I'm No Tech Whiz But…

THAT FEELING YOU GET
WHEN YOU SHARE AN AWESOME TECH TOOL!
made on imgur

2018 SOAR CONFERENCE

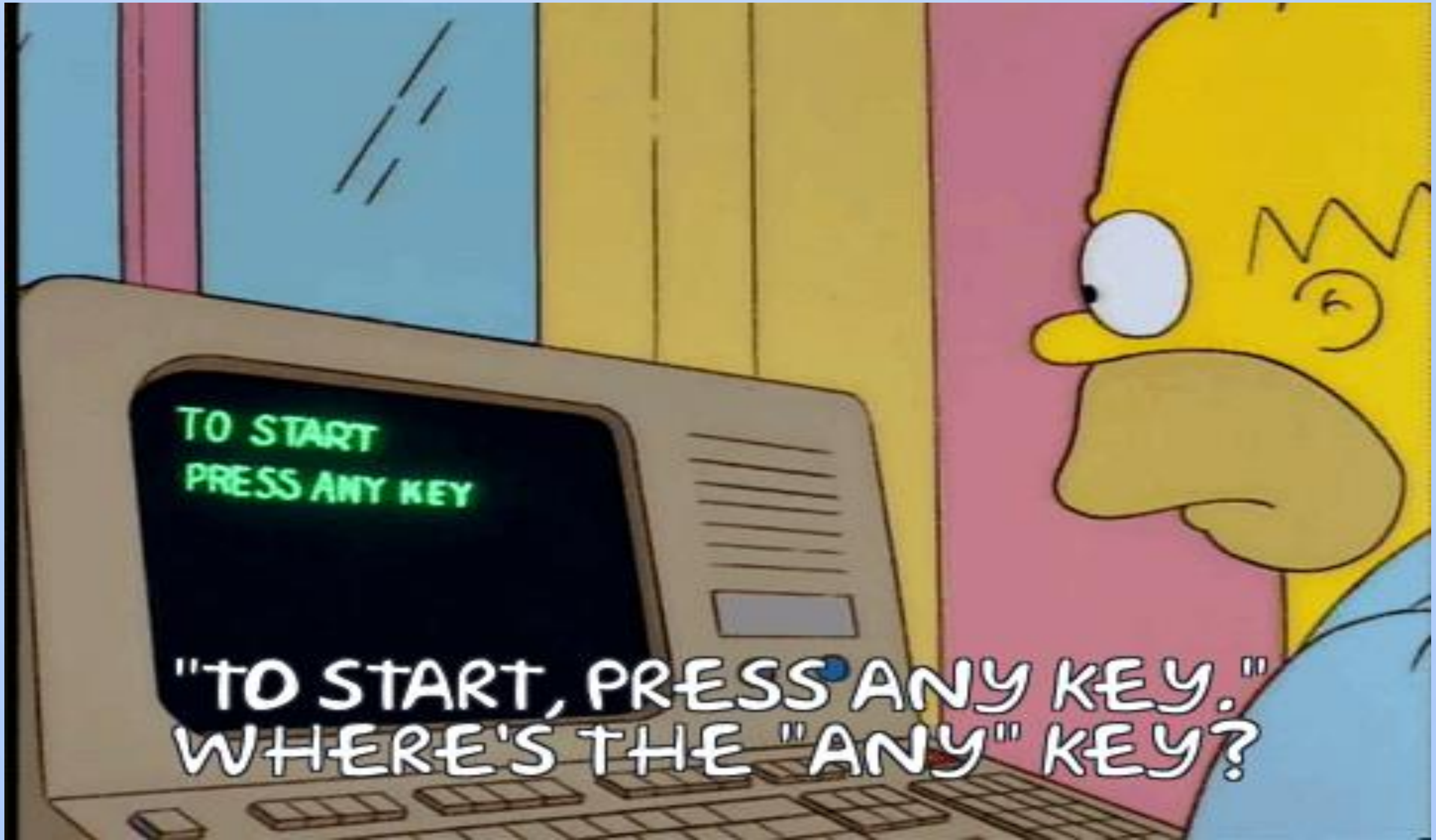
MODERATED BY: KEVIN AGUIAR

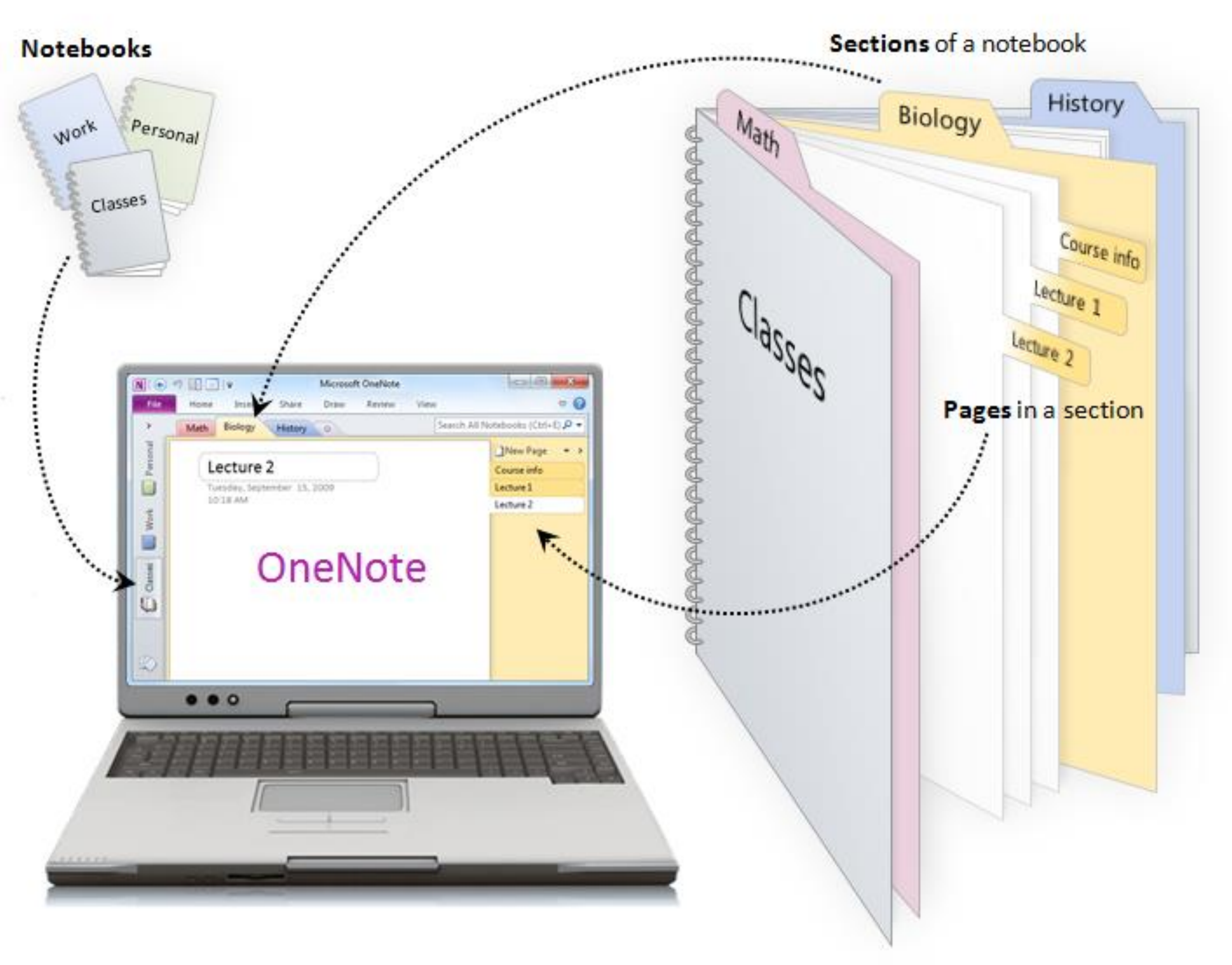
INTRODUCTIONS

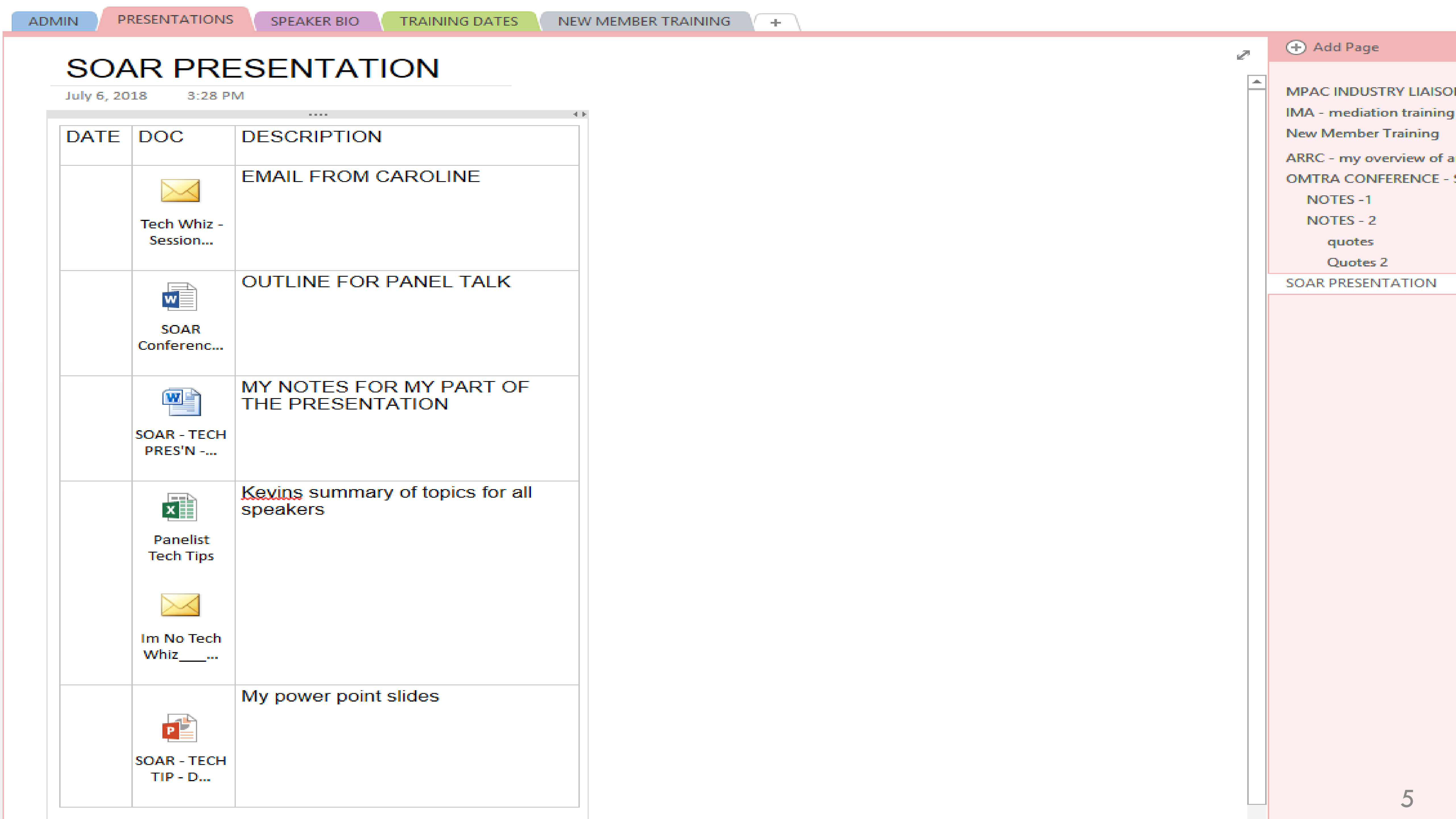
Helpful
Tips

- Dirk VanderBent - Vice-Chair, Assessment Review Board, ELTO
- Nicole Treksler - Member, Immigration Appeal Division, Immigration and Refugee Board
- Alexandra Alvarado-Bowen – Registrar, Social Justice Tribunals of Ontario
- Elaine Stone – Manager & Member, Investigations and Resolutions Division, Ontario Review Board
- Sean Isaac - Special Advisor, Innovation Office, Ministry of the Attorney General
- Gary Yee - Tribunal Chair, Advisor, SOAR Conference Planning Committee

LONG TECH TIPS:
ROUND 1


TO START
PRESS ANY KEY
"TO START, PRESS ANY KEY."
WHERE'S THE "ANY" KEY?


Notebooks
Work
Personal
Classes
Sections of a notebook
Math
Biology
History
Classes
Course info
Lecture 1
Lecture 2
Pages in a section
Microsoft OneNote
File
Home
Share
Draw
Review
View
Math
Biology
History
New Page
Course info
Lecture 1
Lecture 2
Lecture 2
Tuesday, September 15, 2009
10:18 AM
OneNote

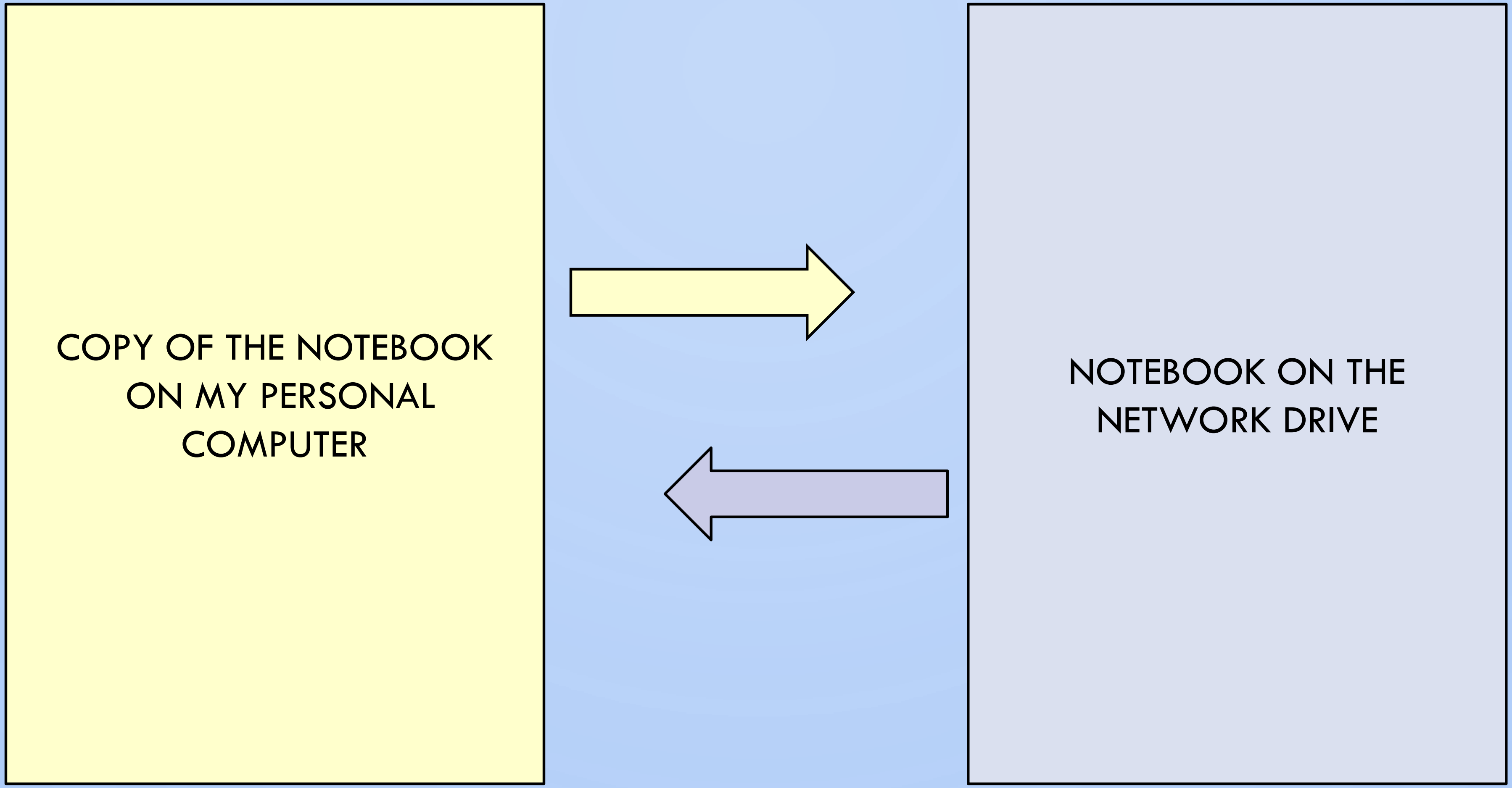

ADMIN
PRESENTATIONS
SPEAKER BIO
TRAINING DATES
NEW MEMBER TRAINING
+
Add Page
MPAC INDUSTRY LIAISO
IMA - mediation training
New Member Training
ARRC - my overview of a
OMTRA CONFERENCE - S
NOTES -1
NOTES - 2
quotes
Quotes 2
SOAR PRESENTATION

SOAR PRESENTATION

July 6, 2018 3:28 PM

DATE	DOC	DESCRIPTION
	Tech Whiz - Session...	EMAIL FROM CAROLINE
	SOAR Conferenc...	OUTLINE FOR PANEL TALK
	SOAR - TECH PRES'N -...	MY NOTES FOR MY PART OF THE PRESENTATION
	Panelist Tech Tips Im No Tech Whiz____...	Kevins summary of topics for all speakers
	SOAR - TECH TIP - D...	My power point slides

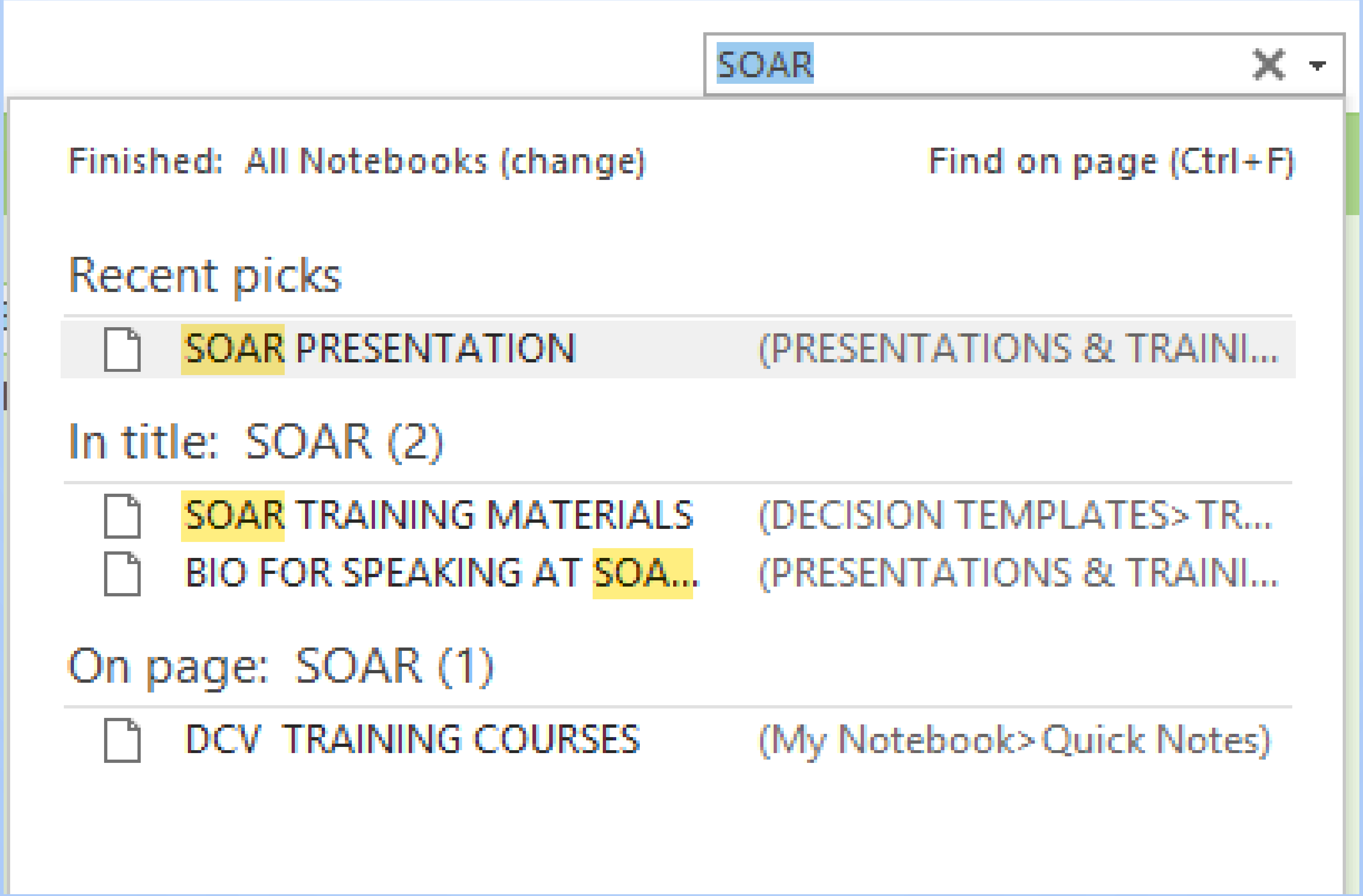
SHARING A NOTEBOOK WITH OTHERS


COPY OF THE NOTEBOOK ON MY PERSONAL COMPUTER

NOTEBOOK ON THE NETWORK DRIVE

- **AUTO SYNCHRONIZATION**

SEARCH FACILTY



SOAR

Finished: All Notebooks (change)

