



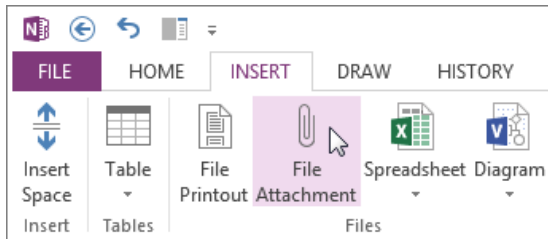
## Take Notes

### Add files to OneNote

#### Attach a file

Attaching a file (such as a Microsoft Word document) to a page in OneNote places a copy of that file in your notes. The file appears as an icon that you can double-click to open and edit the contents of the file.

1. In OneNote, click anywhere on the page where you want to insert a file.
2. Click **Insert > File Attachment**.



3. In the **Choose a Document to Insert** dialog box, click the file you want to attach, and then click **Insert**.
4. If prompted for additional options, click **Attach File**.

A copy of the file is inserted on the current page and shown as an icon that you can open.

Attached files are stored as part of their associated notebook. If you move a notebook to another location, any inserted files move with the notebook.

**Important:** OneNote attaches only static snapshots of the source documents or files you insert into your notes; it doesn't maintain a link to the source file. Changes you make to the copy in OneNote won't show up in the original. And changing the original won't update the copy.

It's possible to embed two types of Microsoft Office files into OneNote that maintain a relationship between their embedded version and their source files: You can [add an Excel spreadsheet to a page](#) or [add a Visio diagram to a page](#).

#### Insert a file as a printout

Inserting a file as a printout places a picture of its contents on a page in OneNote. You can't edit printouts like regular notes, so they're a good choice if you want to keep the original formatting. The inserted printouts work just like inserted pictures. You can resize them and move them anywhere on the page. You can add notes or annotations to the image, and even [copy text from a file printout](#) and paste it as editable text.

1. In OneNote, click anywhere on the page where you want to insert a file printout.
2. Click **Insert > File Printout**.
3. In the **Choose a Document to Insert** dialog box, click the file you want to insert, and then click **Insert**.

**Note:** If you want to insert a password-protected document, you'll need to enter the correct password before the document will be printed to OneNote.



## Take Notes

### Copy text from a file printout

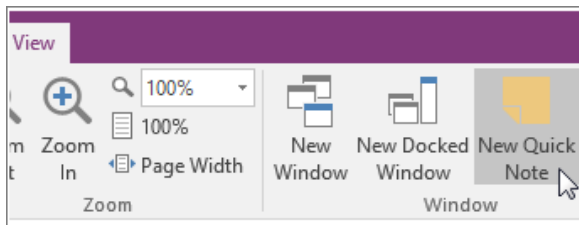
You can extract text from a file printout and paste it in your notes. This is useful if you want to make changes to the text or if you want to copy any part of the text into an email or other file, like a Word document.

- Right-click the image, and then do one of the following:
  - Click **Copy Text from this Page of the Printout** to copy text from only the currently selected image (page).
  - Click **Copy Text from All the Pages of the Printout** to copy text from all the images (pages).
- Click where you'd like to paste the copied text, and then press Ctrl+V.

## Create Quick Notes

### Create a new Quick Note while OneNote is running

- Choose **View > New Quick Note**.



- Type your note in the small note window. You can format the text by using the commands on the mini toolbar that appears. (If you don't see the toolbar, click the ... at the top of the window.)
- Repeat the previous steps for any additional Quick Notes that you want to create.

You can move Quick Notes anywhere on your screen and leave them there for as long as you need to refer to them. When you're done with a Quick Note, close its window.

**Note:** Closing a Quick Note window does not delete the note. Like regular notes, OneNote automatically saves your Quick Notes as soon as you've created them and whenever you edit them. Quick Notes are stored in the Unfiled Notes section in your default notebook. You can find them quickly by opening your Notebooks list (click the down-arrow next to the name of your notebook and look at the bottom of the list for **Quick Notes**).

### Create a Quick Note when OneNote isn't running

You can create a Quick Note even if you haven't opened OneNote.

- On your keyboard, press Windows+N.
- Type your note in the small note window.
- To open additional Quick Notes after OneNote running, press Windows+Alt+N on your keyboard.



