

# Next Generation OneNote



#KCM365UG



# Nate Chamberlain

MICROSOFT MVP & MICROSOFT CERTIFIED TRAINER  
KANSAS CITY, MISSOURI USA



[linkedin.com/in/nchambe](https://www.linkedin.com/in/nchambe)



[@chambernate](https://twitter.com/chambernate)



[www.NateChamberlain.com](http://www.NateChamberlain.com)



# Agenda

*(Current)*

FLAVORS  
OF  
ONENOTE

@chamberlaine | #MCMISGUG

WHAT IS CHANGING

@chamberlaine | #MCMISGUG

ONENOTE  
TIPS AND TRICKS

@chamberlaine | #MCMISGUG

LOOK  
PROFESSIONAL

@chamberlaine | #MCMISGUG

MAXIMIZE AND  
CUSTOMIZE

@chamberlaine | #MCMISGUG

SHORTCUTS



@chamberlaine | #MCMISGUG

BONUS

@chamberlaine | #MCMISGUG

*(Current)*

# FLAVORS OF ONENOTE


# OneNote

Mobile  
App


Desktop App

Web App

Best match for apps

 OneNote for Windows 10  
App >

Apps

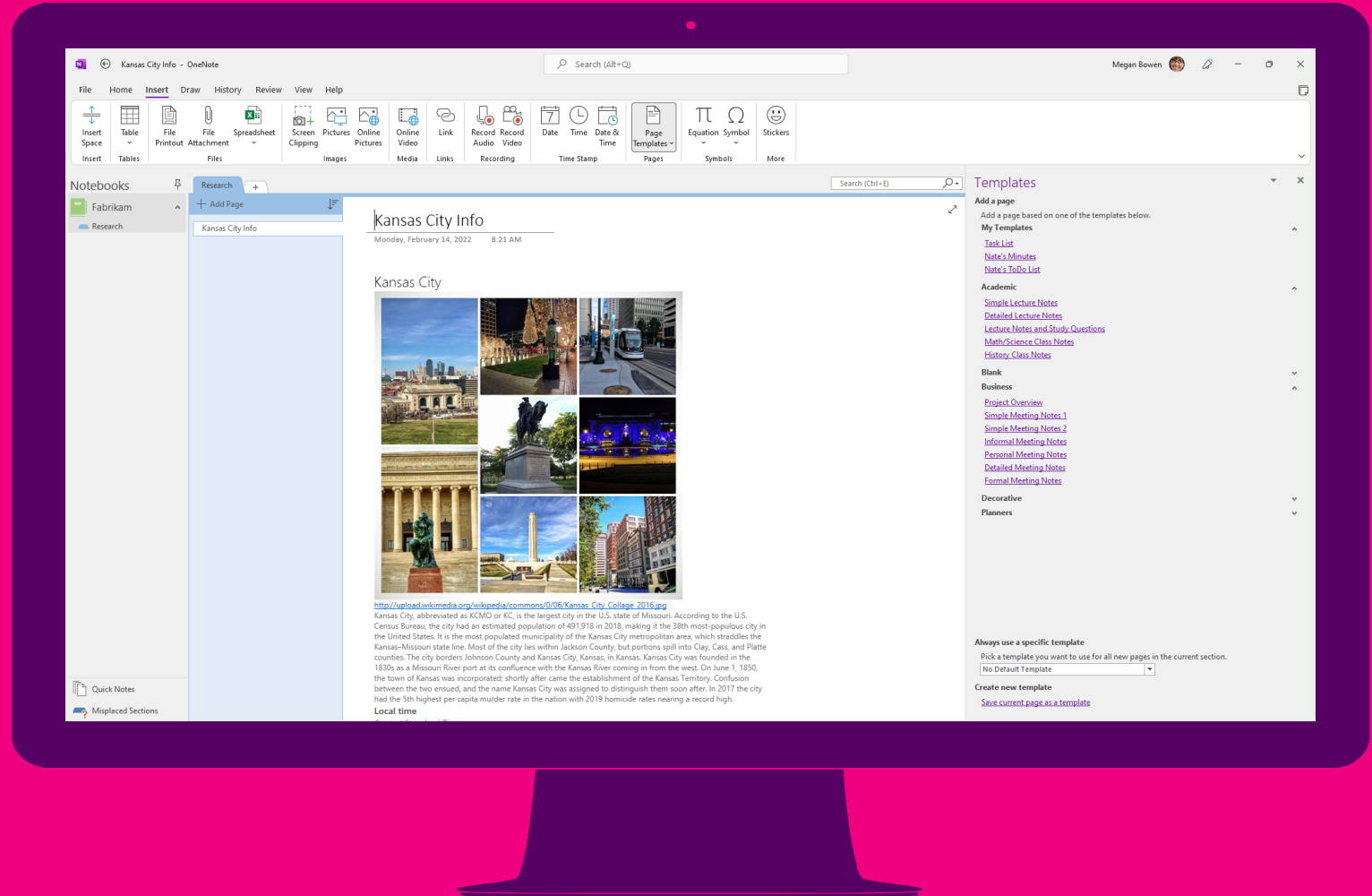
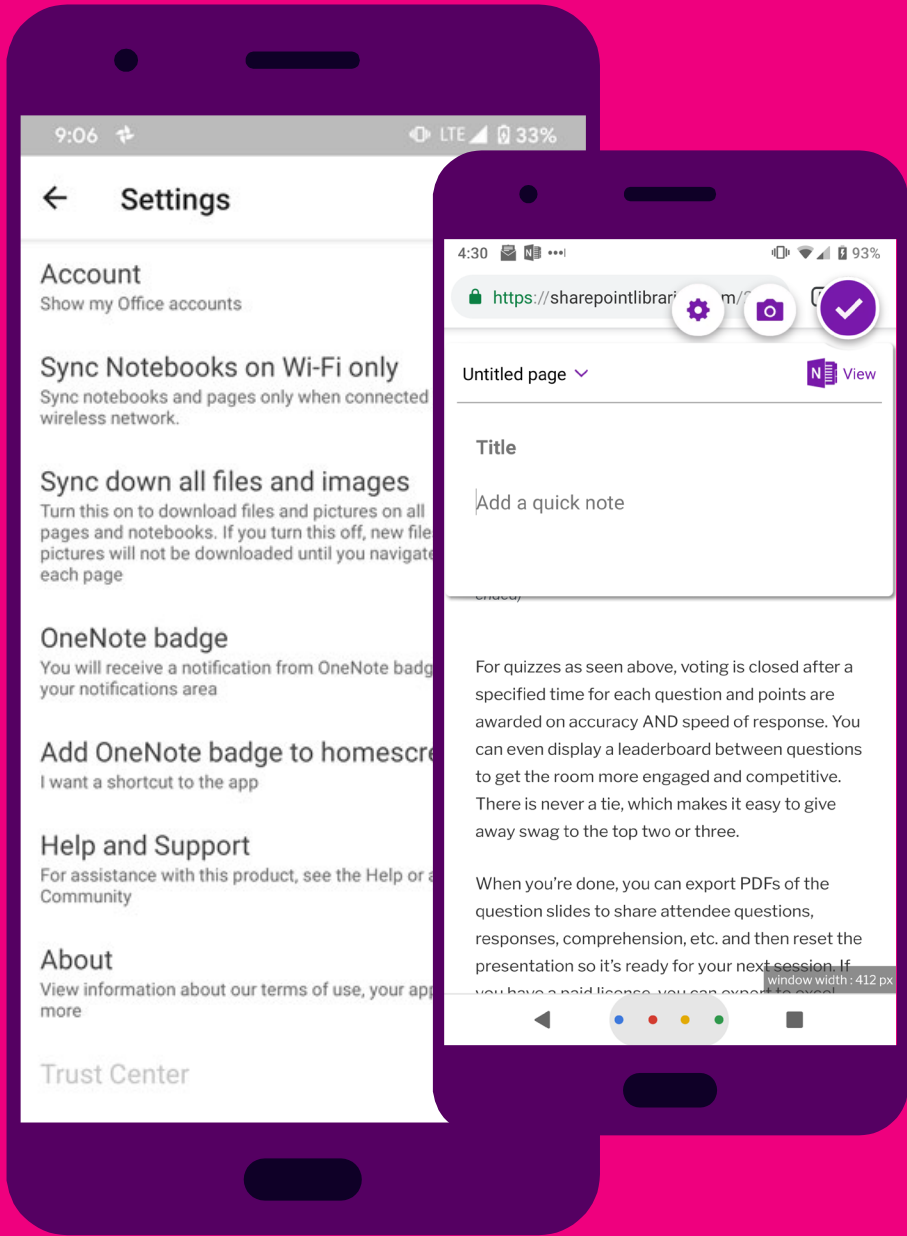
 OneNote >

