

# OneNote keeps track of stuff at Work, Home, or School

**Gather, organize, search, and share** 🧑🏻‍🎓

ideas, thoughts, clippings, lists, projects,  
meeting notes, lectures, references,  
event plans, instructions, journal,  
etc. etc. etc.

**How are OneNote pages different?**

You can type anywhere on the page.

For example, **type your name there:**

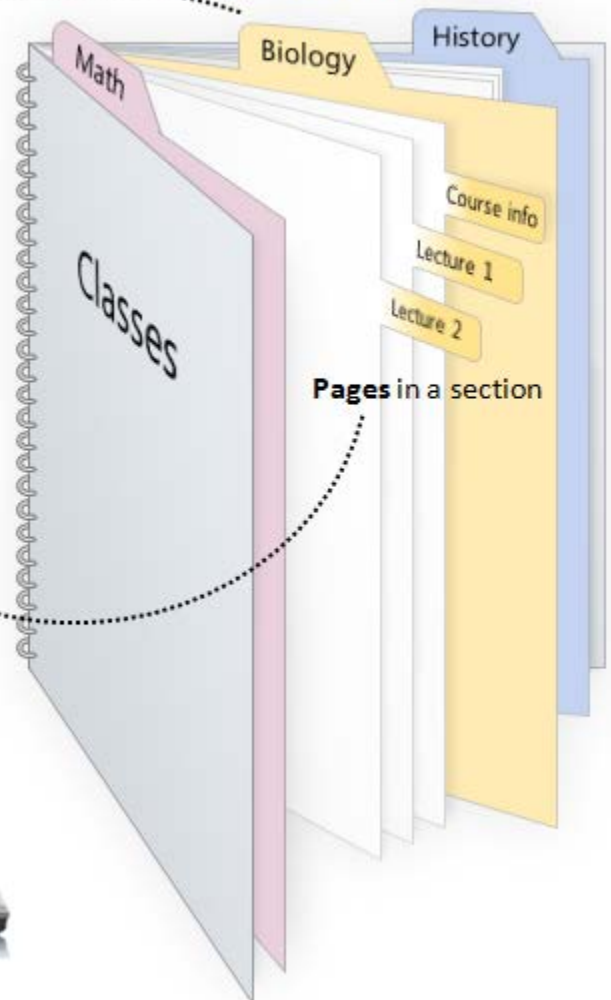


**What are all the tabs?**

**Notebooks**



**Sections of a notebook**

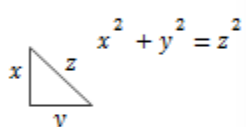


**Pages in a section**

## OneNote at School

School: Lecture notes Activities Weekly To Do Blog ideas Hobbies Reading Random

### Homework



Pythagorean Theorem

### Lecture Slides

- The Animal Kingdom
  - Submit your work
  - Under the hood
  - This is a real lesson about
  - The professor is great
- The Plant Kingdom
  - Under the hood
  - This is a real lesson about
  - The professor is great
- Bacteria and Fungi
  - Submit your work
  - Under the hood
  - This is a real lesson about

? Need to ask about this


### To Do List

- Submit application
- Buy textbooks
- Call Jen
- Plan weekend trip

### Drama Club

Performance Sunday


- Need to get a hat!



Pasted from: <http://www.contoso.com>

### Books To Read

Romeo and Juliet



## OneNote at Work

Work: Meetings Direct reports Projects Customer requests Reference Conferences

### Meeting Notes

Attendees:





- Nick Randall
- Ann Leon

Notes:


- ★ Budget problem
- 🚩 Nick to follow up

### Logo Ideas

Everyone, put your thoughts here:

-  Nick
-  How about this?  Tom
- Don't like it  Ann

### Competitor Analysis




Their market share is growing.

### Work Items


Draft ready	Mar 5
Final	June 3

More details in this Excel file:



Schedule.xls

### Team Training Materials




## OneNote at Home

Home: Trips Home Remodel Shopping Party Kids Garden Guitar Songs Journal

### Trip Itinerary

Leave: 8am. Arrive: 9pm.  
Event map:




Meet Bob here

### Camping


Packing checklist:

- Tent
- Flashlight
- Sunscreen
- Insect repellent
- Food


### Camera Shopping



Many features  
A little large




Like this one!  
Small



### Apple Pie

Ingredients:

- 2 1/2 cups white flour
- 2 tbsp sugar
- 1/4 tsp salt





Preparation:


Measure the flour, sugar and salt together. Stir to combine. Add the dried butter pieces and plumping to the bowl. Cut them in with a pastry cutter or tinfo. Don't over mix them. Add the sa...

### Kids' Activities

Soccer club.  
Dance lessons.