## Take Notes

### Pin important Quick Notes to your screen

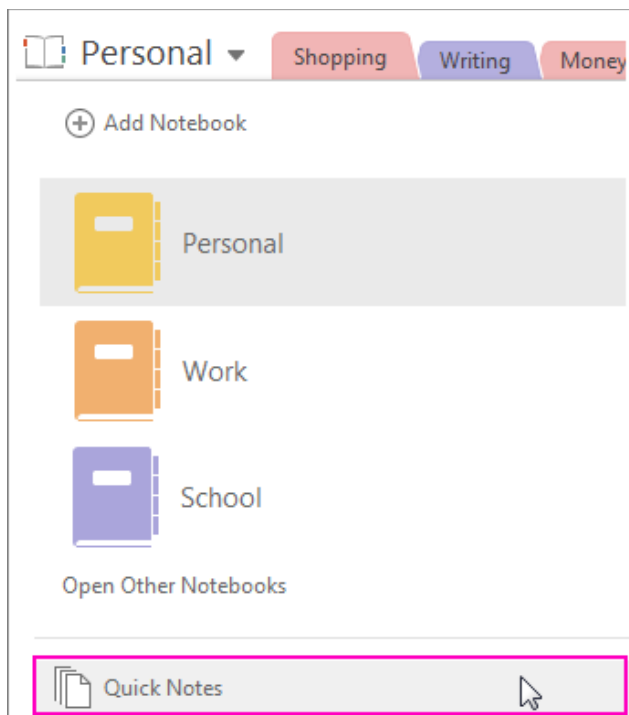
If you're using Quick Notes to keep small reminders and important information visible at all times, you can pin them so that they stay visible over any other windows on your computer screen.

1. In any Quick Note that you want to keep visible, on the toolbar, choose **View > Always on Top**. (If you don't see the toolbar, click the ... at the top of the window.)
2. Move each pinned note to the position of your screen where you want to keep it displayed.
3. To stop a note from being pinned to the top of your screen, repeat step 1 (the button is a toggle).

### Review all of your Quick Notes

No matter how or when you created them, you can easily look through all of your Quick Notes whenever you want.

1. Near the top of the current page, click the name of your current notebook (for example "My Notebook").
2. At the bottom of the Notebook list, click **Quick Notes**.



3. In the Quick Notes section, click the tabs of the pages you want to review.

You can keep Quick Notes filed in the Quick Notes section, or you can move selected notes to other parts of your notebooks. To move a page, right-click the page tab, choose **Move or Copy**, and follow the prompts.



## Take Notes

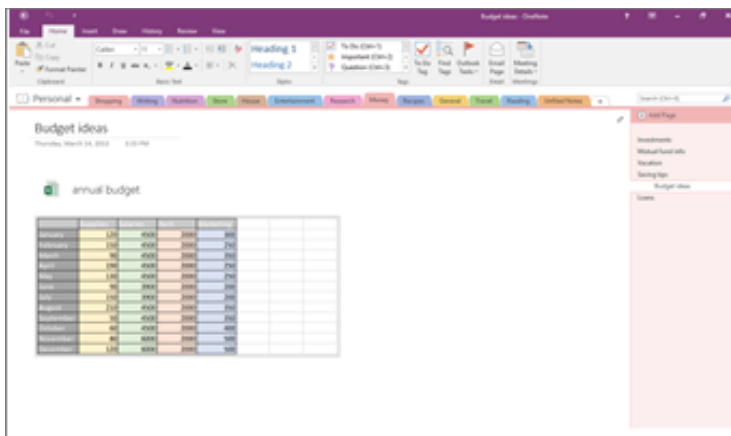
### Add an Excel spreadsheet/Visio diagram to a page

#### Add an Excel spreadsheet to a page

If you want to keep records of your work in one place or show a snapshot of your data, you can add an Excel spreadsheet (also called a worksheet) to a page in your OneNote notebook. In the world of books and binders, this option is the equivalent of making a copy of your spreadsheet and attaching it to your paper notes.

When you add an Excel spreadsheet to a page in OneNote, you can either:

- [Attach an Excel file](#)
- [Embed a static image of the spreadsheet](#)
- [Create a new spreadsheet](#)



Keep in mind that changes you make to the spreadsheet in OneNote won't appear in the original file in Excel. Likewise, if you change the original Excel spreadsheet, your changes won't appear in the copy in OneNote.



