

Job aids in the form of PDF files and hyperlinks can help learners memorize everything that they have learned!

Anywhere  
Anytime

Personalized  
Learning

A scenario-based approach can be used for conceptual learning that helps learners relate to the course!

Flexible  
Delivery

Practical  
Application

Evaluated  
Not  
Examined

Peers  
Mentors

Why and Where  
NOT  
What and How

Student  
Ownership

# BUZZ WORDS

Sync Audio and Subtitles with the VLC player

Tools > Effects and Filters [CTRL + E]. You will find the option under the Synchronization tab. Enter the seconds (and milliseconds) value for *Audio track synchronization* as well as *Subtitle track synchronization* there. There also speed and duration factor for the subtitles. Using this option requires you to know exactly by how many seconds the audio and/or the subtitle track is off.

## ***Solutions networks – share – collaborate – move forward...***

The way we solve problems, whether they are complex scientific questions or just the challenges of everyday life, is shifting from individual work or even teamwork to work involving large *networks of people*, often around the world. With platforms like Quora, we are using these networks to find the best solutions for everything from complex math problems to answers to personal life questions. Growing up in a world of constant connectivity, today's young people will take for granted that they can turn to their networks for guidance, knowledge, and smart solutions to problems they would never tackle alone. Mobile devices will make it possible to carry these networks—always on and always available—in our pockets. In this environment, individual performance and IQ will take second place to network performance and network IQ, and *the most successful people* will be those *who learn how to learn together*.

## **Move a OneNote notebook to OneDrive !**

If you plan on sharing a OneNote notebook it's best to create it on OneDrive right from the start. However, you can move a notebook to OneDrive after you've created it on your computer.

1. In OneNote, open the notebook that you want to share on OneDrive.
2. Choose **File > Share**.
3. Select a location for your notebook, or choose **Add a Place** and then sign into your OneDrive account.
4. Enter a name for your notebook (if you like, you can keep the name it already has), and then choose **Move Notebook**.
5. After you see the location in the list, select it.

OneNote moves the notebook from your computer to OneDrive, and confirms the move with the message: "Your notebook is now syncing to the new location."

**Tip:** After a notebook is in OneDrive, you can share it with others by clicking **File > Share > Share with People**. This will let you send the people you select an email message with a link to your shared notebook. Depending on the permissions you've set for them on OneDrive, they'll be able to either view or also modify your notes there.

### MS Outlook keyboard shortcut keys

- Ctrl+R: reply to email
- Alt+R: reply to all in email or switch to the work week calendar view
- Alt+W: forward email or switch to the weekly calendar view
- Ctrl+M: F9 to Send/Receive all
- Alt+S: Send email
- Ctrl+G: open the "Go to date" dialog to jump to any date in the calendar