Find on page (Ctrl+F)

Recent picks

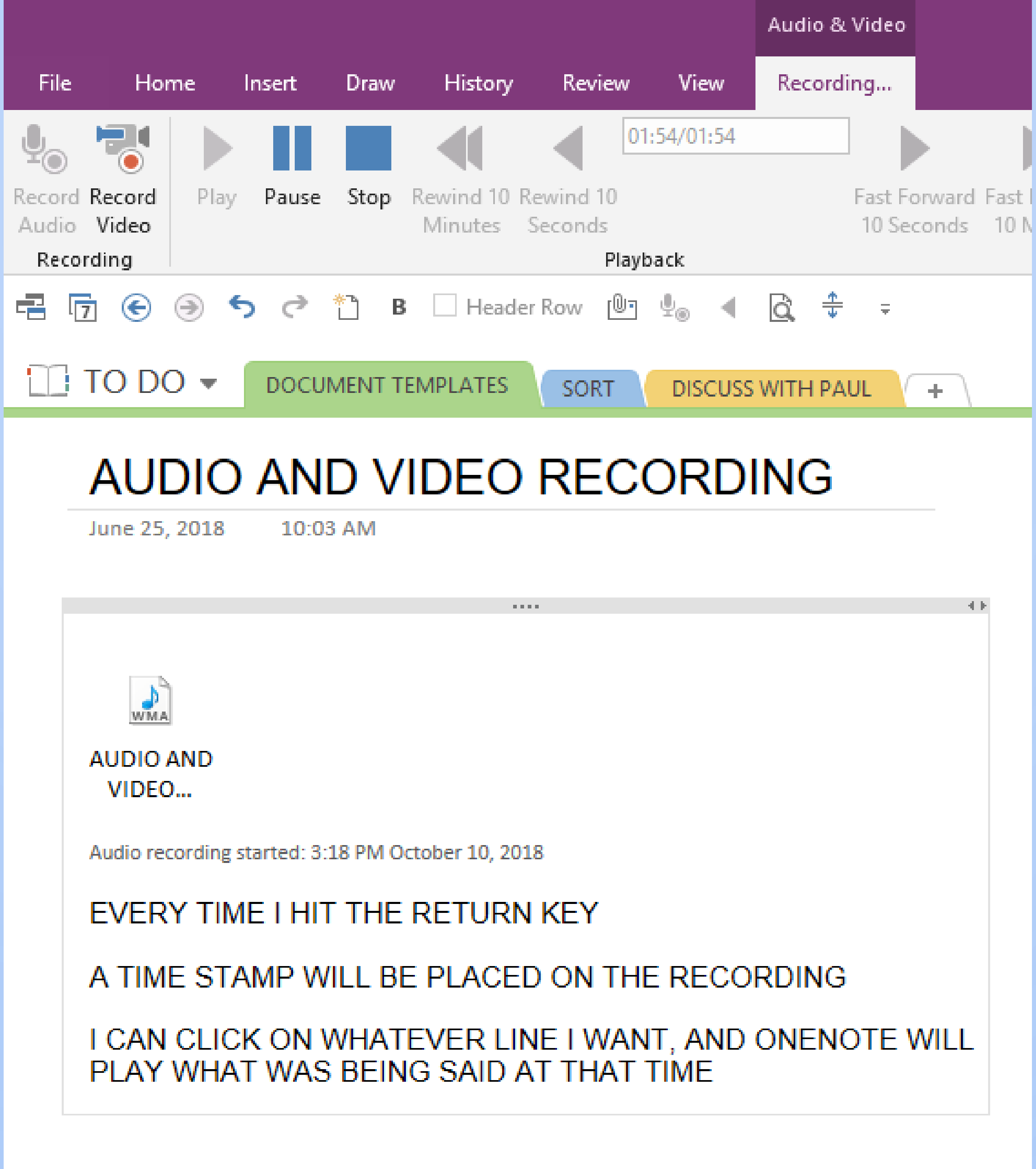
SOAR PRESENTATION	(PRESENTATIONS & TRAINI...

In title: SOAR (2)

SOAR TRAINING MATERIALS	(DECISION TEMPLATES> TR...
BIO FOR SPEAKING AT SOA...	(PRESENTATIONS & TRAINI...

On page: SOAR (1)

DCV TRAINING COURSES	(My Notebook> Quick Notes)


Audio & Video
File
Home
Insert
Draw
History
Review
View
Recording...
Record Audio
Record Video
Recording
Play
Pause
Stop
Rewind 10 Minutes
Rewind 10 Seconds
01:54/01:54
Fast Forward 10 Seconds
Fast
10 M
Playback
B
☐ Header Row
TO DO
DOCUMENT TEMPLATES
SORT
DISCUSS WITH PAUL
+
WMA
AUDIO AND VIDEO...

AUDIO AND VIDEO RECORDING

June 25, 2018 10:03 AM

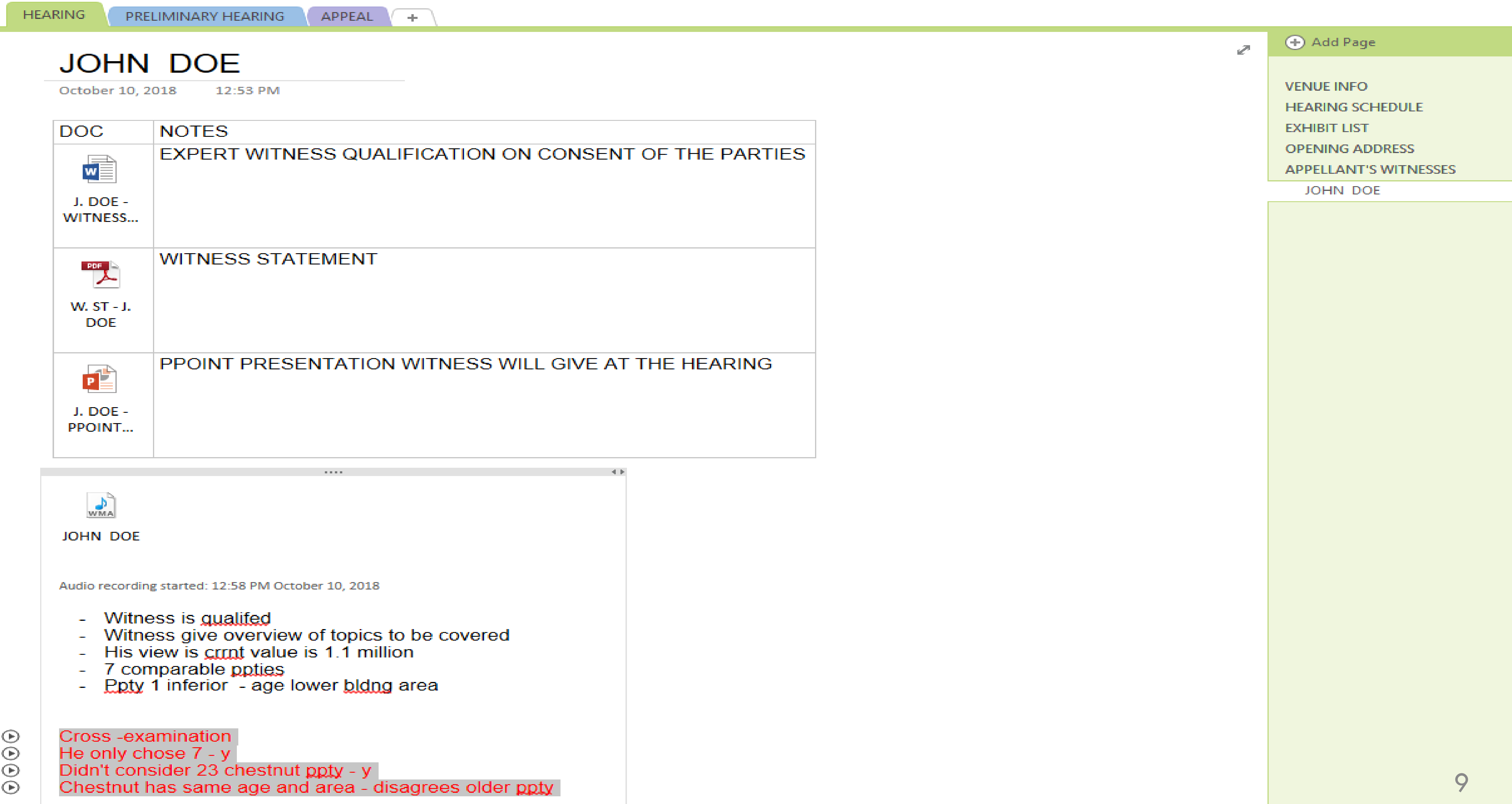
Audio recording started: 3:18 PM October 10, 2018

EVERY TIME I HIT THE RETURN KEY

A TIME STAMP WILL BE PLACED ON THE RECORDING

I CAN CLICK ON WHATEVER LINE I WANT, AND ONENOTE WILL PLAY WHAT WAS BEING SAID AT THAT TIME

APPLICATION – HEARING BENCH


HEARING
PRELIMINARY HEARING
APPEAL
+
Add Page
VENUE INFO
HEARING SCHEDULE
EXHIBIT LIST
OPENING ADDRESS
APPELLANT'S WITNESSES
JOHN DOE

JOHN DOE

October 10, 2018 12:53 PM

DOC	NOTES
J. DOE - WITNESS...	EXPERT WITNESS QUALIFICATION ON CONSENT OF THE PARTIES
W. ST - J. DOE	WITNESS STATEMENT
J. DOE - PPOINT...	PPOINT PRESENTATION WITNESS WILL GIVE AT THE HEARING

JOHN DOE

Audio recording started: 12:58 PM October 10, 2018

- Witness is qualifed
- Witness give overview of topics to be covered
- His view is crrnt value is 1.1 million
- 7 comparable ppties
- Pply 1 inferior - age lower bldng area

Cross -examination
He only chose 7 - y
Didn't consider 23 chestnut ppty - y
Chestnut has same age and area - disagrees older ppty

APPLICATION – MEMBER'S MANUAL

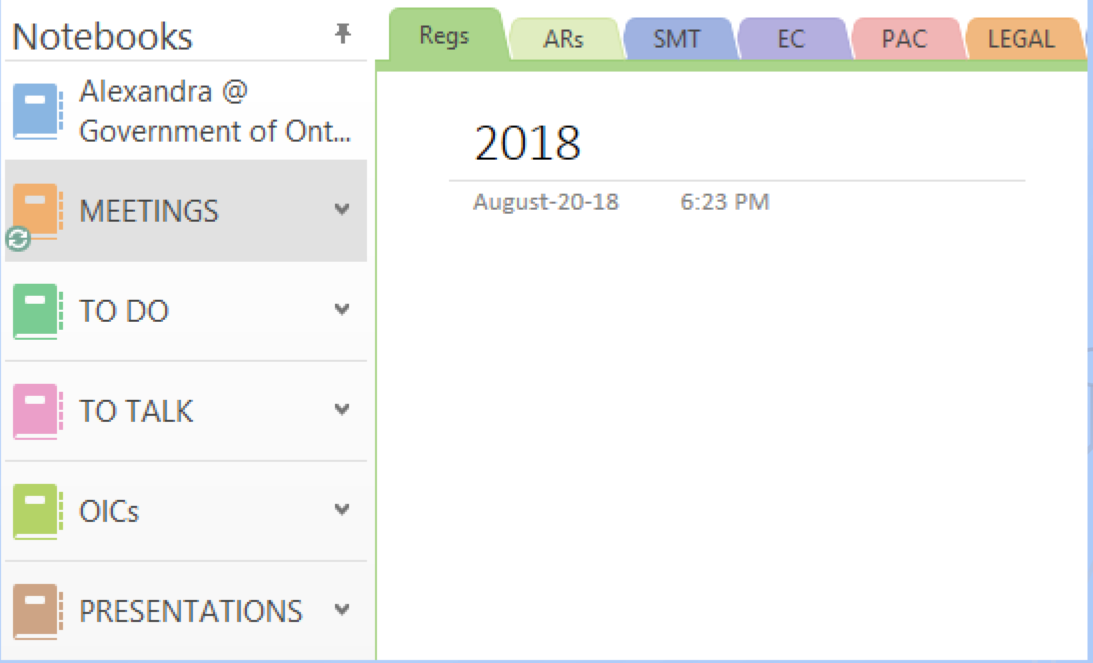
- A shared OneNote notebook that contains everything a member needs:
  - OIC Information – position description, etc.
  - Admin information – (phone lists, benefit info, etc.)
  - Hearing Info – style guides, decision templates etc.
  - Training materials – new member and on-going training
  - Case law - leading hearing decisions

ONE NOTE (ADMIN)

- Create tabs for ongoing items (tutorial included)
  - Move items from meetings

This two-hour meeting was almost as productive as a single, well-written email.

to actions



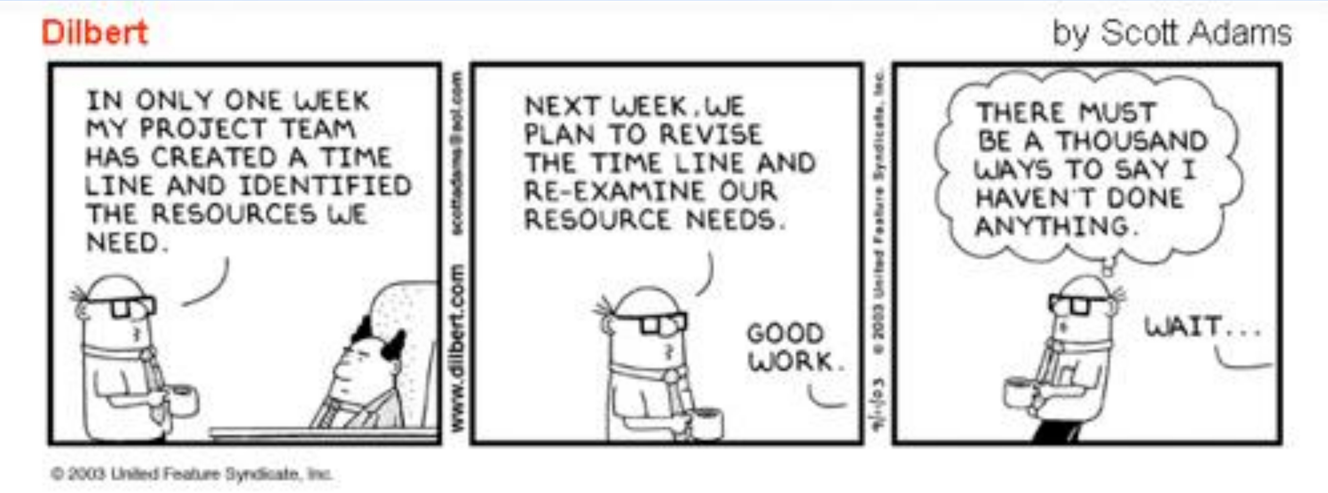
Notebooks
Alexandra @ Government of Ont...
MEETINGS
TO DO
TO TALK
OICs
PRESENTATIONS
Regs
ARs
SMT
EC
PAC
LEGAL

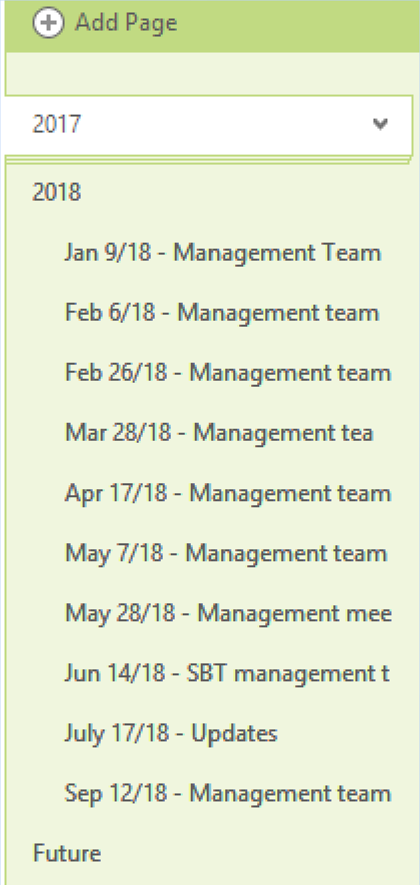
2018

August-20-18 6:23 PM

ONE NOTE (ADMIN)

- Keep track of all related meetings in one place


Dilbert
by Scott Adams
IN ONLY ONE WEEK MY PROJECT TEAM HAS CREATED A TIME LINE AND IDENTIFIED THE RESOURCES WE NEED.
www.dilbert.com
scottadams@aol.com
NEXT WEEK, WE PLAN TO REVISE THE TIME LINE AND RE-EXAMINE OUR RESOURCE NEEDS.
GOOD WORK.
© 2003 United Feature Syndicate, Inc.
THERE MUST BE A THOUSAND WAYS TO SAY I HAVEN'T DONE ANYTHING.
WAIT...
© 2003 United Feature Syndicate, Inc.



2017

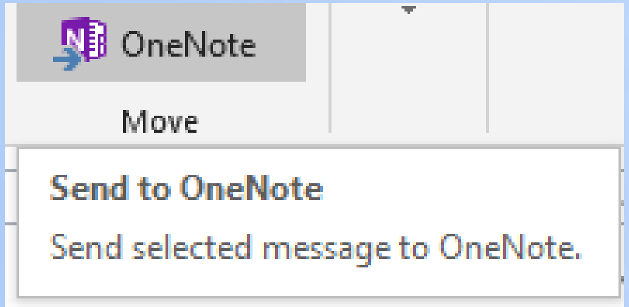
2018
- Jan 9/18 - Management Team
- Feb 6/18 - Management team
- Feb 26/18 - Management team
- Mar 28/18 - Management tea
- Apr 17/18 - Management team
- May 7/18 - Management team
- May 28/18 - Management mee
- Jun 14/18 - SBT management t
- July 17/18 - Updates
- Sep 12/18 - Management team

Future

- Works across different platforms
  - Laptop / computer
  - Tablet / smartphone

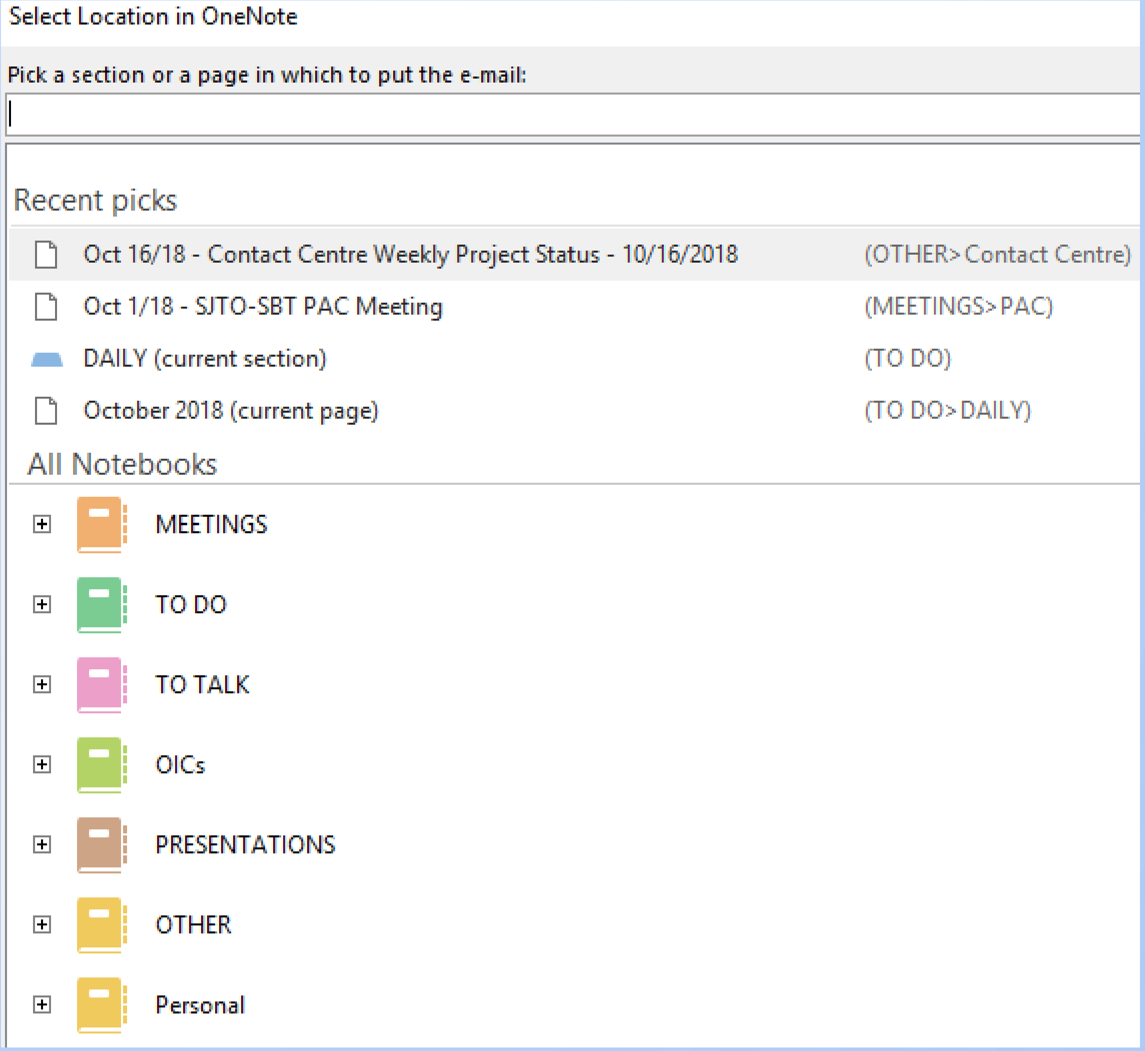
ONE NOTE (ADMIN)

- From Outlook:
  - Select emails to add to OneNote


OneNote
Move

Send to OneNote

Send selected message to OneNote.


