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Launch Tip of the Month **January 2021**

Microsoft OneNote makes it easy to gather information from disparate sources and then revisit these sources in the future. Not only does it work for information on the web, but it also works for information in PowerPoint, Word or even another OneNote notebook!

Info on the Web

1. Start by opening a browser and navigating to a website.
2. Select text and/or pictures in the website and press Ctrl+C to copy.
3. Paste the information in OneNote with Ctrl+V.

A link to the website is posted below the pasted information. Click it to revisit the site!

Check out the FREE museum days in the Boston area:

- [Boston Children's Museum](#). Ok, not **FREE** but just \$1 from 5:00 to 9:00 pm every Friday.
- [Boston Fire Museum](#). **FREE** Saturdays from 11:00 am to 6:00 pm.
- [The Commonwealth Museum](#). **FREE** always for your to learn about the land we live in.
- [MIT Museum](#). **FREE** always for those under 5 AND the last Sunday of every month except July & August AND for active duty military personnel and up to 5 family members AND for Massachusetts Teacher's Association members.
- [Harvard Art Museum](#). **FREE** for those under 18 and for Cambridge residents always AND every Saturday 10:00 am-noon, MA residents only.

From <https://bostonlivingonthecheap.com/always-free-cheap/free-museum-days/>

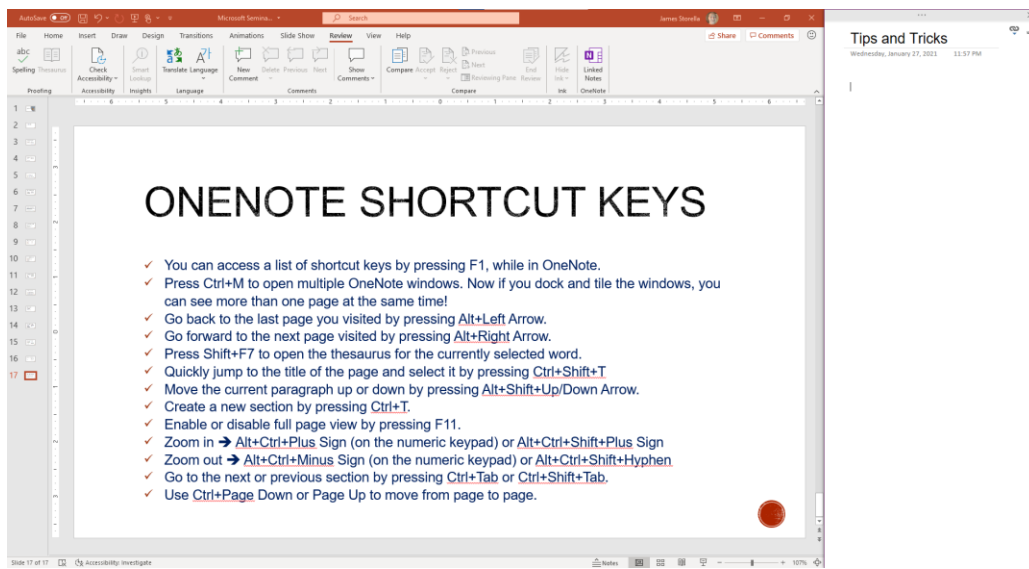
Info in a Word, PowerPoint or OneNote File

Now imagine opening a coworker's PowerPoint presentation. You decide to look through the presentation and take some notes.

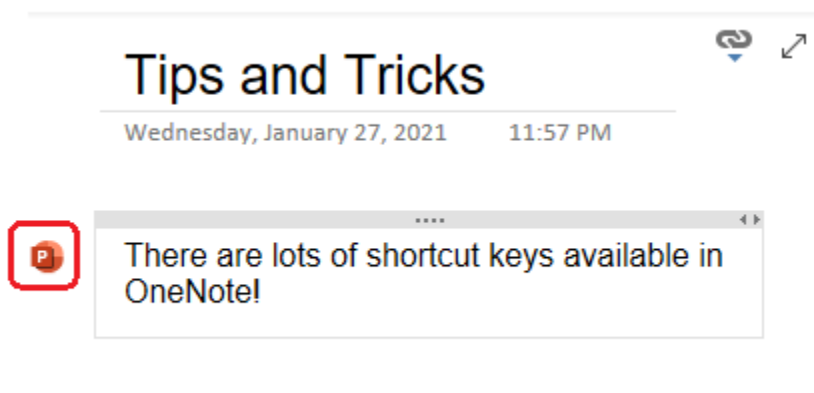
1. Open the PowerPoint presentation.
2. On the Review tab, click Linked Notes.



A window appears that offers choices of where in OneNote you'd like to store your notes. Once you choose, the screen is divided into two parts. Three quarters of the window displays PowerPoint. One quarter of the window displays OneNote.



3. As you look through the presentation, take notes in OneNote. You don't need to copy anything. Just type whatever notes you want to take. An icon appears next to the note.



4. When you want to come back to the PowerPoint presentation months from now, simply click the icon and the file opens to the slide you were on when you took the note!

Want to learn more about OneNote? Launch offers a three-hour instructor-led class at your site or a 90 minute instructor-led webinar to get you up and running with this amazing program.

Featured Course: Getting Started with Microsoft OneNote

- Learn to organize your information into Notebooks, Section Groups, Sections, Pages, and Subpages.
- Create bulleted or numbered lists.
- Add content such as pictures, tables, files, audio, video, shapes, and hyperlinks.
- Integrate OneNote and Outlook, PowerPoint, and Excel.
- Learn to use Tags.
- Use Page Templates.
- Password protect a section.

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