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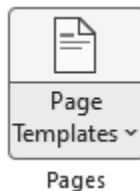
## Launch Tip of the Month August 2022

Are you a big fan of OneNote 2016 but you wish there were a way to create new pages that already contained form-like prompts to structure your notes? Page templates come to the rescue!

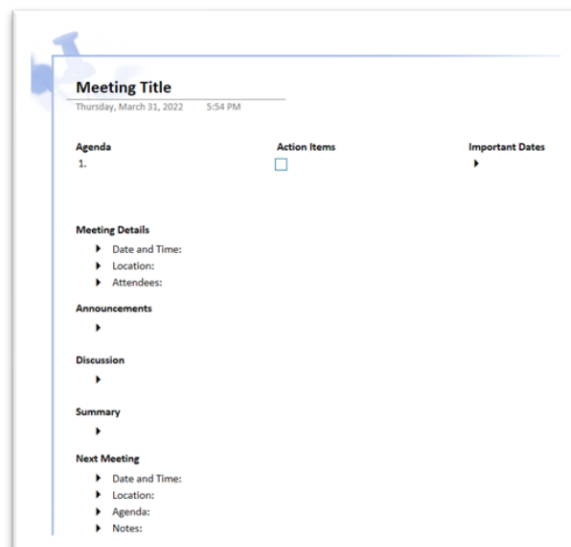
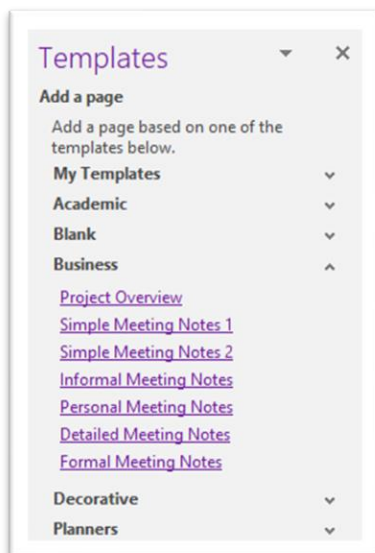
New pages in OneNote are blank pages. There are no text prompts or interesting graphics. We can take advantage of built-in templates that are good for specific purposes or we can create our own that meet our needs precisely.

To use a built-in template:

1. Click the top half of the Page Templates icon on the Insert tab.

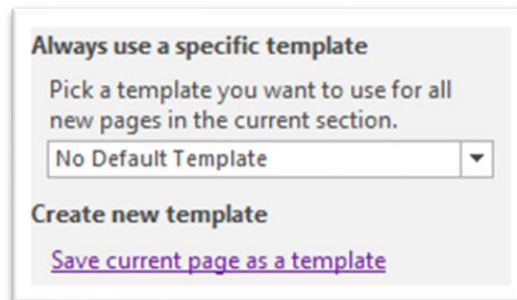


2. In the pane on the right, select a category of templates and then select a template in that category. The new page that is created might contain labels, bulleted lists, numbered lists or tags that are useful when taking notes.



To create your own template:

1. Start with a blank page or an existing template.
2. Add your own section titles, check boxes, bullets, numbers, tags, or graphics.
3. Click the Save current page as template link.
4. If you like, set the new template to be the default template for any new pages you create in the current section.



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## Featured Course: Intermediate Tableau

Displaying multiple measures in a visualization

- Individual axes, blended axes, dual axes
- Color coding dual axes

Combining data sets and data sources

- Creating joins
- Using data blending
- Creating relationships
- Creating relationships across databases
- Creating unions

Creating data extracts

Creating and using calculated fields

Creating and using level of detail (LOD) expressions

Exclude

Include

Fixed

Comparing measures to a goal or target

- Creating bar in bar charts
- Creating bullet charts

Showing the largest and the smallest values in a visualization

Creating visualizations that show distributions

- Creating histograms
- Creating box and whisker plots
- Adding reference distributions to a visualization

Using advanced table calculations

- Understanding scope and direction in Quick Table Calculations
- Understanding the use of Specific Dimensions in partitioning (scope) and addressing (direction)
- Configuring table calculation scope and direction

- Understanding the Query Pipeline (Order of Operations)
- Remedying order of operation issues
  - Converting a dimension filter to a context filter
  - Converting a table calculation to a FIXED level of detail expression

#### Handling special values

- Dealing with null values in table calculations
- Dealing with tree maps that use fields with negative numbers
- Dealing with unknown or ambiguous geographic locations

#### Working with reference lines and reference bands

- Creating reference lines
- Creating reference bands

#### Creating and using parameters

- Creating Top N parameters
- Using parameters to allow users to select dimensions and measures
- Using parameters to allow users to select the value of a reference line

#### Defining subsets of your data

- Creating and using sets
- Using set actions to allow the user to change the members of a set
- Using set actions for proportional brushing

#### Creating motion charts

#### Creating dashboards

- Creating dashboards
- Using a worksheet in a dashboard to filter other worksheets in the dashboard
- Using worksheet/dashboard filter actions and go to sheet actions
- Navigating between dashboards using navigation buttons
- Sheet swapping

#### Creating stories

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