

## Presentation broadcasting

You can broadcast your Microsoft PowerPoint presentation over the Internet to a remote audience.

Send a link (URL) to your audience and start presenting the slide show inside PowerPoint. Everyone you have invited can watch a synchronized view of your slide show in their browser by clicking on your link

You can send the URL for your slide show to attendees by e-mail. During the broadcast, you can pause the slide show at any time. You can also re-send the URL to attendees or switch to another application without interrupting the broadcast

To broadcast your presentation:

- Open a presentation in Microsoft PowerPoint
- On the Slide Show tab in the Start Slide Show group click Broadcast Slide Show.
- Click Start Broadcast > Type your Microsoft account credentials
- Click OK.
- To send the URL for your presentation to your audience, either click Send in Email or click Copy Link to send the link by other means
- When your audience receives the URL for the slide show, click Start Slide Show to begin your broadcast
- After you finish presenting and are ready to end the broadcast, press Esc to exit Slide Show view and then click End Broadcast

Don't have a projector or large display in your conference room? Create a broadcast and everyone can follow along on their laptops.

## Watch a presentation online

The recipient can watch your presentation via web browser

To watch an online presentation:

- In your email account you will receive a new email with a link
- Copy the link to a browser address bar and press Enter
- Wait for a confirmation message
- When the broadcaster clicks on the Start Slide Show, the presentation will begin in your browser

## Supported PowerPoint features

Some PowerPoint features are changed when the slide show is broadcasted online:

- Any transitions in your presentation are shown as Fade transitions in the browser
- Screensavers and email pop-ups can disrupt the audience's view of the slide show.
- Audio (sounds, narration) is not transmitted to the audience through the browser
- You cannot add ink annotations or markup drawn onto the slide show during the presentation
- If you follow a hyperlink in your presentation to a Web site, the attendees only see the last slide you showed in the original presentation.
- If you play a video in your presentation, the browser does not show it to the audience.

Is it your turn to present, and someone else's computer is attached to the projector? Start a broadcast, send them the link and control the presentation from your PC.

## Notes management

Microsoft OneNote is a digital notebook that provides a single place where you can gather all your notes and information. It also has the added benefit of powerful search capabilities to quickly find what you are looking for. OneNote offers the flexibility to gather and organize text, pictures, digital handwriting audio and video recordings, and more—all in one digital notebook on your computer.

Furthermore, powerful search capabilities can help you locate information from text within pictures or from spoken words in audio and video recordings.

So, let's see how your notes are organized in OneNote. It's very easy to get the hang of it once you think of one of your school notebooks.

Different notebooks appear as tabs on the left of the main OneNote window. Each notebook has sections which appear as tabs on the top. Finally, each section consists of pages which appear on the right with their titles.

To create a new notebook:

- Click the File tab and then click New.
- Under Store Notebook On select a place where your notebook will be stored. Web stores your notebook on your OneDrive (requires sign in) and My Computer stores it locally.
- In the Name box, enter a name for your new notebook.
- In the Web Location, select or browse to a location for your notebook to be saved.
- Click Create Notebook

## Save a notebook

OneNote automatically and continuously saves your work while you make notes. It also saves your work whenever you switch to another page or section and whenever you close sections and notebooks. There is no need to save your notes manually, even when you finish them.

To rename a section of your notebook:

- Right-click on the section tab you wish to rename.
- Click Rename
- Type the new section name.
- Press Enter or click anywhere else and the name changes.

To create a new section:

- Click the Create a New Section button, next to your other section tabs.
- Type a name for your new section.
- Press Enter

To insert a new page:

- Open the notebook or section where you want to insert a page.
- In the page tabs list, click New Page.
- You can drag and drop any page up and down to change the order within the section.

## Organize your topics using subpages

To create a subpage, drag a page tab left or right to change its indent and organize your pages within a section.

Every page has a title which you can change at the top of each page.

