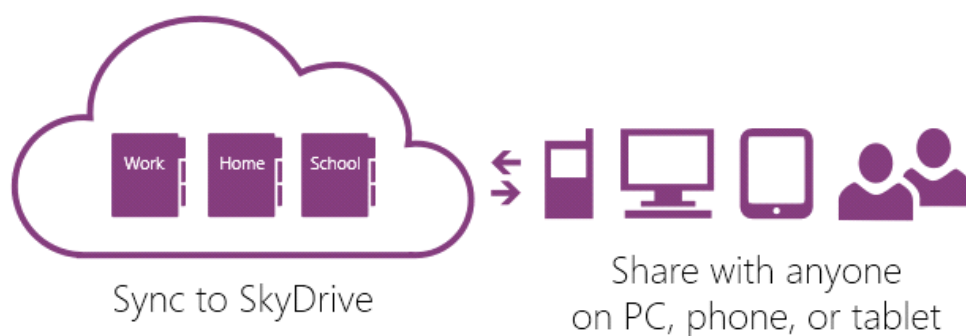



# OneNote: one place for all of your notes



 [Watch the 2 minute video](#)

## 1. Take notes anywhere on the page

Write your name here



## 2. Get organized

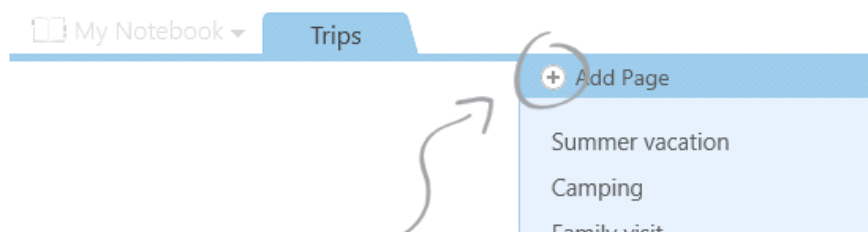
You start with "My Notebook" - everything lives in here

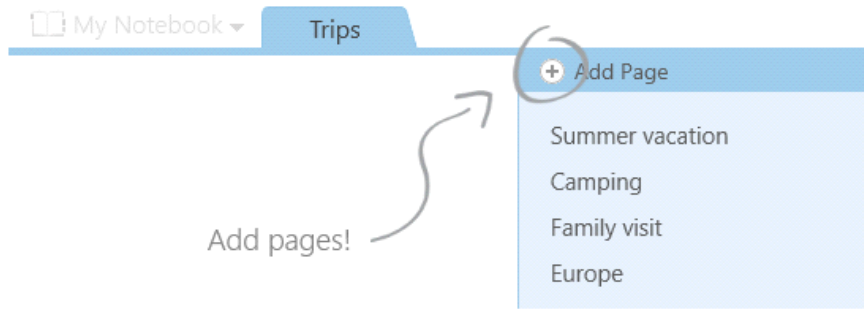


Add **sections** for activities like:



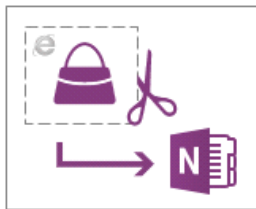
Add **pages** inside of each section:



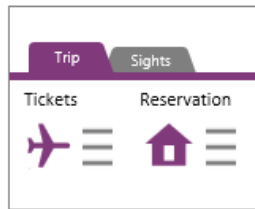



(Pages are over there)

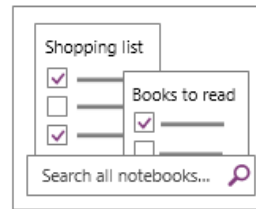
### 3. For more tips, check out 30 second videos




 [Clip from the web](#)



 [Plan a trip with others](#)



