Why should you attend?
We are transitioning!
We are moving from Microsoft Office 2003/2007 to the improved Office 2013.

PLEASE JOIN US:
Date: October 6, 2015
Time: 1pm—4pm
Location: DIT Training Lab, Thurgood Marshall Library, Lower Level

BENEFIT
Access your digital OneNote information wherever you go, on your favorite devices to capture, store, and share all kinds of information—notes, pictures, webpages, and media.

TRAINING AGENDA
What is OneNote
Using the OneNote quick access toolbar
Using the backstage view
Inserting a graphic
Enabling touch mode
Sharing a notebook
Syncing shared notes with OneNote
Using the OneNote tool

Presented by:
The Office of Human Resources and
The Division of Information Technology

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