Select Location in OneNote

Pick a section or a page in which to put the e-mail:

Recent picks

Oct 16/18 - Contact Centre Weekly Project Status - 10/16/2018	(OTHER> Contact Centre)
Oct 1/18 - SJTO-SBT PAC Meeting	(MEETINGS> PAC)
DAILY (current section)	(TO DO)
October 2018 (current page)	(TO DO> DAILY)

All Notebooks

- MEETINGS
- TO DO
- TO TALK
- OICs
- PRESENTATIONS
- OTHER
- Personal

I find it helps to organize chores into categories: Things I won't do now; Things I won't do later; Things I'll Never Do...

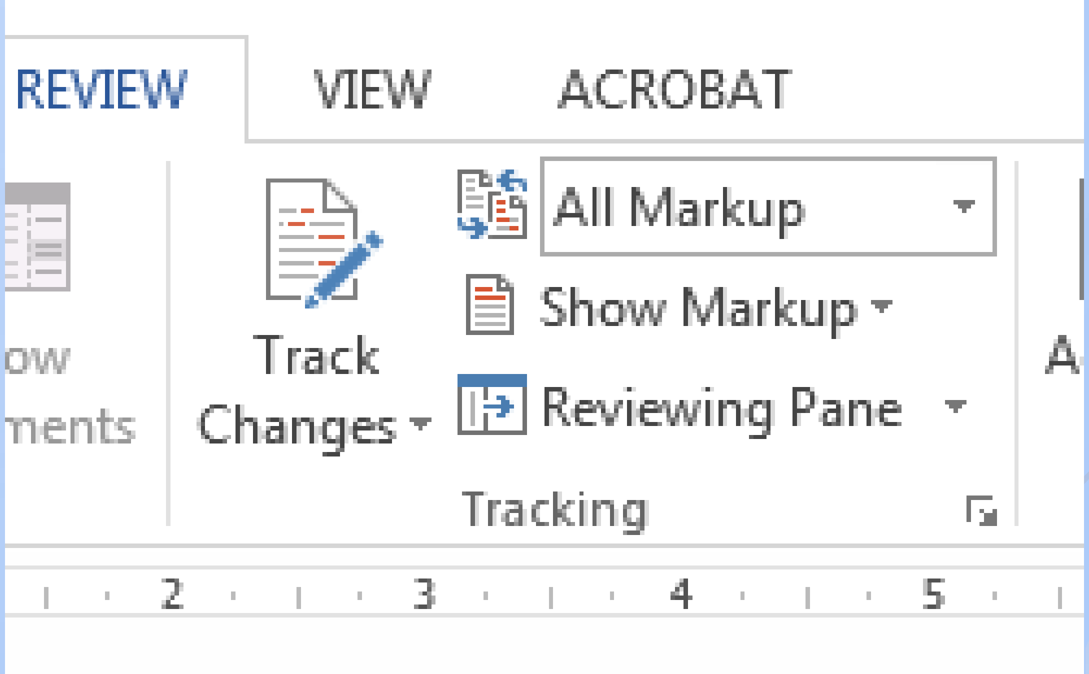
TRACK CHANGES

To review changes in your document

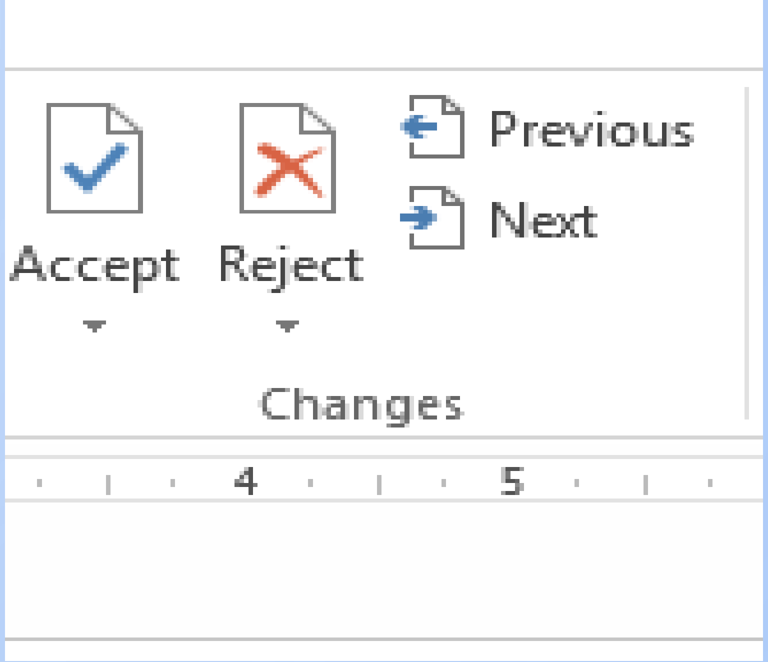
- In a word document, go to Review > Track changes (Ctrl+Shift+E)

-Go to All Markup

- **Simple Markup.**
- **All Markup**
- **No Markup.**
- **Original.**


REVIEW
VIEW
ACROBAT
ow
ments
Track Changes
All Markup
Show Markup
Reviewing Pane
Tracking
A
2
3
4
5

TRACK CHANGES CONTINUED


Accept
Reject
Previous
Next
Changes
4
5

You can accept or reject changes.

There are a few options:

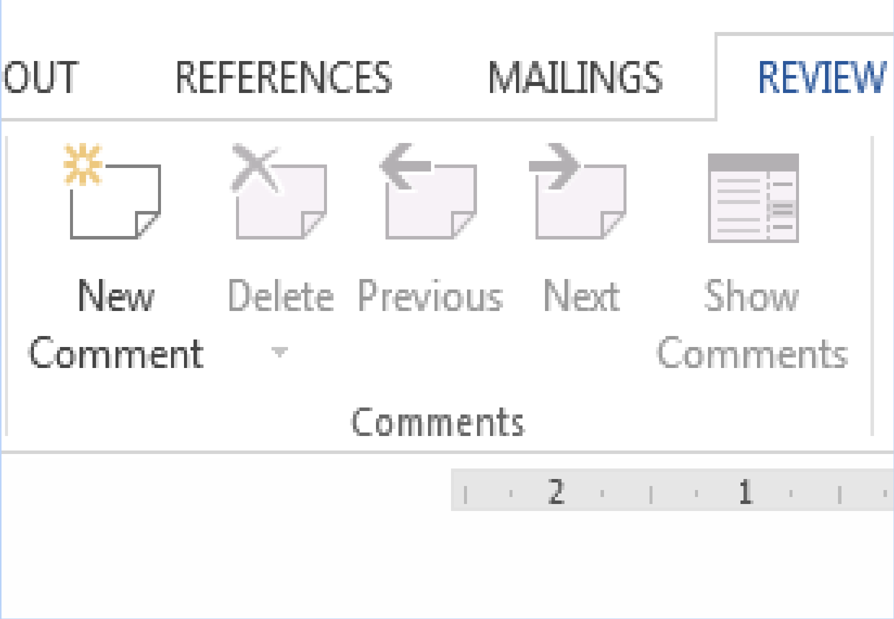
-Accept/Reject and move to next

-Accept/Reject all changes

-Accept/Reject all changes and stop tracking

You can move through the edit by pressing previous or next.

TRACK CHANGES - ADDING COMMENTS


OUT
REFERENCES
MAILINGS
REVIEW
New Comment
Delete
Previous
Next
Show Comments
Comments
2
1

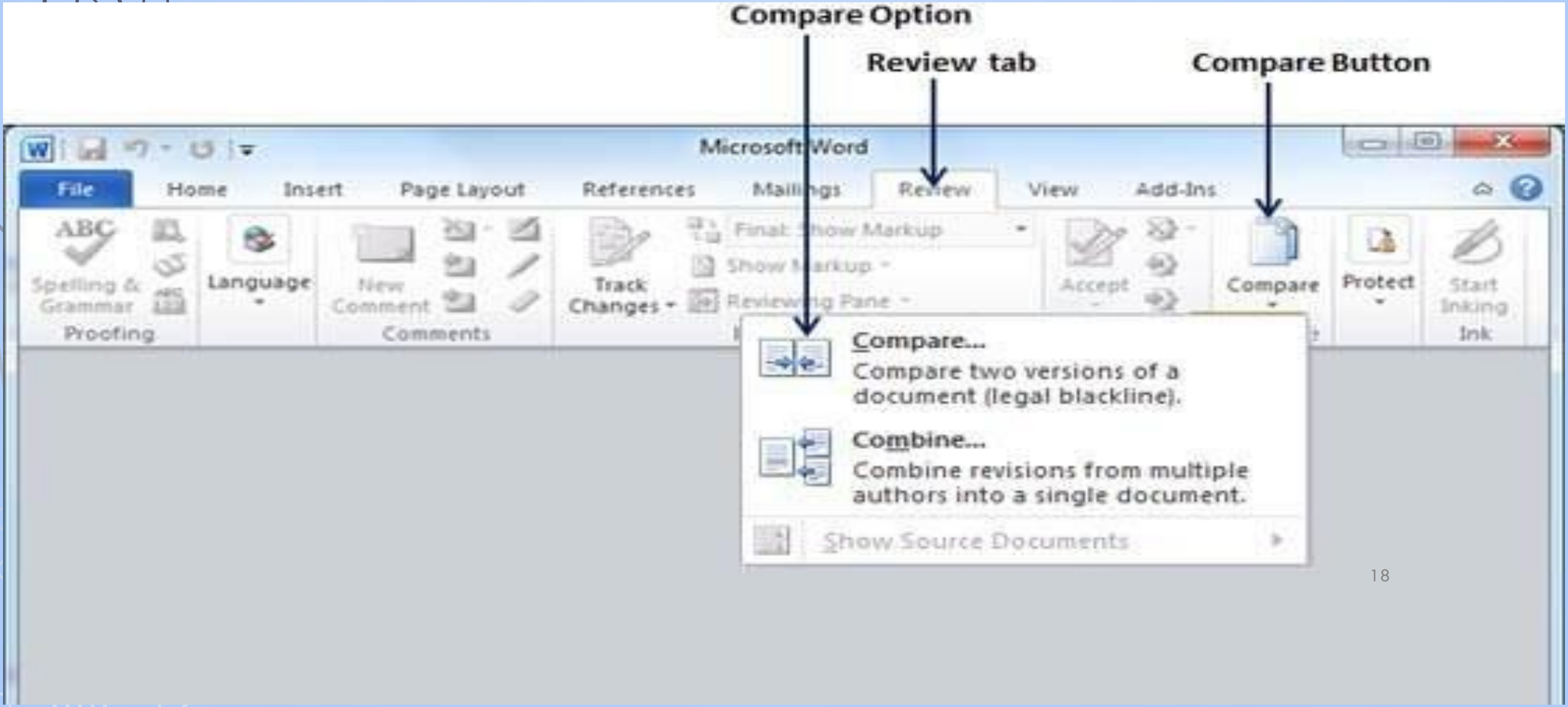
-Select the content you want to comment on.

-Go to **Review** > **Comments** > **New Comment**, and make your comment. If you want to make changes to any of your comments, just go back and edit them.

-To reply to a comment, go to the comment, and select **Reply**.

Lightning Round

WORD – COMPARE FUNCTION


Compare Option
Review tab
Compare Button
Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Add-Ins
Spelling & Grammar
Proofing
Language
New Comment
Comments
Track Changes
Final: Show Markup
Show Markup
Reviewing Pane
Accept
Compare
Protect
Start Inking
Ink

Compare...
Compare two versions of a document (legal blackline).

Combine...
Combine revisions from multiple authors into a single document.

Show Source Documents

WORD – AUTO-CORRECT FUNCTION

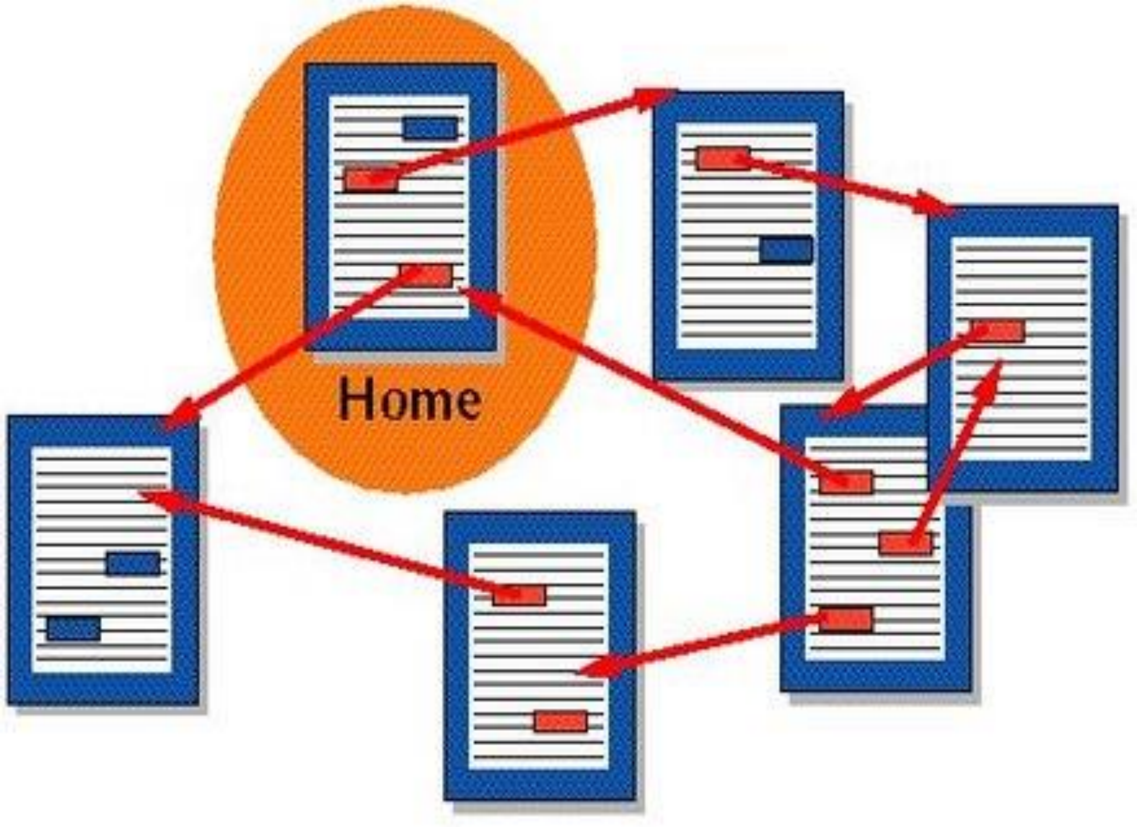
THE APZ RECEIVED THE NOAZ AND ATTACHED DOCZ FRZ THE SBTZ.

= THE APPELLANT RECEIVED THE NOTICE OF APPEAL AND ATTACHED DOCUMENT FROM THE SOCIAL BENEFITS TRIBUNAL.

AT THE CCZ MEETING, THE VCZ DISCUSSED ADRZ, AND A PARAZ IN THE SPPAZ ABOUT VIDZ HRGSZ.

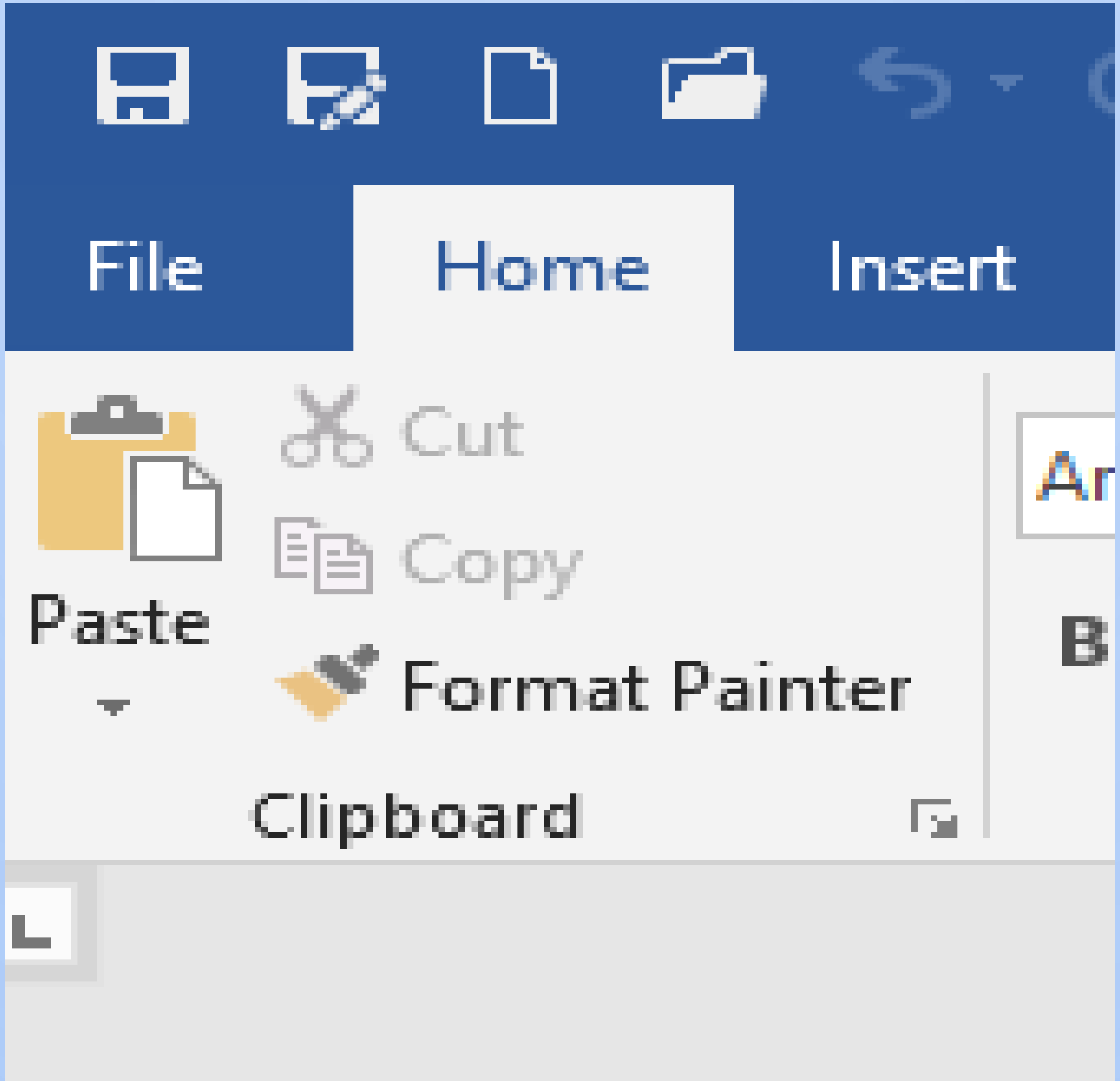
= AT THE CONSULTATIVE COMMITTEE MEETING, THE VICE-CHAIR DISCUSSED ALTERNATIVE DISPUTE RESOLUTION (ADR) AND A PARAGRAPH IN THE STATUTORY POWERS PROCEDURE ACT ABOUT VIDEOCONFERENCE HEARINGS.

