**JANUARY 2012 WORKSHOP SCHEDULE**

**WORKSHOP DATES, TIMES, & DESCRIPTIONS**

- **MICROSOFT ONENOTE 2011** (What is OneNote?)
  - Thursday, January 12, 2012 1:00 p.m. - 2:00 p.m.
  - Tuesday, January 24, 2012 1:00 p.m. - 2:00 p.m.
  - Learn how you can use this digital notebook to organize, find, and share your notes using OneNote’s collaborative tools.

- **MICROSOFT WORD 2010** (Mail Merge)
  - Friday, January 13, 2011 1:00 p.m. - 2:00 p.m.
  - Thursday, January 19, 2011 1:00 p.m. - 2:00 p.m.
  - Learn how to use the Mail Merge Wizard to generate form letters, labels, and create a directory using Access and Excel for data sources.

- **MICROSOFT WORD 2010** (Introducing Word 2010)
  - Wednesday, January 11, 2012 1:00 p.m. - 2:00 p.m.
  - Tuesday, January 31, 2012 1:00 p.m. - 2:00 p.m.
  - Use the latest features in Word to customize the Ribbon, restructure your document, illustrate your ideas, and more....

- **ROYAL DRIVE 7.2** (File Storage and More)
  - Thursday, January 5, 2012 1:00 p.m. - 2:30 p.m.
  - Friday, January 27, 2012 1:00 p.m. - 2:30 p.m.
  - Royal Drive 7.2 contains several features that include changes to the main menu, list and thumbnail views, folder tagging, custom folder settings, and more...

**Telegrams**

Please note that NO sessions are held without registration. Training sessions are available to all students, faculty, and staff and are held at the CTLE Lab (STT-590). To make a reservation please email Vincent J. Yanusauskas at (yanusauskav2@scranton.edu) or call (X4077). They will be confirmed. Please give a 24 hour notice if you plan to cancel your reservation.

**Useful Web Sites**

**OnGuardOnline.gov**

OnGuardOnline.gov is the federal government’s website to help you be safe, secure and responsible online. Visit this website to learn how to avoid scams, secure your computer, and be smart online. [http://onguardonline.gov/](http://onguardonline.gov/)

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**Microsoft OneNote 2010 and Outlook**

OneNote is a digital notebook that provides a single place to collect information, organize text, pictures, and more — all in one digital notebook. This popular application integrates with Outlook and other Office applications.

In this example, you will create a notebook and then send a copy of an email from Outlook to that notebook to retain with your notes.

**How to:**

1) Start OneNote and then click on the tab **File** and then **New**.
2) Choose **My Computer** for the location to store your notebook.
3) Name the notebook and then click the button **Create Notebook**.
4) In Outlook, open the message that you want to copy to your new notebook.
5) In the Ribbon of the open message window, click the button **Send to OneNote** in the group **Move**.
6) When the Select Location in the OneNote dialog box opens, choose the notebook that you just created and then pick a section or page to place in the email. Click OK.

To copy one or more closed messages, follow these steps:

1) In any Mail view, select the message or messages you want to copy. Hold down the [CTRL] key to select multiple messages. Release the key after selecting.
2) On the Home tab click the button **Send to OneNote** in the group **Move**.

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