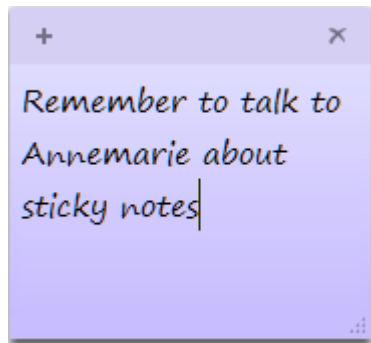


Quick Notes and Sticky Notes

Wednesday, 27 July 2016
3:12 PM

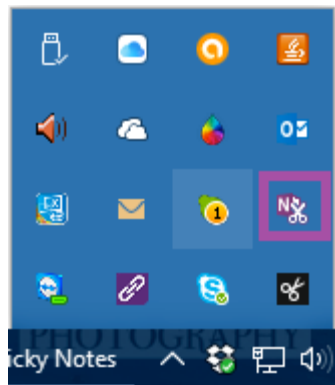
Sticky Notes

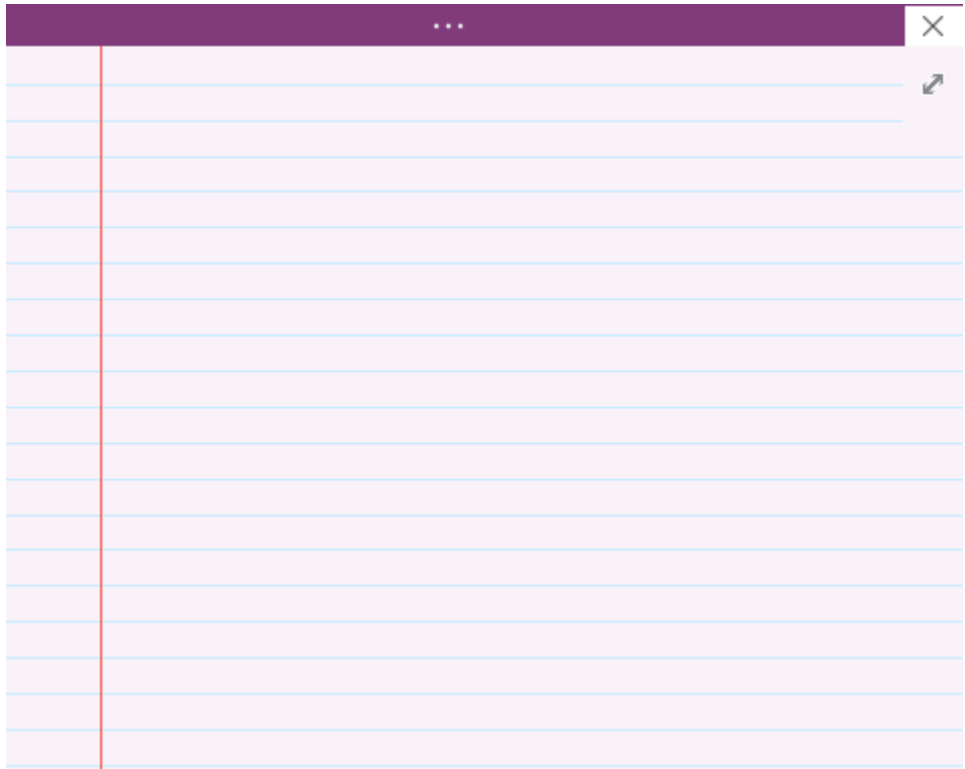
Type "sticky" into your windows 10 search bar or Cortana and up pops Sticky Notes - a quick way to capture that important info or reminder - think of it as your electronic note pad - pin it to your task bar for easy access



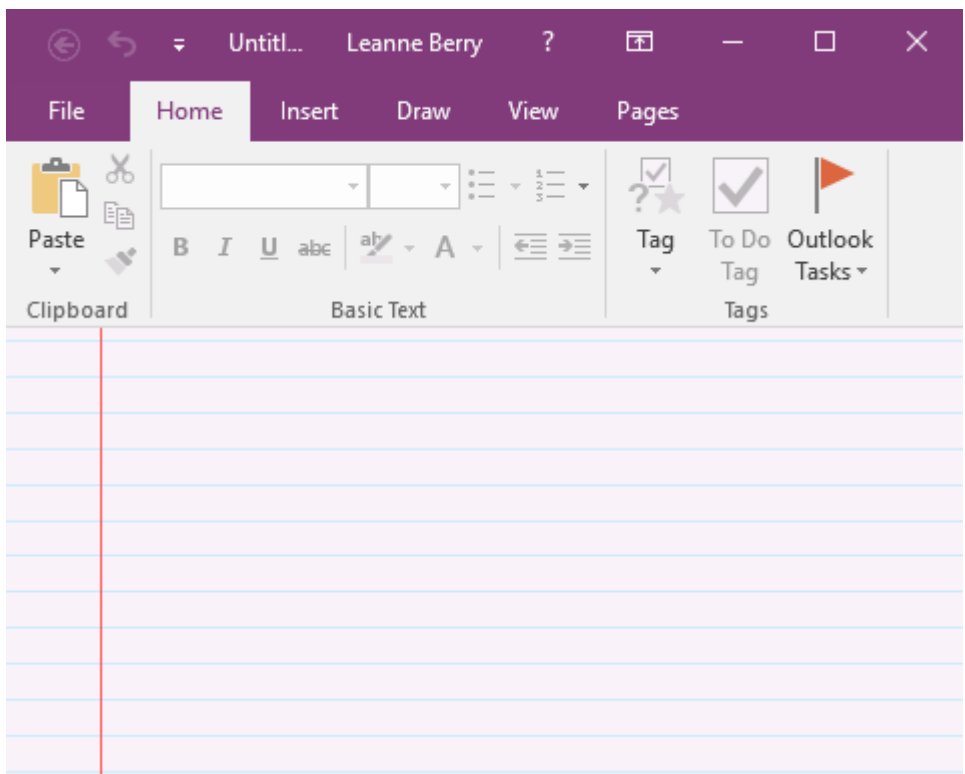
Quick Note

Quick Note is an efficient way to take a quick note and send it to OneNote. Available from your task bar you can quickly capture important information - Use the shortcut key Windows + N to quickly bring front and centre a new Quick Note





Click on the 3 little dots (elipses) at the top of the note to drop down menu options familiar in OneNote



More Information

<https://support.office.com/en-us/article/Create-Quick-Notes-0F126C7D-1E62-483A-B027-9C31C78DAD99>