



TECHNOLOGY TUTORIALS

MD POLICE & CORRECTIONAL TRAINING COMMISSIONS

Find and view helpful “How To” videos developed by MPCTC Staff!

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Updated: February 8, 2022 *Hit REFRESH* to ensure you’re viewing the latest version!

Note: Some of these videos were developed with MPCTC staff as the main audience, so not all comments will apply to the general public. However, they are still informative for any user.

We’d love to hear your feedback!! Send any comments or requests for topics to Katie.Johnson@maryland.gov.

GOOGLE APPLICATIONS

Google Drive Basics

Description: Covers the basics of using Google Drive, including creating new files, uploading existing files, plus organizing and sharing the files. Google Drive is a useful tool, as users can access their files from any device as long as the user logs into their Maryland.gov account.

Keywords: Google Drive Doc Sheet Slide Form Folders Share Sharing

Link: [Google Drive Basics](#)

Google Mail Tips #1: Templates & Schedule Send

Description: Two helpful features in Google Mail that allow users to easily send commonly used messages, and to schedule a future date and time to send a mail message.

Keywords: templates drafts save common message send later schedule email

Link: [Google Mail Tips #1](#)

Google Meet Video Conferencing

Description: Google Meet is a video conferencing platform used by MPCTC to host virtual programs.

Keywords: Google meet video conferencing hangs call camera microphone

Link: [Google Meet](#)



GENERAL HOW-TO

Mail Merge

Description: Even YOU can do a mail merge! A mail merge allows you to automatically add information from an Excel spreadsheet into a Word document. The merge function saves a lot of typing as it automatically generates letters based on the information from the spreadsheet. We break it down into the simplest of steps so users can gain a basic understanding of the mail merge function.

Keywords: mail merge letters labels wizard recipients fields address

Link: [Even YOU Can Do a Mail Merge](#)

Printing to PDF

Description: Staff can create PDFs easily using a variety of methods in Windows 10 and Microsoft Office programs

Keywords: save as create print Adobe PDF paperless scan

Link: [Creating PDFs](#)

Signing a PDF Electronically

Description: Learn how to sign a PDF without printing or scanning!

Keywords: sign electronic fill PDF digital signature

Link: [Sign a PDF](#)

Sorting, Selecting & Shortcuts in Word & Excel

Description: Tips on how to sort data in Word and Excel, as well as helpful tips for selecting data and duplicates. Also included are some keyboard shortcuts that save time!

Keywords: alphabetize, sort, A to Z, highlight, remove, duplicates, text to columns, select, selecting, selection, keyboard shortcuts

Link: [Sorting, Selecting & Shortcuts](#)