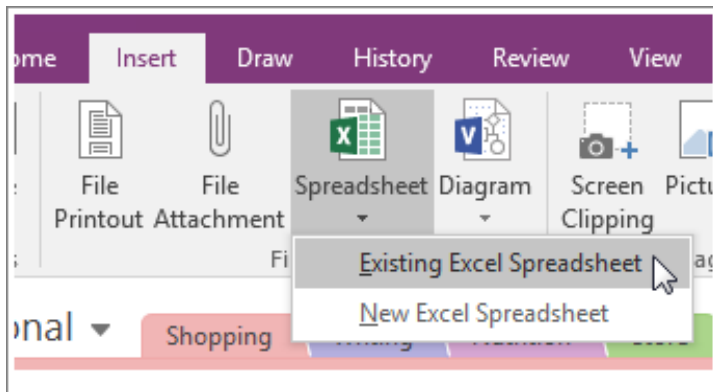
## Take Notes

### Attach an Excel file

If you want to create a copy of your spreadsheet and add a link to that copy directly in your notes, right where you'll need it later, use this option. The link will appear as an icon that opens a fully functioning Excel spreadsheet when you double click it.

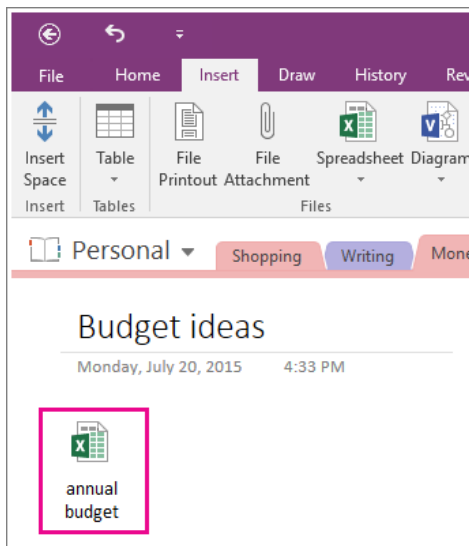
**Important:** Just remember, you're creating a copy of your original Excel spreadsheet. Changes you make to the copy in OneNote won't show up in your original. And changing the original won't update the copy.

1. On the **Insert** tab, choose **Spreadsheet > Existing Excel Spreadsheet**.



2. Find and click the file you want to add, and choose **Insert**.
3. Choose **Attach File**.

Here's what the attached spreadsheet will look like.



**Important:** Be sure you don't delete the icon, or you won't be able to edit the spreadsheet.



## Take Notes

### Embed a static image of the spreadsheet

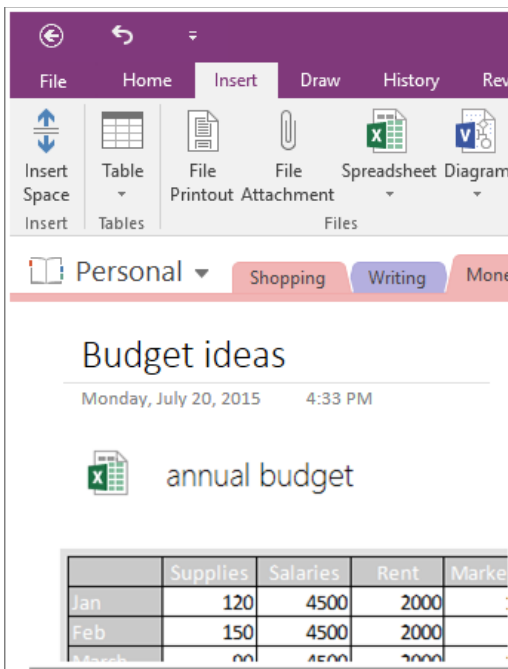
This option creates a copy of your spreadsheet, and adds a link to that copy directly in your notes along with a static image of your spreadsheet. The link will appear as an icon that opens a fully functioning Excel spreadsheet when you double click it. If you update the linked spreadsheet, the embedded image will automatically refresh to show your changes.

**Important:** Just remember, you're creating a copy of your original Excel spreadsheet. Changes you make to the copy in OneNote won't show up in your original. And changing the original won't update the copy.

1. On the **Insert** tab, choose **Spreadsheet > Existing Excel Spreadsheet**.
2. Find and click the file you want to add, and choose **Insert**.
3. Choose **Insert Spreadsheet**.

**Tip:** If you want to embed just a table or chart from the spreadsheet, choose **Insert a Chart or Table** instead.

Here's what an embedded spreadsheet will look like.



