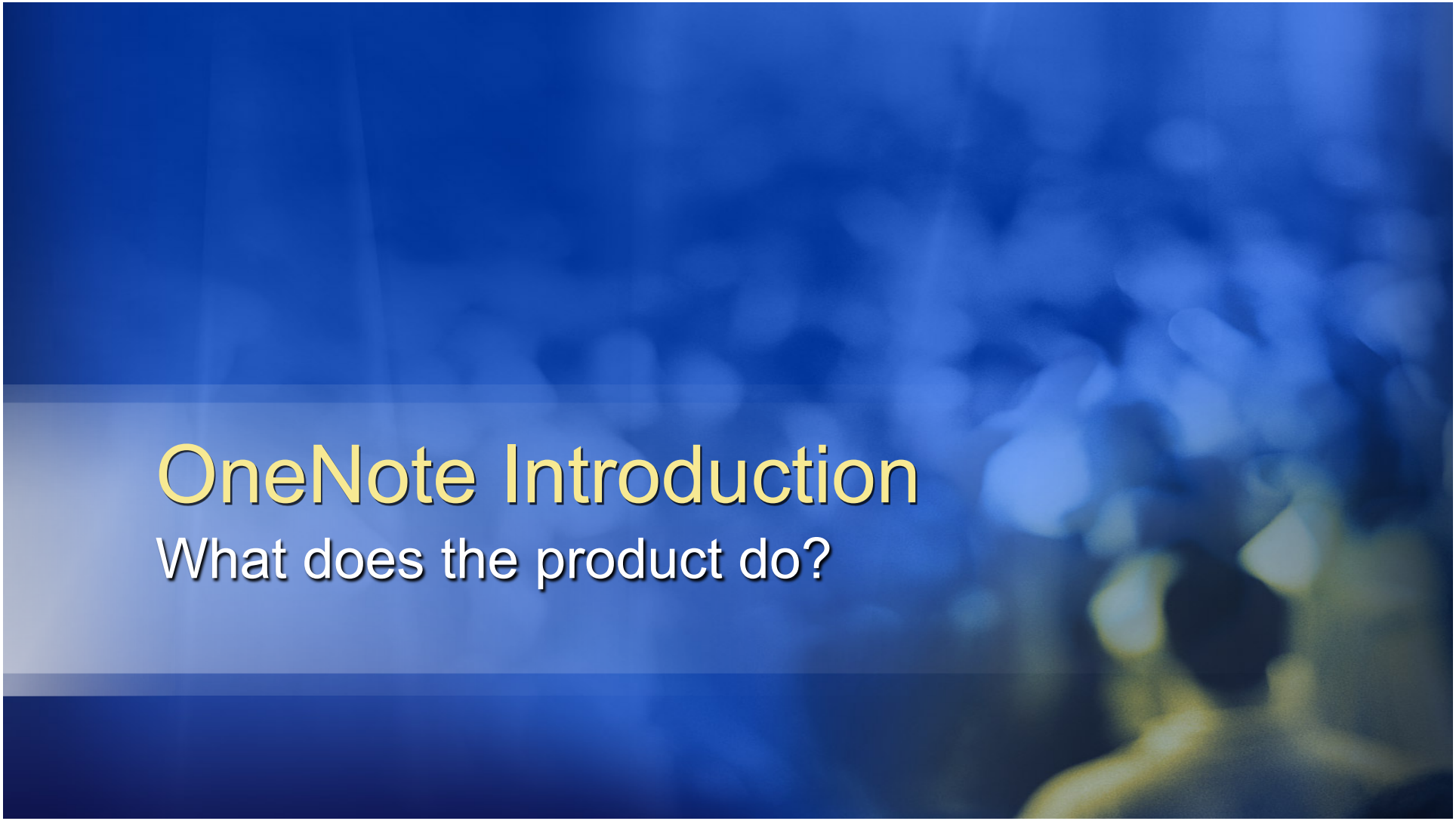

OneNote Introduction
What does the product do?

