

OneNote – An Underutilized Gem in Microsoft Office

ICCCFO

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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?

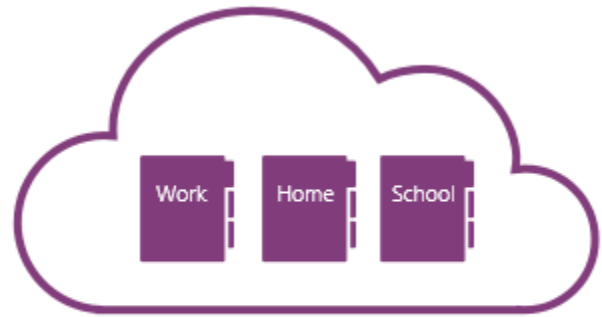
Disclaimer

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](#)

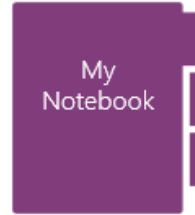
1. Take notes anywhere on the page

Write your name here

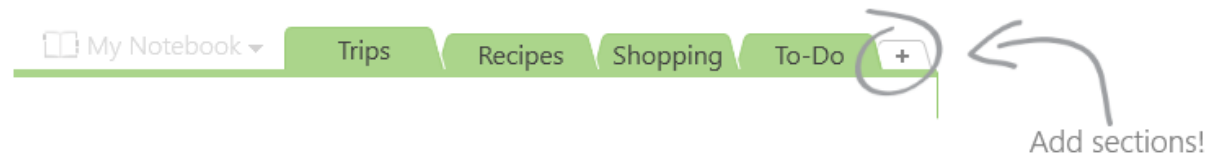


2. Get Organized

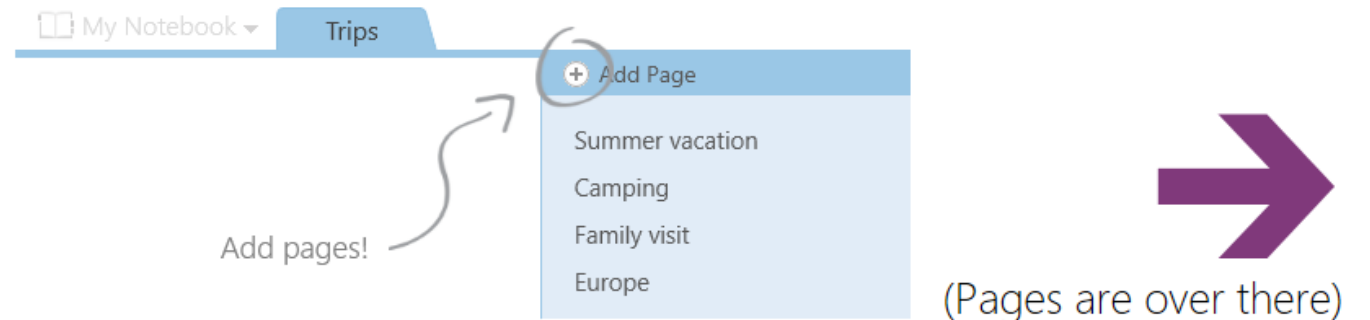
You start with "My Notebook" - everything lives in here



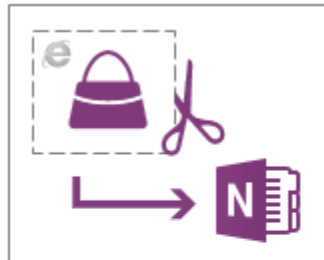
Add sections for activities like:



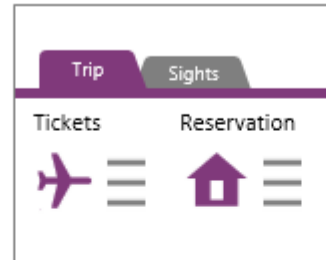
Add pages inside of each section:




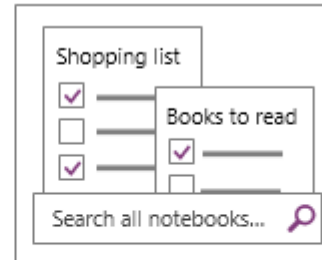
3. For more tips, check out 30 second videos




 [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?

