OneNote – An Underutilized Gem in Microsoft Office

ICCCFO
October 12, 2016
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Alternate titles...

• “OneNote – Good Old Fashion Paper-and-Pencil, Without the Paper-and-Pencil”
• Microsoft Office OneNote – The Last Session Before Happy Hour So This Better Be Good”
POLL: Prior knowledge of OneNote?
Disclaimer

Getting started with OneNote for personal use is easy, BUT objective today is to provide general overview, not train you...

You really should consult your IT department about:
- Locations of your notebooks (“cloud” concepts)
- Sharing your notebooks with others
- Sharing your notebooks across multiple devices
OneNote 2013: one place for all of your notes

Sync to SkyDrive

Share with anyone on PC, phone, or tablet

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
POLL: To-Do Lists?
Shopping list
- Milk
- Oranges
- Potatoes
- Bread
- Cereal
- Sugar

Priorities
- Check messages
- Call Dave
- Follow up with Jim
- Schedule appt.
- Call Janet

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

Transportation
- Arrive at airport at 6am
- Plane departs at 8am
- Plane lands at 2pm

Reservation
- Hotel is for the 6th – 10th
- Do we need to extend the reservation by a day?

Sights to see

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

- in your taskbar
- OR
- Windows + S on your keyboard
### Sunday retreat

<table>
<thead>
<tr>
<th>Name</th>
<th>Attending?</th>
<th>Overnight?</th>
<th>Vegetarian?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Molly</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Peter</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Samuel</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Stacy</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

**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

OneNote icon in your taskbar

OR

Windows + N on your keyboard

The report looks great!
Integrate with Outlook

- Take notes on Outlook or Lync meetings
- Insert meeting details
- Add Outlook tasks from OneNote
### Quarter 1 revenue

<table>
<thead>
<tr>
<th></th>
<th>Sales</th>
<th>Revenue</th>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scott</td>
<td>4</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>James</td>
<td>2</td>
<td>1</td>
<td>4</td>
</tr>
</tbody>
</table>

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

in the top corner of the page
Don’t forget to buy milk on the way home!

Take quick notes

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

* in your taskbar

OR

* + N on your keyboard
Some of my favorite features/functions...

• Copy an Outlook item to OneNote
• Screen Snipping
• Searching
• Tags
• Sharing (subject to prior disclaimer)
  • With others
  • Across devices
• Inserting/Attaching Documents
POLL: Interest in OneNote?
Resources

• McGraw-Hill OneNote 2010 Tutorial (PDF)
• OneNote 2013 Videos and Tutorials (Microsoft)
Thank You!!!

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