DOCUMENTS WITH HYPERLINKS



I SHOULD REALLY GET BACK TO WORK
OHH LOOK ANOTHER BLUE LINK

MICROSOFT WORD TIPS
FORMAT PAINTER


File
Home
Insert
Cut
Copy
Paste
Format Painter
Clipboard

MICROSOFT WORD TIPS
FORMAT PAINTER

- Use this to apply the format in what part of your Word document to another part.
- Highlight the text which has the format you want
- Click on Format Painter – after a second, your cursor turns to a small paint brush
- Left click and drag the brush over the text you want to re-format.
- If you want to reformat in multiple places, double click Format Painter

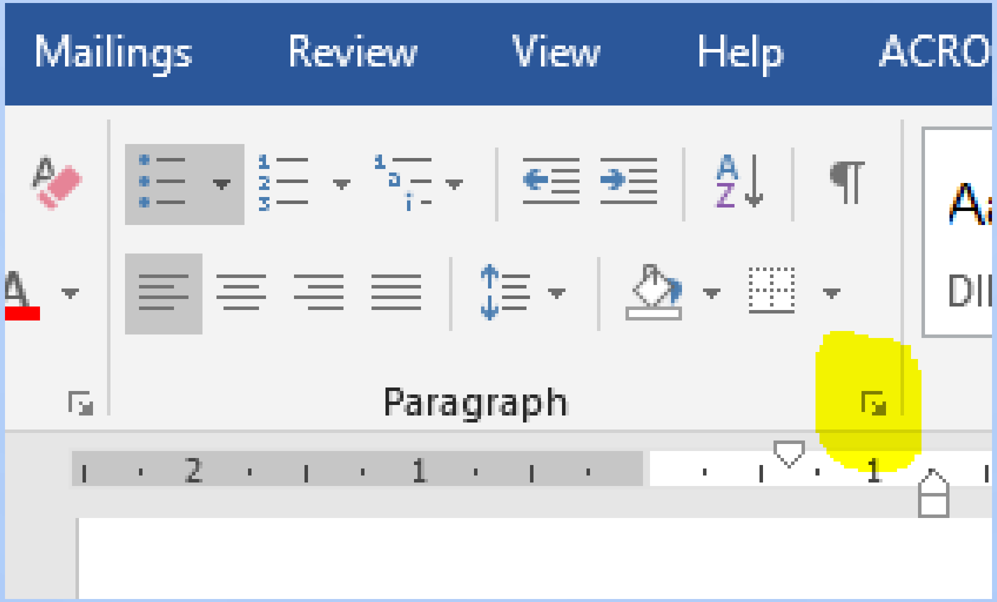
MICROSOFT WORD TIPS

- **SHIFT + F5** : moves cursor to position when last save was made
- **CNTL + G**: Opens dialogue box so you can go to the page number you enter
- **CNTL+SHIFT+SPACE**: to keep words together on the same line
- **CNTL+SHIFT+HYPHEN**: to keep hyphenated words together on the same line

MICROSOFT WORD TIPS
SPACING BETWEEN BULLET POINTS

Select the bullet points (hold down left mouse button and drag over the text)

On the Home tab Ribbon– go to Paragraph and click on the lower right hand corner


Mailings
Review
View
Help
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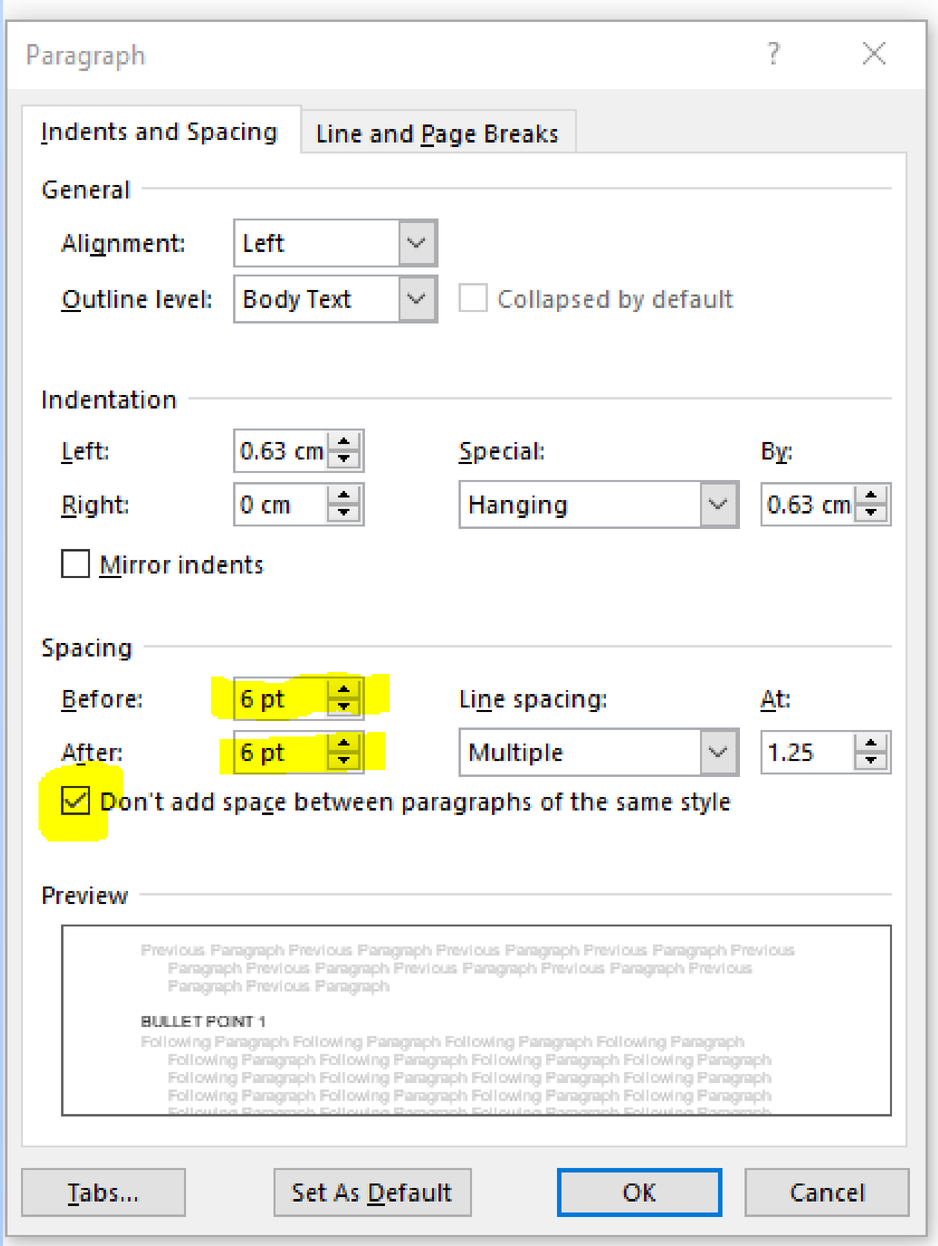
Paragraph
2
1
1
Aa
DI

MICROSOFT WORD TIPS
SPACING BETWEEN BULLET POINTS



General

Alignment: Left

Outline level: Body Text ☐ Collapsed by default

Indentation

Left: 0.63 cm

Right: 0 cm

Special: Hanging

By: 0.63 cm

☐ Mirror indents

Spacing

Before: 6 pt

After: 6 pt

Line spacing: Multiple

At: 1.25

☑ Don't add space between paragraphs of the same style

Preview

Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph

BULLET POINT 1

Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph

MICROSOFT WORD TIPS
SPACING BETWEEN BULLET POINTS

- Deselect “Don’t add space between paragraphs…
- Set spacing: depends on what you want. Usually set: “Before” to Zero and “After” to 6 or 8.
- Click OK

RENAME A FILE QUICKLY

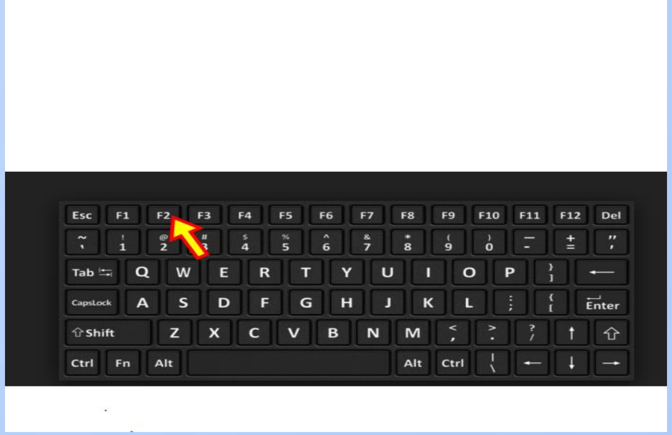
Right-clicking and selecting rename is not very efficient.

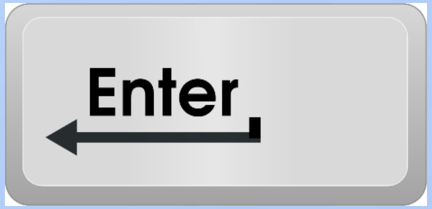
PC

- Press F2 while a file is selected

Mac

- Hit enter to rename



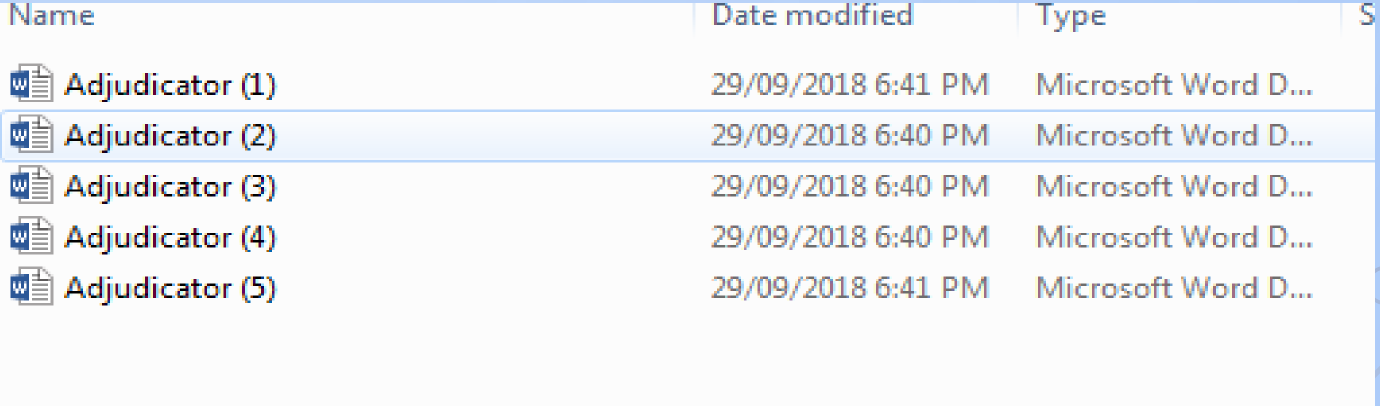


RENAME FILES SEQUENTIALLY

This will automatically change files with the same root name with a suffix: (1), (2), and so on.

PC

- Select all files you want to change
- Hit F2
- Type in name



Name	Date modified	Type
Adjudicator (1)	29/09/2018 6:41 PM	Microsoft Word D...
Adjudicator (2)	29/09/2018 6:40 PM	Microsoft Word D...
Adjudicator (3)	29/09/2018 6:40 PM	Microsoft Word D...
Adjudicator (4)	29/09/2018 6:40 PM	Microsoft Word D...
Adjudicator (5)	29/09/2018 6:41 PM	Microsoft Word D...

Mac

-Select files and right click and an option to rename the whole batch as a series will show up.

CYCLE THROUGH OPEN TABS

This tip will help you move faster between tabs rather than moving the mouse and clicking on a tab

-Press Ctrl+Tab while in a browser will flip between each one

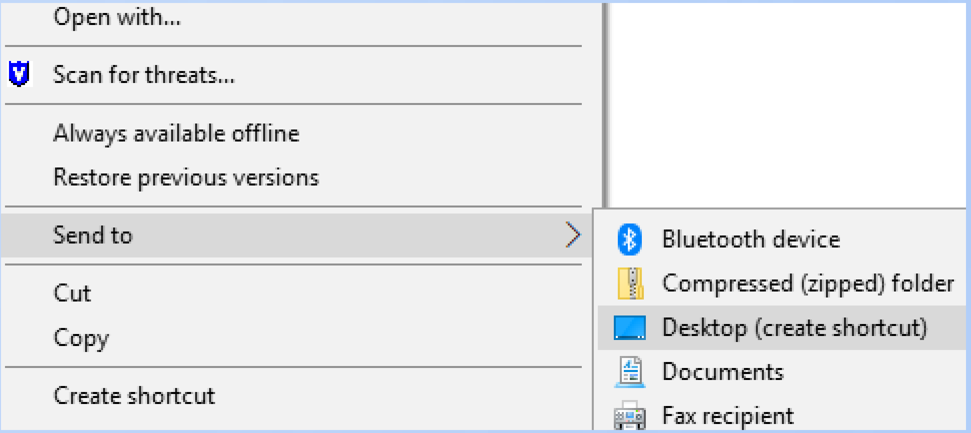
-Ctril +Shift+Tab to go backwards

-Ctrl+Num (1,2,3,4) will take you to a certain tab in that numeric order

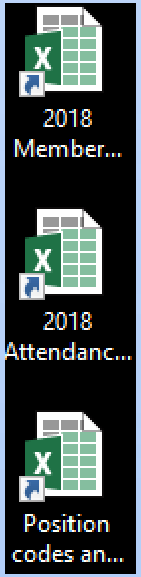
-Ctrl+9 will bring you to the very last tab.

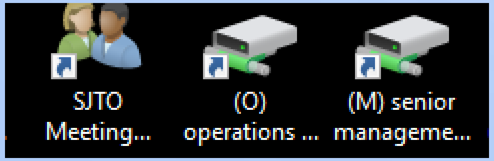
LINKS ON DESKTOP

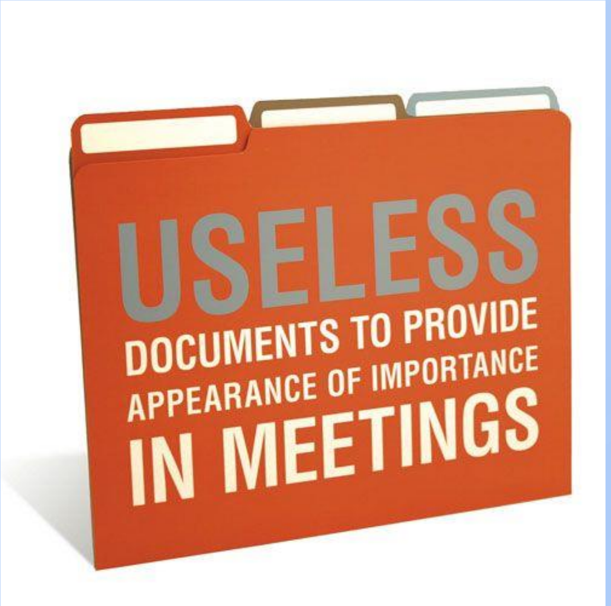
- Right click on the document
- Select Send to and then Desktop (create shortcut)
- Do not chose the option to create a shortcut!


Open with...
Scan for threats...
Always available offline
Restore previous versions
Send to
Cut
Copy
Create shortcut
Bluetooth device
Compressed (zipped) folder
Desktop (create shortcut)
Documents
Fax recipient

- Now you can easily access your files
- Just a double-click away
- Always work from the latest version

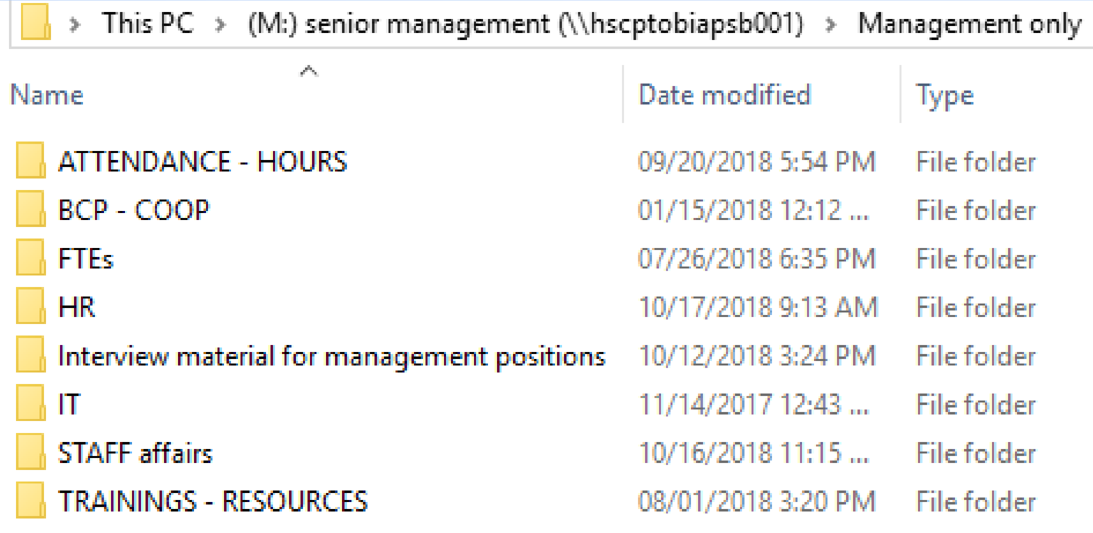

2018 Member...
2018 Attendanc...
Position codes an...


SJTO Meeting...
(O) operations ...
(M) senior manageme...


USELESS
DOCUMENTS TO PROVIDE
APPEARANCE OF IMPORTANCE
IN MEETINGS

SHARED DRIVES

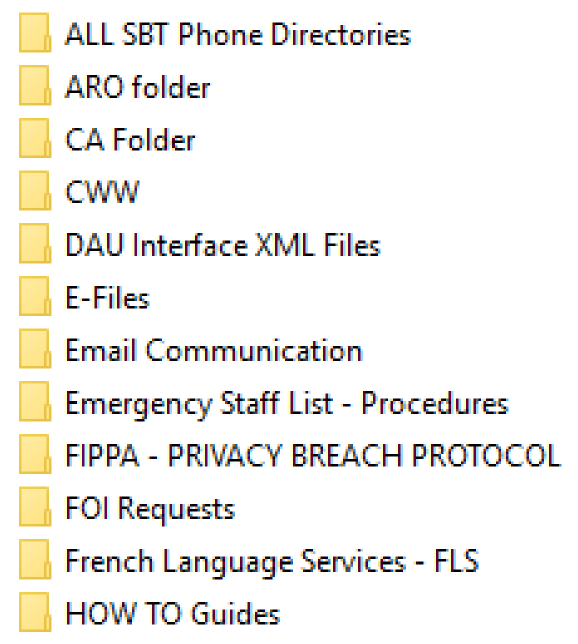
- Easy to share resources
- Give access to specific people



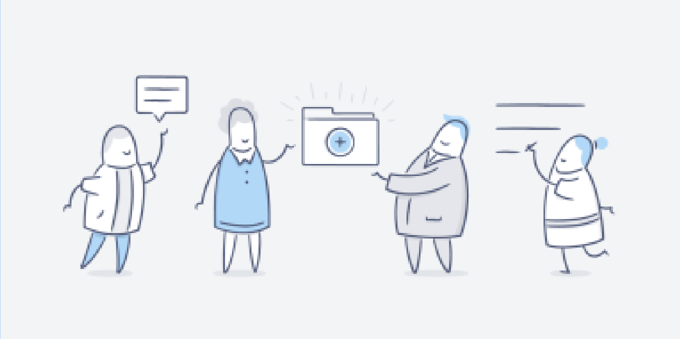
This PC › (M:) senior management (\\hscptobiapsb001) › Management only