To-do lists

Shopping list

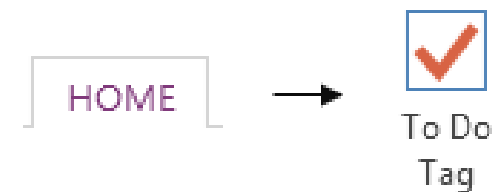
- Milk
- Oranges
- Potatoes
- Bread
- Cereal
- Sugar

Priorities

- Check messages
- ★ Call Dave
- ? Follow up with Jim
- ¹ Schedule appt.
- ² Call Janet

Remember everything

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



Flight details

Sights to see



Transportation

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

Ben



Reservation

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

Tom

Collaborate with others

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

FILE



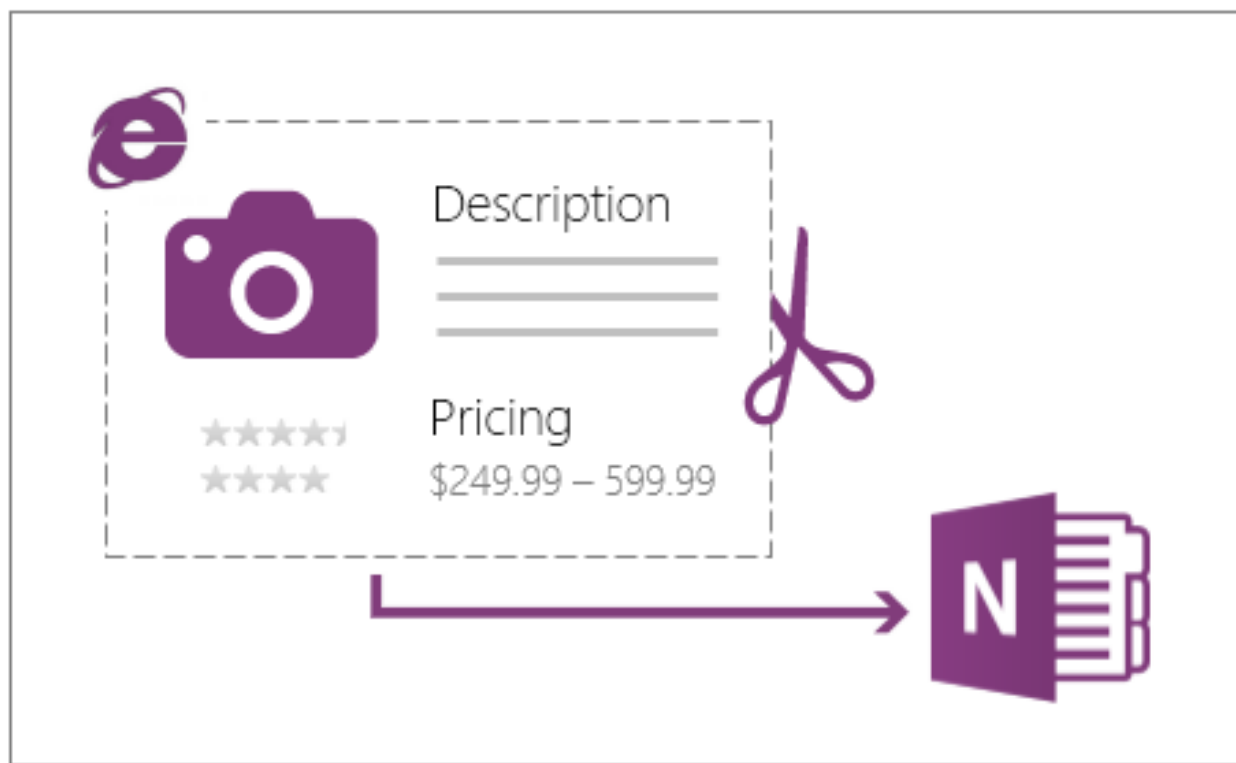
New

Share



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

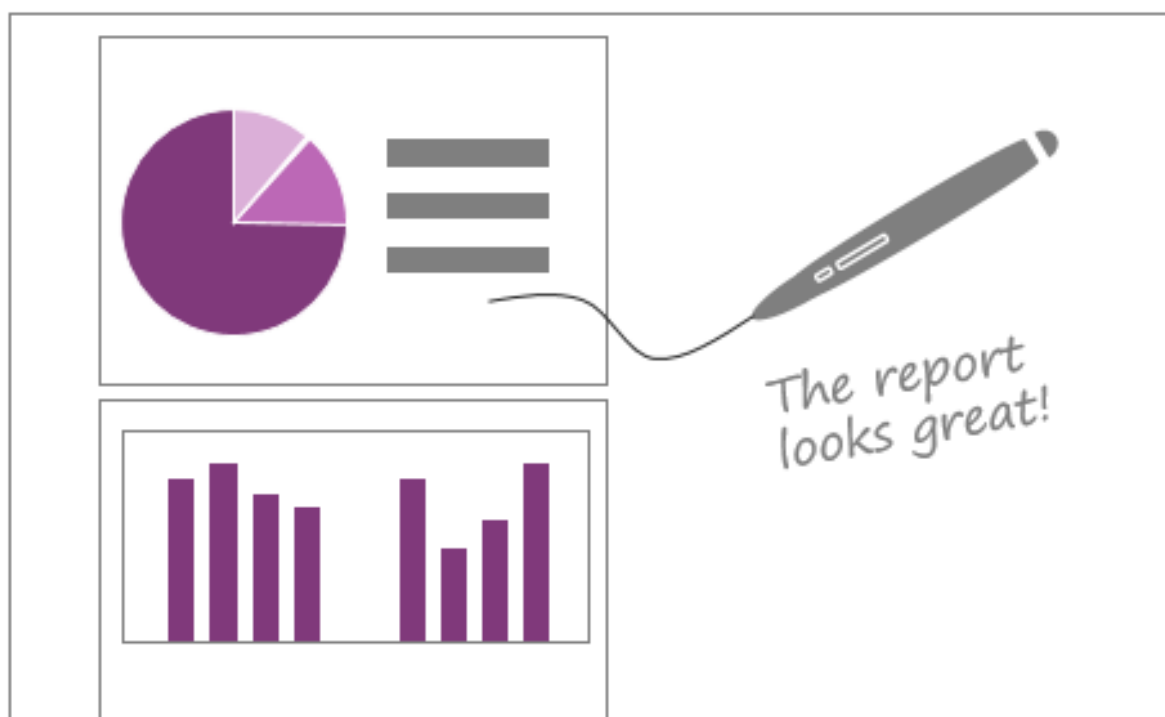
	Attending?	Overnight?	Vegetarian?
Chris	Yes	Yes	No
Molly	No	No	No
Peter	Yes	No	Yes
Samuel	Yes	Yes	Yes
Stacy	Yes	No	No

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



Status meeting

Conf room 36

John, Felicity

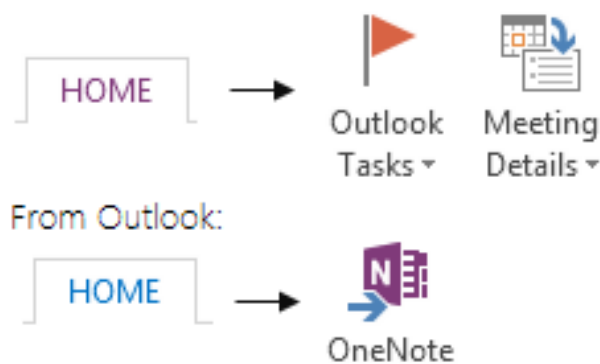


Follow up with John



Integrate with Outlook

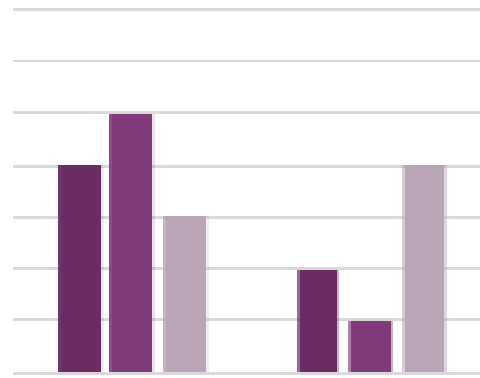
- ▶ Take notes on Outlook or Lync meetings
- ▶ Insert meeting details
- ▶ Add Outlook tasks from OneNote