Agenda / Goals

- Give an overview of OneNote
- Preview the things it can do
- Show examples of how it can be used
- Q & A

Customer Pain: Information Overload

- Ever growing volumes of information
- No single place to capture many types of information
- Searching is difficult, time-consuming
- Hard keeping teams on same page

- Reduces organizational effectiveness
- Valuable information is lost or forgotten
- Time wasted searching for information
- Excessive meetings and e-mails to stay synched

The Solution: Office OneNote

Gather Everything in One Place

- Be better prepared, make more informed decisions, and save time by having all note and information at your fingertips

Find Information Quickly

- Increase productivity, get better results faster by organizing info as you see fit and quickly finding what you need

Work Together More Effectively

- Efficiently work together in teams, online or offline, and share information with others

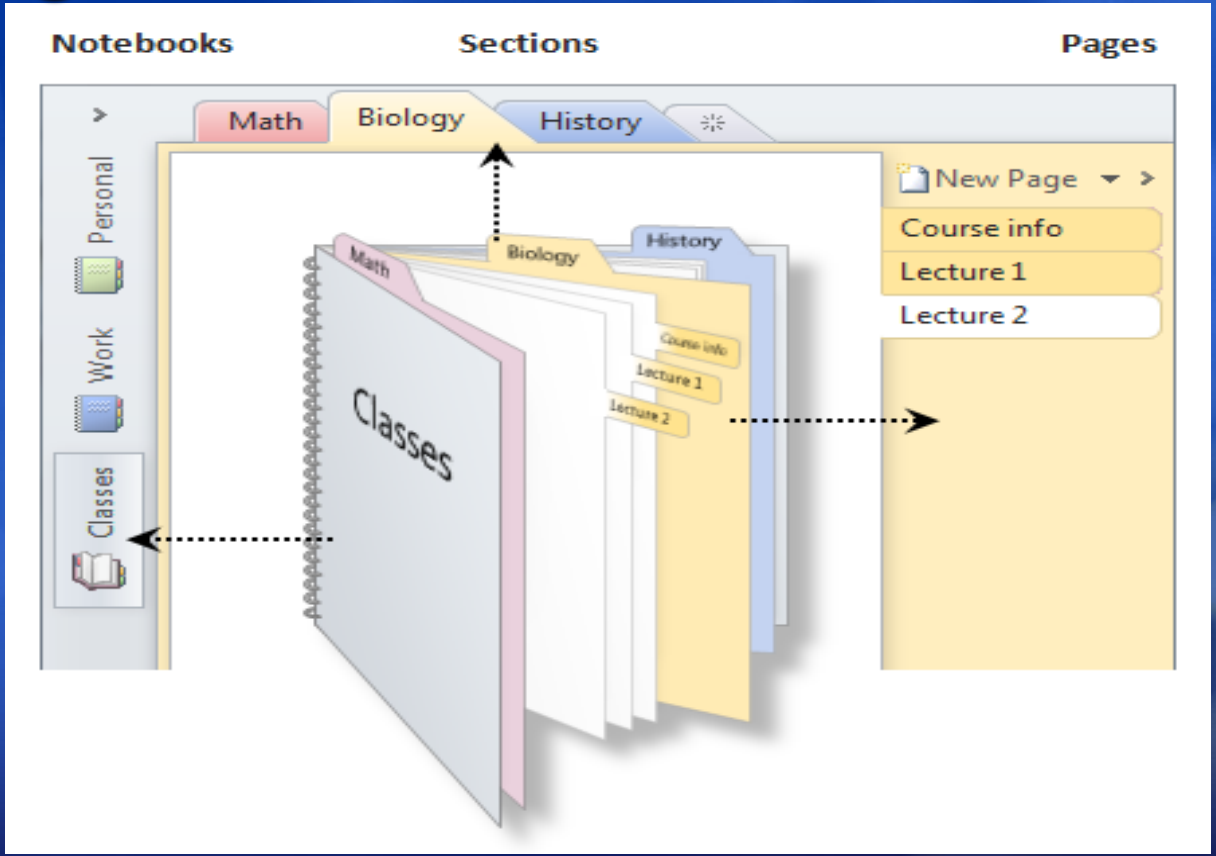
Advantages of OneNote

- Collects notes and research all in one place.
- Allows for organization of research/notes
- Search across all notes at once
- Easy to move notes around from one place to another
- Good integration with other Microsoft Products.
- Gives the Tablet PC more purpose.

