

OneNote: one place for all of your notes



noah_handwriting

calligraphr							
!	"	'	,	.	:		
;	?	A	B	C	D		
E	F	G	H	I	J		
M	N	O	P	Q	R	S	T
U	V	W	X	Y	Z	a	b
c	d	e	f	g	h	i	j
k	l	m	n	o	p	q	r
s	t	u	v	w	x	y	z

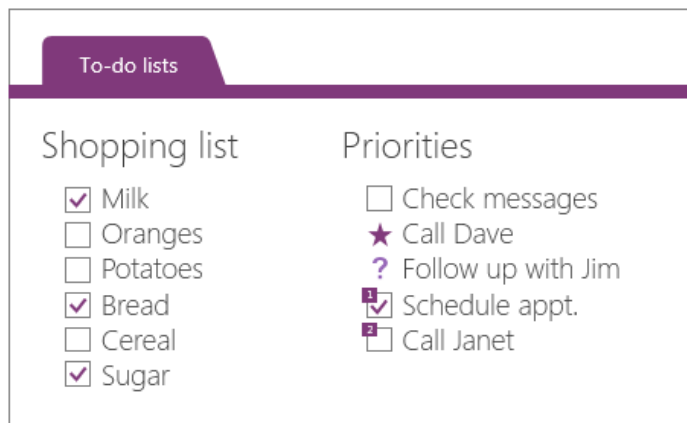


Include all those four markers
← untrimmed on your photo or scan.

