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WHAT's New?



Take and Format Notes

Note-taking in Microsoft Office OneNote is as easy as writing in a paper notebook.

You can move text anywhere on the page or to other pages, create space and add pages and tag important notes..

NOTE: Productivl.T.y is a regular email publication of Information Security and IT Governance under ICT. For comments and suggestions, kindly email: ict-process@pjlhuillier.com

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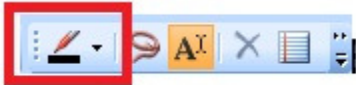
OK Cancel

How to Take and Format Notes using OneNote

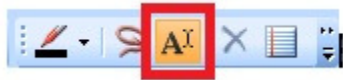
Your notes can include any combination of typed text, pictures, and graphics.

Type or write notes on a page

- To make typewritten notes, click wherever on the page you want the notes to appear, and then start typing. *OneNote creates a note container for each block of text that you type or write.*
- If you're using a pen-input device, click **Pen** on the Writing Tools toolbar, and then handwrite your notes anywhere on the page.

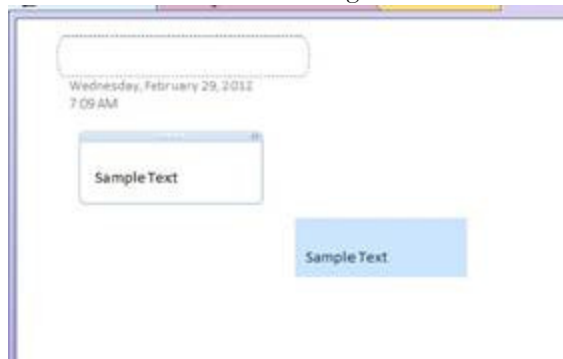


- To switch back to typing mode, on the Writing Tools toolbar, click Type/Selection Tool.

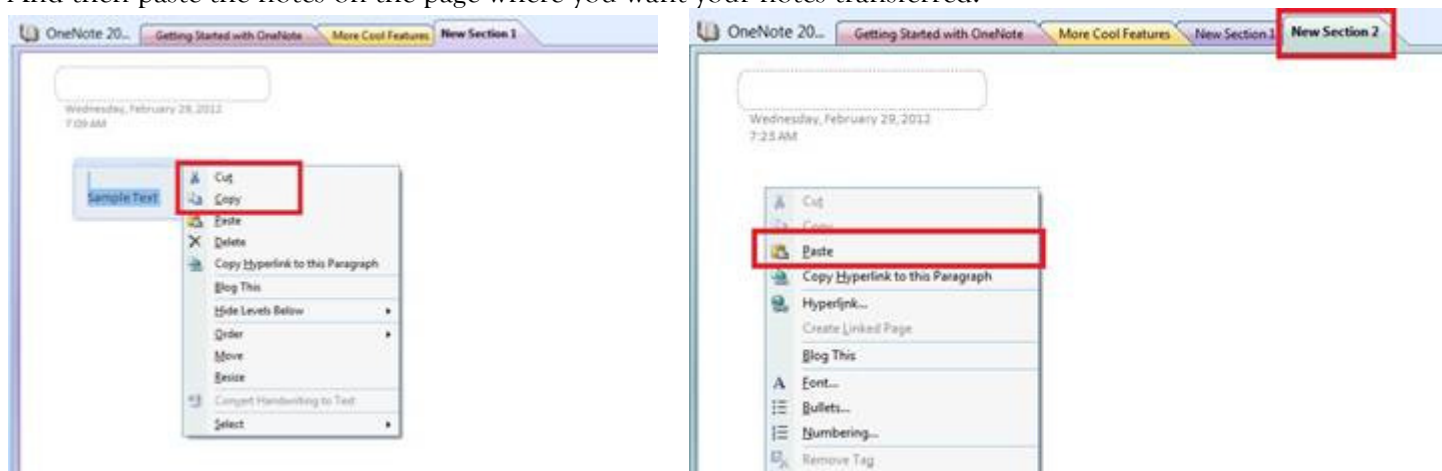


Move text on a page

- To move text within the same page, move the pointer over the text, when the note container appears, click the top edge of the note container and drag it to its new location.