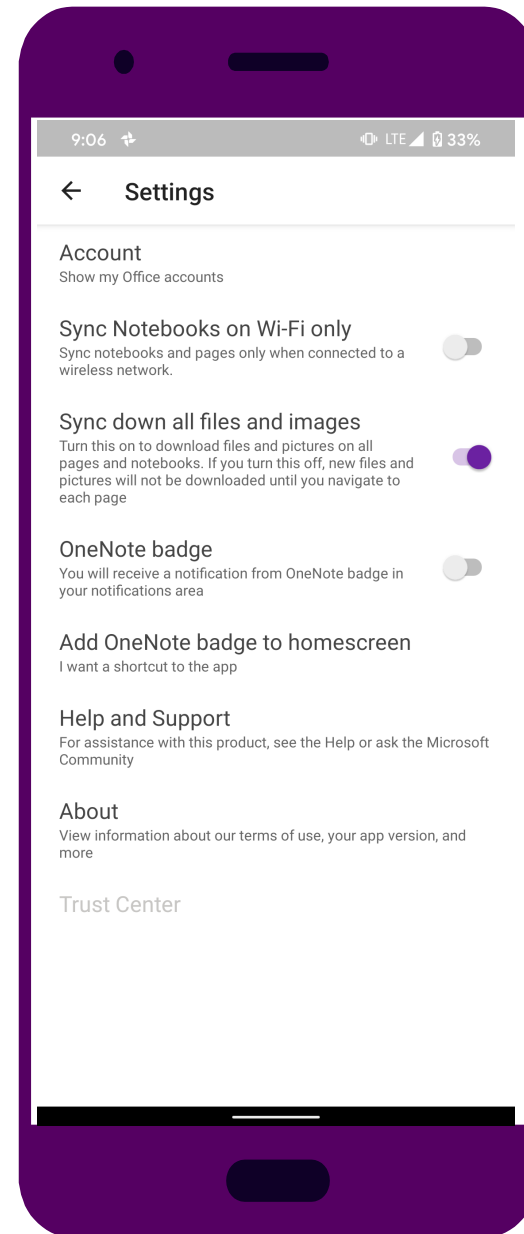
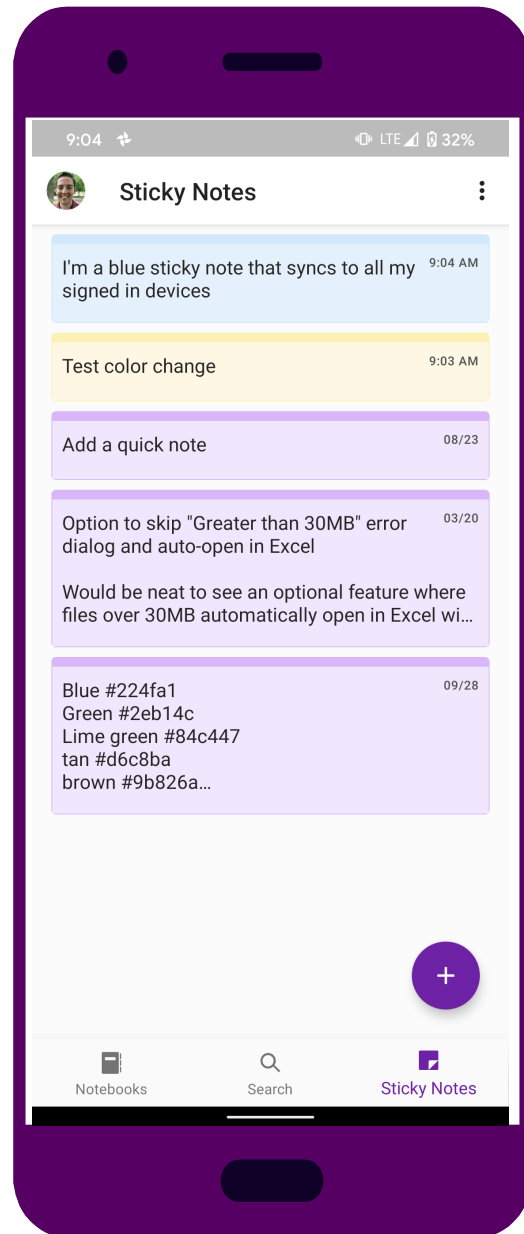
OneDrive

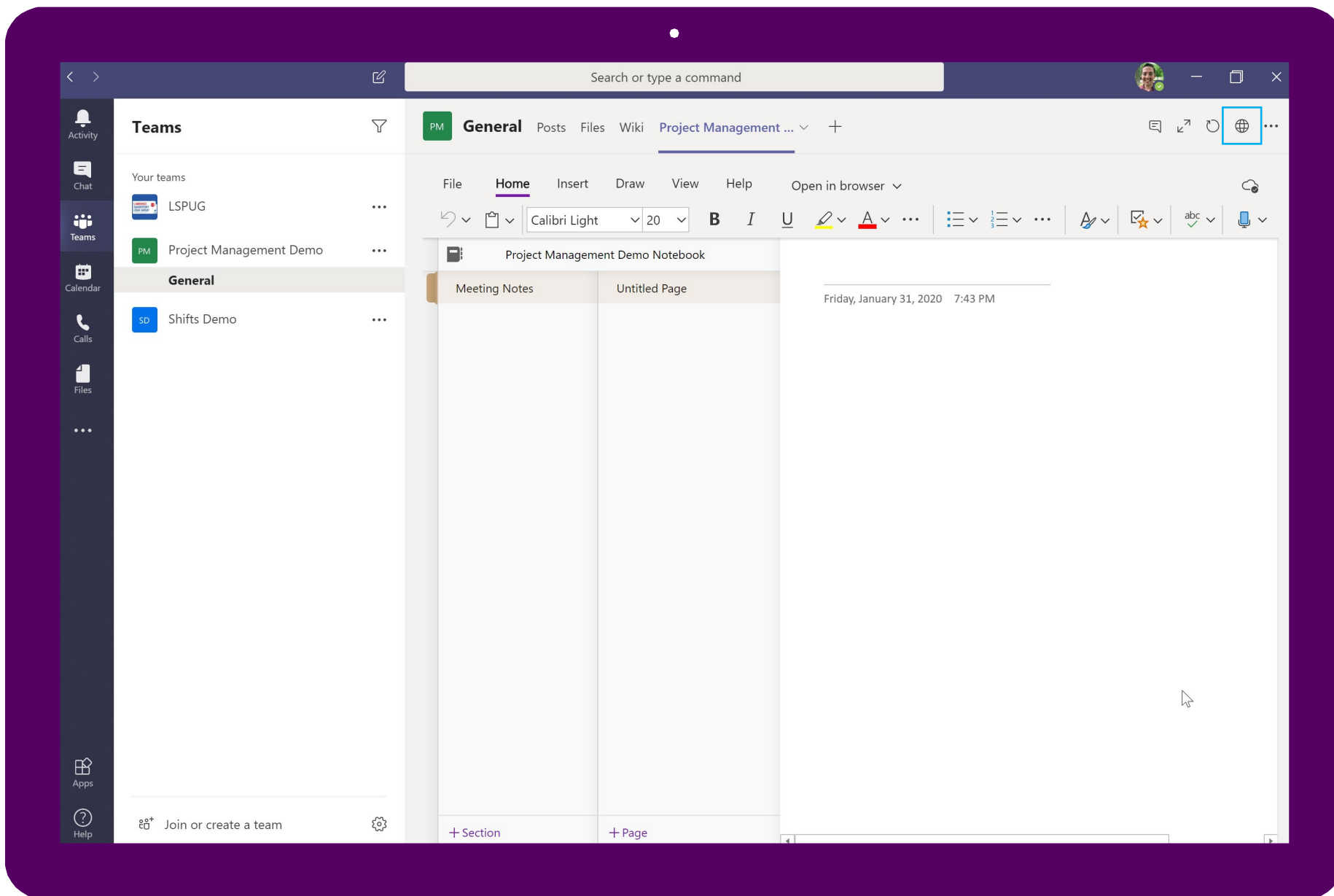
SharePoint

Teams





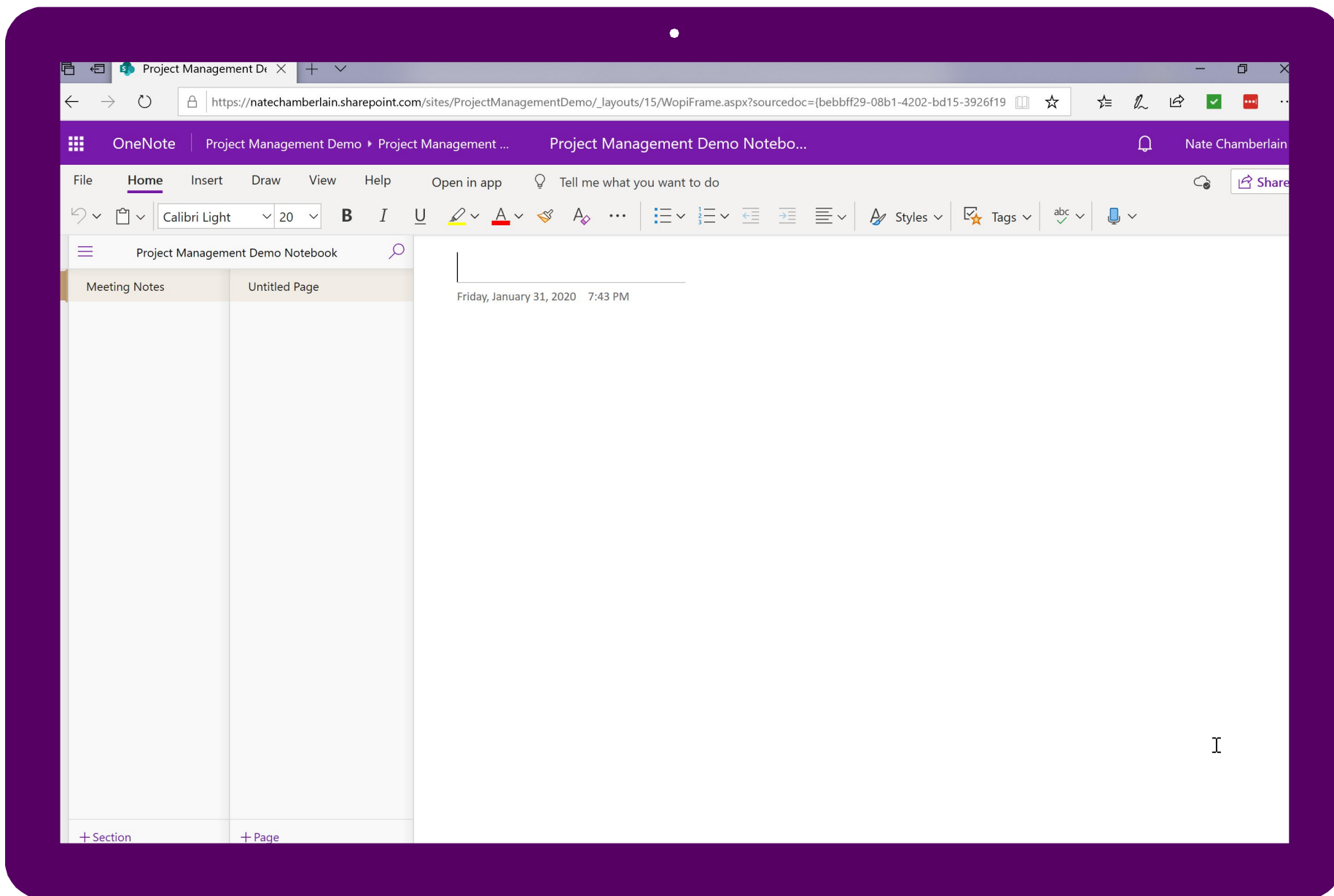




OneNote in Teams

@chambernate | #KCM365UG





OneNote in  
SharePoint

@chambernate | #KCM365UG

# WHAT IS CHANGING

# The basics

The Win10 version originally came about because Office couldn't support some of the more advanced and cloud-based technologies it can today. Now that it can, there's no need for a separate app outside the Office suite.

