



Microsoft OneNote

What is OneNote?

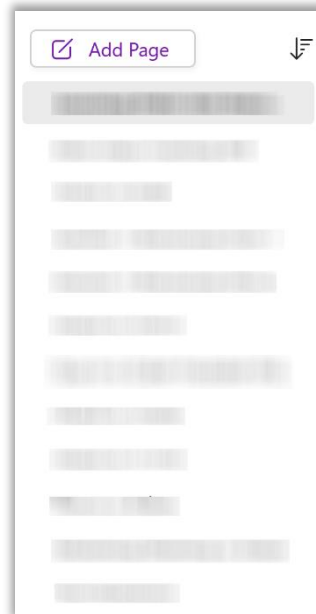
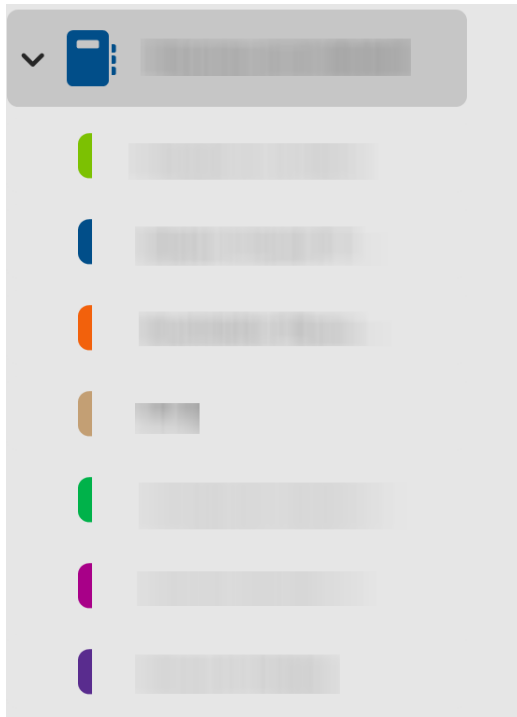
A digital note-taking app that lets you capture, organize, and share your notes online on any device.

Why OneNote?

- Easy navigation and organization of notes
- Securely store information
- Supports multimedia
- Integrate with Microsoft apps and plugins

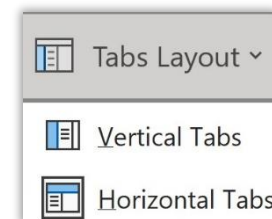
Tips and Tricks

Layout



Create notebooks and then add different sections. Your folders will be color-coded to help with organization. Then add pages and get to note-taking!

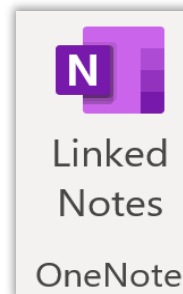
Don't like the layout or just want to switch it up a little bit? Use Tabs Layout on the View page to make your tabs horizontal!



**Formatting
and
Add-Ins**

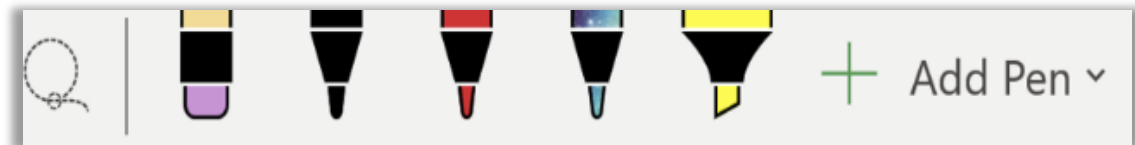
Tips and Tricks

Like other Microsoft apps, customize your font style, size, and colors. Also, use bullets and numbers to help with formatting your notes!



Insert tables, files, pictures and more into your notes! Plus, keep in mind that you can link other Microsoft applications, like Word and PowerPoint, to OneNote!

Want to annotate your notes? Check out the Draw tab for a variety of options!



**Media
and
Display**

Tips and Tricks

Recording

 Transcri...

 Record Video

OneNote lets you record both audio and video in your notes! Need a transcription for this multimedia? OneNote has you covered!

 Transcribe

 Record Audio

Still want to feel like you're writing in a notebook? OneNote lets you add both rule and grid lines!

