



▶ ROLLOUT AND TRAINING

**Why should you attend?
We are transitioning!**

We are moving from Microsoft Office 2003/2007 to the improved Office 2013.

▶ OUTLOOK 2013 CALENDAR

PLEASE JOIN US:

Date: October 6, 2015

Time: 1pm—4pm

**Location: DIT Training Lab,
Thurgood Marshall Library,
Lower Level**

▶ **Stepping Stones Technology
Microsoft OneNote 2013**

▶ **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

Please contact Nicol King to register:
301-860-3455
nking@bowiestate.edu

Program questions, please contact: Nicole Carter
301-860-3932
ncarter@bowiestate.edu