OneNote for Windows 10 is being absorbed by OneNote (desktop version previously known as OneNote 2016, 2021, etc.) in the second half of 2022.

# 2022 Changes

---

Target: 2<sup>ND</sup> half of 2022

---

Visual refresh (already launched with other Office app refreshes)

---

OneNote will begin absorbing unique Win10 version features

---

Win10 version users can continue using normally – you'll get an invite someday to help you migrate over

# FAQs

**Can I get OneNote (non-Win10 version) if I don't have it installed?**

Download from <https://www.onenote.com/download>

**Do I need to do anything if I'm already using OneNote?**

Nope – you'll have a smooth transition into all upcoming changes

**Should I uninstall Win10 version?**

Nope – good to keep on hand for double-checking content accuracy until no longer needed

**Which features are going to be incorporated from the Win10 version?**

This will be announced at a later date

**Can I still use local notebooks?**

Yes, with OneNote (non-Win10)

**Will features be removed from OneNote (non-Win10)?**

Nope

**How do I change my default OneNote app?**

Check out [Change the default version of OneNote on your computer \(microsoft.com\)](#)

# ONENOTE TIPS AND TRICKS

# DON'T MISS A WORD

The image shows a software interface with a ribbon menu at the top and a meeting transcript below. The ribbon menu includes tabs for Insert, Draw, History, Review, View, and Help. The Insert tab is active, showing various options like File Printout, File Attachment, Spreadsheet, Screen Clipping, Pictures, Online Pictures, Online Video, Link, Record Audio, Record Video, Date, Time, Date & Time, Page Templates, and Pages. Below the ribbon, there are tabs for Research, Meetings, and Events. The Meetings tab is selected, and the transcript content is displayed below it.

**Insert** Draw History Review View Help

File Printout File Attachment Spreadsheet Screen Clipping Pictures Online Pictures Online Video Link Record Audio Record Video Date Time Date & Time Page Templates Pages

Files Images Media Links Recording Time Stamp Pages

Research Meetings Events +

## Monday Roundup

Monday, February 14, 2022 8:58 AM

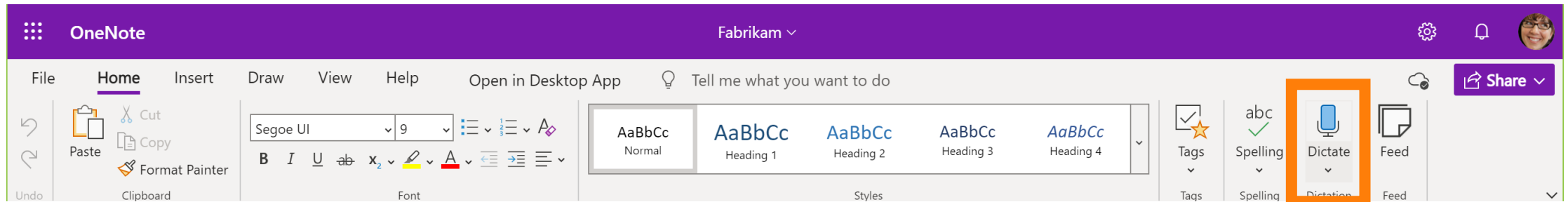


# DON'T MISS A WORD

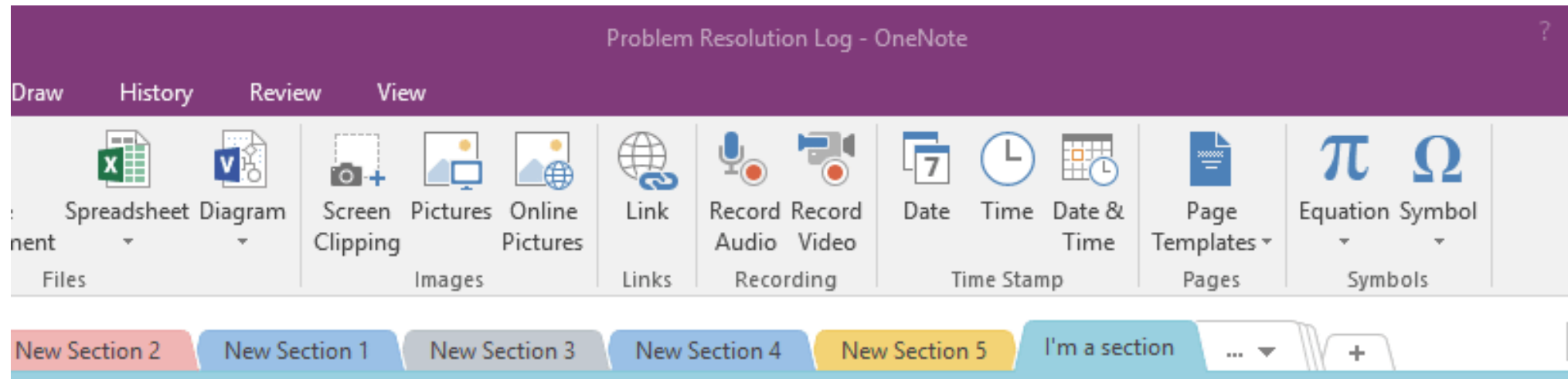
The image shows the Microsoft Word interface with the **Playback** ribbon selected. The ribbon includes sections for **Recording** (Record Audio, Record Video), **Playback** (Play, Pause, Stop, Rewind 10 Minutes, Rewind 10 Seconds, Fast Forward 10 Seconds, Fast Forward 10 Minutes), and **Options** (See Playback, Audio & Video Settings). A progress bar shows 00:00 / 00:06.

The **Notebooks** pane on the left shows two notebooks: **Fabrikam** (with sub-sections Research, Meetings, Events) and **Megan @ Contoso** (with sub-section Quick Notes). The **Meetings** section is active, showing a **Monday Roundup** note for Monday, February 14, 2022, at 8:58 AM. The note contains a WMA audio file icon and the text "Monday Roundup". Below the audio icon, it says "Audio recording started: 9:38 AM Monday, February 14, 2022". A cursor is positioned at the bottom of the note.

# DICTIONATION (Web and Mobile)



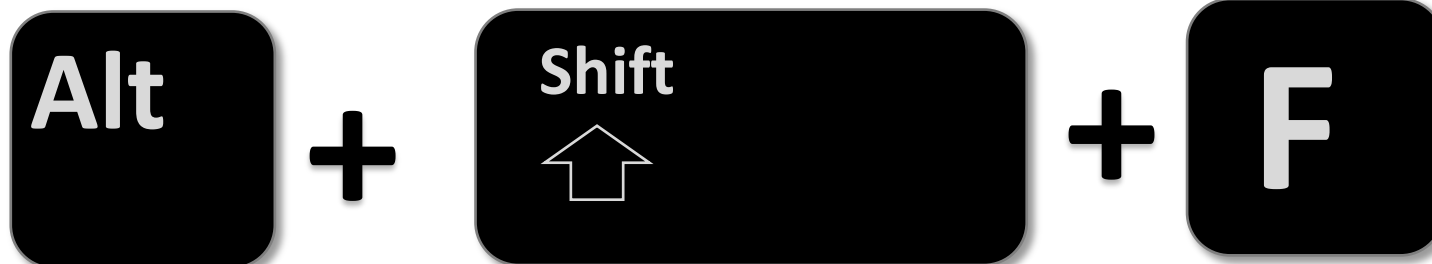
# LOG ACTIVITY WITH EASE



## Problem Resolution Log

Monday, February 11, 2019 9:32 AM

2/11/2019 9:34 AM I tried to reach the customer



# MORE SPACE

The image shows a screenshot of the Microsoft OneNote application interface. At the top, the title bar reads "I NEED MORE SPACE - OneNote". Below it is the ribbon menu with tabs for File, Home, Insert, Draw, History, Review, and View. The Insert tab is active, displaying various options: Insert Space, Table, File, File, Spreadsheet, Diagram, Screen Clipping, Pictures, Online Pictures, Link, Record Audio, Record Video, Date, Time, Date & Time, Page Templates, Equation, and Symbol. Below the ribbon, the section navigation bar shows "Nate's Notes" and several sections: "New Section 2", "New Section 1", "New Section 3", "New Section 4", "New Section 5", "New Section 6", "New Section 7", "New Section 8", and "I'm a section". The left sidebar contains a list of pages: "Add Page", "I'm a page title!", "Hey, me too!", "Page Template Demo", "Meeting Title", "Meeting Title", "New page?", "New Window Demo", "How to take awesome notes", "Full Screen Comparison", and "I NEED MORE SPACE". The main content area displays the page "I NEED MORE SPACE" with a date and time stamp: "Monday, February 11, 2019 9:00 AM". The page content consists of a paragraph of Lorem Ipsum text with red underlines. At the bottom of the page, there is a large graphic with a pink and purple dot pattern and the text "LOOK PROFESSIONAL" in pink.

