

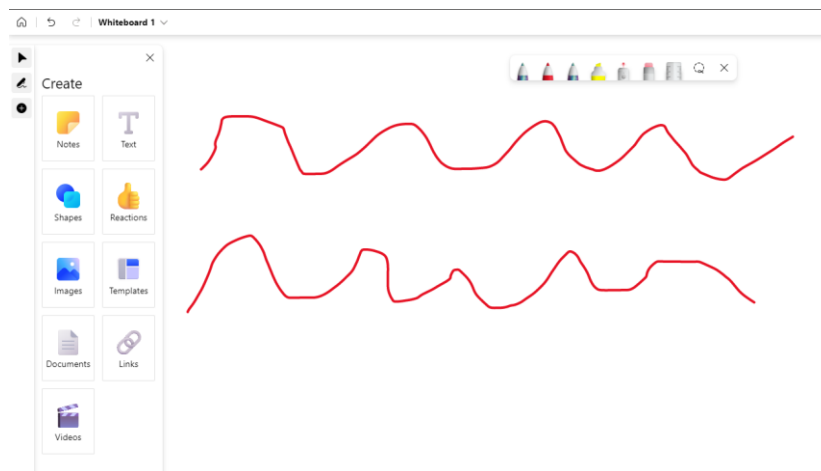
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Launch Tip of the Month February 2022

Microsoft Whiteboard has been improved in a number of ways. One improvement is the ability to use the eraser to both erase an entire drawing or just a part of it.

For our example, we will use two red scribbles.

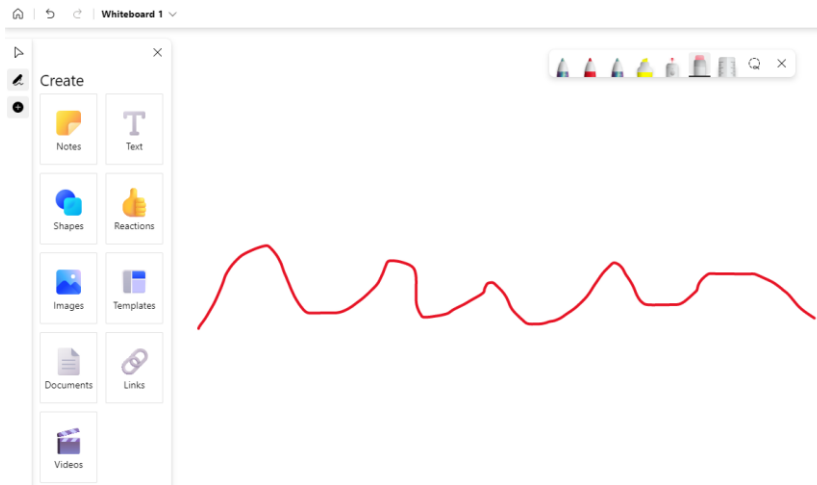


To erase the entire first scribble:


1. Make sure Inking tools are displayed by clicking the Inking icon  or by pressing Alt+W.
2. Click the eraser icon.

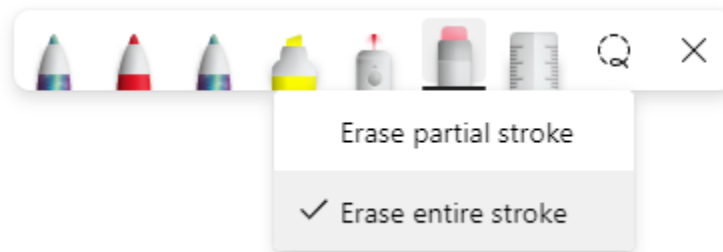


3. Click the scribble.



To erase part of the scribble:

1. Make sure Inking tools are displayed by clicking the Inking icon  or by pressing Alt+W.
2. Click the eraser icon.
3. Click and hold the eraser icon for a couple of seconds and then let go. You now have the option to erase a partial stroke.



4. Click and drag across the scribble where you want to erase it.



Want to learn more about Microsoft Whiteboard? Launch offers both instructor-led classes at your site and instructor-led webinars.

Featured Course: Microsoft Whiteboard: Getting Started with Microsoft Whiteboard

90 Minutes

- 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

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