How Does OneNote Differ From Other Office Products?

- There is no Save (only Save As)
- It automatically saves your work every 3 seconds and you never loose work.
- Open and close is also very different. All of the available pages are always open.

Basic Organization



Ways Of Entering Data

Lists:
1. Numbers
   - Bullets

Tables	

Tagged
Notes
Outlook tasks

Ink Notes

$$\frac{(x^2+y^2)}{3z}$$

Note links

Attachments

Printouts
ppt
pdf
etc.

Audio/Video

Examples

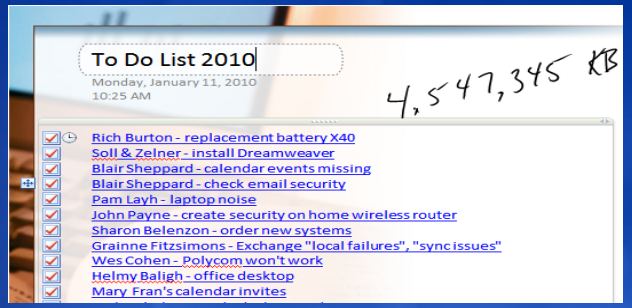
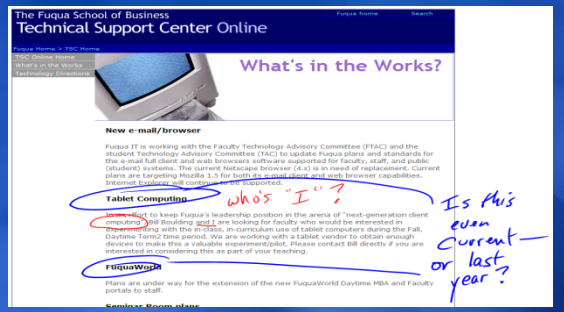
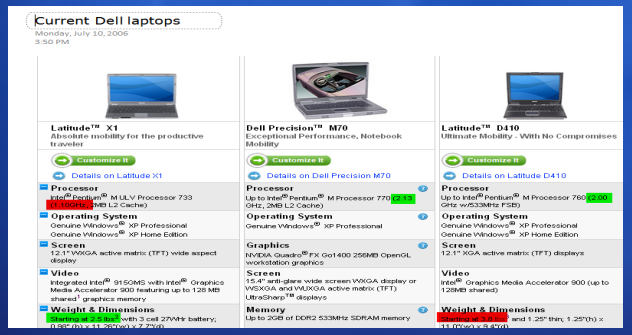
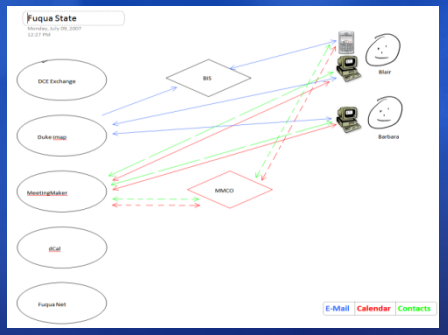

To Do List 2010
Monday, January 11, 2010
10:25 AM
4,547,345 KB
Rich Burton - replacement battery X40
Soll & Zelner - install Dreamweaver
Blair Sheppard - calendar events missing
Blair Sheppard - check email security
Pam Layh - laptop noise
John Payne - create security on home wireless router
Sharon Belenzon - order new systems
Grainne Fitzsimons - Exchange "local failures", "sync issues"
Wes Cohen - Polycom won't work
Helmy Baligh - office desktop
Mary Fran's calendar invites

Exhibit Hall
EXHIBIT HALL
B
A
PIANO
Her
No
Here


The Fuqua School of Business
Technical Support Center Online
What's in the Works?
New e-mail/browser
Tablet Computing
FuquaWorld
Who's "I"?
Is this even current — or last year?