# IMAGE TO TEXT

## Copy Text from Picture

Monday, February 14, 2022 9:53 AM



### Details

We will be meeting remotely this month, so make something delicious for lunch and participate from home! Networking will be from 11:45-12:00 and the session will start promptly at 12:00.

Next generation OneNote: Two become one

OneNote went from a single app to two apps (OneNote and OneNote for Windows 10), but is now returning to a single app once again thanks to advances in Windows and Office. This session will share the latest OneNote news, help prepare you for the shift back to OneNote (formerly OneNote 2016), and highlight some of the best features OneNote has to offer for individuals and teams taking and sharing notes (and more!).



Presented by: Nate Chamberlain

About KC 365 User Group:

This user group is designed for KC professionals who work with Microsoft 365 and SharePoint to network and learn from each other. Meetings are on the second Monday of each month over lunch. Join us for some networking and stick around to learn more about SharePoint and Microsoft 365!

Connect with Us!

Twitter: @KCM365UG

LinkedIn Group: <https://www.linkedin.com/groups/12270044/>

Email: [kc0365ug@gmail.com](mailto:kc0365ug@gmail.com)

Website: <https://kco365.wordpress.com>

# SEARCH TEXT IN IMAGE

The screenshot shows a OneNote page with a search overlay. The page content is as follows:

**Research** **Meetings** **Events** +

Monday, February 14, 2022 9:53 AM

**Search (Ctrl+E)** 🔍

+ Add Page ⌵

Kansas City M365 User Group  
2/14/22 Chamberlain

Copy Text from Picture

365 EduCon  
Agenda  
Speakers (Article type)

**Details**

We will be meeting remotely this month, so make something delicious for lunch and participate from home! Networking will be from 11:45-12:00 and the session will start promptly at 12:00.

Next generation OneNote: Two become one

OneNote went from a single app to two apps (OneNote and OneNote for Windows 10), but is now returning to a single app once again thanks to advances in Windows and Office. This session will share the latest OneNote news, help prepare you for the shift back to OneNote (formerly OneNote 2016), and highlight some of the best features OneNote has to offer for individuals and teams taking and sharing notes (and more!).

Presented by: Nate Chamberlain

About KC M365 User Group:

This user group is designed for KC professionals who work with Microsoft 365 and SharePoint to network and learn from each other. Meetings are on the second Monday of each month over lunch. Join us for some networking and stick around to learn more about SharePoint and Microsoft 365!

Connect with Us!

Twitter: @KCM365UG  
LinkedIn Group: <https://www.linkedin.com/groups/12270044/>  
Email: [kc0365ug@gmail.com](mailto:kc0365ug@gmail.com)  
Website: <https://kco365.wordpress.com>

# DELETE AND RESTORE

The screenshot shows the Microsoft OneNote application window. The title bar reads "Copy Text from Picture - OneNote" and includes a search bar with "Search (Alt+Q)", the user name "Megan Bowen", and window control buttons. The ribbon is set to "History", with sub-ribbons for "Unread", "Authors", and "History". The main content area displays a note titled "Copy Text from Picture" dated "Monday, February 14, 2022" at "9:53 AM". The note content includes a "Details" section with text about remote meetings, a section on "Next generation OneNote: Two become one", and information about the "About KC M365 User Group". On the right side, a sidebar shows a list of pages under the "onote" notebook, including "Monday Roundup", "Copy Text from Picture", "Monthly All Hands", and "Tuesday handouts".

Copy Text from Picture  
Monday, February 14, 2022 9:53 AM

### Details

We will be meeting remotely this month, so make something delicious for lunch and participate from home! Networking will be from 11:45-12:00 and the session will start promptly at 12:00.

Next generation OneNote: Two become one

OneNote went from a single app to two apps (OneNote and OneNote for Windows 10), but is now returning to a single app once again thanks to advances in Windows and Office. This session will share the latest OneNote news, help prepare you for the shift back to OneNote (formerly OneNote 2016), and highlight some of the best features OneNote has to offer for individuals and teams taking and sharing notes (and more!).

Presented by: Nate Chamberlain

About KC M365 User Group:

This user group is designed for KC professionals who work with Microsoft 365 and SharePoint to network and learn from each other. Meetings are on the second Monday of each month over lunch. Join us for some networking and

onote

- + Add Page
- Monday Roundup
- Copy Text from Picture
- Monthly All Hands
- Tuesday handouts

Quick Notes

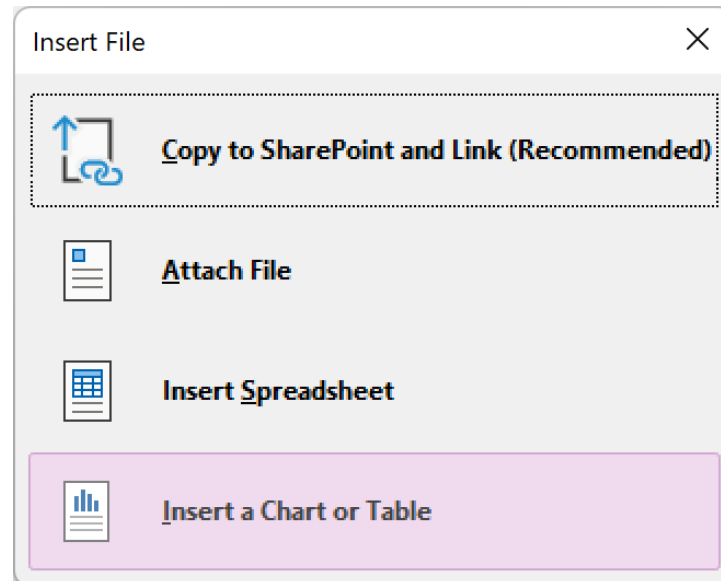
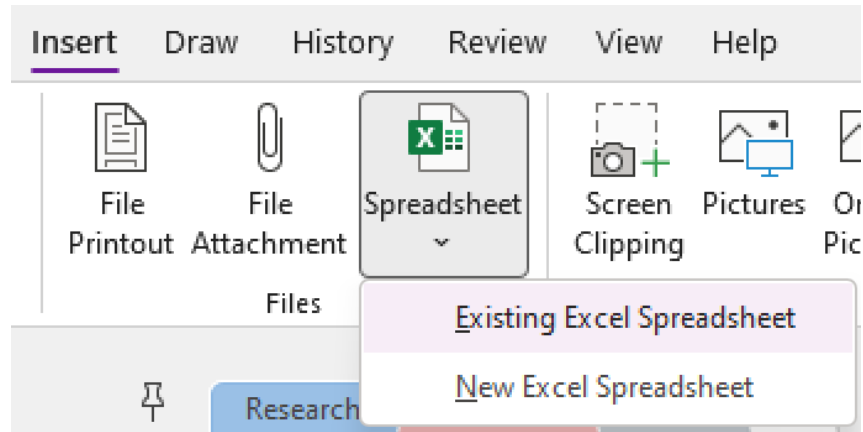


# OUTLOOK TASKS (Desktop)

The screenshot displays the Outlook Tasks desktop application interface. At the top, the title bar reads "Outlook Tasks - OneNote". Below this is a ribbon menu with tabs for "File", "Home", "Insert", "Draw", "History", "Review", and "View". The "Home" tab is active, showing various toolbars: "Clipboard" (Cut, Copy, Paste, Format Painter), "Basic Text" (font face: Calibri, size: 11, bold, italic, underline, text color, background color, bullet points, numbered list, indent, decrease indent, link, unlink), "Styles" (Heading 1, Heading 2), "Tags" (Music to listen to, Source for article, Remember for blog, To Do Tag, Find Tags, Outlook Tasks), "Email Page" (Email), and "Meeting Details" (Meetings).