Keep hard copies of your files. Imagine having all your notes from all your classes in one file and suddenly your hard disk stops working. Everything would be lost.

### Write notes on a page

To type notes, click anywhere on the page you want the notes to appear and then type. OneNote creates a box for each block of text that you type.

### Organizing your notes online

We have already seen the usefulness of OneDrive for your other documents. If you use the cloud service, you can also save your notes online, access them from anywhere, and share them with others. This way you can start organizing your work online for maximum efficiency.

Of course, you can always create a new notebook right from your OneDrive.

To create a new Notebook:

- Click Create:
- From the drop-down list, click OneNote notebook

### Save your notes on OneDrive

In the previous task you learned how to save your notes on OneDrive directly from the OneNote desktop application using the Store Notebook On: Web option.

Another way is to click Upload on your OneDrive and upload a locally saved notebook from your computer to the cloud.

As with other documents in OneDrive, you can also open your notebooks right from the browser using the OneNote Online.

### Access your notes from your other devices

As we have shown in the very first task of this module, there are many OneDrive apps available for your computers, tablets, or smartphones. They allow you quick access to not only your notes on OneDrive but also to all your other documents and files from any device.

### Share your notes with others and collaborate

Once you have your notes on OneDrive, you can share them with your friends.

To share your notes:

- Select the notebook you want to share.
- Click Share.
- Type the email addresses of the people you want to share the file with.
- Click Share.

Check Recipients can edit if you want to collaborate with your friends on the same notebook.

Many people can edit the same notebook at the same time. It's easier to collaborate this way!

## Mind mapping

### What is a mind map?

A mind map is a diagram used to visually outline information. A mind map is often created around a single word or text placed in the center, to which associated ideas, words and concepts are added. Major categories radiate from a central node, and lesser categories are sub-branches of larger branches.

The fact that mind maps visualize ideas and concepts makes them an excellent tool for solving problems, making decisions, studying and ordering things.

A great tool for creating mind maps is Freeplane. Let's learn how to create a mind map.

### To create a new mind map:

- Open Freeplane.
- Click File.
- Click New map.
- A new blank mind map will be created with nothing more than a central node.

Every mind map has a central idea or concept that is the subject of the mind map, i.e., what the map is about. This central subject is called a central node. All the other details that enrich and explain this subject are called nodes and are positioned around the central node connected to it by lines.

Each of these nodes can also have other nodes that explain them. That way all the nodes in a mind map form a hierarchy in which the central node has one or more child nodes that expand the central idea and each of these child nodes can have their own child nodes and so on.

### To create a node hierarchy:

- First, let's change the subject of our central node. Double-click inside the central node and add a new name. When done, click anywhere in the blank space to apply the change.
- Press Insert. A new child node is created and is attached to the central node.
- Type a new name for the node.
- Notice the blue round box around the new node. This means that this node is selected. To change the selected node simply click another node.
- Press Enter to create a new sibling node and then type a name for it.
- That's it! By creating child and sibling nodes you can create any hierarchy.

A sibling node is a node at the same hierarchical level as the selected node. Two sibling nodes have the same parent node, in this case the central node.

### How to move nodes:

- When you move your mouse over the node's edge that is closest to the central node, an oval appears.
- Drag at that point and drop the node wherever you want.
- If you want to move a node to the other side of the central node, drag from the center of it and drop it to the left of the central node.

Customize all style options of a node by selecting a node and clicking Format > Node > core.

### Connect nodes

Sometimes it is useful to connect two nodes with a line or arrow to denote some kind of connection or similarity between the two.

To connect two nodes:

- Hold Ctrl and select the nodes by clicking them. Both nodes are now selected.
- Press CTRL+L. A connector appears.
- Right-click the connector to make adjustments or remove it.

### Change views by folding branches

Click the minus sign next to a selected node to show all its children nodes.

Information must be organized with the most important info in the center and more detailed information situated in farther away from the diagram center.