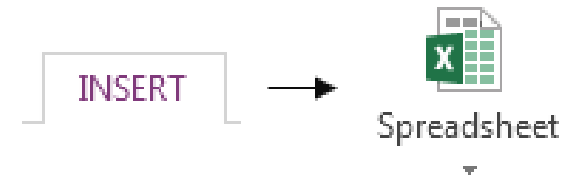
Quarter 1 revenue

	Sales	Revenue	Expenses
Scott	4	5	3
James	2	1	4



Add Excel spreadsheets

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

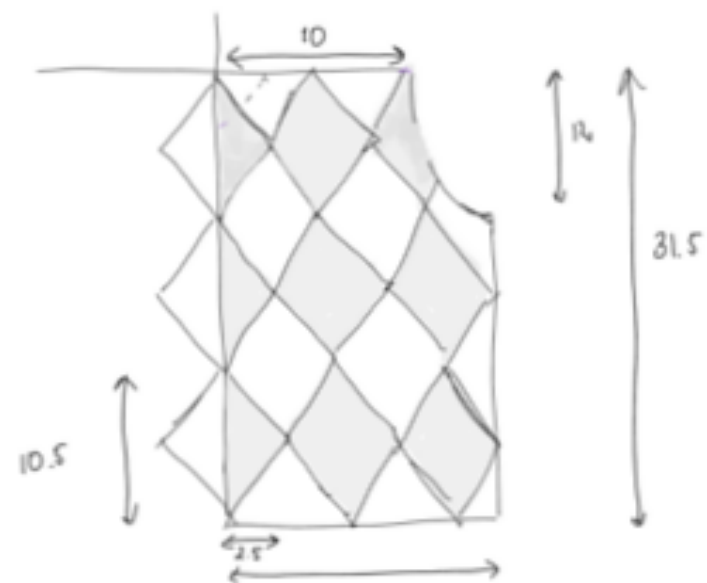


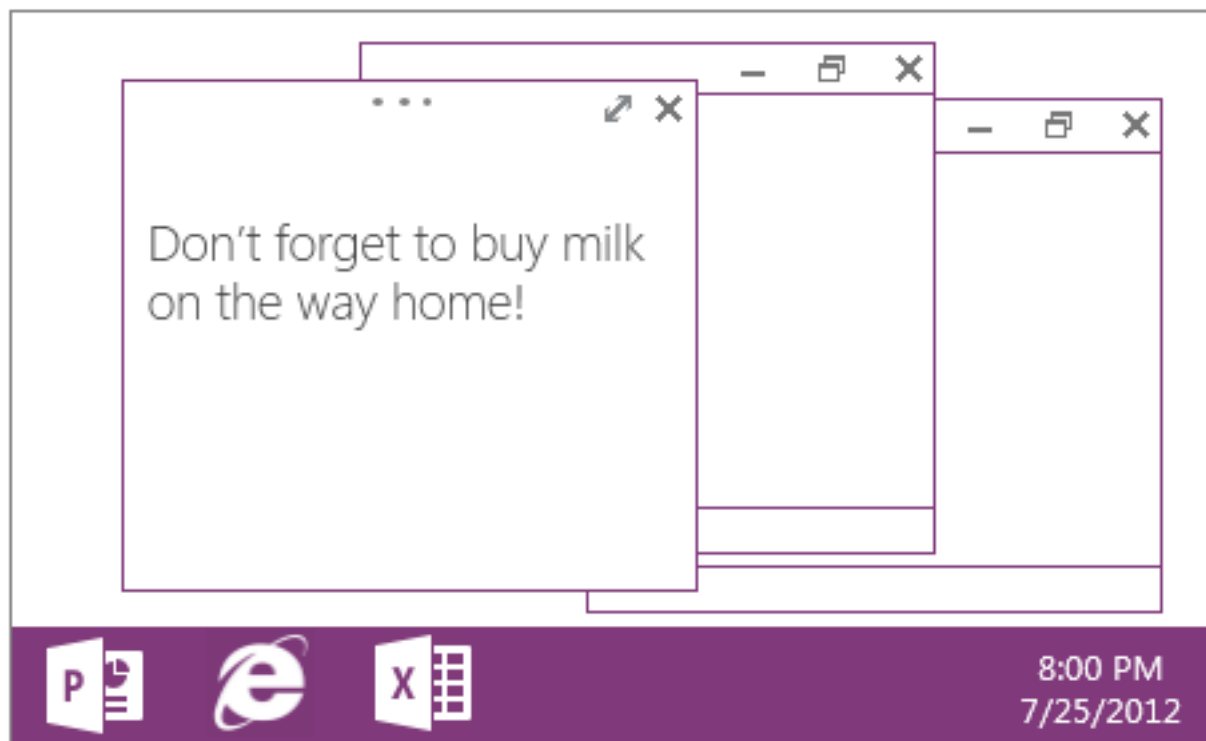
Brainstorm without clutter

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



in the top corner of the page





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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