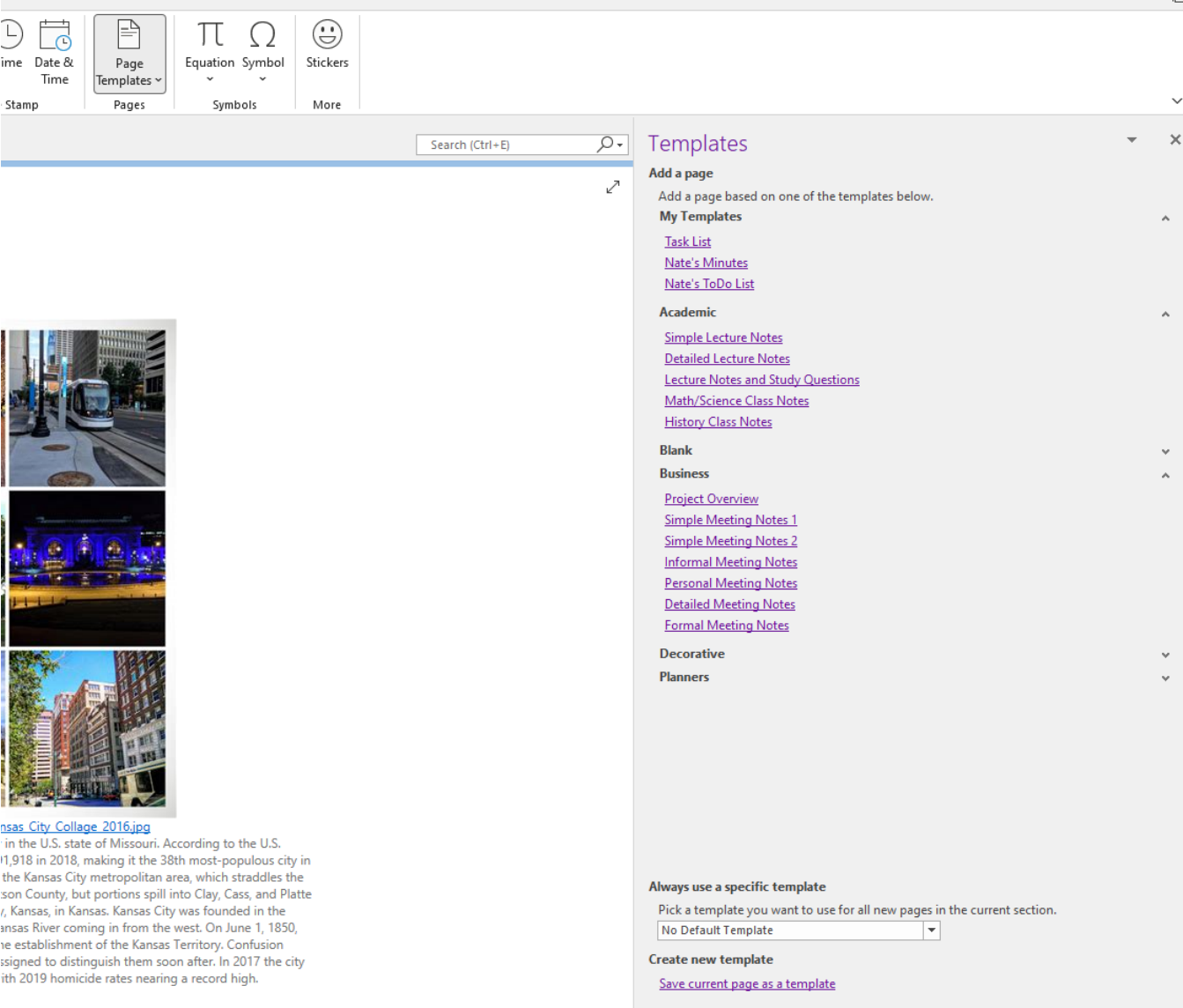
The main workspace shows a notebook named "Nate's Notes" with several sections: "New Section 2", "New Section 1", "New Section 3", "New Section 4", and "I'm a section". The "I'm a section" section is selected, displaying a page titled "Outlook Tasks". The page content includes a date and time stamp: "Monday, February 11, 2019 10:48 AM". Below this, there are three lines of text: "Do this thing", "Don't forget this", and "This is urgent!".

On the right side, there is a "Tags" pane with a search box and a list of tags. The "In Attendance" section lists several tags: "Don", "Jack", "Kristi", "Lou", "Nate", and "Starla". The "Today" section shows a tag "Email". At the bottom right, there is a "Search:" box with a search button and a "Refresh" button.



**LOOK  
PROFESSIONAL**

# PAGE TEMPLATES (Desktop)



Time Date & Time Page Templates Equation Symbol Stickers

Stamp Pages Symbols More

Search (Ctrl+E)

## Templates

Add a page

Add a page based on one of the templates below.

### My Templates

- [Task List](#)
- [Nate's Minutes](#)
- [Nate's ToDo List](#)

### Academic

- [Simple Lecture Notes](#)
- [Detailed Lecture Notes](#)
- [Lecture Notes and Study Questions](#)
- [Math/Science Class Notes](#)
- [History Class Notes](#)

### Blank

### Business

- [Project Overview](#)
- [Simple Meeting Notes 1](#)
- [Simple Meeting Notes 2](#)
- [Informal Meeting Notes](#)
- [Personal Meeting Notes](#)
- [Detailed Meeting Notes](#)
- [Formal Meeting Notes](#)

### Decorative

### Planners


**Always use a specific template**

Pick a template you want to use for all new pages in the current section.

No Default Template

**Create new template**

- [Save current page as a template](#)



[Kansas City Collage 2016.jpg](#)

in the U.S. state of Missouri. According to the U.S. Census Bureau, Kansas City had a population of 511,918 in 2018, making it the 38th most-populous city in the United States. The city is located in the Kansas City metropolitan area, which straddles the border between Jackson County, Missouri, and Platte County, Missouri, in Kansas. Kansas City was founded in the year 1820, with the name of the city being Kansas River coming in from the west. On June 1, 1850, the city was established as the capital of the Kansas Territory. Confusion between the two cities was soon after. In 2017 the city had the highest homicide rates in the state.

# OUTLOOK MEETINGS (Web)

The screenshot displays the OneNote web application interface. At the top, the title bar shows 'OneNote' and the user's name 'Fabrikam'. Below this is a ribbon with tabs for 'File', 'Home', 'Insert', 'Draw', 'View', and 'Help'. The 'Insert' tab is active, showing options for inserting tables, images, files, links, audio, symbols, math, emojis, and stickers. A search bar and a 'Share' button are also visible in the top right.

The left-hand navigation pane shows a tree view with sections: 'Research', 'Meetings', and 'Events'. Under 'Meetings', there are sub-sections: 'Monday Roundup', 'Monthly All Hands', 'Team Meetings', 'Feb 14', and 'Tuesday handouts'. The 'Feb 14' section is currently selected.

The main content area displays the selected meeting details for 'Feb 14' on 'Monday, February 14, 2022' at '10:18 AM'. Below this, a list of meetings is shown:

- Monday Roundup
- Monthly All Hands
- Team Meetings
- Feb 14
- Tuesday handouts

On the right side, a panel titled 'Add Meeting Details' is open. It prompts the user to 'Select a meeting below to start taking notes:' and lists 'Today's Meetings' with the following items:

- Sales Team Meeting (11:00 AM - 12:00 PM)
- Team Meeting (02:00 PM - 03:00 PM)
- Weekly check-in with Engineers (03:00 PM - 04:30 PM)
- Weekly call with French Subsidiary (06:00 PM - 07:00 PM)

At the bottom of the right panel, there are 'Sign Out' and 'Refresh' buttons.

\*There is a desktop equivalent of this if you use Outlook Desktop.

# TAGS

The screenshot displays the Microsoft OneNote interface. The title bar shows the document name "Nate & Starla Weekly - 2/11/2019 - OneNote" and the user name "Nathan Chamberlain". The ribbon includes tabs for File, Home, Insert, Draw, History, Review, and View. The Home tab is active, showing options for Clipboard (Paste, Copy, Format Painter), Basic Text (font face, size, bold, italic, underline, text color, background color), Styles (Heading 1, Heading 2), Tags (Source for article, Remember for blog, Discuss with Bernie), To Do Tag, Find Tags, Outlook Tasks, Email Page, and Meeting Details. The left sidebar shows "Nate's Notes" with a list of pages, including "Nate & Starla Weekly - 2/11/2019". The main content area shows a note titled "Nate & Starla Weekly - 2/11/2019" with a date and time stamp. The note content includes a meeting date, location, link to Outlook item, invitation message, and a list of participants. Below the participants is a section titled "Notes" with three bullet points.

Nate & Starla Weekly - 2/11/2019

Monday, February 11, 2019 10:35 AM

**Meeting Date:** 2/11/2019 10:00 AM  
**Location:** Starla's Office  
**Link to Outlook Item:** [click here](#)  
**Invitation Message (Expand)**  
**Participants (Collapse)**

- [Nate Chamberlain](#) (Meeting Organizer)
- [Starla Jones](#) (Accepted in Outlook)

**Notes**

- Don't forget to have a great week
- Follow-up with Bernie
- When do you need this report?

# ORGANIZE

The image shows the Microsoft OneNote application interface. At the top, there is a purple header bar with navigation arrows on the left and the text "OneNote" on the right. Below this is a ribbon with tabs for "Home", "Insert", "Draw", "View", and "Help". The "Insert" tab is currently selected and highlighted. The ribbon contains several icons and labels: "Table", "File", "Printout", "Pictures", "Online Video", "Link", "Audio", and "Meeting De".

