Exercise

# Create Your First Note

**Complete the following steps:**

1. Start the OneNote program.
2. Click on the pulldown where it says "Notebooks" on top left side of the screen.
3. Click where it says Quick Notes
4. If this is the first time you are using OneNote, you will see a blank page.
5. If this is not the first time you are using OneNote, you may see the text and other things you have added to this page.
6. Continue to text to this page by clicking anywhere and then typing.
7. Click on a blank area of the page, and create a simple to do list of your own.
8. Format the items of the to do list as a bullet list
9. Click somewhere else on the page and type in your name.
10. Move your name to a different location on the page.
11. Close the OneNote program. Your work will automatically be saved.