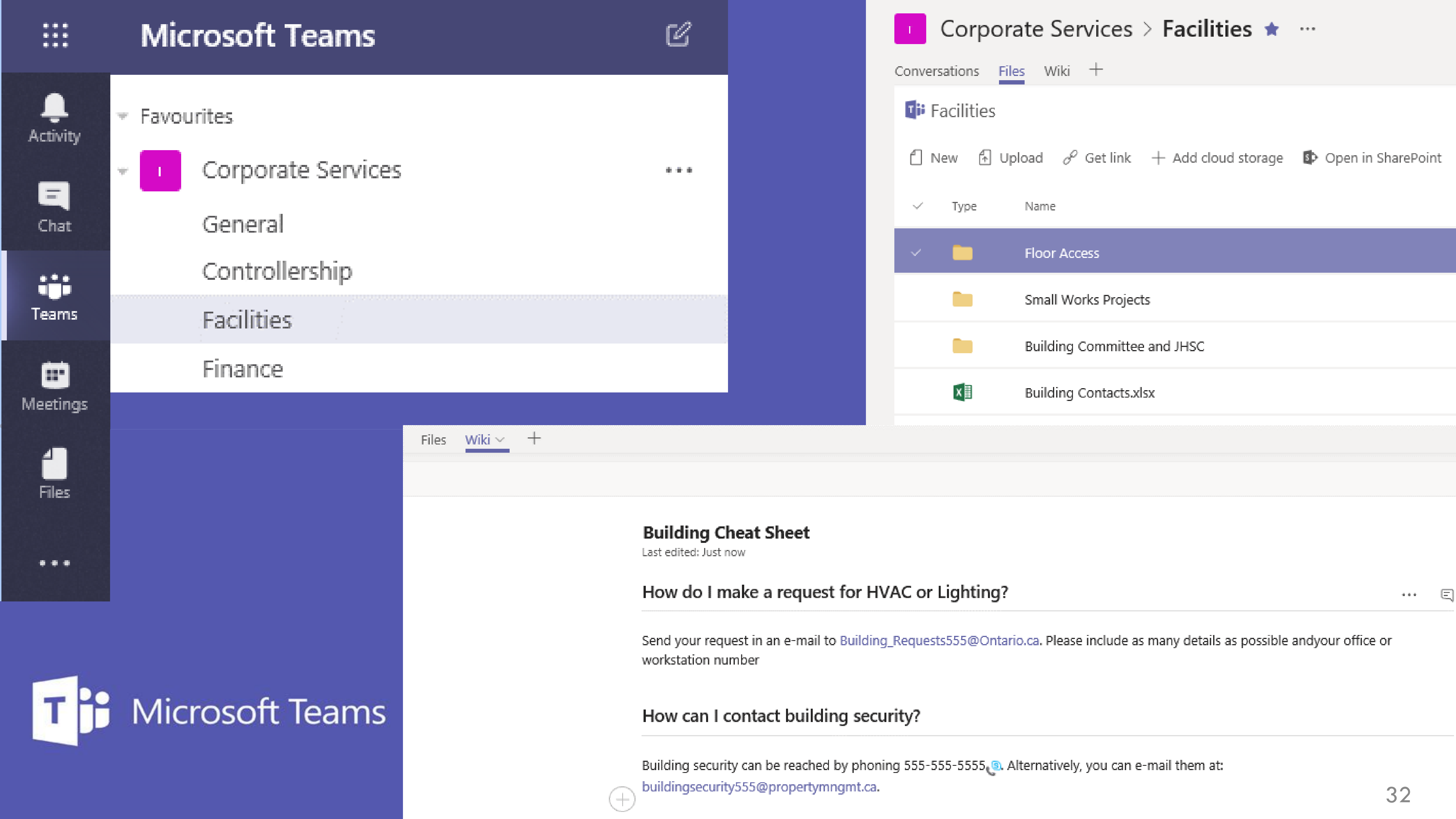
Name	Date modified	Type
ATTENDANCE - HOURS	09/20/2018 5:54 PM	File folder
BCP - COOP	01/15/2018 12:12 ...	File folder
FTEs	07/26/2018 6:35 PM	File folder
HR	10/17/2018 9:13 AM	File folder
Interview material for management positions	10/12/2018 3:24 PM	File folder
IT	11/14/2017 12:43 ...	File folder
STAFF affairs	10/16/2018 11:15 ...	File folder
TRAININGS - RESOURCES	08/01/2018 3:20 PM	File folder

STAFF



ALL SBT Phone Directories
ARO folder
CA Folder
CWW
DAU Interface XML Files
E-Files
Email Communication
Emergency Staff List - Procedures
FIPPA - PRIVACY BREACH PROTOCOL
FOI Requests
French Language Services - FLS
HOW TO Guides




Microsoft Teams
Activity
Chat
Teams
Meetings
Files
Favourites
Corporate Services
General
Controllership
Facilities
Finance
Corporate Services > Facilities
Conversations
Files
Wiki
Facilities
New
Upload
Get link
Add cloud storage
Open in SharePoint
Files
Wiki
Microsoft Teams

Type	Name
📁	Floor Access
📁	Small Works Projects
📁	Building Committee and JHSC
X	Building Contacts.xlsx

Building Cheat Sheet

Last edited: Just now

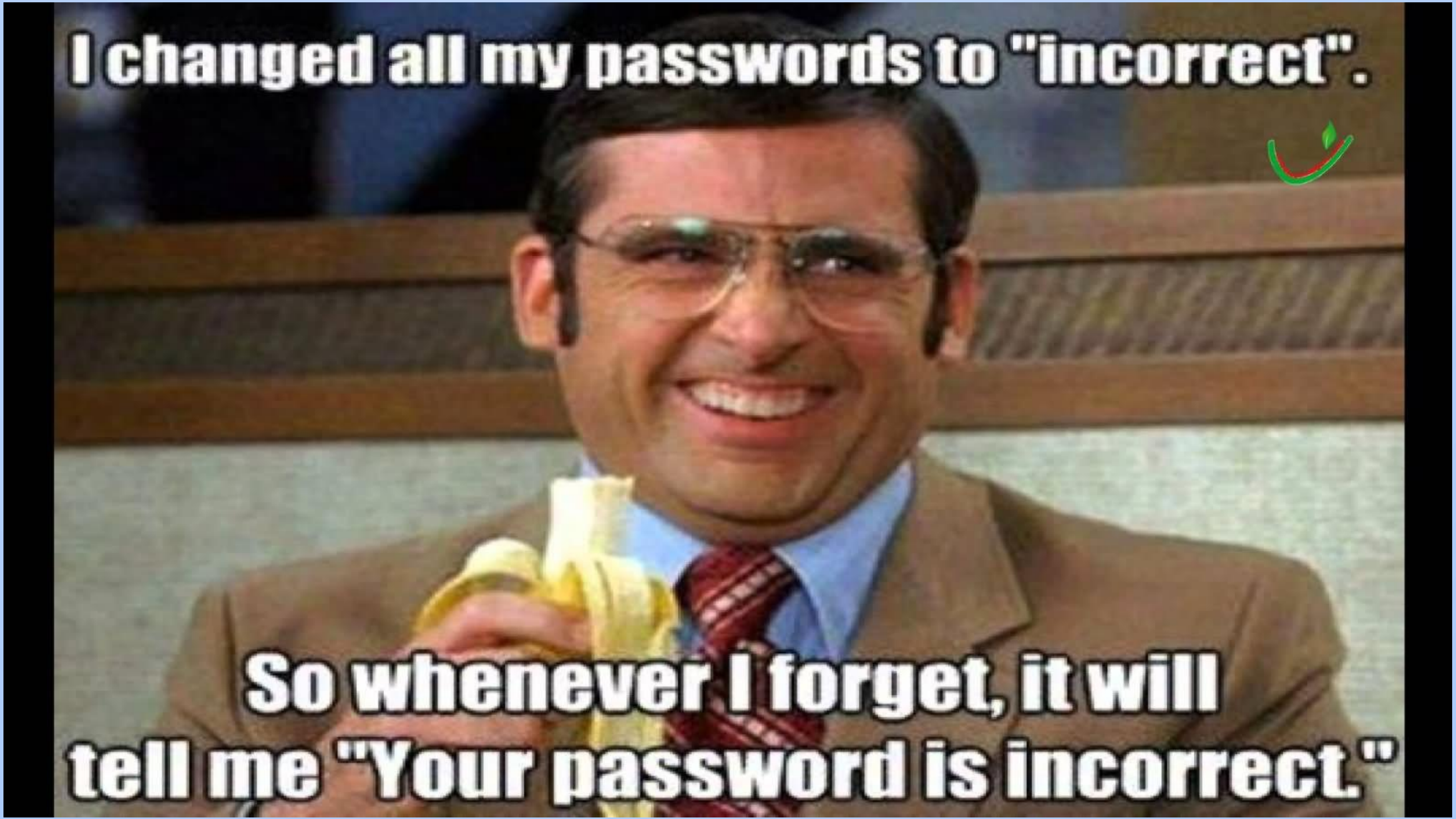
How do I make a request for HVAC or Lighting?

Send your request in an e-mail to Building_Requests555@Ontario.ca. Please include as many details as possible andyour office or workstation number

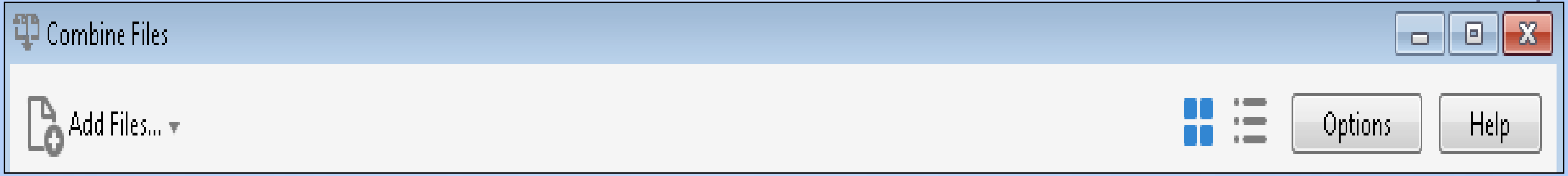
How can I contact building security?

Building security can be reached by phoning 555-555-5555. Alternatively, you can e-mail them at: buildingsecurity555@propertymngmt.ca.

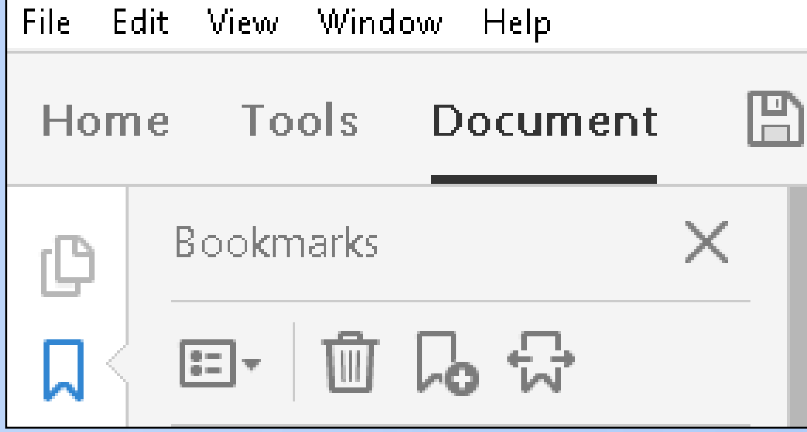
LONG TECH TIPS:
ROUND 2


I changed all my passwords to "incorrect".
So whenever I forget, it will
tell me "Your password is incorrect."

ADOBE ACROBAT: CREATE



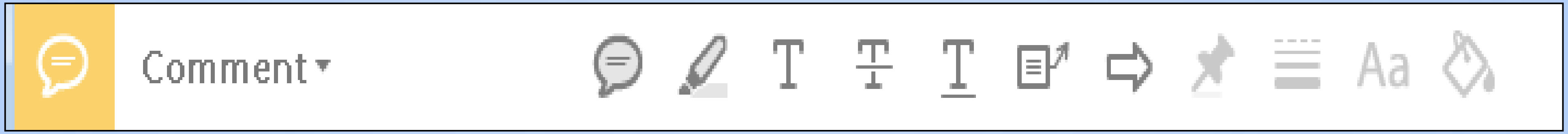
- Select “**Multiple Files**”, then “**Combine Files**”
- Select “**Add files**” for “**files**” or a “**folder**”
  - Hold “**Shift**” to select consecutive files from a list; or
  - Hold “**CNTRL**” to select random documents from a list
  - Click and drag the files to change their order
- “**Combine files**”, “**Save**”, set name and location
  - Adobe will convert most file types for you
  - Open the left side toolbar to find the original files bookmarked, right click to “**rename**” a bookmark


File
Edit
View
Window
Help
Home
Tools
Document
Bookmarks

ADOBE ACROBAT: BOOKMARK

- Use to add the bookmark to the page you are on; or use **CNTRL+B**
- “**Name**” the bookmark for ease of recall
  - Right click to “**Rename**” the bookmark
  - Select text (click, hold and highlight) to auto-name the bookmark with that text
- Drag bookmarks within the bookmark pane to associate them by topic or hierarchy
  - bookmark location does not change

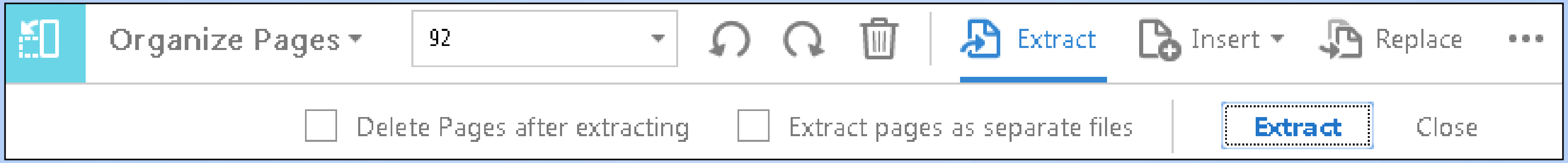
ADOBE ACROBAT: COMMENT



- Select your tool type (examples show above):
  - Comment to add notes to a pop up
  - Highlight, Add, Strikethrough or Underline text
  - Textbox to add text with a pointer

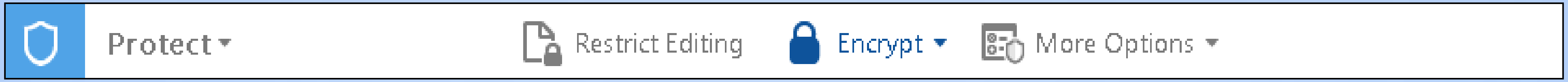
    Remember this line
  - Arrow to point to relevant text
- Select:
  - Pin icon to keep a tool selected for repeated use
  - Multi-line icon to change the line thickness
  - “**Aa**” icon to change text font, color, spacing
  - Pail icon to change a tool’s color

ADOBE ACROBAT: EXTRACT


Organize Pages
92
Extract
Insert
Replace
☐ Delete Pages after extracting
☐ Extract pages as separate files
Extract
Close

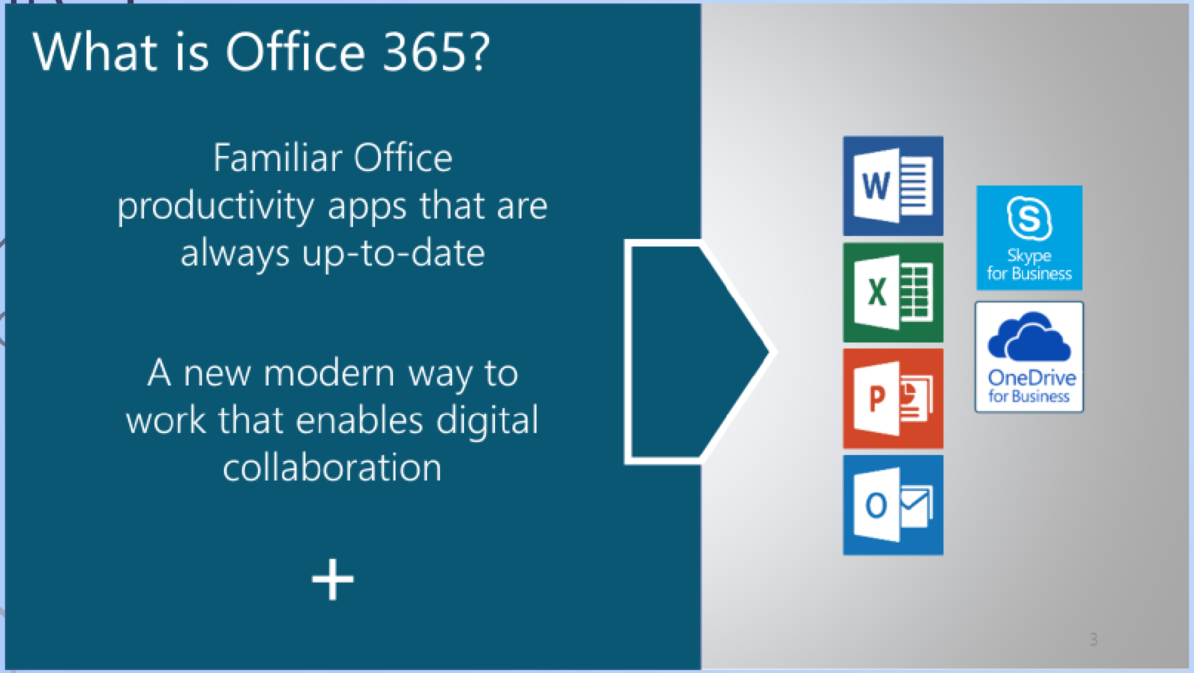
- Click to select a page from the document
  - Hold "**Shift**" and select the first and last of consecutive pages
  - Hold "**CNTRL**" and select random pages
- Select "**Extract**" to create a new document
- Select "**Save**" to confirm name, rename and location of the separate document

ADOBE ACROBAT: PROTECT


Protect
Restrict Editing
Encrypt
More Options

- Select “**Encrypt**”, “**Encrypt with Password**”,
    - To Open; and/or to Edit or Print the document
    - choose a medium to strongly rated password
    - “**Save**” it to apply the restrictions, the title will be visible so name it carefully
- Select “**Remove security**” to remove any restrictions, add the password and save to confirm

Office 365



What is Office 365?

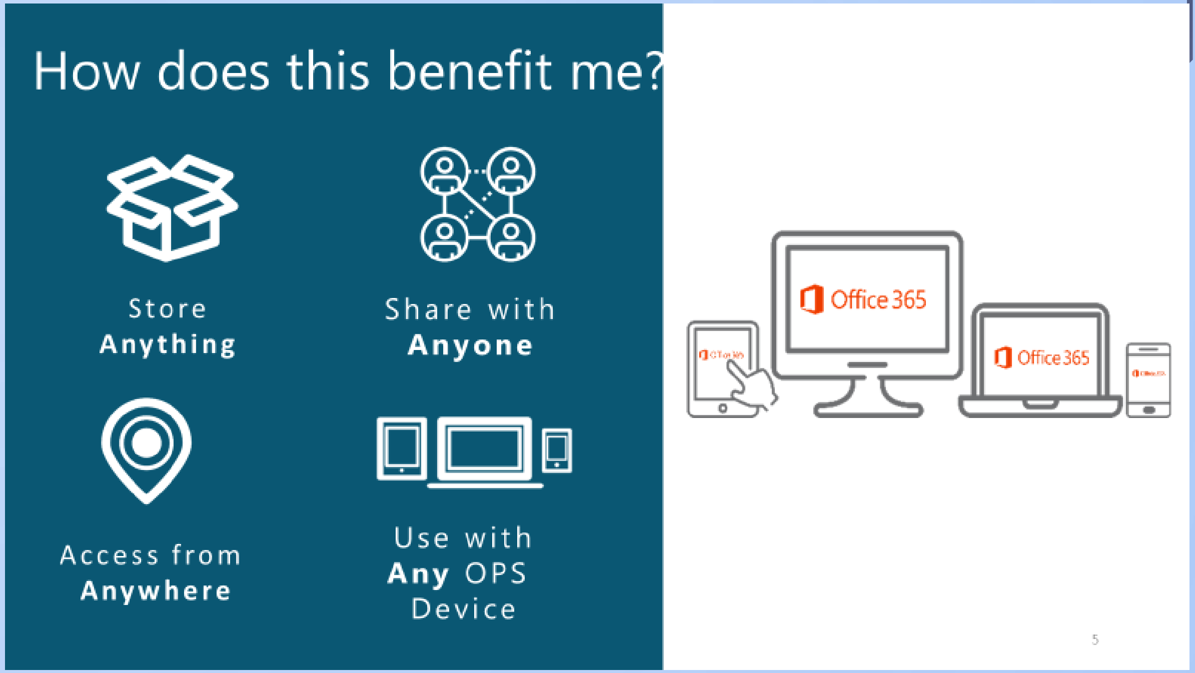
Familiar Office productivity apps that are always up-to-date

A new modern way to work that enables digital collaboration

+

Skype for Business
OneDrive for Business

3



How does this benefit me?