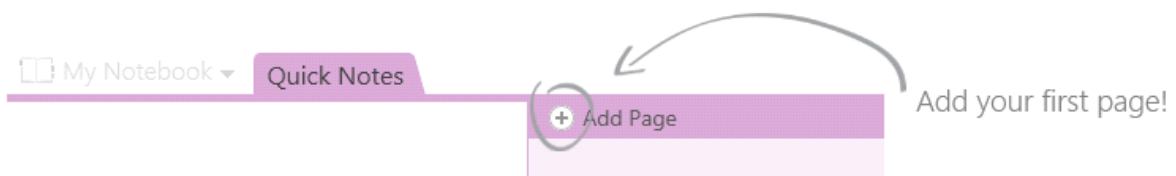
 [Search notes instantly](#)



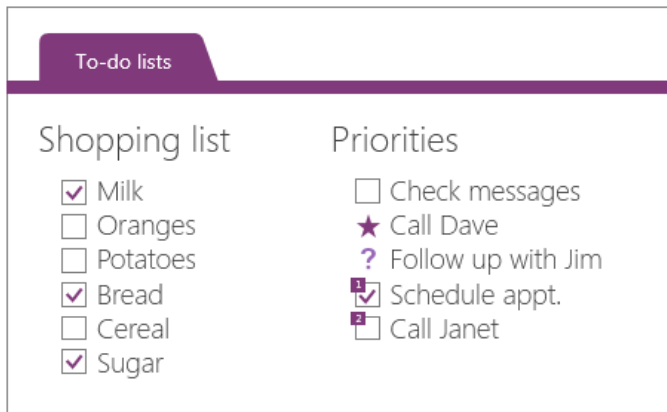
 [Write notes on slides](#)

### 4. Create your first page

You're in the Quick Notes section - use it for random notes

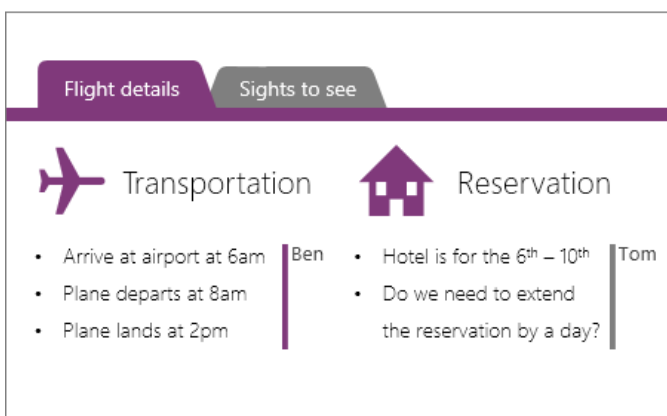


# OneNote Basics



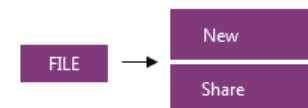
## Remember everything

- Add Tags to any notes
- Make checklists and to-do lists
- Create your own custom tags



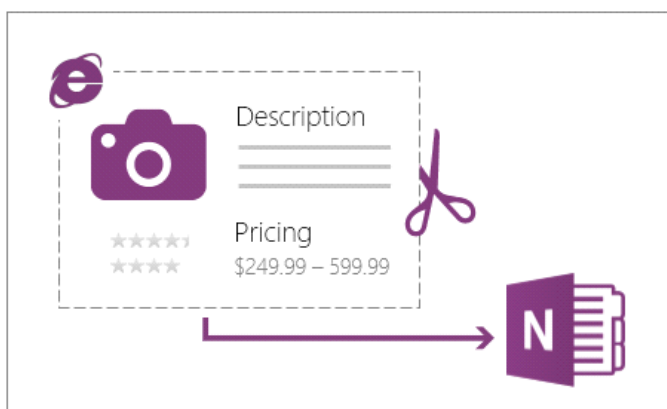
## Collaborate with others

- Keep your notebooks on SkyDrive
- Share with friends and family
- Anyone can edit in a browser



## Keep everything in sync

- People can edit pages at the same time
- Real-Time Sync on the same page
- Everything stored in the cloud
- Accessible from any device



## Clip from the web

- Quickly clip anything on your screen
- Take screenshots of products online
- Save important news articles



