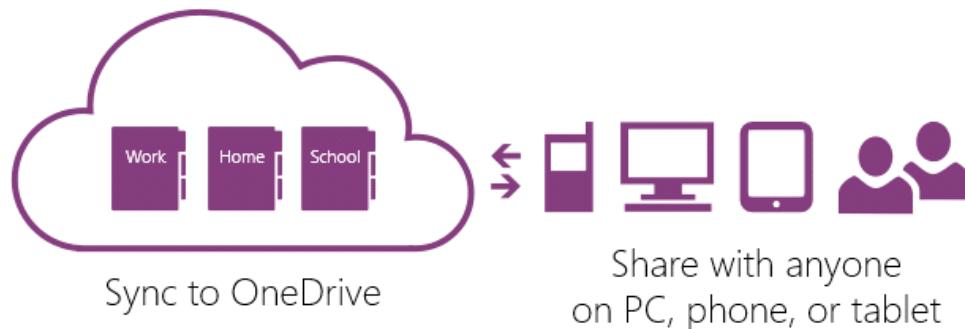


# OneNote: one place for all of your notes



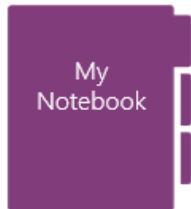
## 1. Take notes anywhere on the page

Write your name here

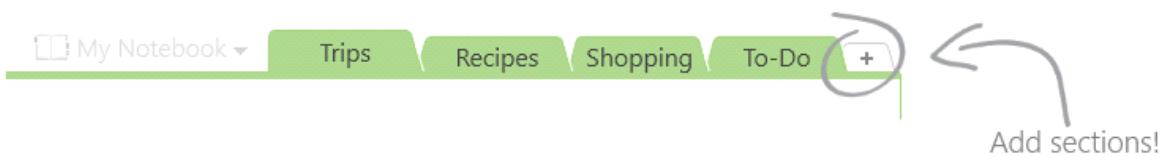


## 2. Get organized

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



Add **sections** for activities like:



Add **pages** inside of each section:



Add pages!

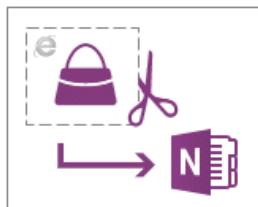
[+ Add Page](#)

- Summer vacation
- Camping
- Family visit
- Europe

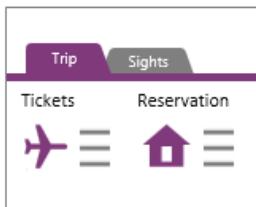


(Pages are over there)

### 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

[+ Add Page](#)

Add your first page!

# OneNote Basics

The screenshot shows a 'To-do lists' page in OneNote. On the left, under 'Shopping list', there is a list of items with checkboxes: Milk (checked), Oranges (unchecked), Potatoes (unchecked), Bread (checked), Cereal (unchecked), and Sugar (checked). On the right, under 'Priorities', there is a list of tasks with checkboxes: Check messages (unchecked), Call Dave (starred checked), Follow up with Jim (question mark checked), Schedule appt. (checkbox checked), and Call Janet (checkbox unchecked).

## Remember everything

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



The screenshot shows a page with 'Flight details' and 'Sights to see' tabs. Under 'Flight details', there is a section titled 'Transportation' with an airplane icon, containing a list: Arrive at airport at 6am (Ben), Plane departs at 8am, and Plane lands at 2pm. Under 'Sights to see', there is a section titled 'Reservation' with a house icon, containing a list: Hotel is for the 6<sup>th</sup> – 10<sup>th</sup> (Tom) and Do we need to extend the reservation by a day?