Current Dell laptops
Monday, July 10, 2006
3:50 PM
Latitude™ X1
Absolute mobility for the productive traveler
Dell Precision™ M70
Exceptional Performance, Notebook Mobility
Latitude™ D410
Ultimate Mobility - With No Compromises
Customize It
Details on Latitude X1
Details on Dell Precision M70
Details on Latitude D410
Processor
Operating System
Screen
Video
Memory
Graphics
Weight & Dimensions


Fuqua State
DCE Exchange
BIS
Duke Imap
MeetingMaker
MMCO
iCal
Fuqua Net
Blair
Barbara
E-Mail
Calendar
Contacts

Capt Ronald Speirs
506th PIR Co E
Commanding Officer
Capt Richard D Winters
506th PIR Co E/XO 2
DSC Recipient

Special Features

- Global search
- Note flags for follow up
- Audio (and video) recording along with notes
- Side notes
- Send notes as email messages
- Outlining feature for starting notes
- Create screen clippings
- Import documents as image
- Synchronously share notes with others
- Password protection of notes

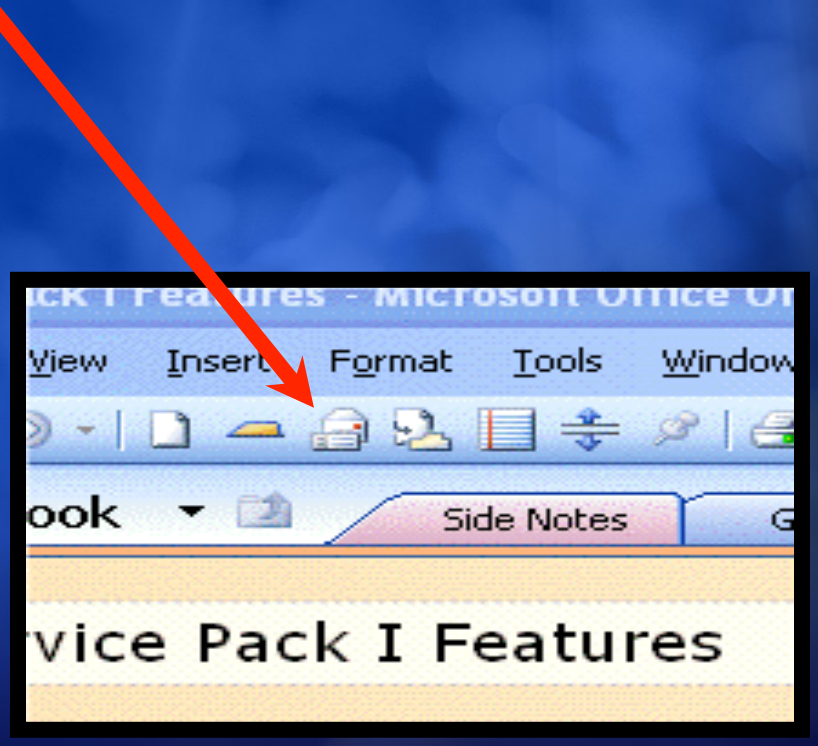
Searching

pyramid
Searching... All Notebooks
Title contains: pyramid (1)
Egyptian Pyramids
Pyramid dates
Egyptian Pyramids
The Pyramids
The Egyptian pyramids are ancient stone structures in Egypt that were built as tombs for the country's Pharaohs.
There are over 100 pyramids in Egypt

