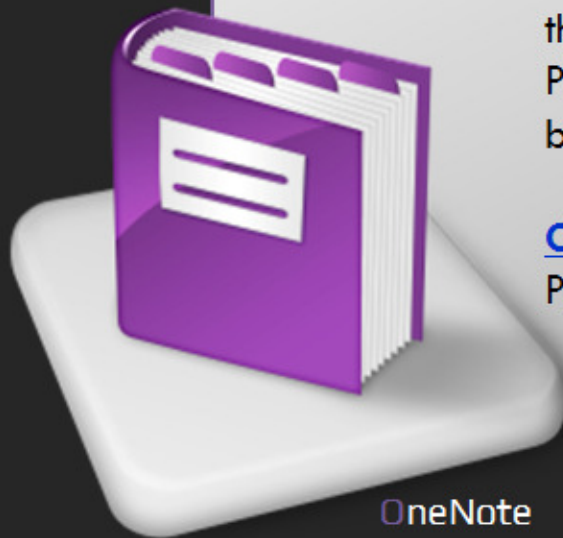# PRODUCTIVITY

OneNote Integration to other Microsoft Office Applications

OneNote can help you better organized your files even if they are in another file format (e.g. Word, Excel, PowerPoint). Incorporating these files to your OneNote may be done in just few simple steps.

Click here to know how to integrate your Word, Excel and PowerPoint files in OneNote.
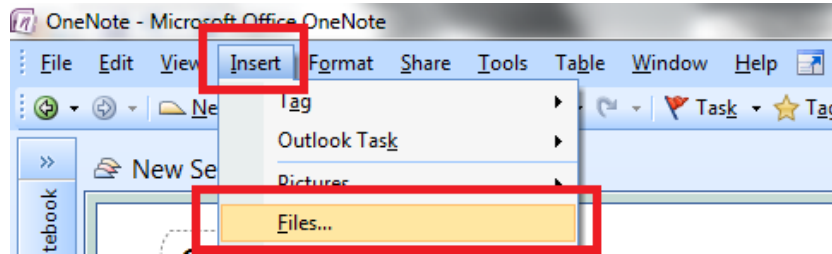
Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

OneNote

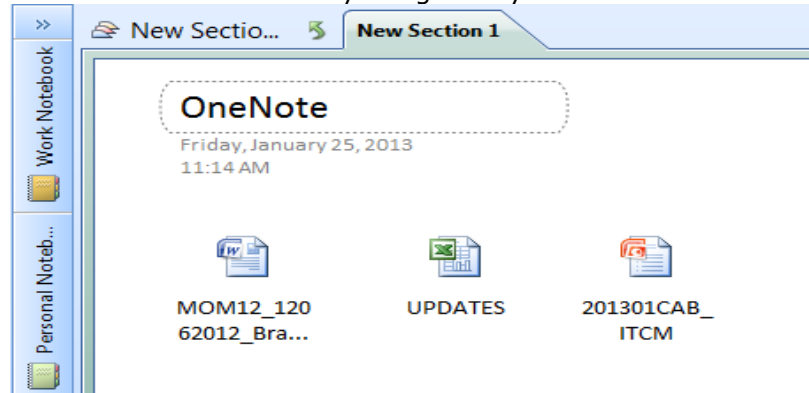# OneNote Integration to other Microsoft Office Applications

A. INSERTING FILES
Inserting other files to OneNote is a simple as:
1. Click the **Insert** menu then select **Files** sub-menu

2. This will prompt the *Choose a file or set of files to insert* window. Browse for the files and click **Insert** button.
3. You have now successfully integrated your other files to OneNote.

4. By double-clicking the icons of the inserted file it will open the original file.

There are also other cool features of integration with OneNote like PowerPoint Annotation and Table Copy.

B. ANNOTATE POWERPOINT SLIDES
When you have a PowerPoint slide, you can insert printout of slides to OneNote and start placing your comments
1. Click the **Insert** menu then select **File as Printouts**

2. This will then insert in your notebook slides of PowerPoint. After which, you can now:
    i.   Add your own notes
    ii. Circle interesting points
    iii. Annotate the printout with comments

Note: Your annotations are not stored in (or synchronized with) the original PowerPoint file
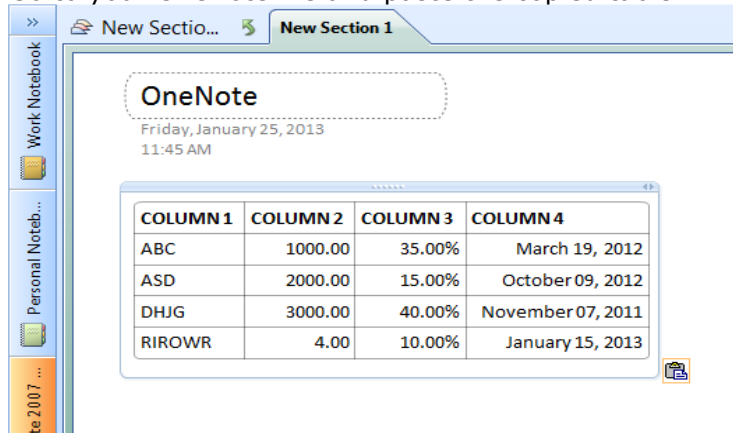
C. COPY TABLES FROM EXCEL

If you are in need of showing tabular data from reports to your OneNote files, just follow these steps:
1. In your Excel file, highlight the table your need and copy it.

2. Go to your OneNote file and paste the copied table.

Note: Tables in OneNote is not as rich as that of an Excel spreadsheet

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