**Important:** Be sure you don't delete the icon, or you won't be able to edit the spreadsheet.



## Take Notes

### Create a new spreadsheet

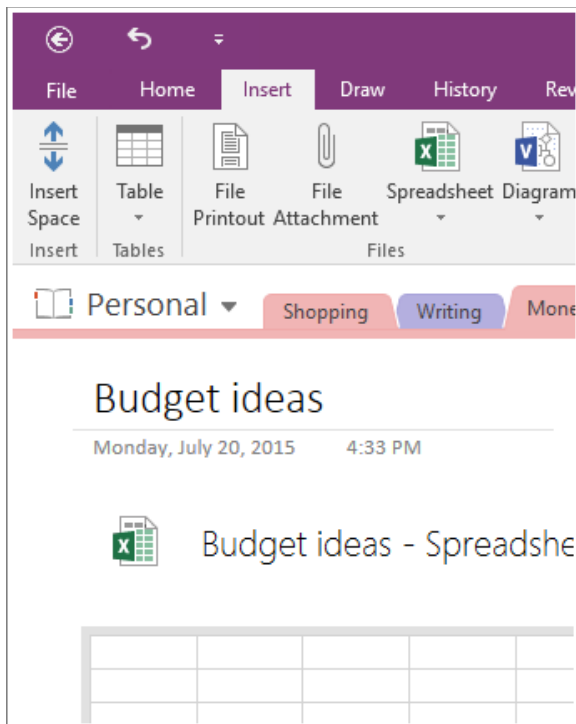
If you want to create a new Excel spreadsheet, you can do it directly from your notes.

Just like embedding a static image of an existing spreadsheet, this option will insert an icon that opens a fully functioning Excel spreadsheet when you double click it, and show a static image of your spreadsheet on the page. If you update the linked spreadsheet, the embedded image will automatically refresh to show your changes.

1. On the **Insert** tab, choose **Spreadsheet > New Excel Spreadsheet**.

An Excel icon appears on the page, along with a blank, static image of the spreadsheet.

2. To edit the spreadsheet, double-click the icon.



**Important:** Be sure you don't delete the icon, or you won't be able to edit the spreadsheet.



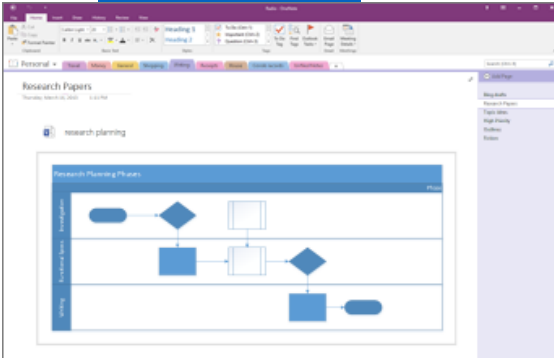
## Take Notes

### Add a Visio diagram to a page in OneNote

If you want to keep records of your work in one place or show a snapshot of your data, you can add a Visio diagram (also called a drawing) to a page in your OneNote notebook. In the world of books and binders, this option is the equivalent of making a copy of your diagram and attaching it to your paper notes.

When you add a Visio diagram to a page in OneNote, you can either:

- [Attach a Visio file](#)
- [Embed a static image of the diagram](#)
- [Create a new diagram](#)

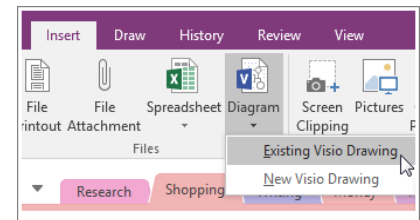


Keep in mind that any changes you make to the diagram in OneNote won't appear in the original file in Visio. Likewise, if you change the original Visio diagram, your changes won't appear in the copy in OneNote.

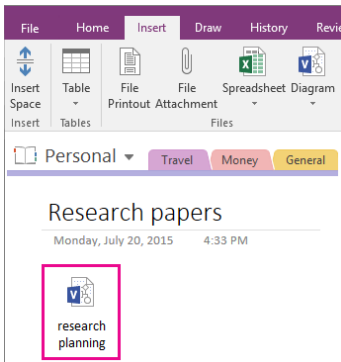
#### Attach a Visio file

If you want to create a copy of your diagram and add a link to that copy directly in your notes, right where you'll need it later, use this option. The link will appear as an icon that opens a fully functioning Visio diagram when you double click it.

1. Choose **Insert > Diagram > Existing Visio Drawing**.
2. Find and click the file you want to add, and choose **Insert**.
3. Choose **Attach File**.



The image below shows what the attached diagram will look like.