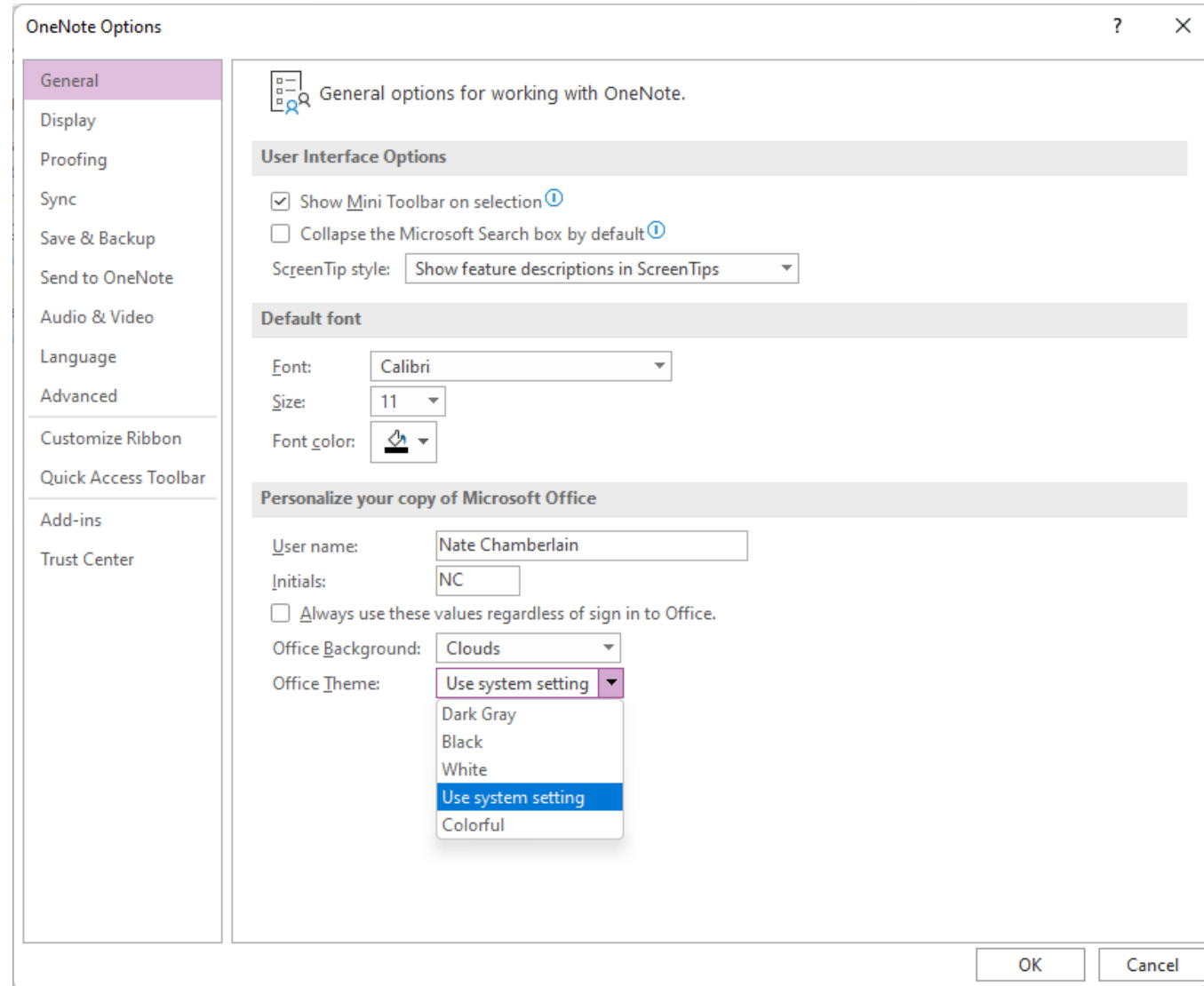
Below the ribbon is a navigation pane on the left. It features a purple icon of a book and a search icon. The pane shows a tree view of sections and pages. The top section is labeled "Test" with a dropdown arrow. Below it are three sections: "Untitled Section" (yellow icon), "Section" (purple icon), and "Section 2" (blue icon). The "Section 2" section is currently selected and highlighted. To the right of the sections, there is a page titled "Untitled page".

The main content area of the page is mostly blank. At the top right of this area, there is a horizontal line with a date and time stamp: "Friday, January 31, 2020 8:46 PM".



# MAXIMIZE AND CUSTOMIZE

# DARK MODE



# TAGS

Tag review - OneNote

Nathan Chamberlain

File Home Insert Draw History Review View

Clipboard: Paste, Cut, Copy, Format Painter

Basic Text: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color, Bullets, Numbered List, Indent, Decrease Indent, Undo, Redo

Styles: Heading 1, Heading 2

Tags: Music to listen to, Source for article, Remember for blog, To Do Tag, Find Tags, Outlook Tasks, Email Page, Meeting Details

Nate's Notes

New Section 2 New Section 1 New Section 3 New Section 4 New Section 5 New Section 6 New Section 7 New Section 8 I'm a section

+ Add Page

I'm a page title!  
Hey, me too!  
Page Template Demo  
Meeting Title  
Meeting Title  
New page?  
New Window Demo  
How to take awesome notes  
Full Screen Comparison  
I NEED MORE SPACE  
Image to Text  
Deletion and restoration demo  
Problem Resolution Log  
Work with Other Files  
Heading Shortcuts  
Nate & Starla Weekly - 2/11/2019  
Other Notes  
Tag review

Tag review

Monday, February 11, 2019 10:38 AM

I

test

# DOCK

The image shows the Microsoft OneNote application interface. At the top, the title bar reads "Untitled page - OneNote" and the user's name "Nathan Chamberlain" is visible in the top right corner. The ribbon is set to the "Home" tab, which includes groups for Clipboard (Paste, Copy, Format Painter), Basic Text (font face, size, bold, italic, underline, text color, background color), Styles (Heading 1, Heading 2), Tags (To Do, Important, Question), and other features like To Do Tag, Find Tags, Outlook Tasks, Email Page, and Meeting Details. Below the ribbon, the "Nate's Notes" sidebar is open, showing a list of sections: "New Section 2", "New Section 1", "New Section 3", "New Section 4", "New Section 5", "New Section 6", "New Section 7", "New Section 8", and "I'm a section". The "I'm a section" tab is selected, and a search bar with the text "Search (Ctrl+E)" is located to its right. The main content area of the page is mostly blank, with a date and time stamp "Monday, February 11, 2019 8:47 AM" at the top left. A vertical list on the left side of the page contains several page titles: "Add Page", "I'm a page title!", "Hey, me too!", "Page Template Demo", "Meeting Title", "Meeting Title", "New page?", and "New Window Demo". The "Untitled page" is currently selected at the bottom of this list. A cursor is visible at the bottom center of the page.

# PAGE TITLES OPTIONAL

I'm a page title! - OneNote

File Home Insert Draw History Review **View**

Normal View Full Page View Dock to Desktop Page Color Rule Lines Page Title Paper Size Zoom Out Zoom In 100% Page Width New Window New Docked Window New (No Title Bar) Window

Views Page Setup Zoom Window

OneNote Training ▾ I'm a section +

+ Add Page

I'm a page title!

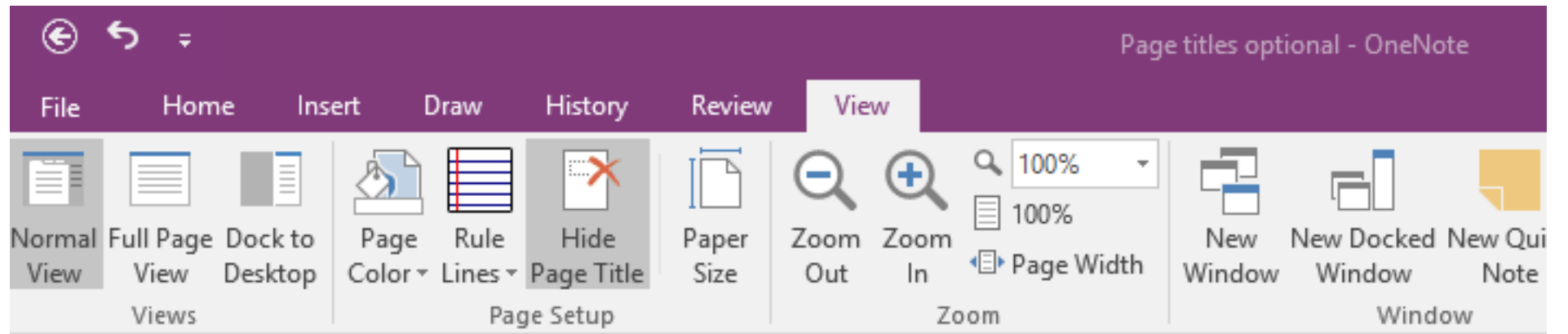
I'm a page title!

---

Sunday, February 10, 2019 3:27 PM

Page titles optional

# PAGE TITLES OPTIONAL



OneNote Training

I'm a section

+ Add Page

Page titles optional

Page titles optional

# DISTRACTION-FREE

The screenshot displays the Microsoft OneNote application in full-screen mode. The title bar at the top reads "Full Screen Comparison - OneNote" and includes standard window controls (minimize, maximize, close) and a user name "Nathan Chamberlain". The ribbon menu is visible, with the "View" tab selected. The ribbon contains several groups of icons: "Views" (Normal View, Full Page View, Dock to Desktop), "Page Setup" (Page Color, Rule Lines, Hide Page Title, Paper Size), "Zoom" (Zoom Out, Zoom In, 100% dropdown, Page Width), and "Window" (New Window, New Docked Window, New Quick Note, Always on Top). Below the ribbon, the "Nate's Notes" sidebar is open, showing a list of sections: "New Section 2", "New Section 1", "New Section 3", "New Section 4", "New Section 5", "New Section 6", "New Section 7", "New Section 8", and "I'm a section". A search bar is located to the right of the sections. The main content area shows a page titled "Full Screen Comparison" with a date and time stamp: "Monday, February 11, 2019 8:54 AM". The page content is mostly blank, with a cursor visible in the center.



# MAKE IT YOURS

The screenshot shows the top-left portion of the OneNote application. The ribbon is visible with tabs for 'File', 'Home', 'Insert', and 'Draw'. The 'Home' tab is active, and the 'Views' group is expanded, showing options for 'Normal View', 'Full Page View', 'Dock to Desktop', and 'Page Color'. Below the ribbon, the page list for 'Nate's Notes' is visible, with an 'Add Page' button at the top. The page list contains several entries, with 'Full Screen Comparison' selected at the bottom.

The screenshot shows the settings menu for OneNote. The 'Display' option is highlighted with a red border. The menu items are: General, Display, Proofing, Save & Backup, Send to OneNote, Audio & Video, Language, Advanced, Customize Ribbon, Quick Access Toolbar, Add-ins, and Trust Center.

