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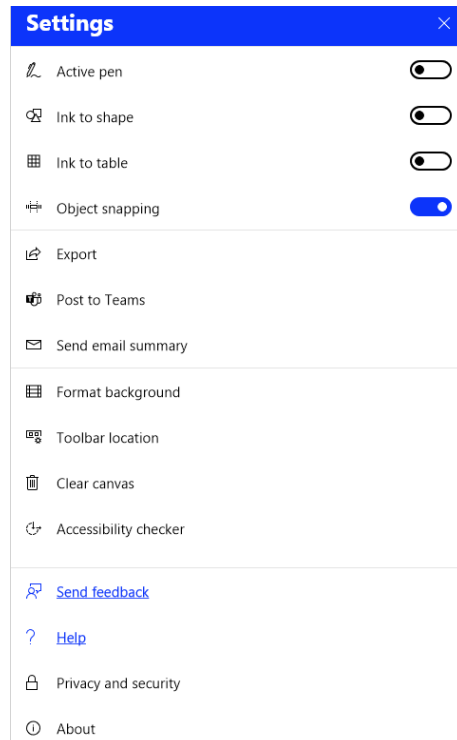
Learn more at LaunchTraining.com or call 781-395-9565.

Launch Tip of the Month March 2021


Microsoft has created a new tool for collaborating with your team members called Microsoft Whiteboard. It is a shared canvas that can be used for brainstorming, project planning, SWOT analysis, meeting management, and much more.

Microsoft Whiteboard's Ink to Shape feature makes it easy to draw perfect shapes!


1. Begin by turning the feature on.
 - a. Click the Settings menu icon in the upper right corner of the screen. It has three lines and is called "the hamburger". The Settings menu appears.



b. Click the right side of the Ink to shape option to turn it on.

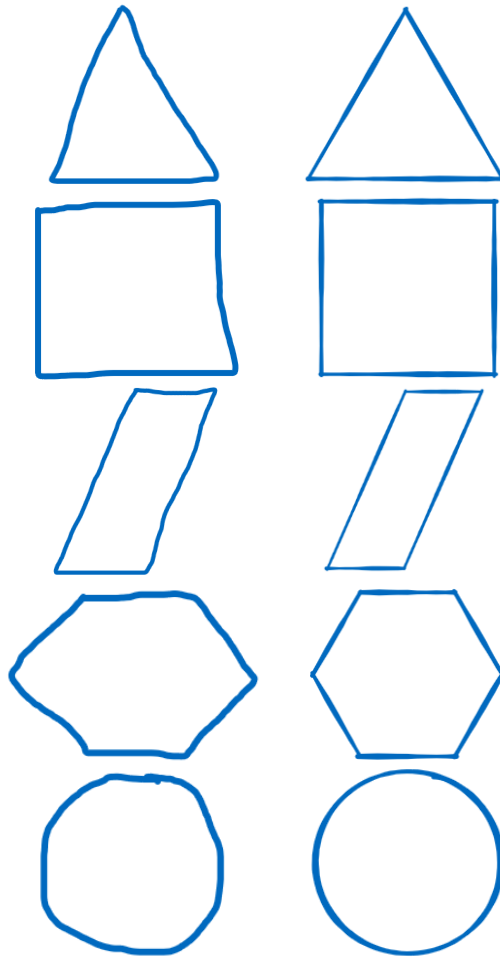
 Ink to shape



 Ink to shape



c. Select a pen and draw one of the following shapes: triangles, squares, rectangles, parallelograms, pentagons, hexagons, and circles. Whiteboard makes sure your shapes look professional!



Want to learn more about Microsoft Whiteboard? Launch offers a 90 minute instructor-led class at your site or on the web.

Featured Course: Microsoft Whiteboard: Getting Started with Microsoft Whiteboard

- What is Whiteboard?
- Popular uses of Whiteboard
- Tools
 - Pens
 - The Eraser
 - The Ruler
 - Lasso Select
 - Adding text to the Whiteboard
 - Adding notes to the Whiteboard
 - Modifying notes
 - Adding images to the Whiteboard
 - Drawing on an image
 - Locking an image to the background
 - Inserting objects
 - Adding a note grid to the Whiteboard
 - Adding a list to the Whiteboard
 - Adding a follow ups list to the Whiteboard
 - Modifying text, notes, images, and lists
 - Sorting a list
 - Adding a PDF to the Whiteboard
 - Adding a Word document to the Whiteboard
 - Adding a PowerPoint presentation to the Whiteboard
 - Accessing the canvas menu
- Viewing the Whiteboard and accessing tools
 - Panning
 - Zooming
 - Accessing a bird's eye view of the Whiteboard
 - Moving between tools and objects with the keyboard
- Working with Settings
 - Active pen
 - Ink to shape
 - Ink to table
 - Object snapping
 - Export
 - Post to Teams
 - Send email summary
 - Format background
 - Clear canvas
 - Accessibility checker
- Accessing your Whiteboards
- Titling a Whiteboard
- Using templates

Visit <https://www.launchtraining.com/outlines> to view all of our class outlines.