**Important:** Be sure you don't delete the icon, or you won't be able to open or edit the diagram.





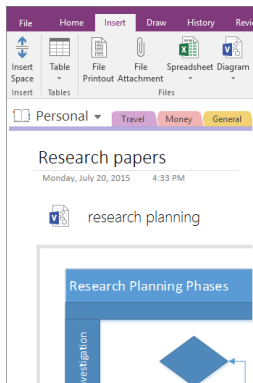
## Take Notes

### Embed a static image of the diagram

This option creates a copy of your diagram, and adds a link to that copy directly in your notes along with a static image of your diagram. The link will appear as an icon that opens a fully functioning Visio diagram when you double click it. If you update the linked diagram, the embedded image will automatically refresh to show your changes.

1. Choose **Insert > Diagram > Existing Visio Drawing**.
2. Find and click the file you want to add, and choose **Insert**.
3. Choose **Insert Diagram**.

The image below shows what an embedded drawing will look like.



### Create a new diagram

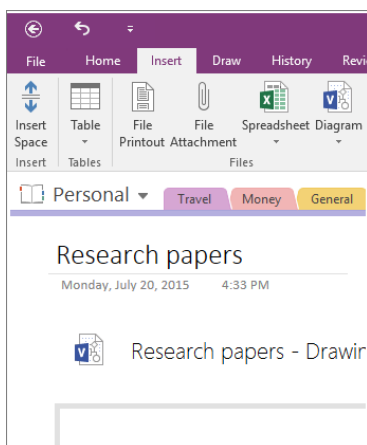
If you want to create a new Visio diagram, you can do it directly from your notes.

Just like embedding a static image of an existing diagram, this option will insert an icon that opens a fully functioning Visio diagram when you double click it, and show a static image of your diagram on the page. If you update the linked diagram, the embedded image will automatically refresh to show your changes.

1. Choose **Insert > Diagram > New Visio Drawing**.

A Visio icon appears on the page, along with a blank, static image of the diagram.

2. To edit the diagram, double-click the icon.



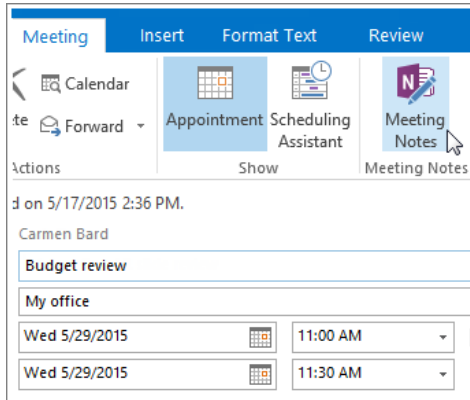


## Take Notes

### Take notes in a meeting

#### Take notes in a scheduled Outlook meeting

1. In Outlook 2016, open the meeting for which you want to take notes.
2. Choose **Meeting > Meeting Notes**.



3. In the **Meeting Notes** dialog box, do one of the following:
  - To share your meeting notes with others, choose **Share notes with the meeting**.
  - To take notes for yourself only, choose **Take notes on your own**.
4. In the **Select Location in OneNote** dialog box, choose a section for the new notes and click **OK**.

The page OneNote now creates is linked to your Outlook appointment, so you can always keep the meeting details and your notes from the meeting together in one place.



## Take Notes

### Search your notes

One of the main advantages of using OneNote instead of traditional notebooks is its ability to quickly search through all of the information you've collected and retrieve important notes based on criteria that you specify. Instead of having to flip and skim through paper pages, you can quickly retrieve anything you've jotted down. OneNote also makes it easy to browse through your most recent notes and search for spoken words in recorded audio notes.

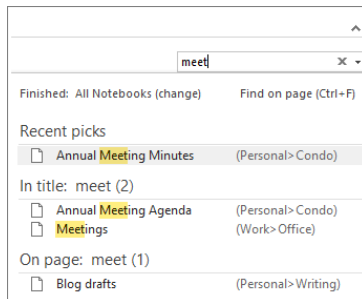
#### Search for text

To search for a keyword or phrase in all of your notes, even across multiple notebooks, do the following:

1. In the search box to the far right edge of your section tabs, select the arrow to the right of the magnifying glass icon, and in the list that appears, choose **All notebooks**.

**Note:** If you prefer using keyboard shortcuts, you can press Ctrl+E to expand your search to all notebooks.

2. In the search box, type a keyword or phrase.



3. As you type, OneNote begins returning page results that match your search word or phrase. Choose a search result to retrieve the matching note.
4. When you've finished your search, press Esc.