### Wedding Planning



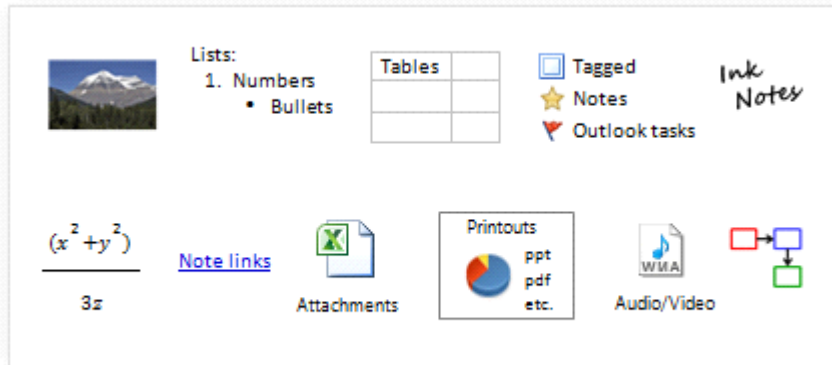
 Can share with friends and family

How does it work? Watch this **1 minute video**:



[Click here to play](#)

# OneNote Basics

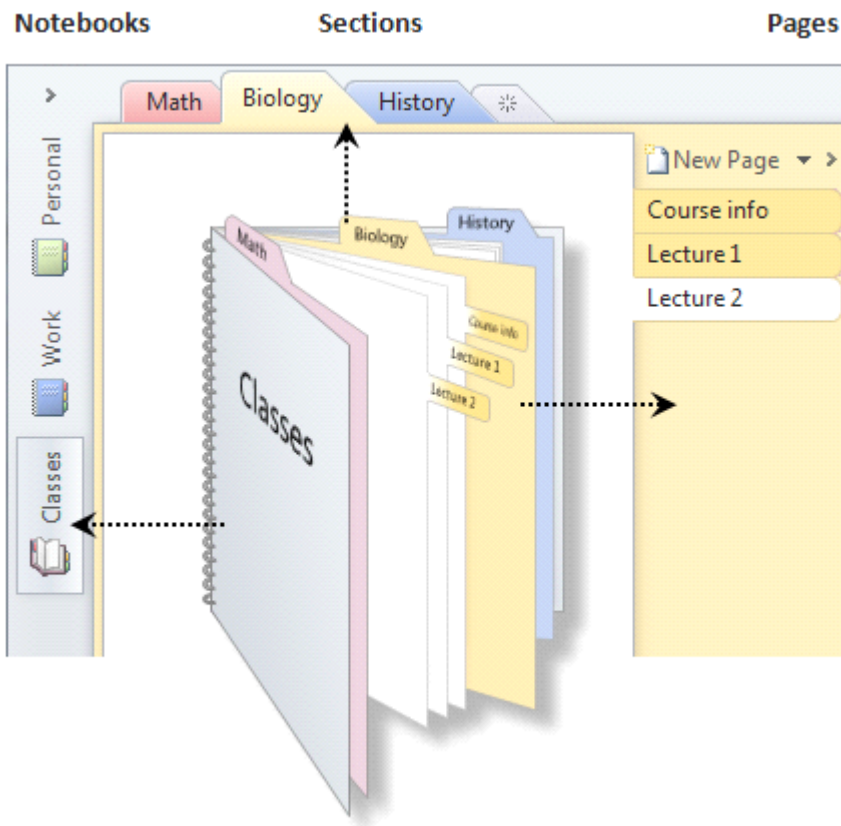


## Take notes of many types

See **Home >** and **Insert >**



OneNote saves automatically, so you don't lose anything.




## Organize

Create as many notebooks, sections, and pages as you need.

New Notebook:  
**File > New**

**Egyptian Pyramids**



The Egyptian **pyramids** are ancient stone structures in Egypt that were built as tombs for the country's Pharaohs.

*There are over 100 **pyramids** in Egypt*

pyramid

Searching... All Notebooks

**Title contains: pyramid (1)**

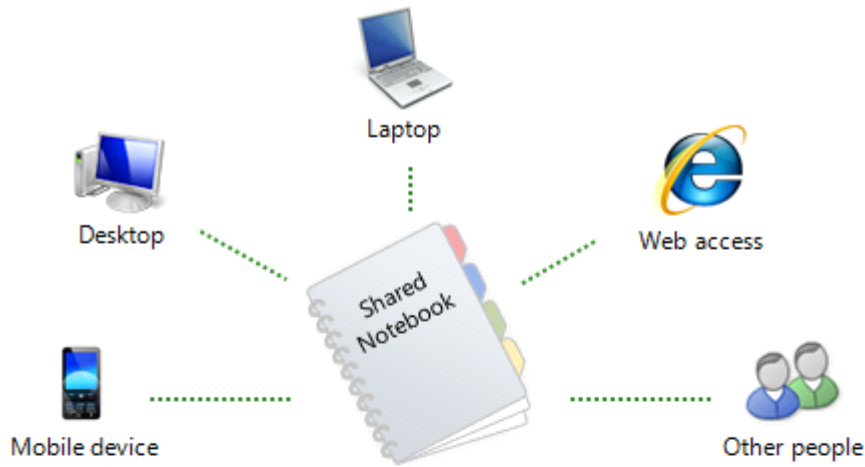
- Egyptian **Pyramids**
- Pyramid** dates

## Search

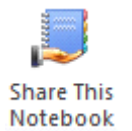
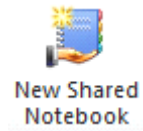
Jump to favorite pages quickly.

Find even handwritten notes or text in pictures!


## Share with yourself or others



Share >



## Access your notes from anywhere!

 Automatic sync. Edit even while offline.



### Team Notebook example:

Meeting Notes Project Info Work Items Training

Overall team status

Person	Work item	Deadline	Status
Jim	Writing	Oct 21	In progress
Ann	Artwork	Oct 25	Concept sketches Everyone, check them out on <a href="#">this page!</a>
Tom	Marketing	Nov 15	Not started

High-level plan  
Overall team sta...  
Details  
Comments  
Concept sketches