OneNote & Outlook

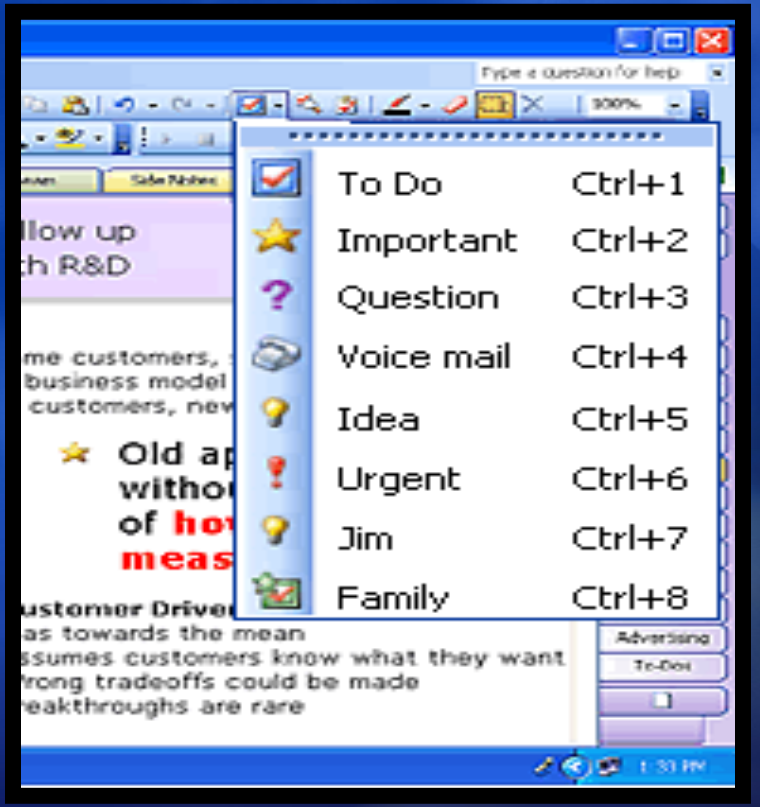
- Send Notes as Email

Microsoft Outlook 2007
or later must be installed
and configured
as the default
mail application.



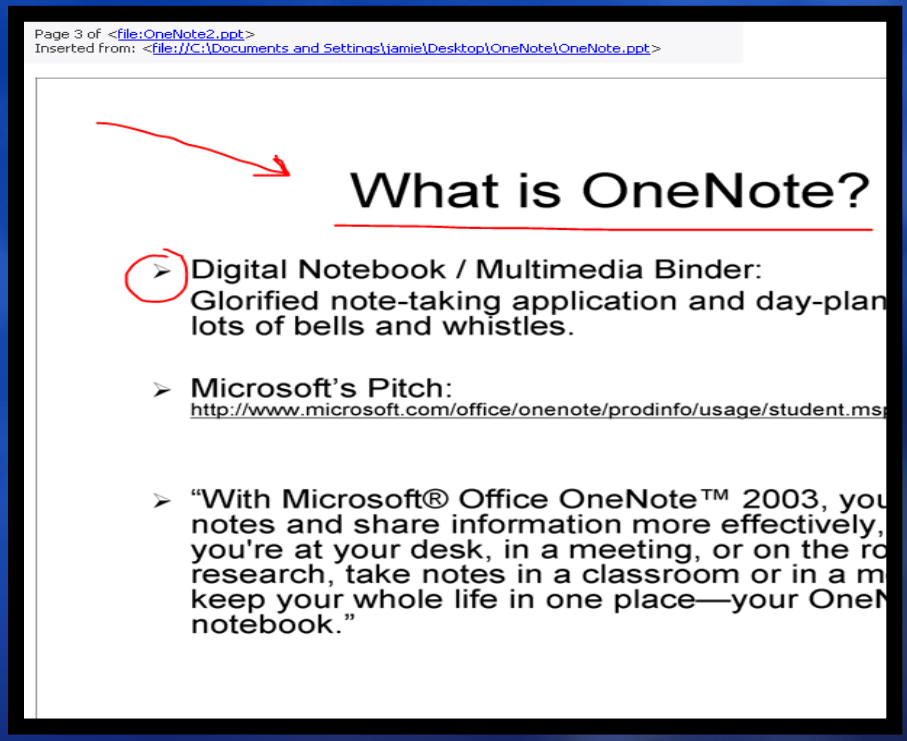
Note Flags

- Easy way to track items and mark them for follow-up.
- Create a Note Flags Summary page.
- Create custom Note Flags for specific information.



