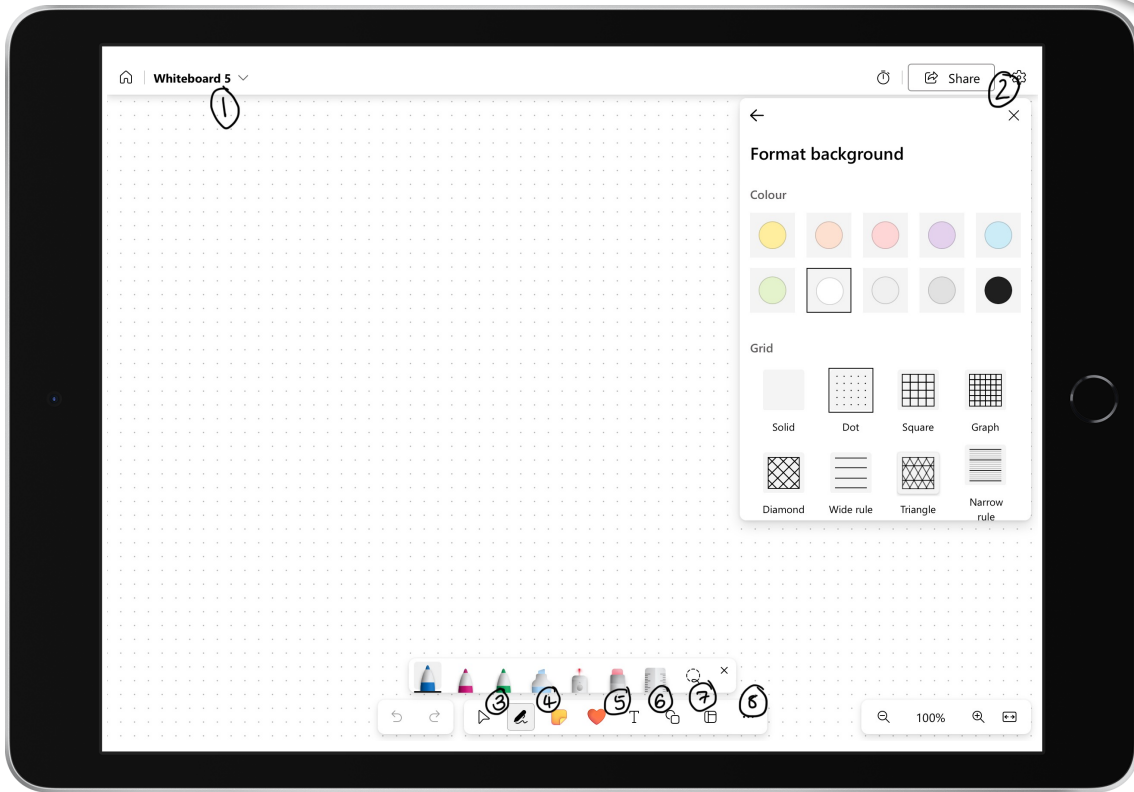# A   Quick Guide to: Whiteboard

Microsoft Whiteboard is a great tool for planning - individual or collaborative.

1. Re-name your board
2. Tap on the settings cog, then format to bring up range of options for your background such as colours and lines / dots / graph
3. Pen tools - colours and thicknesses can be changed here for drawing / writing
4. Sticky notes - add a range of note colours which can be re-sized once added
5. Text - select T then type. You can then change font colour, choose from three fonts and change to bold / italics / underline by tapping on the text box produced
6. Add shapes and arrows. The colour of these can be changed once added to the board. Shapes can be written in too.
7. Board templates - select to choose from a large range of templates which can be further personalised
8. Add media - images & videos plus links and documents.
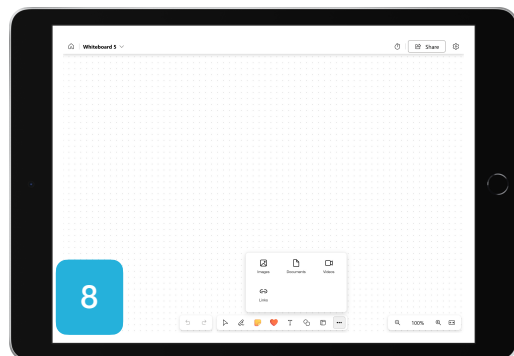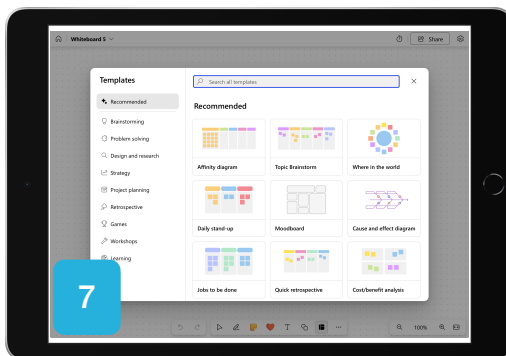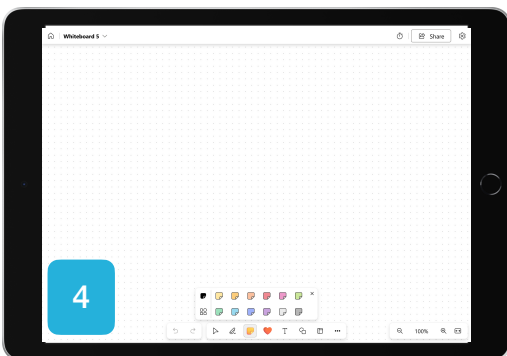
Why not combine with screen recording on your iPad and make some videos for learners?

Learn more at Microsoft Learn