Store **Anything**

Share with **Anyone**

Access from **Anywhere**

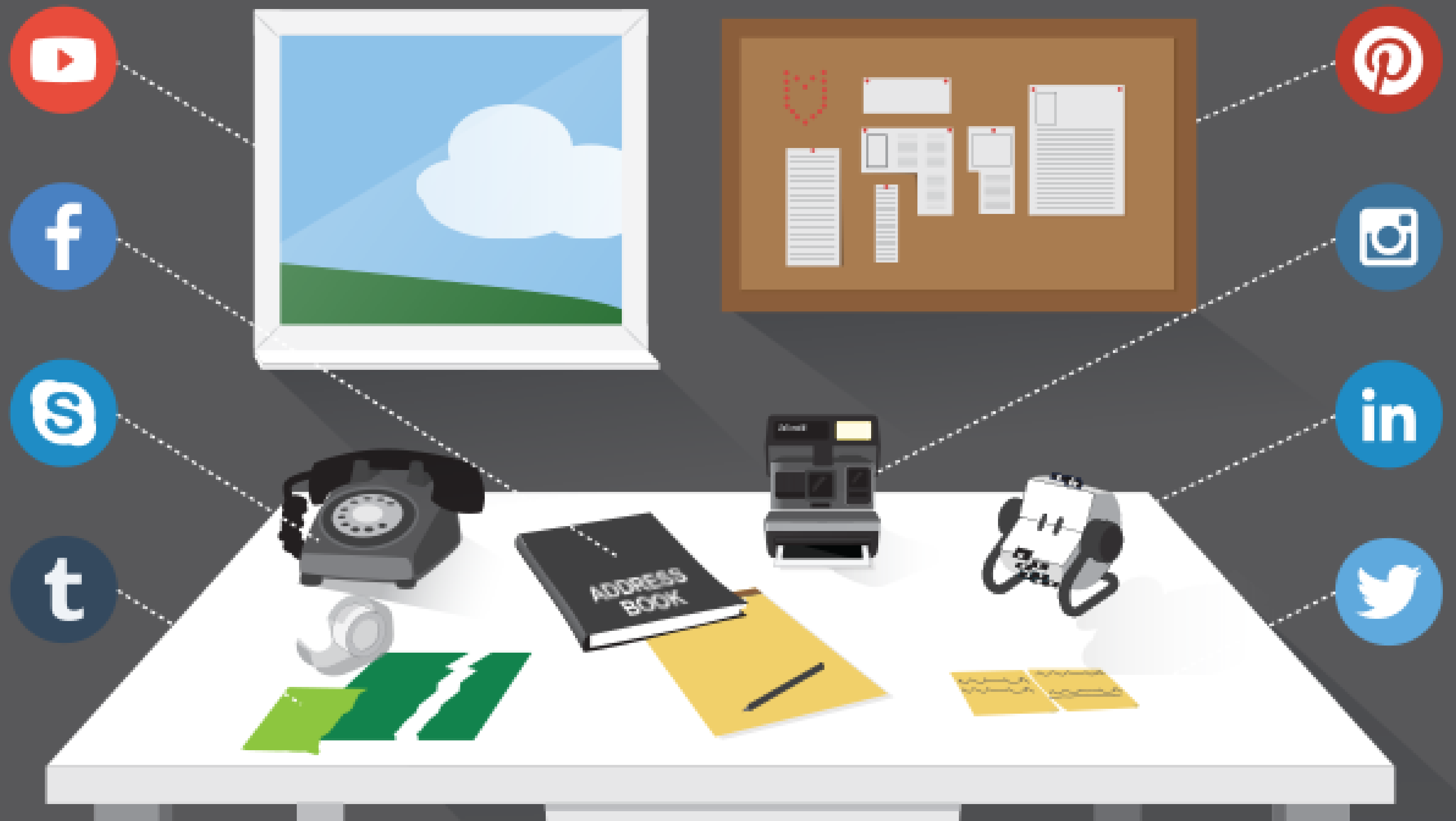
Use with **Any** OPS Device

Office 365
Office 365

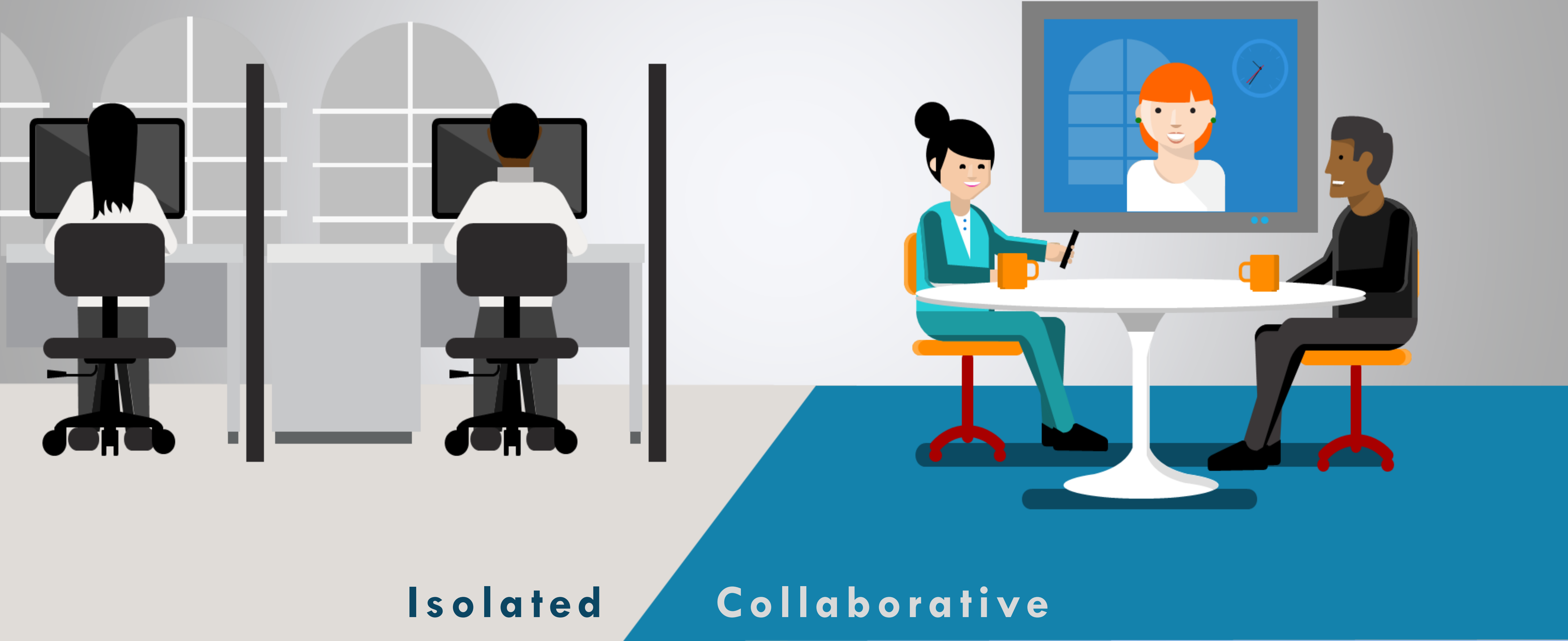
5

Office what?

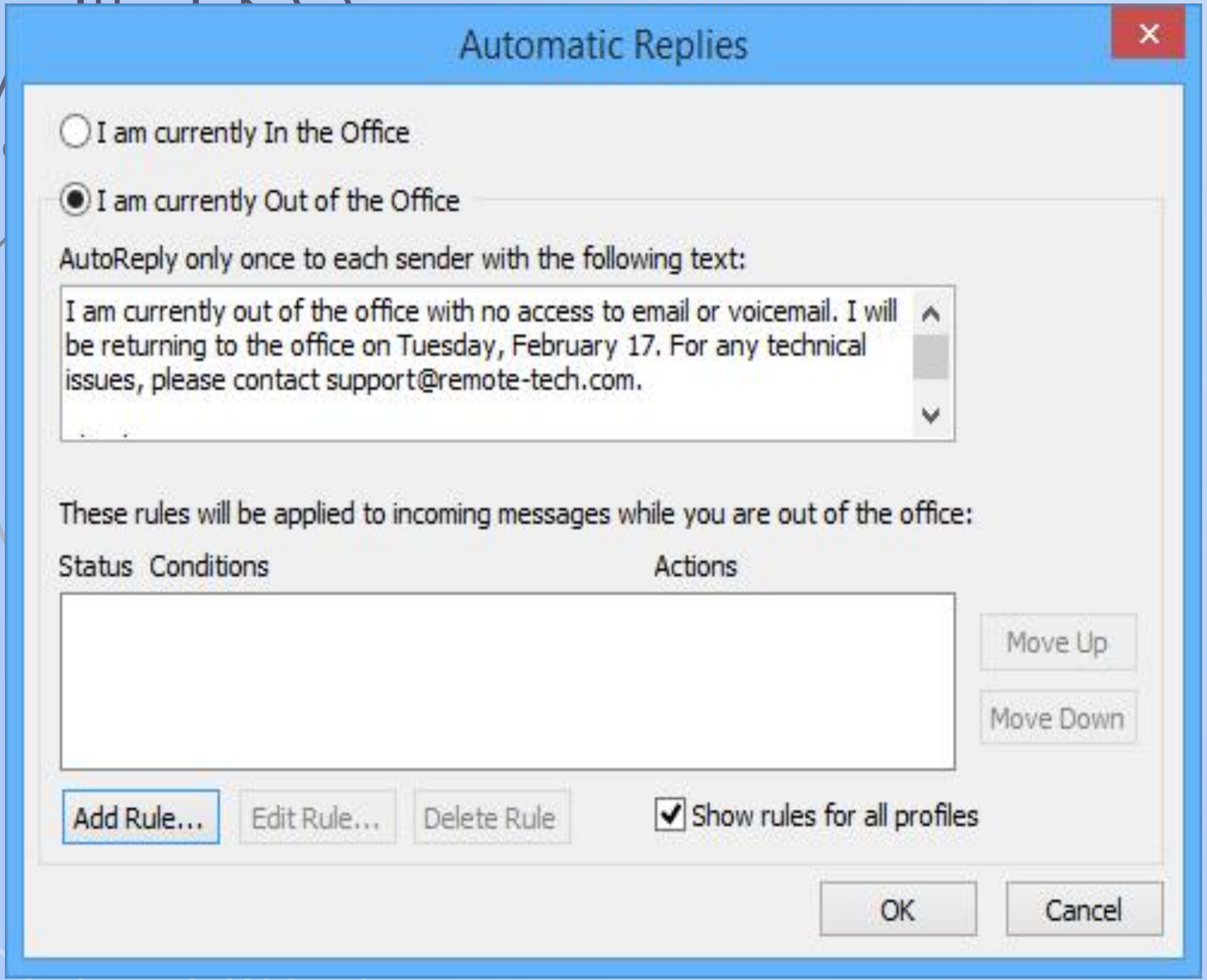
VINTAGE SOCIAL MEDIA


ADDRESS BOOK

THE EVOLVING EMPLOYEE EXPERIENCE


Isolated
Collaborative

E-MAIL AUTO-REPLY – WRITTEN TEST


Automatic Replies
Move Up
Move Down
Add Rule...
Edit Rule...
Delete Rule
OK
Cancel

○ I am currently In the Office

● I am currently Out of the Office

AutoReply only once to each sender with the following text:

I am currently out of the office with no access to email or voicemail. I will be returning to the office on Tuesday, February 17. For any technical issues, please contact support@remote-tech.com.

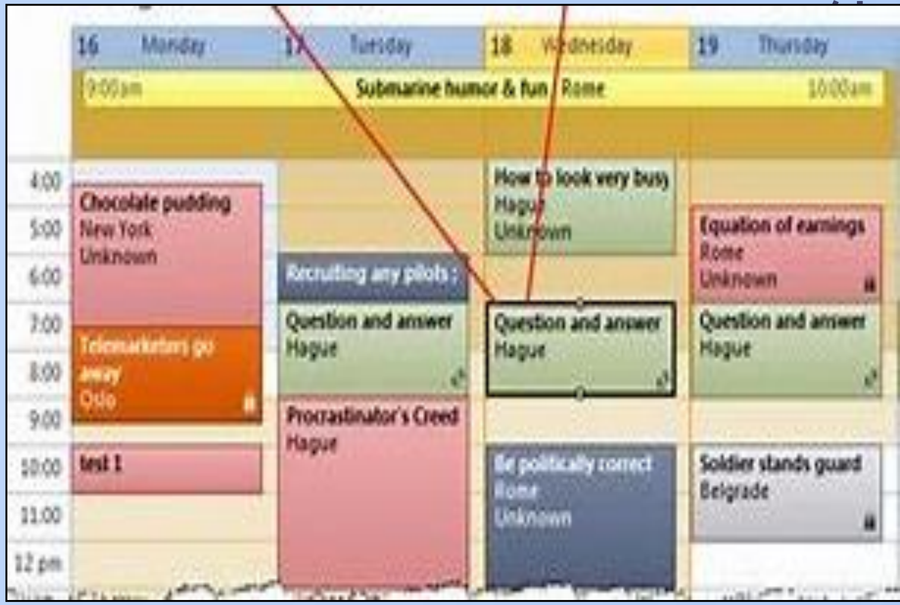
These rules will be applied to incoming messages while you are out of the office:

Status	Conditions	Actions

☑ Show rules for all profiles

YOU GET AN AUTO REPLY!
AND YOU GET AN AUTO REPLY!
EVERYONE GETS
AN AUUUTOOOO REPLY
imgflip.com

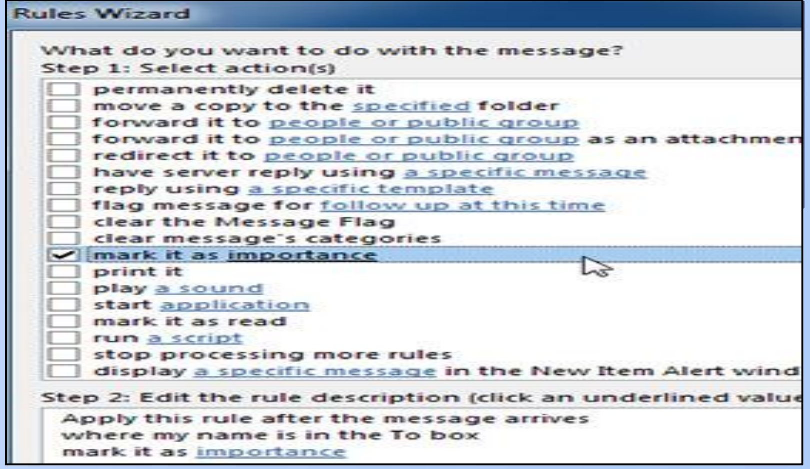
LIGHTNING ROUND


16 Monday
17 Tuesday
18 Wednesday
19 Thursday
9:00am
Submarine humor & fun Rome
10:00am
4:00
5:00
6:00
7:00
8:00
9:00
10:00
11:00
12 pm
Chocolate pudding
New York
Unknown
Telemarketers go away
Oslo
test 1
Recruiting any pilots :
Question and answer
Hague
Procrastinator's Creed
Hague
How to look very busy
Hague
Unknown
Question and answer
Hague
Be politically correct
Rome
Unknown
Equation of earnings
Rome
Unknown
Question and answer
Hague
Soldier stands guard
Belgrade

OUTLOOK: CATEGORIES

- Select **“Categorize”** (main Outlook toolbar)
- Select “**All Categories**”, then “**New**”/”**Rename**”
  - **Blue** = Staff Mtg, **Yellow** = Prep, **Green** = Hearing
- Select a “**shortcut key**” for quick categorizing
  - **CNTRL+F2** = blue category = staff mtg
- Select a category for calendar invites (your calendar only); or Right click on an existing mtg. to set your category to it

OUTLOOK: RULES



Rules Wizard

What do you want to do with the message?

Step 1: Select action(s)

- ☐ permanently delete it
- ☐ move a copy to the specified folder
- ☐ forward it to people or public group
- ☐ forward it to people or public group as an attachmen
- ☐ redirect it to people or public group
- ☐ have server reply using a specific message
- ☐ reply using a specific template
- ☐ flag message for follow up at this time
- ☐ clear the Message Flag
- ☐ clear message's categories
- ☑ mark it as importance
- ☐ print it
- ☐ play a sound
- ☐ start application
- ☐ mark it as read
- ☐ run a script
- ☐ stop processing more rules
- ☐ display a specific message in the New Item Alert wind

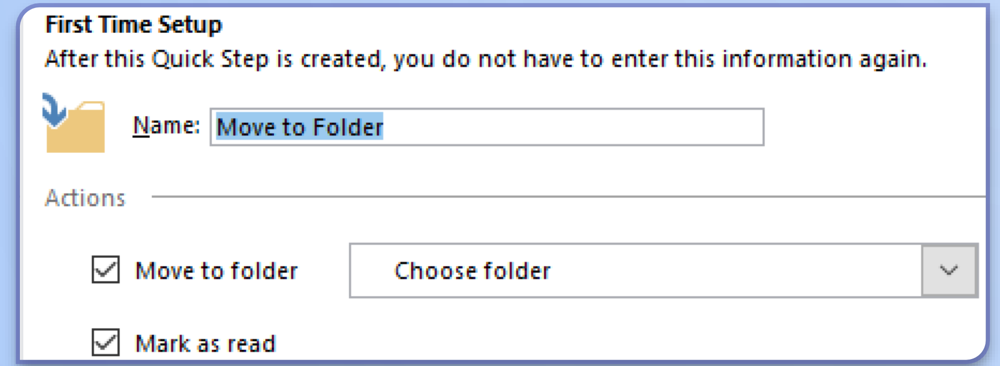
Step 2: Edit the rule description (click an underlined value

Apply this rule after the message arrives
where my name is in the To box
mark it as importance

- Select **“Rules”** (main Outlook toolbar)
- Select “**Manage Rules**”, “**New**”, **“Flag messages”** template
- Follow the **“Steps”**; blue hyperlinks prompt you for details
  - Emails from [Name], [Name] or [Group], and with [word, phrase] in the subject line or email body, get flagged for follow-up [Time]
  - These emails belong to my [Name] Category = [Color Code]
  - Exceptions: when they are only [i.e. to me, are automated reply]
  - Specify a name for your rule. Finish to save. Edit later if needed.
- Right click any email to quick set a rule

OUTLOOK (QUICK PARTS)

- Set it up once. Then, one click, it's done!
- You can move emails to specific folders



First Time Setup

After this Quick Step is created, you do not have to enter this information again.

Name: Move to Folder

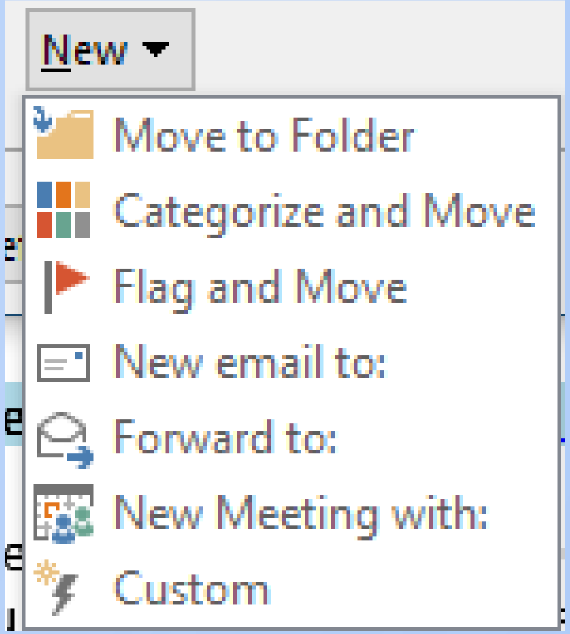
Actions

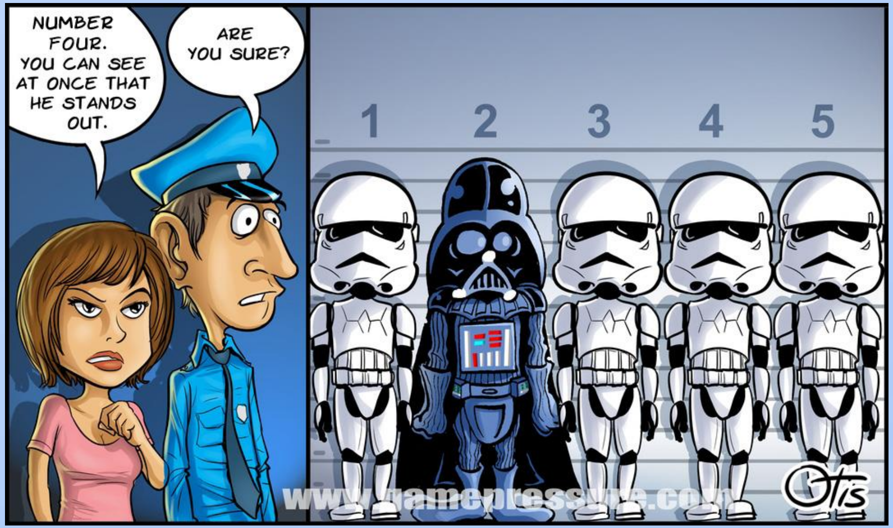
☑ Move to folder — Choose folder

☑ Mark as read

- Forward emails to the usual suspects
- Quickly create meeting invites

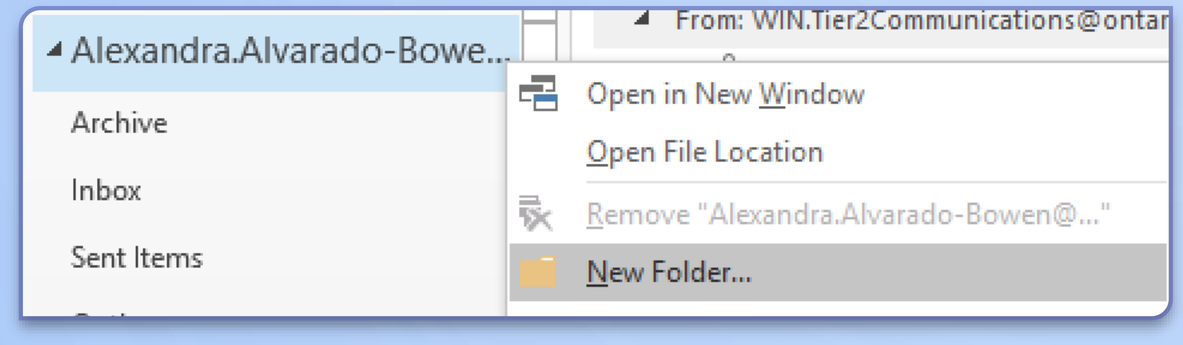
- They appear at the top


New
Move to Folder
Categorize and Move
Flag and Move
New email to:
Forward to:
New Meeting with:
Custom