The screenshot shows the 'Display' settings panel in OneNote. The title is 'Change how OneNote looks.' and the section is 'Display'. The settings are:

- Place OneNote icon in the notification area of the taskbar ⓘ
- Create all new pages with rule lines
- Dock new Quick Note windows to the side of the desktop ⓘ
- Page tabs appear on the left
- Show the floating New Page button near page tabs
- Navigation bar appears on the left
- Vertical scroll bar appears on the left
- Show note containers on pages
- Disable screen clipping notifications

# SHORTCUTS

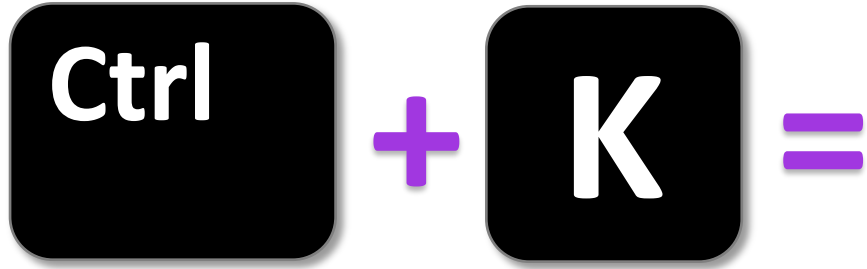


## Testing Stuff

Sunday, February 10, 2019

4:40 PM

I



- ♥ Create a fancy hyperlink
- ♥ In OneNote 2016, you can link to another page or section this way as well



New Page in current section

The screenshot shows a notes application interface. At the top, there is a header with the text "Nate's Notes" and a search bar containing "Search (Ctrl+E)". Below the header, there are several tabs: "New Section 2", "New Section 1", and "I'm a section". On the left side, there is a sidebar with a list of page titles: "I'm a page title!", "Hey, me too!", "Page Template Demo", "Meeting Title", and "Meeting Title". The main content area displays a meeting template with the following sections:

- Meeting Title**
- Monday, February 11, 2019 8:43 AM
- Meeting Details**
  - Date and Time:
  - Location:
  - Agenda:
- Attendees**
  - Present
    -
  - Not Present
    -
- Announcements**
  - ▶
- Status of Old Action Items**
  - ▶ (Paste the list of old action items from the last meeting here)



## Heading Shortcuts

---

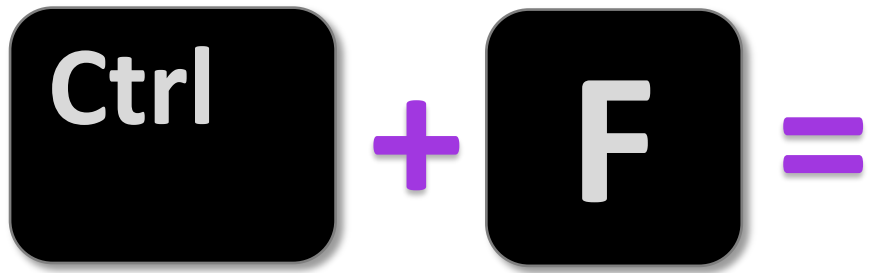
Monday, February 11, 2019 9:40 AM

I'm a heading  
Text here text there

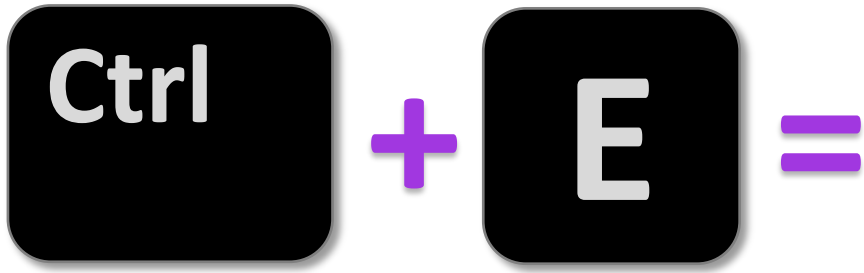
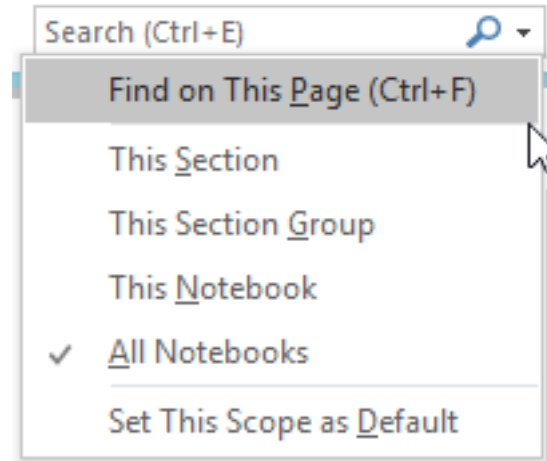
I'm a sub-heading  
Some more text about this section

I'm a sub-sub-heading

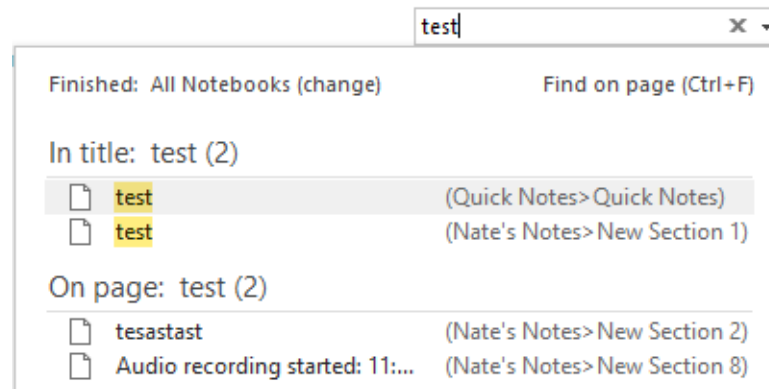
Change current line to a heading level:  
Ctrl+Alt+1  
Ctrl+Alt+2  
Etc.



♥ Find on PAGE



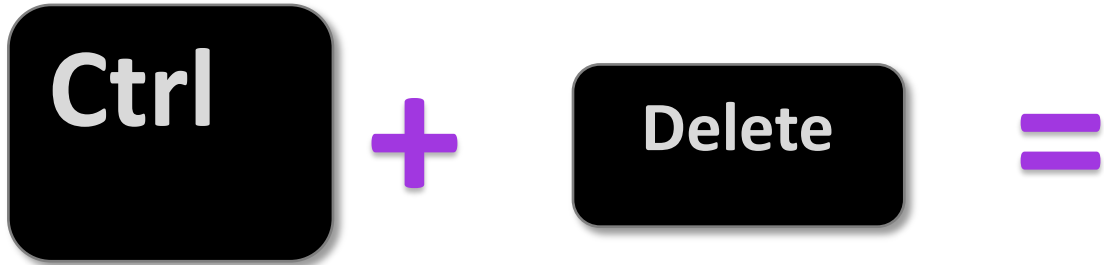
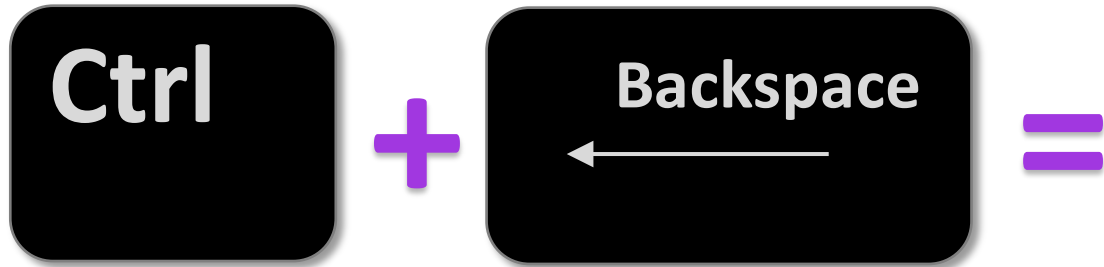
♥ Find from anywhere





New Window

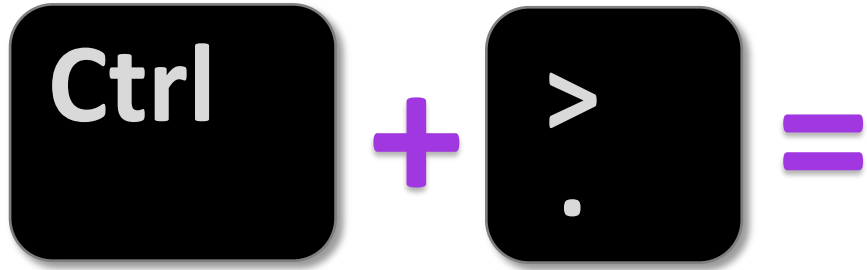
The screenshot shows the Microsoft OneNote application interface. At the top, the ribbon is set to the 'Insert' tab, displaying various options like 'Table', 'File', 'Spreadsheet', 'Diagram', 'Screen Clipping', 'Pictures', 'Online Pictures', 'Link', 'Record Audio', 'Record Video', 'Date', 'Time', 'Date & Time', 'Page Templates', 'Equation', and 'Symbol'. Below the ribbon, the navigation pane shows a notebook named 'Nate's Notes' with several sections: 'New Section 2', 'New Section 1', 'New Section 3', 'New Section 4', and 'I'm a section'. The 'I'm a section' is currently selected, and a new page titled 'New Window Demo' has been added to it. The page content includes the title 'New Window Demo', a date and time stamp 'Monday, February 11, 2019 8:45 AM', and the text 'Ctrl + M for new window'. On the right side, the 'Templates' pane is open, showing various template categories like 'Academic', 'Blank', 'Business', 'Decorative', and 'Planners'. A search bar is visible at the top right of the page area.