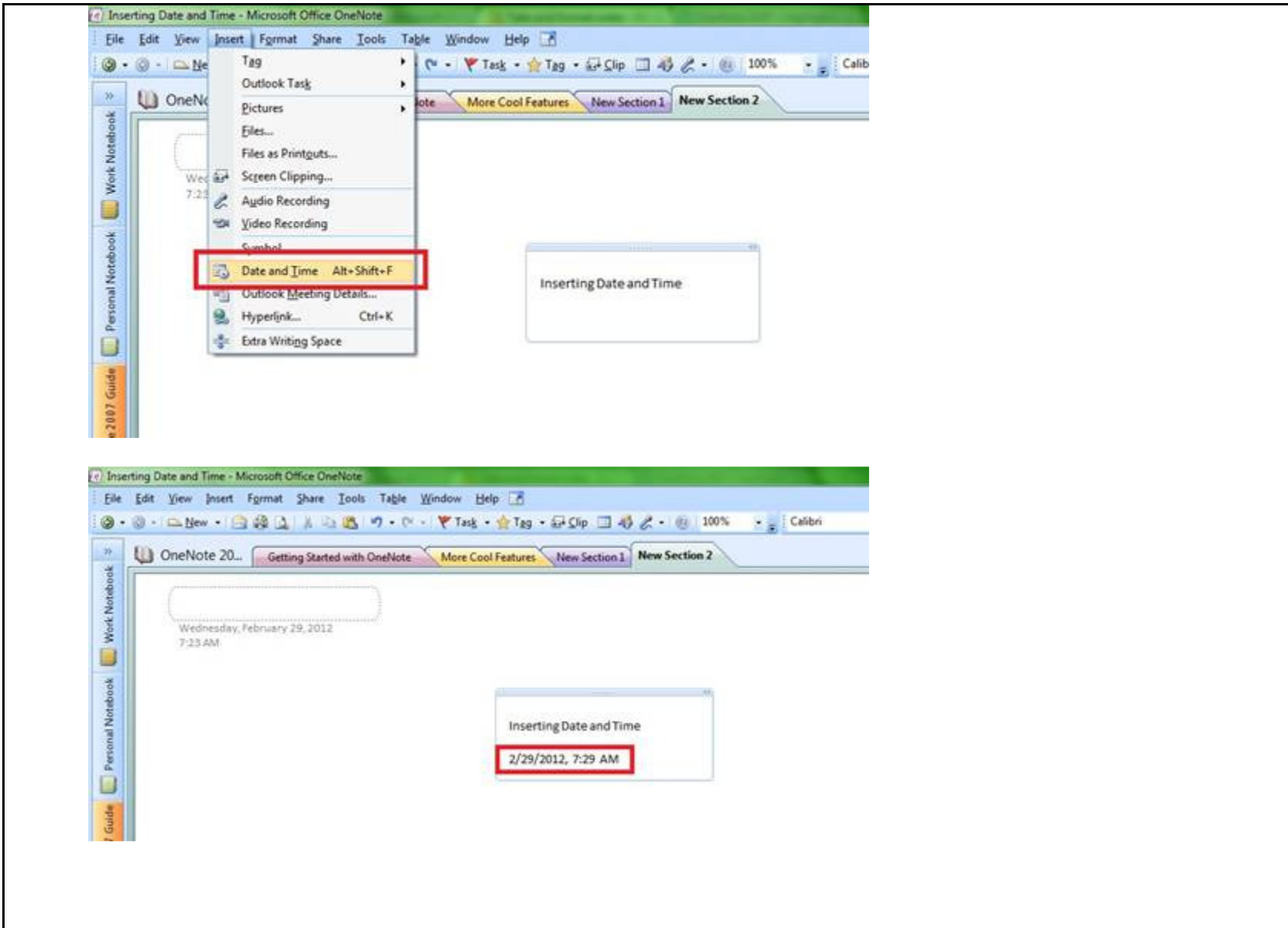


- To move text from one page to another page, right-click the top edge of the note container.
- Click **Copy** or **Cut** on the shortcut menu that will appear.
- And then paste the notes on the page where you want your notes transferred.