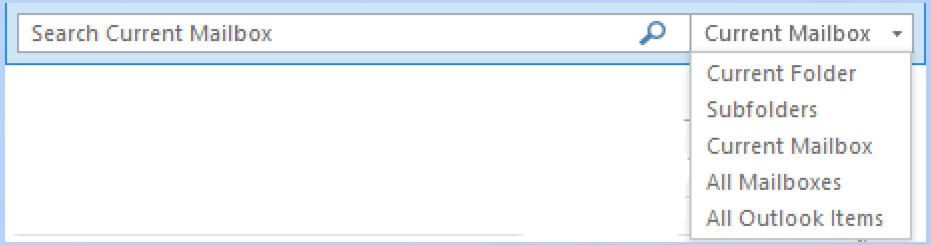

NUMBER FOUR. YOU CAN SEE AT ONCE THAT HE STANDS OUT.
ARE YOU SURE?
1
2
3
4
5
www.gamepressure.com
Otis

OUTLOOK FOLDERS

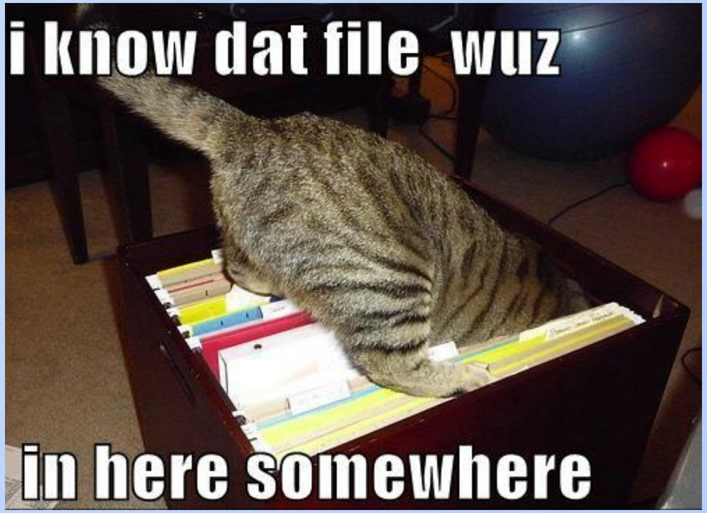
- Right-click where you want the folder

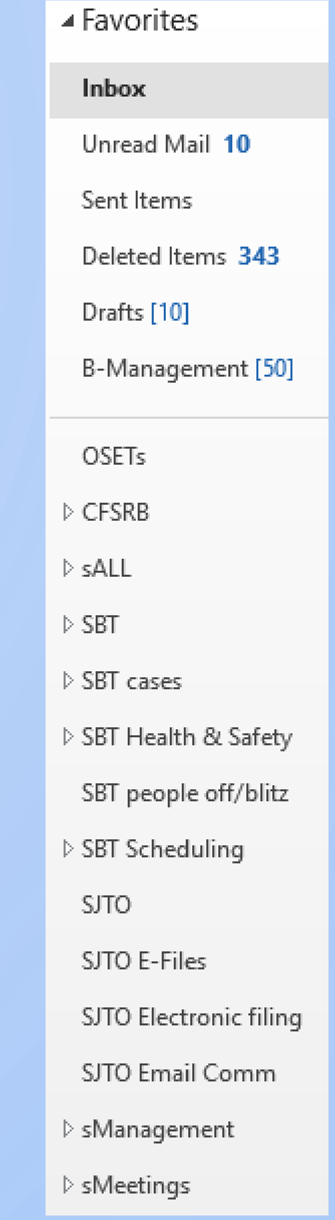

Alexandra.Alvarado-Bowe...
Archive
Inbox
Sent Items
From: WIN.Tier2Communications@ontar
Open in New Window
Open File Location
Remove "Alexandra.Alvarado-Bowen@..."
New Folder...

- Name the folder
- Drag emails to the folder
- Keep your inbox uncluttered

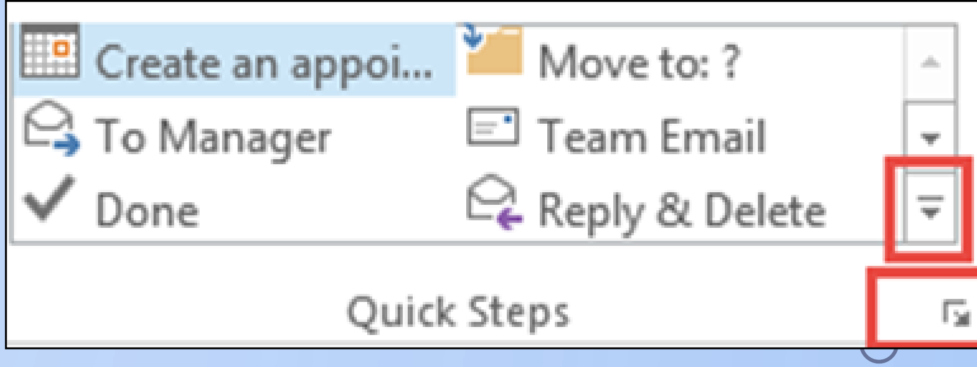

Search Current Mailbox
Current Mailbox
Current Folder
Subfolders
Current Mailbox
All Mailboxes
All Outlook Items

- You can still search all emails from the main page
- Add the most frequently used folders to your Favourites


i know dat file wuz
in here somewhere

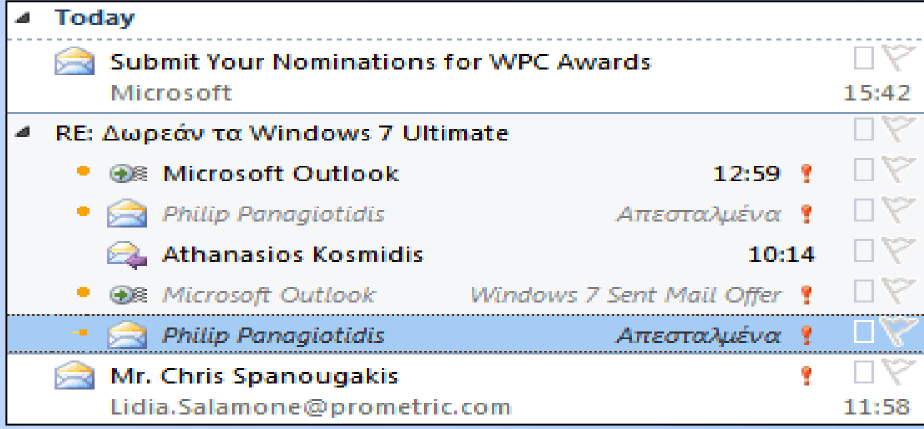

Favorites
Inbox
Unread Mail 10
Sent Items
Deleted Items 343
Drafts [10]
B-Management [50]
OSETs
CFSRB
sALL
SBT
SBT cases
SBT Health & Safety
SBT people off/blitz
SBT Scheduling
SJTO
SJTO E-Files
SJTO Electronic filing
SJTO Email Comm
sManagement
sMeetings

OUTLOOK: EMAIL TO CALENDAR


Create an appoi...
Move to: ?
To Manager
Team Email
Done
Reply & Delete
Quick Steps

- “**Home**” tab of Outlook, click “**quick step**”
  - “**Create new**”, select “**create appt w/attachment**”
  - “**Name**” your quick step (i.e. add to calendar)
- From your inbox list or in an open email, select the “**quick step”**
  - Choose a date, time and location of the appointment
  - Invite others to attend, if you choose

OUTLOOK: CONVERSATIONS



Today

Submit Your Nominations for WPC Awards
Microsoft 15:42

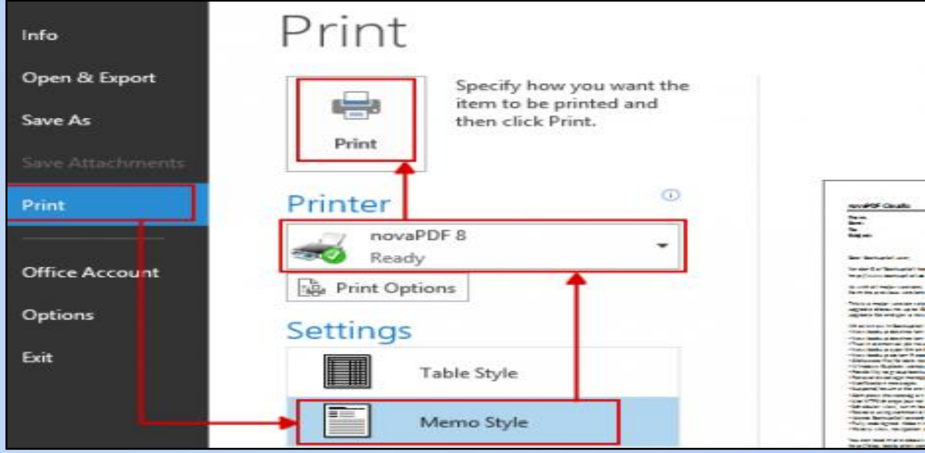
RE: Δωρεάν τα Windows 7 Ultimate

Microsoft Outlook 12:59
Philip Panagiotidis *Απεσταλμένα*
Athanasios Kosmidis 10:14
Microsoft Outlook *Windows 7 Sent Mail Offer*
Philip Panagiotidis *Απεσταλμένα*

Mr. Chris Spanougakis
Lidia.Salamone@prometric.com 11:58

- Select “**view**”, “show as conversation”
- Check the setting options
  - i.e. show from all folders (including sent)
- Select “**view settings**”, select “**sort**” for added options
  - i.e. sort by received, descending order to keep new emails at the top

OUTLOOK: EMAIL TO PDF


Info
Open & Export
Save As
Save Attachments
Print
Office Account
Options
Exit
Print
Print
Printer
Print Options
Settings
Table Style
Memo Style

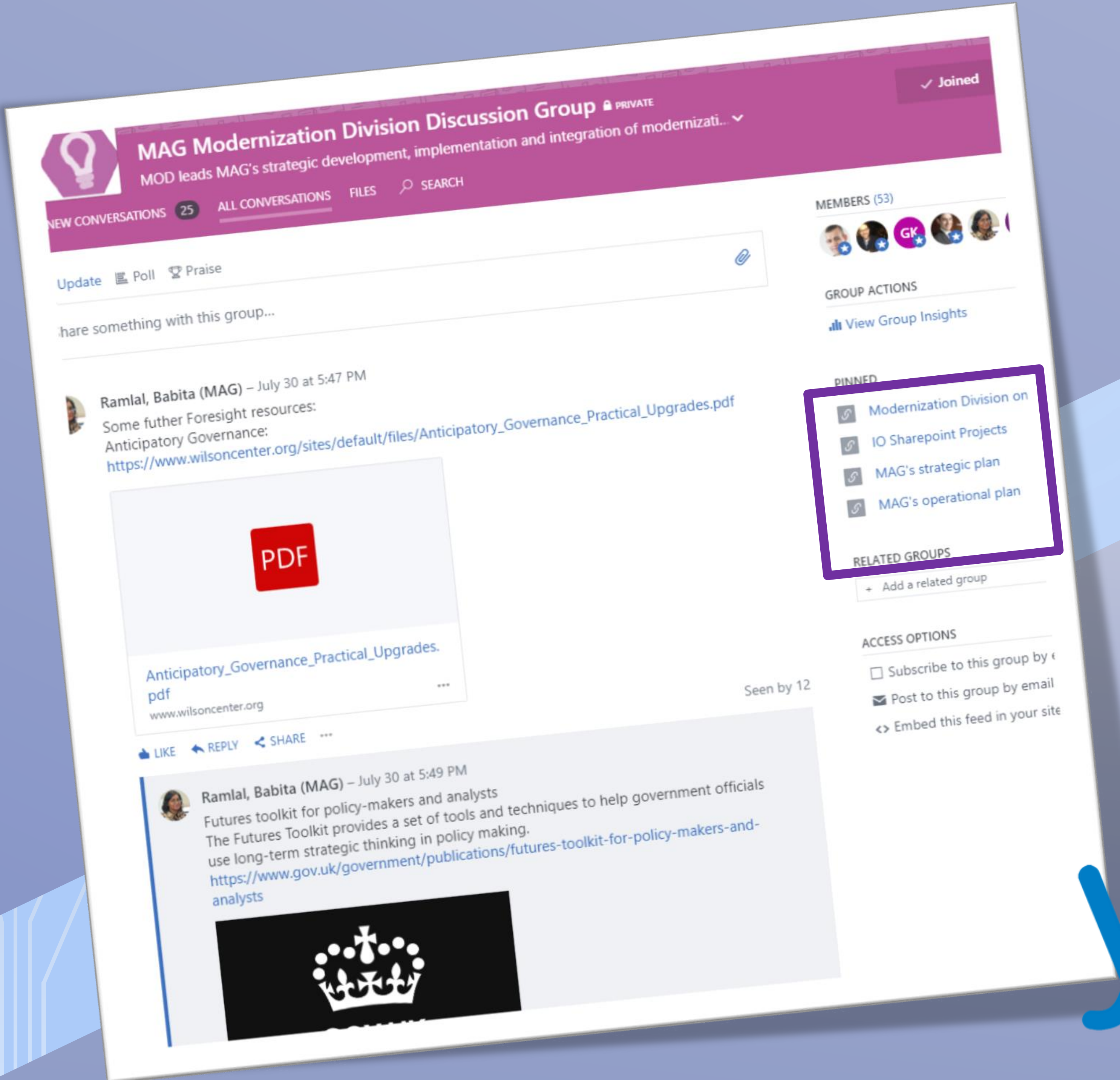
Specify how you want the item to be printed and then click Print.

novaPDF 8
Ready

- Select the email, “**file**” tab, then “**print**” tab
- Select “**Adobe PDF**” from the list, then hit “**print**”
- Name it, select the location, save

OR

- Select the “**Adobe PDF**” tab, “**selected messages/folder**” tab
- “**Create new**” document; or “**append to existing**” PDF
  - The system will create an index as you add to the PDF



MAG Modernization Division Discussion Group
PRIVATE
✓ Joined
MOD leads MAG's strategic development, implementation and integration of modernizati...
NEW CONVERSATIONS 25
ALL CONVERSATIONS
FILES
SEARCH
Update
Poll
Praise
hare something with this group...

MEMBERS (53)
GK
GROUP ACTIONS
View Group Insights

PINNED
- Modernization Division on
- IO Sharepoint Projects
- MAG's strategic plan
- MAG's operational plan

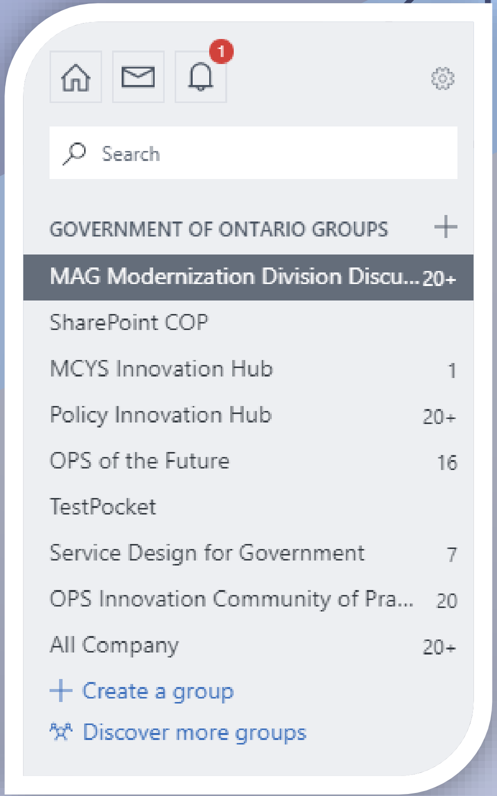
RELATED GROUPS
+ Add a related group

ACCESS OPTIONS
☐ Subscribe to this group by
Post to this group by email
<> Embed this feed in your site

Ramlal, Babita (MAG) – July 30 at 5:47 PM
Some futher Foresight resources:
Anticipatory Governance:
https://www.wilsoncenter.org/sites/default/files/Anticipatory_Governance_Practical_Upgrades.pdf

Anticipatory_Governance_Practical_Upgrades.pdf
www.wilsoncenter.org
Seen by 12
LIKE
REPLY
SHARE

Ramlal, Babita (MAG) – July 30 at 5:49 PM
Futures toolkit for policy-makers and analysts
The Futures Toolkit provides a set of tools and techniques to help government officials use long-term strategic thinking in policy making.
https://www.gov.uk/government/publications/futures-toolkit-for-policy-makers-and-analysts



1
Search

GOVERNMENT OF ONTARIO GROUPS

MAG Modernization Division Discu...	20+
SharePoint COP	
MCYS Innovation Hub	1
Policy Innovation Hub	20+
OPS of the Future	16
TestPocket	
Service Design for Government	7
OPS Innovation Community of Pra...	20
All Company	20+

+ Create a group
Discover more groups

- Share
- Discuss
- Connect

yammer

I need to gather feedback.

I need objective evidence.

I need to ask questions and consult with people.

I need to create a survey.

….I don't know the username and password to the account.

….the account is expired, who has a Purchasing Card?

DOODLE POLL

popicon.com

- HERE ARE SOME POSSIBLE DATES AND TIMES

FOR THE MEETING – PLEASE RESPOND …

– WHAT'S GOOD FOR YOU? … BLAH, BLAH, BLAH

- IS EVERYONE AVAILABLE ON DECEMBER 3 OR 5? – AND IS 10 A.M. OK, OR IS THE AFTERNOON BETTER? … BLAH, BLAH, BLAH

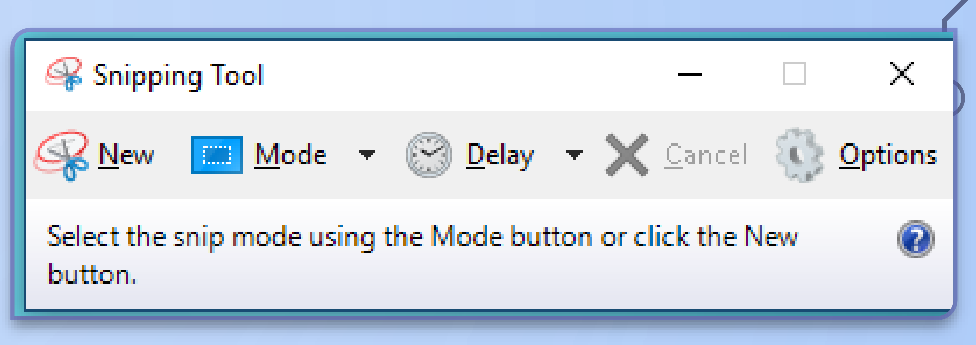
- What do people prefer for our staff lunch next week? – pizza, pot-luck, restaurant, other?

TEMP FOLDERS

SNIPPING TOOL

To take a screen shot of an email, website, *etc.*

PC



Select the snip mode using the Mode button or click the New button.

- Go to start>snipping tool> new snip (free form snip; rectangular snip; window ship and fullscreen snip)
- Move the cursor to select what image you would like to capture
- You can copy this image into a document by right clicking and selecting copy or send it an email

Mac

-Command +Shift+3 (whole screen shot)Command+shift+4 (part of the screen)

LOCK YOUR COMPUTER

Usually you have to click (Ctrl, alt, delete) to lock your computer- not efficient!