Ctrl+Backspace (left) & Ctrl+Delete (right)

Testing deleting words here and there

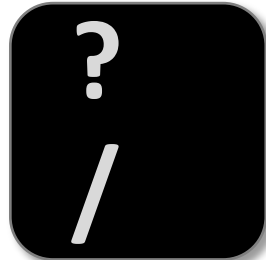




- ♥ Add bullet formatting at current line
- ♥ End/remove bullets at current line (double-“Enter” after last bullet also ends list)

```
Ctrl + period = begin or stop a bulleted list  
I
```

♥ Note: Typing “\*” and space will also start a bulleted list but will not end one



- ♥ Start/add or stop/remove numbering
- ♥ Quick way to consolidate two lines under a single number

*Ctrl + slash = remove or add numbering of line*

<ul style="list-style-type: none"><li>• Item 1</li><li>• Item 2</li><li>• End of list</li></ul>	<ol style="list-style-type: none"><li>1. Item 1</li><li>2. Item 2</li><li>3. Item 3</li></ol>
---	---

Here's some regular text

I

♥ So a quick way to switch mid-typing from numbers to bullets is Ctrl+. Or Ctrl+/-



## Rule Line Demo

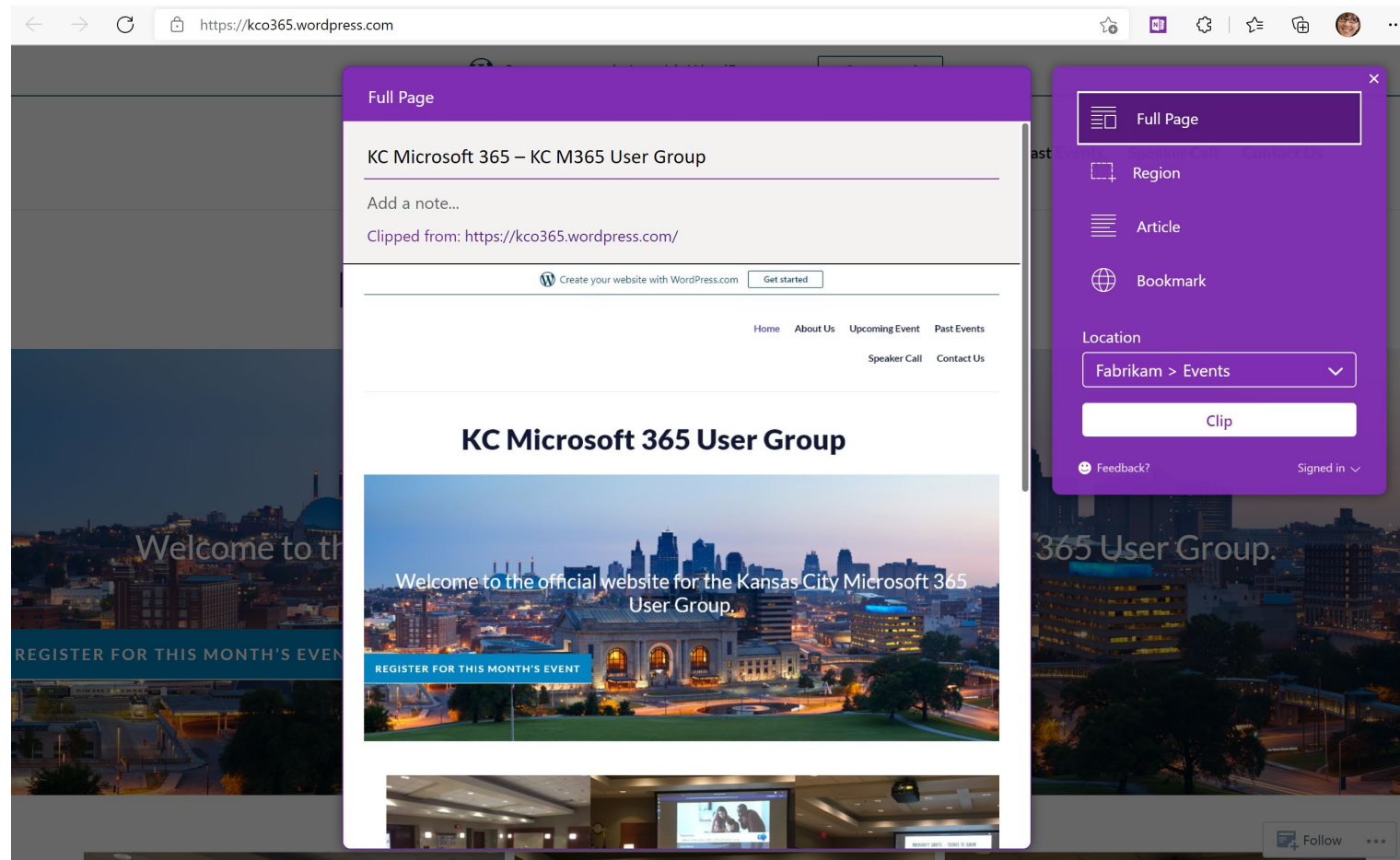
Monday, February 11, 2019 8:20 AM

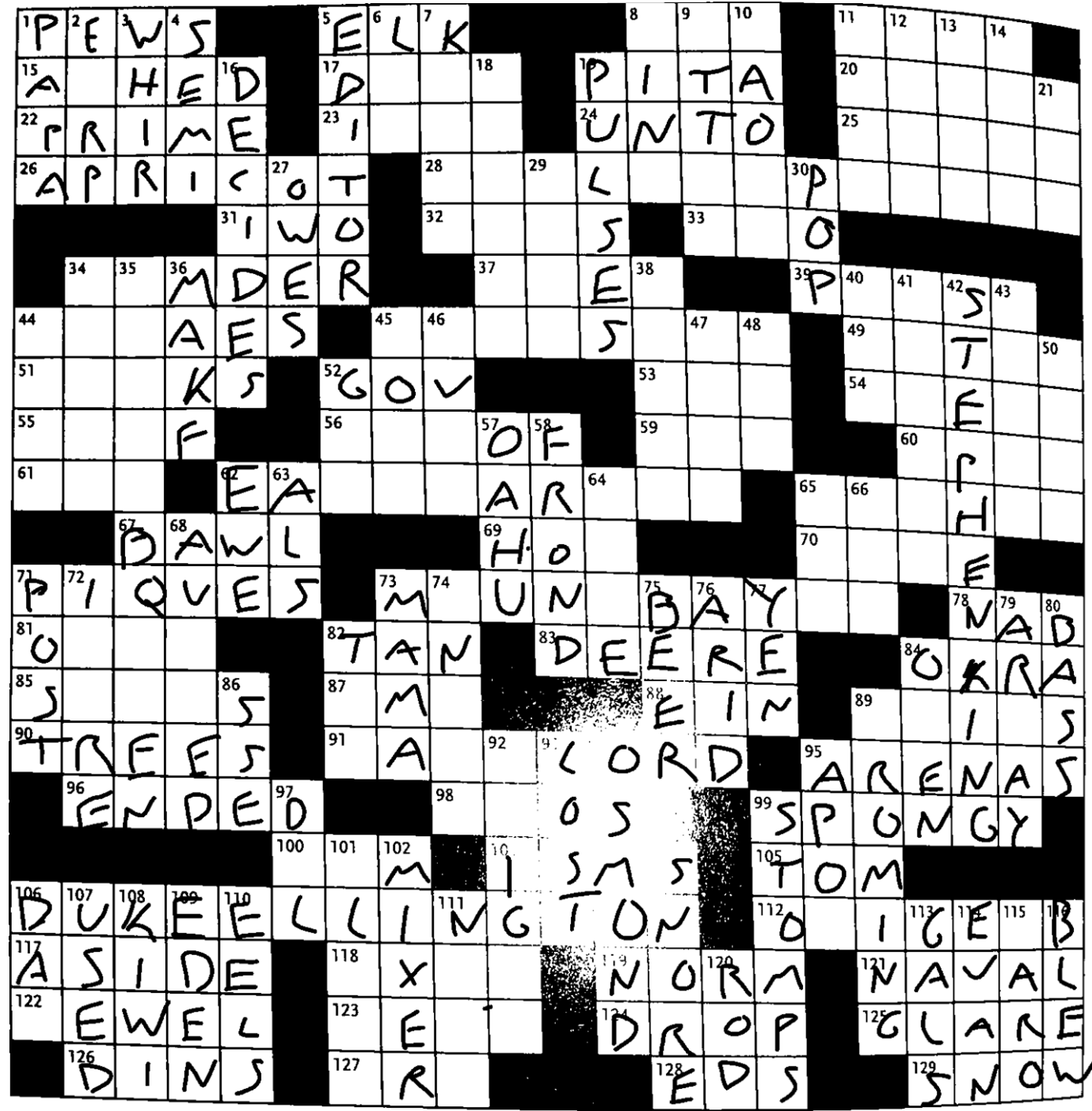
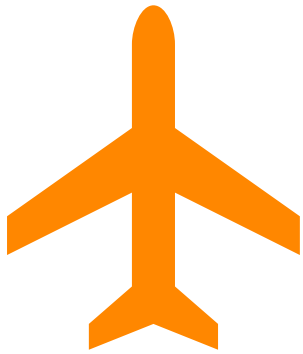
# MORE SHORTCUTS

<http://tiny.cc/onenotecuts>

# BONUS

# Web Clipper Extension

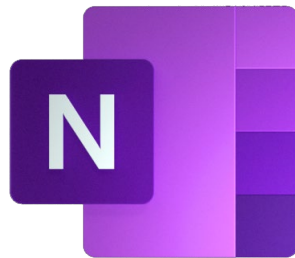












### Create a quick note for important Emails

By Microsoft

Automated

59168



### Copy flagged Office 365 Outlook emails to OneNote

By Microsoft Power Automate Community

Automated

7262



### Create a OneNote page for new Google calendar events

By Microsoft

Automated

2144



### Create a OneNote page for upcoming event

By Microsoft

Automated

11969



### Copy important emails to OneNote

By Microsoft

Automated

5177



### Create a OneNote Page for every new file created in OneDrive for Business

By Microsoft Flow Community

Automated

1269



### Save a message to OneNote

By Microsoft

Instant

17255



### Create tasks to review OneNote pages

By Microsoft

Automated

3485



### Get a push notification when a new OneNote page is added

By Microsoft



### Create OneNote pages to track Trello cards

By Microsoft



### Create To-Do task when a new page added in OneNote (Business)

By Microsoft



### Send an email with OneNote pages that have been recently modified

By Microsoft

# Thank you



[linkedin.com/in/nchambe](https://www.linkedin.com/in/nchambe)



[@chambernate](https://twitter.com/chambernate)



[www.NateChamberlain.com](http://www.NateChamberlain.com)