#### Notes:

- If you want to narrow the search scope, select the arrow to the right of the magnifying glass icon, and in the list that appears choose how to limit your search: **Find on This Page, This section, This Section Group, This Notebook, All Notebooks**.
- To cycle through a large number of search results more easily, adjust the search scope, sort your search, you can pin the search results pane. Simply press Alt+O.

#### Search for words in audio and video clips

OneNote can recognize spoken words in audio and video recordings if Audio Search is turned on. This option is turned off by default because it slows down searching.

To turn on Audio Search:

1. Choose **File > Options > Audio & Video**.
2. Under **Audio Search**, select the **Enable searching audio and video recordings for words** check box and click **OK**.



## Take Notes

### Insert and calculate simple math equations

You don't need a calculator to find the answers to simple math problems. You can jot down math equations during a meeting, conference or class, and OneNote can instantly calculate the results for you.

1. Type the equation you want to calculate. For example, type **95+83+416** to calculate the sum of the numbers 95, 83, and 416, or **SQRT(15)** to calculate the square root of 15.
2. After the equation, without typing a space, type an equal sign (=), and then press Spacebar. The answer will appear after the equal sign.

#### Tips:

- Don't use spaces in the equation. Type the numbers, operators, and functions as one single, continuous string of text.
- Function codes are not case-sensitive. For example, SQRT(3)=, sqrt(3)= or Sqrt(3)= will calculate the same answer.
- To create a new line after the answer, press Enter (instead of Spacebar) after the equal sign.

If you want only the answer in your notes, after it's calculated, you can delete the equation that precedes it. The answer will stay in your notes.

#### Examples of simple calculations

Below are a few examples of mathematical expressions that OneNote can calculate.

- **The average monthly sales of a product.** For example, if the total revenue per year is \$215,000, type  $\$215,000/12=$  and then press Spacebar.
- **Total cost of monthly payments.** For example, type  $48*\$129.99=$  and then press Spacebar to calculate the cost of 48 monthly payments at \$129.99 a payment.
- **The sine of a 30-degree angle.** For example, type  $\sin(30)=$  and then press Spacebar.
- **More complete math equations.** For example, Type  $(6+7) / (4*\text{sqrt}(3))=$  and then press Spacebar to calculate the answer to (6+7) divided by (4 times the square root of 3).

#### Supported arithmetic operators

You can use the following operators in your equations.

Operator	Meaning	Example
+ (plus sign)	Addition	3+3
- (minus sign)	Subtraction Negation	3-1 -1
* (asterisk)	Multiplication	3*3
X (upper- or lowercase)	Multiplication	3x3



## Take Notes

Operator	Meaning	Example
/ (forward slash)	Division	3/3
% (percent sign)	Percent	20%
^ (caret)	Exponentiation	3^2
! (exclamation)	Factorial computation	5!

### Supported math and trigonometry functions

You can use the math and trigonometry functions in the following table for your equations.

**Note:** To calculate a function, type its code (for example, SQRT for square root), and immediately follow it with the number, angle, or variables in parentheses, as shown in the Syntax column.

Function	Description	Syntax
<b>ABS</b>	Returns the absolute value of a number	ABS(number)
<b>ACOS</b>	Returns the arccosine of a number	ACOS(number)
<b>ASIN</b>	Returns the arcsine of a number	ASIN(number)
<b>ATAN</b>	Returns the arctangent of a number	ATAN(number)
<b>COS</b>	Returns the cosine of a number	COS(number)
<b>DEG</b>	Converts an angle (in radians) to degrees	DEG(angle)
<b>LN</b>	Returns the natural logarithm of a number	LN(number)
<b>LOG</b>	Returns the natural logarithm of a number	LOG(number)
<b>LOG2</b>	Returns the base-2 logarithm of a number	LOG2(number)
<b>LOG10</b>	Returns the base-10 logarithm of a number	LOG10(number)
<b>MOD</b>	Returns the remainder of a division operation	(number)MOD(number)
<b>PI</b>	Returns the value of $\pi$ as a constant	PI
<b>PHI</b>	Returns the value of $\Phi$ (the golden ratio)	PHI
<b>PMT</b>	Calculates a loan payment based on a constant interest rate, a constant number of payments, and the present value of the total amount	PMT(rate;nper;pv)
<b>RAD</b>	Converts an angle (in degrees) to radians	RAD(angle)
<b>SIN</b>	Returns the sine of the given angle	SIN(angle)
<b>SQRT</b>	Returns a positive square root	SQRT(number)
<b>TAN</b>	Returns the tangent of a number	TAN(number)

For more information, please refer to the Microsoft training resource page [HERE](#)