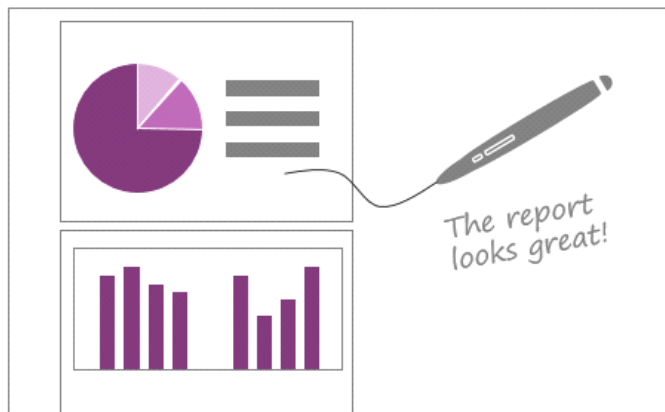
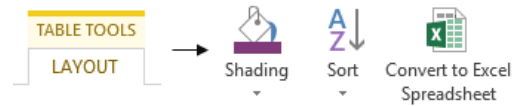
Sunday retreat

|        | Attending? | Overnight? | Vegetarian? |
|--------|------------|------------|-------------|
| Chris  | Yes        | Yes        | No          |
| Molly  | No         | No         | No          |
| Peter  | Yes        | No         | Yes         |
| Samuel | Yes        | Yes        | Yes         |
| Stacy  | Yes        | No         | No          |

A  
Z ↓

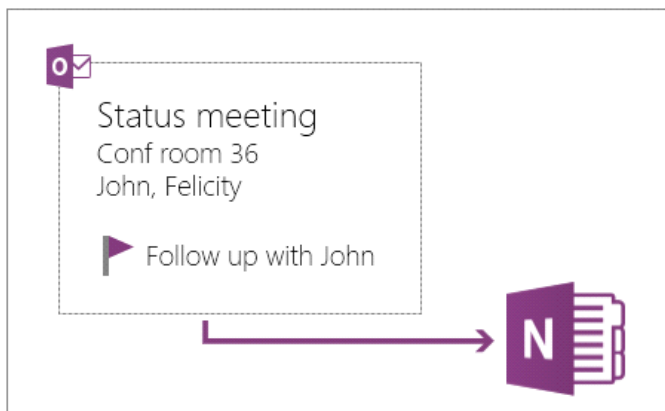
## Organize with tables

- Type, then press TAB to create a table
- Quickly sort and shade tables
- Convert tables to Excel spreadsheets



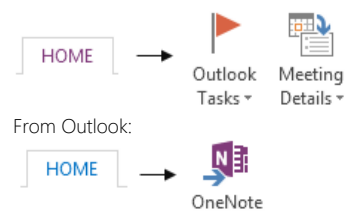
## Write notes on slides

- Send PowerPoint or Word docs to OneNote
- Annotate with a stylus on your tablet
- Highlight and finger-paint



## Integrate with Outlook

- Take notes on Outlook or Lync meetings
- Insert meeting details
- Add Outlook tasks from OneNote



Quarter 1 revenue

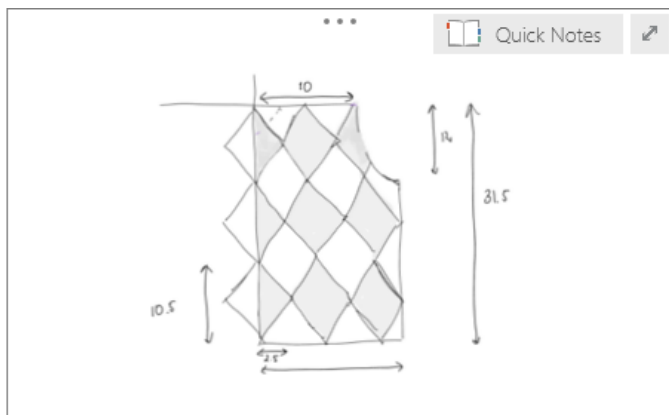
|       | Sales | Revenue | Expenses |
|-------|-------|---------|----------|
| Scott | 4     | 5       | 3        |
| James | 2     | 1       | 4        |

Diagram illustrating a table with sales, revenue, and expenses data, and a corresponding bar chart.

