

THE WEEKLY GEEK



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Welcome to The Weekly Geek

This is a new e-newsletter from the Information & Instructional Technology Departments at Dakota County Technical College. Each week will have a different technology related topic.



Texting and instant messaging has probably killed the skill and art of covertly passing notes to friends in class. But technology hasn't ruined everything about sharing notes...this week's Weekly Geek issue introduces you to **Microsoft OneNote**. It is installed right there with Word, Excel and PowerPoint, but many of you may never have even opened it.

OneNote lets you gather notes, videos, files, links and organize or save the materials for later use. You can even share your notebooks of information with others on the Network or on the web.

The Weekly Geek has created a Microsoft OneNote Notebook – about Microsoft OneNote!

[Click here to open and view the Notebook \(only works on-campus\)](#)

OneNote 2010 Essential Training Video:

<http://www.lynda.com/OneNote-2010-tutorials/essential-training/65716-2.html>

This lynda.com tutorial demonstrates how OneNote can be used to take notes, organize thoughts, do research, and collaborate with others on projects.

A quick reference card for OneNote 2010 is attached to the email too.

So next time you are sharing minutes or to-do lists for a meeting or gathering resources for a project – give OneNote a try!

Questions or Topic Suggestions: Weekly.Geek@dctc.edu

An archive of The Weekly Geek: <http://blogs.dctc.edu/WeeklyGeek>

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