return to your Google Sheet 6. Select Extensions > Autocrat <ol style="list-style-type: none"> a. (if you DON'T see Autocrat, select "Get add-ons" and add Autocrat) 7. Follow the steps in Autocrat <p>Bonus: Here are some basic instructions.</p>
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How Autocrat and Mail Merge compare

Autocrat (Google)	Mail Merge (Microsoft)
Uses Google products -- sheets, docs and slides	Microsoft product -- excel, docs, PowerPoint
Can use Google Forms to generate the sheets.	Can use Microsoft Forms to generate the excel
Can email multiple people at once AND cc or bcc	Can only email one person; no cc or bcc
Files are attachments	No attachments; merges the document as an email
Add tags to document BEFORE adding to merge	Add tags to document AFTER adding to merge
	Need to use Outlook app (not outlook on the web) for mail merge
	Mail merge not available in NEW Outlook at this time
Can email as pdf	Can email as pdf

Collaboration

	<p>Office 365 & Google</p> <ul style="list-style-type: none"> • Both allow collaboration/sharing with products • Voice typing
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Shortcuts and Hacks for the Technology in Your Life

	<p>PowerPoint or Google Slides</p> <ul style="list-style-type: none">• Collaborative• Getting Started with Google Slides• Slides Mania• Slides Carnival• SlidesGo
Documents	<p>Google documents</p> <p>Smart chips and building blocks</p> <p>@ will give available options</p>
Office 365	<p>PowerPoint</p> <p>Remove background</p>
AI	
AI Embedded Search	<p>Google</p> <ul style="list-style-type: none">• Google Lens on desktop search <p>Edge</p> <ul style="list-style-type: none">• Right click on an image to search image
Keeping Up	
Microsoft	<p>Mike Tholfsen posts regular updates on new Microsoft features</p> <p>Here's his Twitter/X feed</p>