## Add Excel spreadsheets

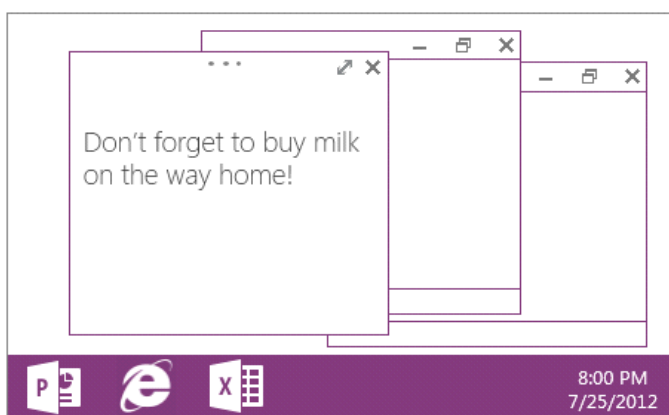
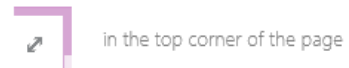
- Track finances, budgets, & more
- Preview updates on the page





## Brainstorm without clutter

- Hide everything but the essentials
- Extra space to focus on your notes

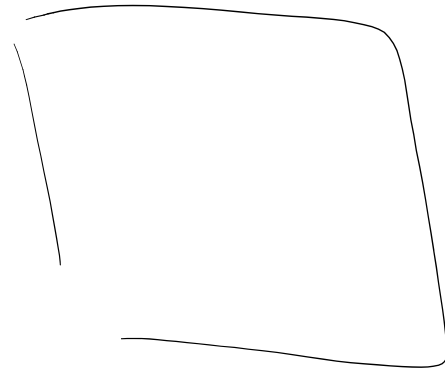
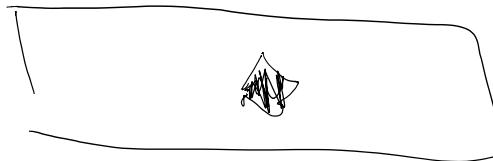
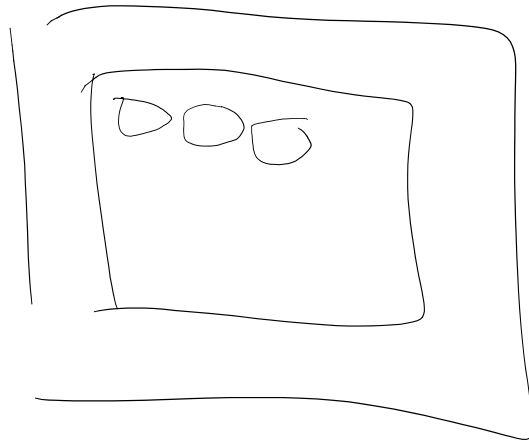


## Take quick notes

- Quickly jot down thoughts and ideas
- They go into your Quick Notes section



OK







$N$  product  $\times m$  options

A hand-drawn form within a rounded rectangle. It contains three main sections: 1. 'Option name' followed by a long horizontal input field and a checkbox with a checkmark. 2. 'Sub option' followed by a horizontal input field and a small square button containing a plus sign. 3. A larger rectangular box containing a list of sub-options: 'Sub 1', 'Sub 2', and a hyphen '-'.

$N$  product  $\times$

additional Fee  
comp on Id,

~~name~~  
price

|      |        |          |              |
|------|--------|----------|--------------|
| \$   | \$2.35 |          |              |
|      | \$1    |          |              |
|      |        |          |              |
| gram | Price  | Sequence | Carrier type |

delivery fee

- % off delivery
- free delivery
- first fee 1 kg
- additional fee 0.5 kg
- self collect

p'

|       |     |   |      |
|-------|-----|---|------|
| 1 kg  | \$5 | 2 | Type |
| 500 g | \$1 | 7 |      |

Name : Jannie

Rule

☒ admin

☒ in admin mg

Product mg

☐

No sub permission

☐

☐

☐