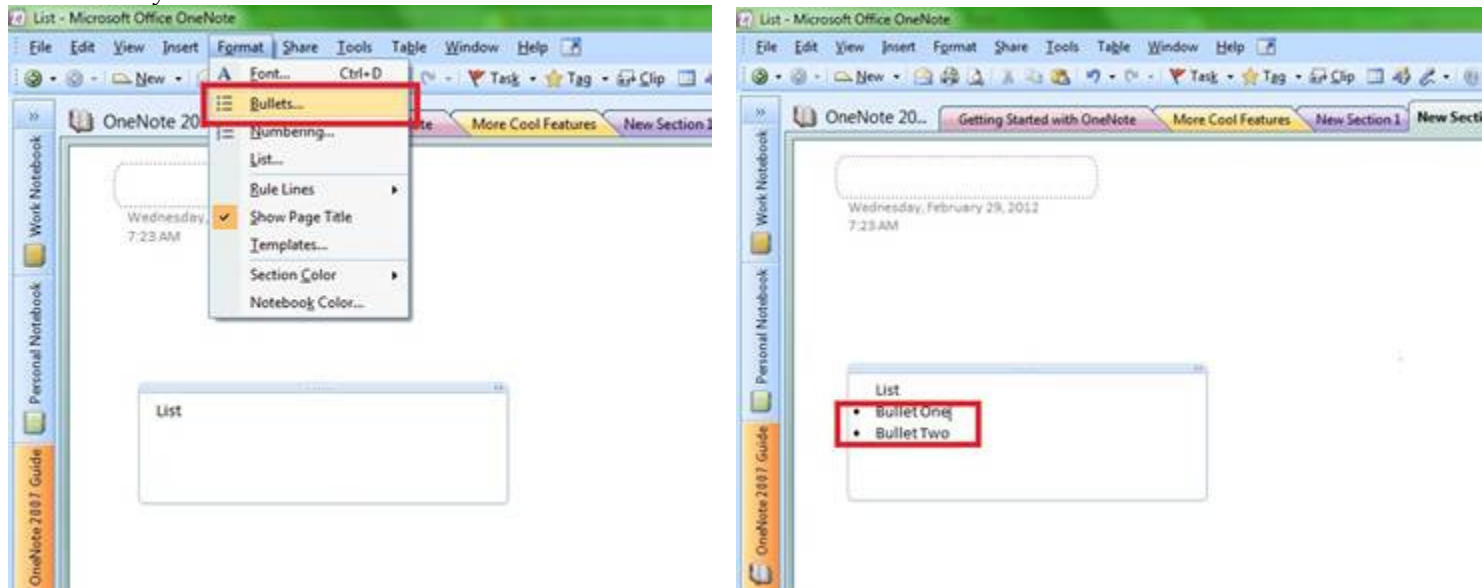
Insert the Date and Time

- Place the pointer where you want to add a date and time
- On the Insert menu, click Date and Time.
- It will then automatically insert the current date and time.

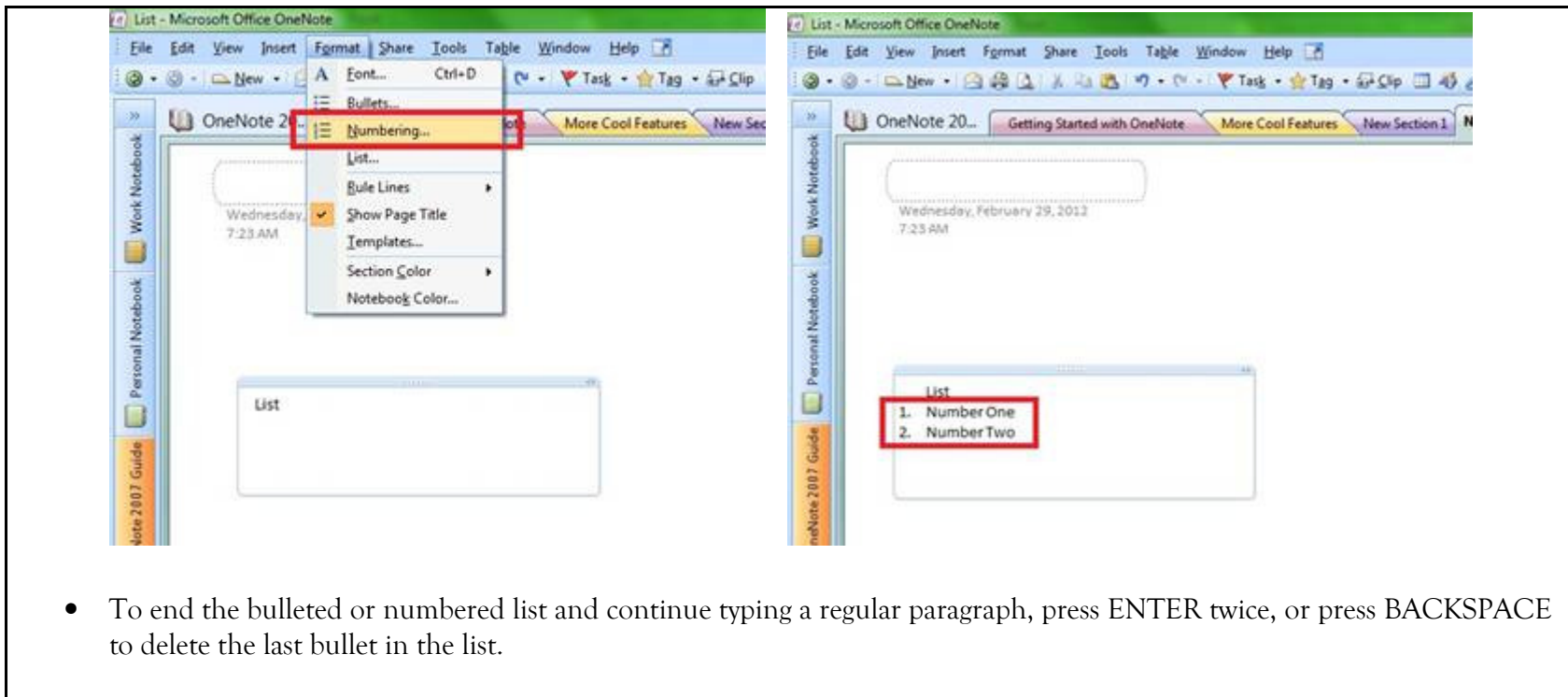


Create a bulleted or numbered list

- For creating bullet list, on the Formatting toolbar, click **Bullets**.
- Type the text you want for the first item in the list, and then press ENTER. A new bullet for the next list item is created automatically.



- For creating numbered list, on the Formatting toolbar, click **Numbering**.
- Type the text you want for the first number in the list, and then press ENTER. A new number for the next list item is created automatically.



- To end the bulleted or numbered list and continue typing a regular paragraph, press ENTER twice, or press BACKSPACE to delete the last bullet in the list.