www.calligraphr.com

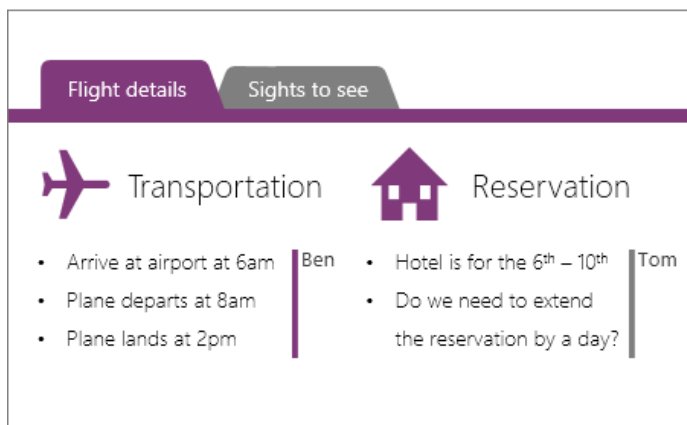


OneNote Basics



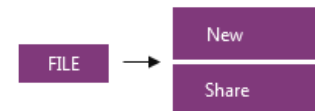
Remember everything

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



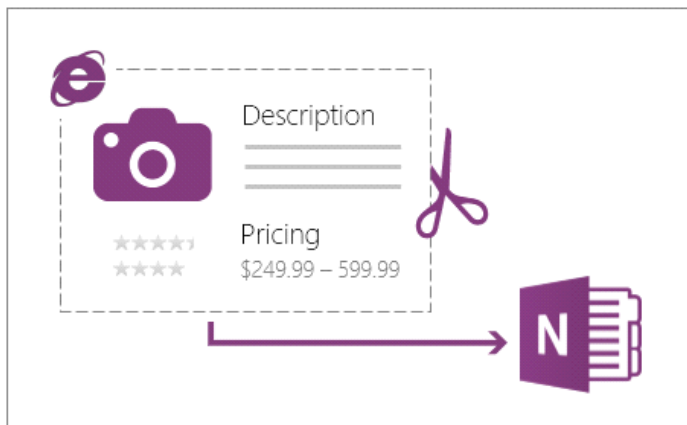
Collaborate with others

- Keep your notebooks on 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

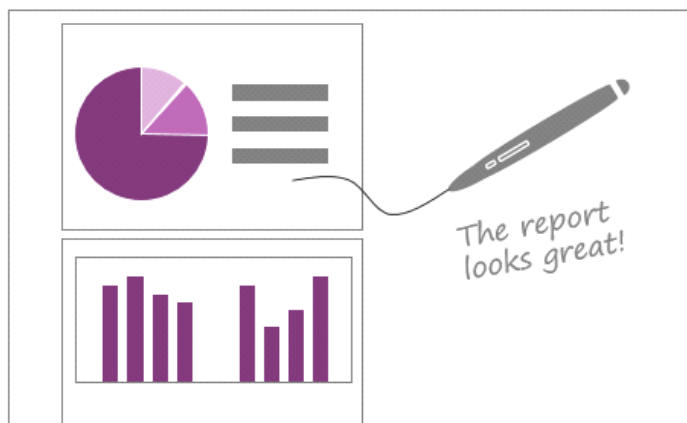
Sunday retreat

	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

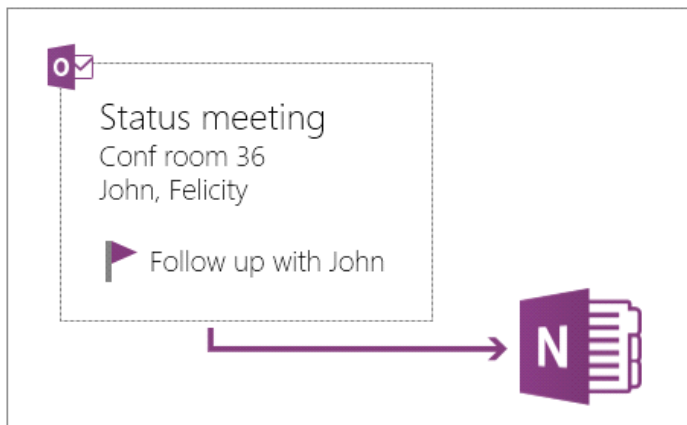
- Type, then press TAB to create a table
- Quickly sort and shade tables
- Convert tables to Excel spreadsheets



Write notes on slides

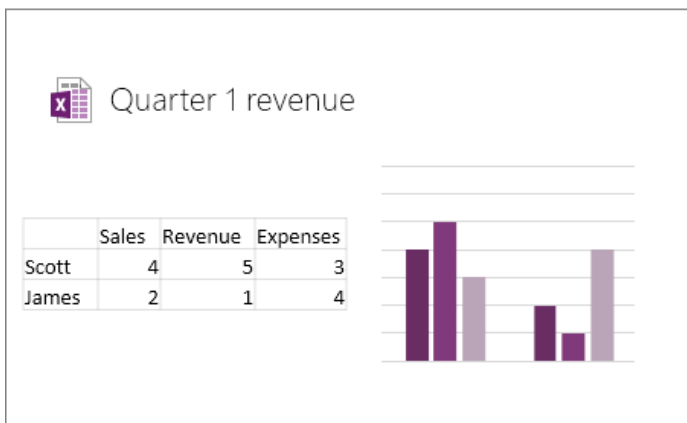
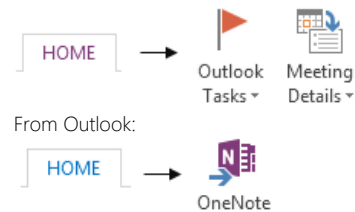
- Send PowerPoint or Word docs to OneNote
- Annotate with a stylus on your tablet
- Highlight and finger-paint

 in your taskbar
OR
 + N on your keyboard



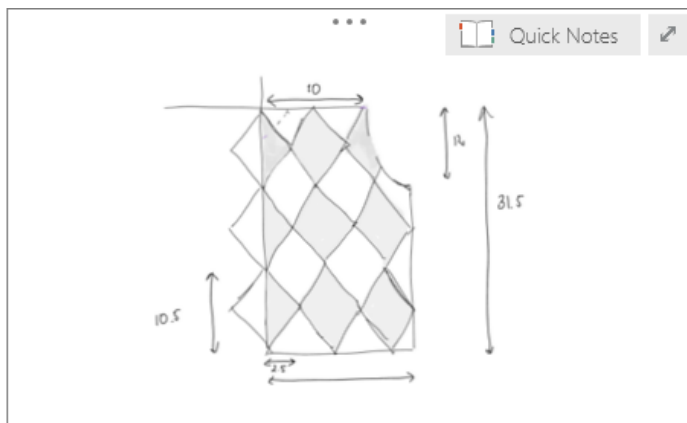
Integrate with Outlook

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



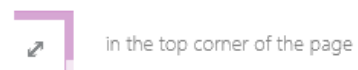
Add Excel spreadsheets

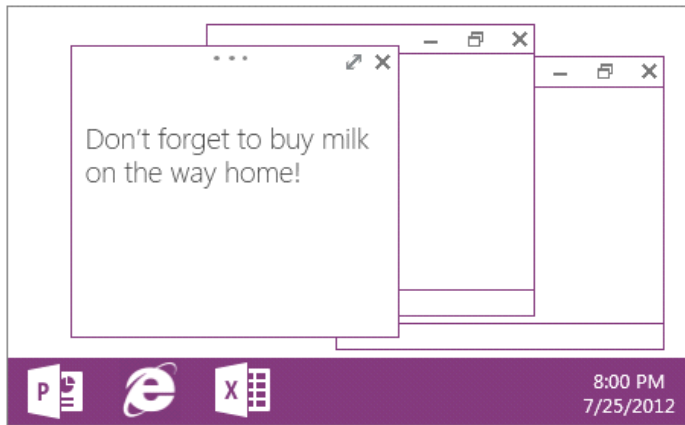
- Track finances, budgets, & more
- Preview updates on the page