PC

-Window + L

Mac

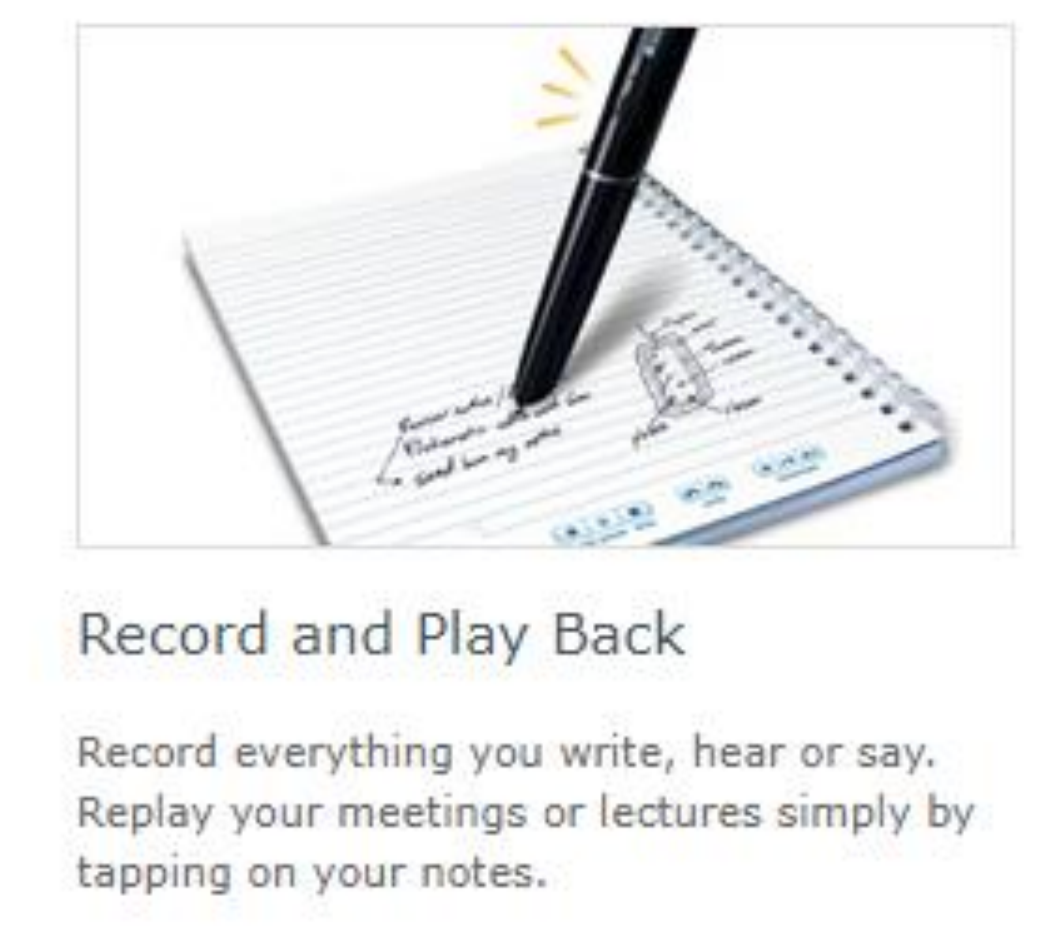
- Cmd+Ctrl+Q (might be different depending on version of Mac)

EXTENDING TO TWO COMPUTER MONITORS

- Window allows you to have 2 monitors and extend them so you can have different windows open on each of them
- How (Windows 10):
    - Click on the tool icon
    - From the Home Icon – choose System
    - In the System drop down, choose Display
    - In Display, the instructions are self-explanatory
- You can search the web for a how-to video

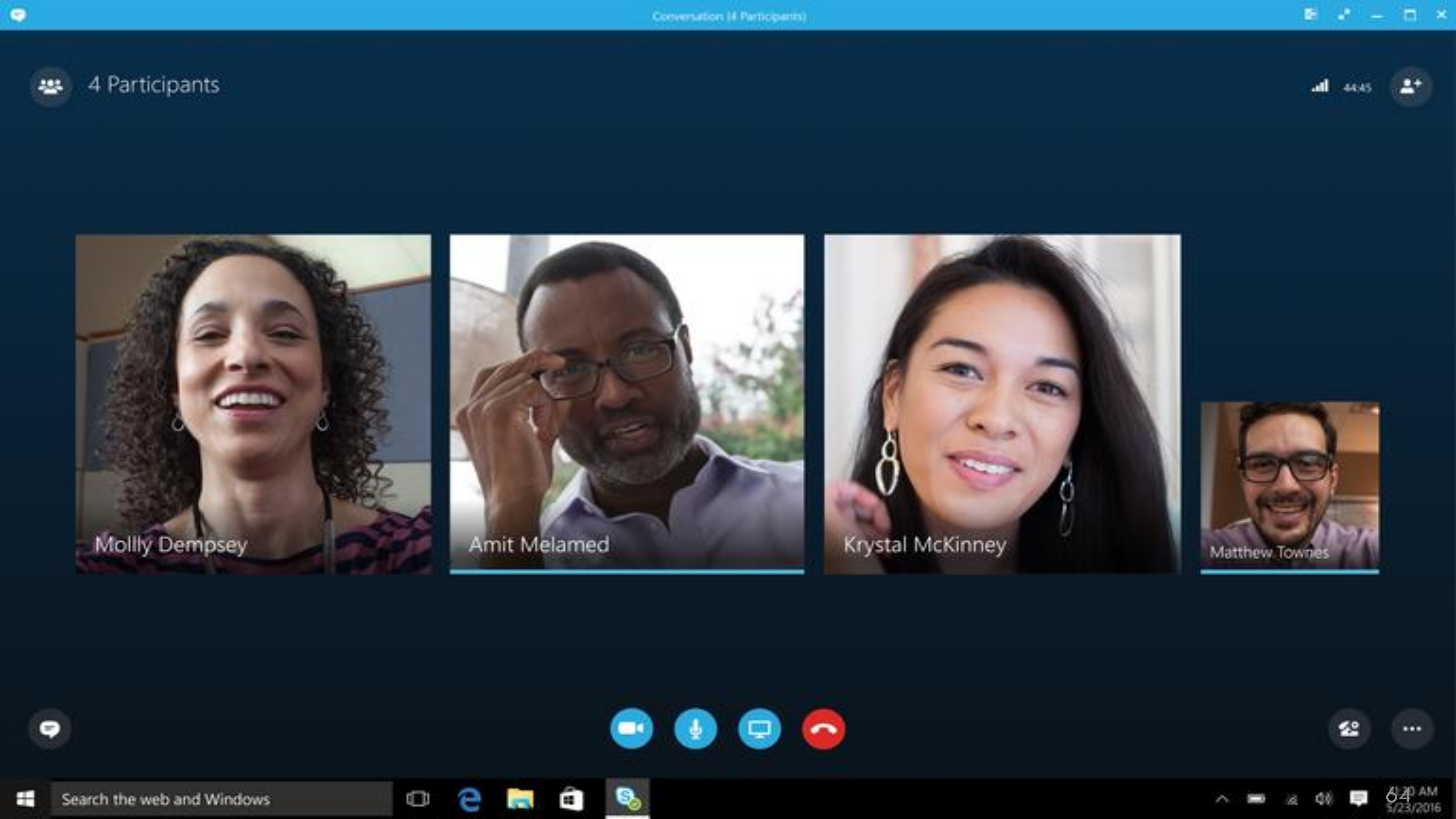
And for those of you who still prefer to work with paper …

LIVESCRIBE DIGITAL PEN

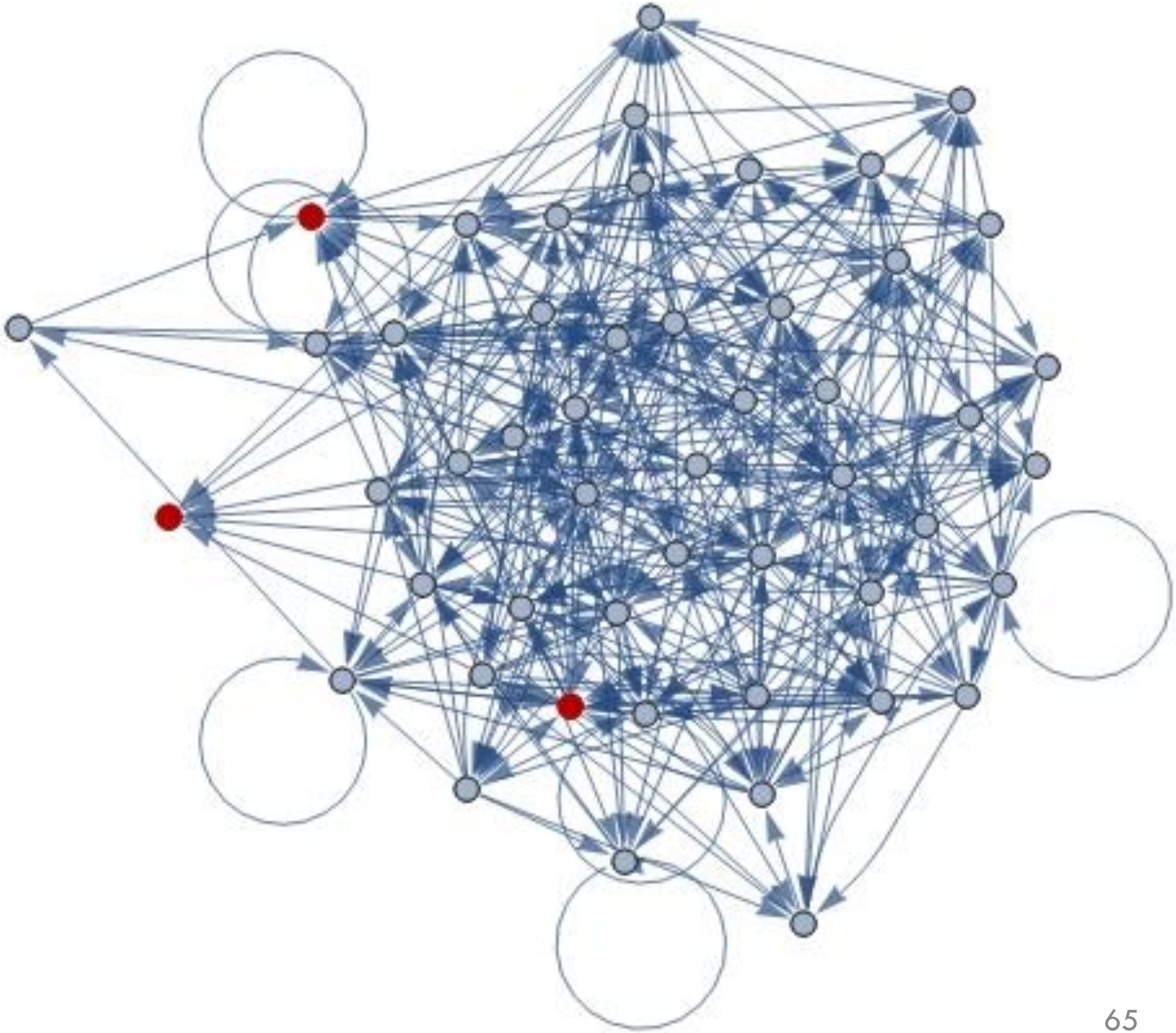


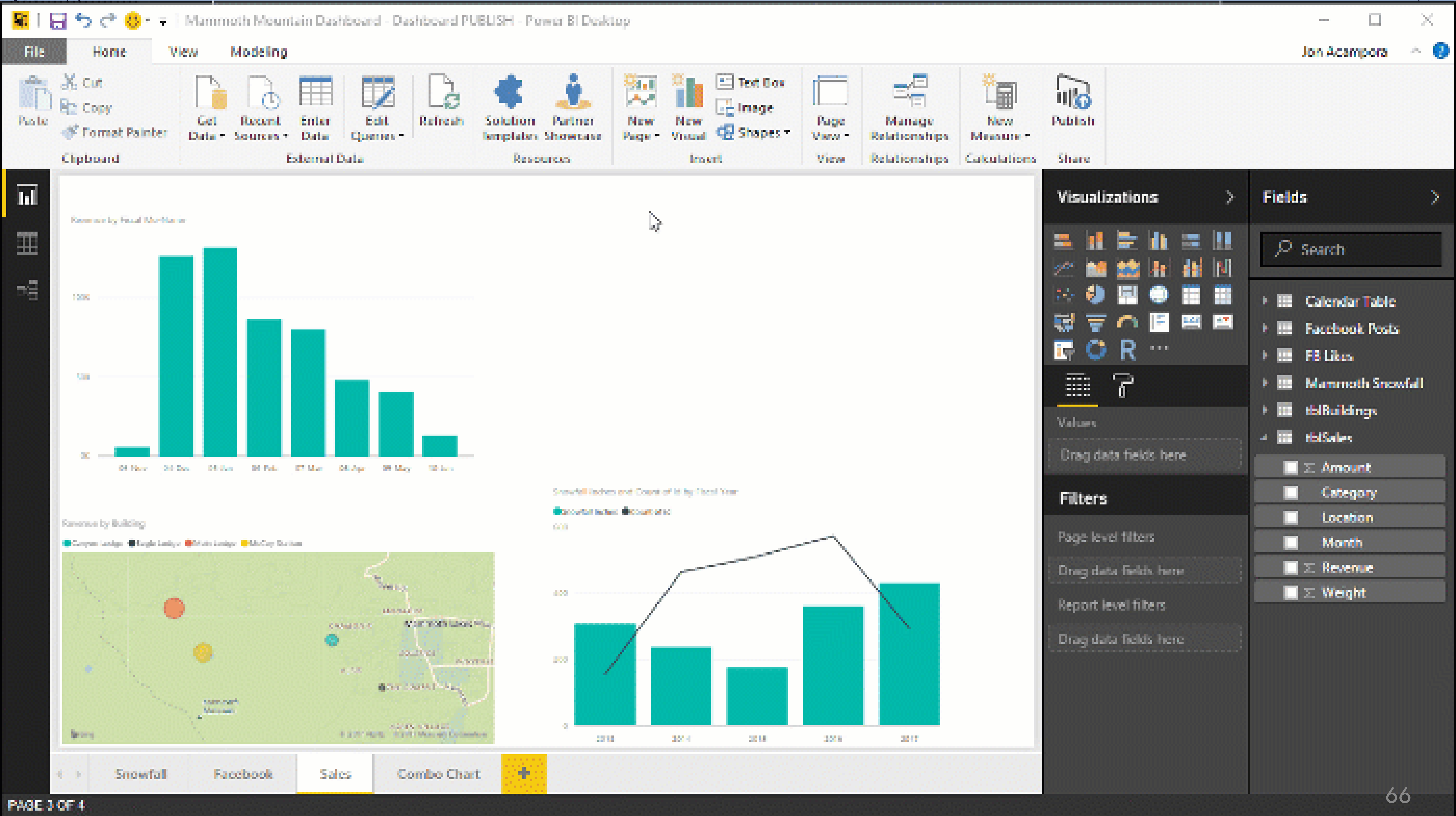
Record and Play Back

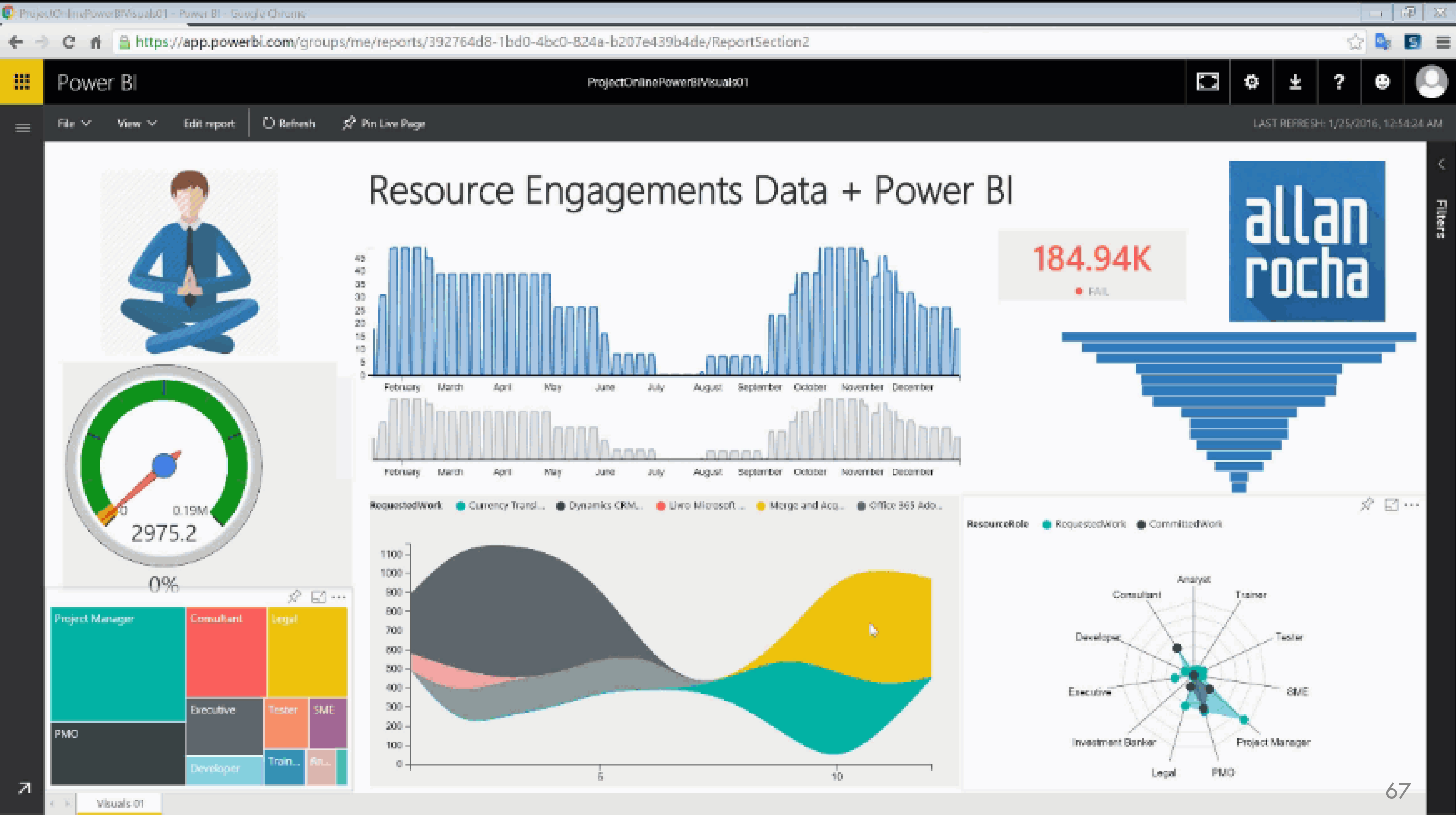
Record everything you write, hear or say. Replay your meetings or lectures simply by tapping on your notes.


Conversation (4 Participants)
4 Participants
44:45
Mollly Dempsey
Amit Melamed
Krystal McKinney
Matthew Townes
Search the web and Windows
AM
5/23/2016

Column1	Column2	Column3
$12.13	18/01/19	$12.13
$6000	28/02/17	$6000
$98,000	01/03/18	$98,000
$55.90	27/08/18	$55.90
$100	11/04/15	$100
$3.00	18/09/18	$3.00
$752.86	13/06/17	$752.86
$98,000	01/03/18	$98,000
$55.90	27/08/18	$55.90
$8,000	01/03/18	$100




Mammoth Mountain Dashboard - Dashboard PUBLISH - Power BI Desktop
File
Home
View
Modeling
Jon Acampora
Paste
Cut
Copy
Format Painter
Clipboard
Get Data
Recent Sources
Enter Data
Edit Queries
Refresh
External Data
Solution Templates
Partner Showcase
Resources
New Page
New Visual
Text Box
Image
Shapes
Insert
Page View
View
Manage Relationships
Relationships
New Measure
Calculations
Publish
Share
Visualizations
Values
Drag data fields here
Filters
Page level filters
Drag data fields here
Report level filters
Drag data fields here
Fields
Search
Calendar Table
Facebook Posts
FB Likes
Mammoth Snowfall
tblBuildings
tblSales
Amount
Category
Location
Month
Revenue
Weight
Snowfall
Facebook
Sales
Combo Chart
+
PAGE 3 OF 4


ProjectOnlinePowerBIVisuals01 - Power BI - Google Chrome
https://app.powerbi.com/groups/me/reports/392764d8-1bd0-4bc0-824a-b207e439b4de/ReportSection2
Power BI
ProjectOnlinePowerBIVisuals01
File
View
Edit report
Refresh
Pin Live Page
LAST REFRESH: 1/25/2016, 12:54:24 AM
Resource Engagements Data + Power BI
184.94K
FAIL
allan rocha
Filters
45
40
35
30
25
20
15
10
5
0
February
March
April
May
June
July
August
September
October
November
December
0
0.19M
2975.2
0%
RequestedWork
Currency Transl...
Dynamics CRM...
Livro Microsoft...
Merge and Acq...
Office 365 Ado...
1100
1000
900
800
700
600
500
400
300
200
100
0
5
10
ResourceRole
RequestedWork
CommittedWork
Analyst
Trainer
Tester
SME
Project Manager
PMO
Legal
Investment Banker
Executive
Developer
Consultant
Project Manager
Consultant
Legal
PMO
Executive
Tester
SME
Developer
Train...
An...
Visuals 01

AUDIENCE TIPS & QUESTIONS