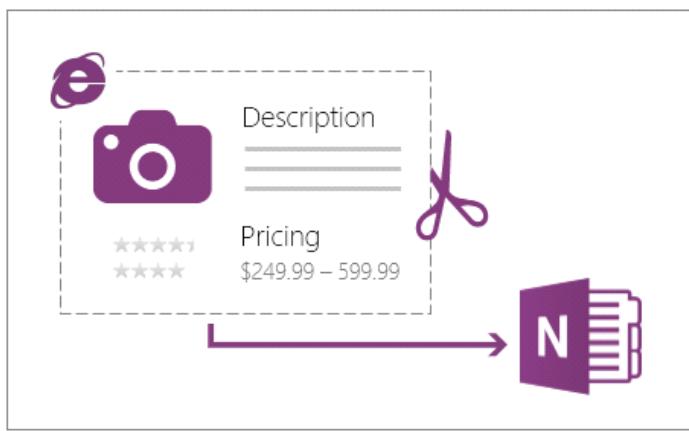
## Collaborate with others

- ▶ Keep your notebooks on OneDrive
- ▶ 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

 in your taskbar

OR

 + S on your keyboard

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

## 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

 in your taskbar

OR

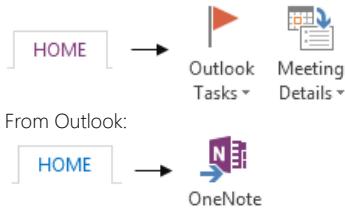
 + N on your keyboard

Status meeting  
Conf room 36  
John, Felicity

Follow up with John

## 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

## Add Excel spreadsheets

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

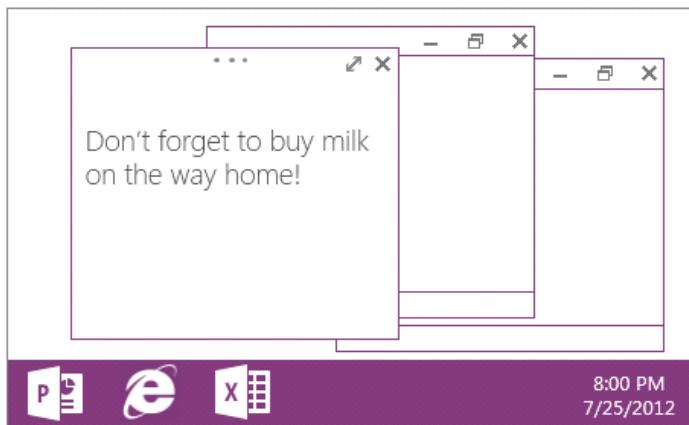


Quick Notes

## 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

 in your taskbar

OR

 + N on your keyboard

# Topics

Tuesday, March 13, 2018 6:28 PM

1. Drone data analysis: check relevant material
2. Chatbot development and demonstration: need to chalk out a plan and read enough to be able to run the demo

Meeting with Partners:

1. Has this been QAed by C3?

Chatbot development steps:

1. Slack provides the platform to create one bot user
2. Development needs to be done in Python
3. Development of agent can make use of Dialogflow API to code one simple chatbot:  
<https://www.analyticsvidhya.com/blog/2018/03/how-to-build-an-intelligent-chatbot-for-slack-using-dialogflow-api/>
4. Once the bot (in slack) and agent (in dialogflow) are developed, we just need to integrate them using dialogflow

# Taskboard

Tuesday, July 23, 2019 4:57 PM

1. Review TNB taskboard
2. Code on -
  - a. AI challenge for EY internals

Thursday, July 25, 2019 12:20 AM

**Conda location:**

C:\Users\GZ668HL\AppData\Local\Continuum\anaconda3\condabin>conda install scipy

Collecting package metadata: done

Solving environment: -

C:\Users\GZ668HL\Python\_ManualPKG\tbats-1.0.7>pypi

**Pip location:**

C:\Users\GZ668HL\AppData\Local\Programs\Python\Python36\Scripts

# Cybersecurity using Econometrics

Wednesday, July 31, 2019 9:36 PM

1. CSES - sell to Jason Yuen

# Passport renewal

Wednesday, February 5, 2020 11:45 AM

Application number: 20-2000362892 (Tatkaal)  
20-2000363086 (Regular)

## Docs

1. Passport photocopies (Front and back)
2. Passport size photos (white background)
3. Original passport
4. Visa photocopy
5. Marriage certificate
6. Kumud's passport photocopy
7. Print the form: fill as well by hand
8. Print Appointment letter
9. Photocopy of DL and Aadhar

Appointment number: **TATKAL07022020094510003**