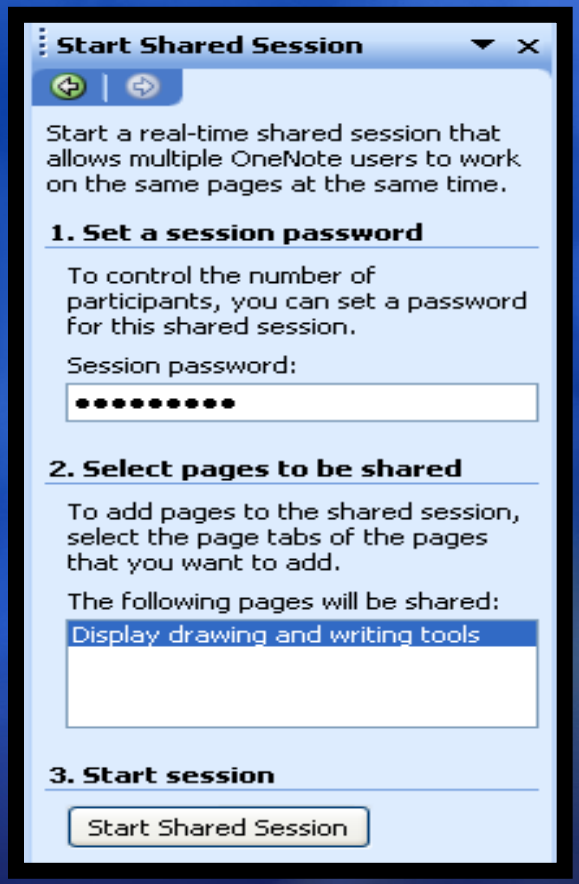
Importing Documents

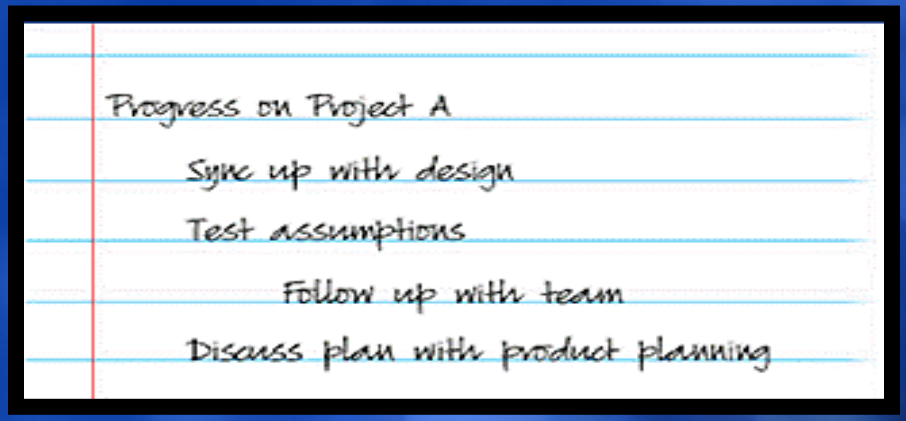
- Insert Word and Power Point, JPEG doc scans, etc.
- Inserted files appear in monochrome images, retaining original formatting and keeping file size to a minimum.
- If you are using OneNote on a Tablet PC, you can make annotations in your own handwriting.



Sharing Notes

- “Chat” feature in OneNote
- Shared whiteboard or notespace.



Tablet PC

- 8 Felt Tip Pens & Highlighters
- Rule lines helps OneNote recognize your handwriting more easily.
- You don't have to convert your handwritten notes to typed text in order to search them.