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



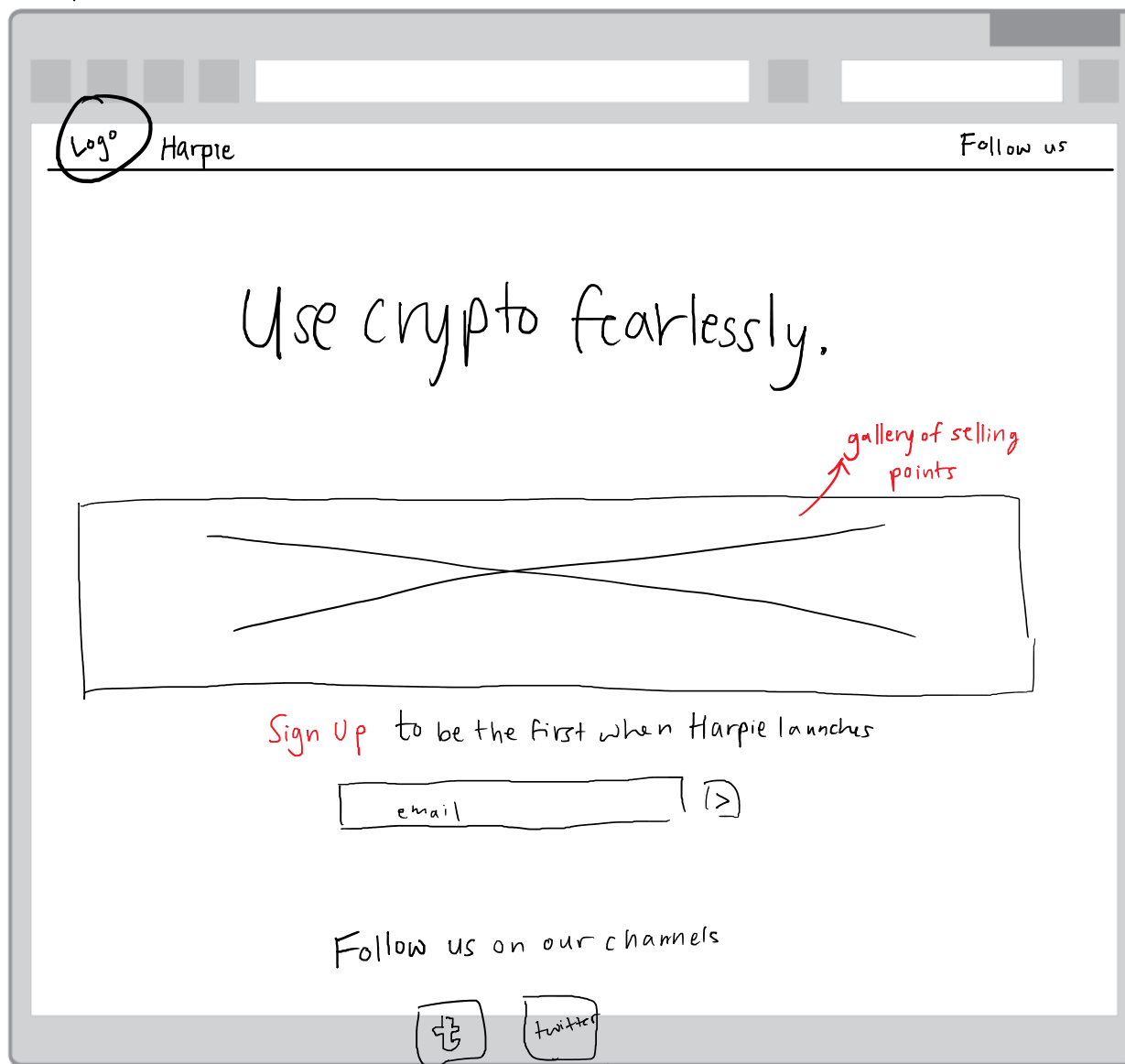
in your taskbar

OR



+ N on your keyboard

2/16/2021



Page:

Landing

Project:

Harpie

Client:

Author:

Noah Chong

Notes:

Log° Harpie Blockchain Solutions inc.

Socials