UNIT 6: EMAIL MESSAGING (Intermidiate)

SESSION 9: CREATE AND EDIT A NOTE

Now, today i make a create and edit a note are short text messages that can be used for taking quick notes. You can create notes in the calendar software. In this chapter, you will learn to create and edit a note.

Go to File>New>Note, a window will be displayed as show this figure.

10/7/2012 6:42 PM
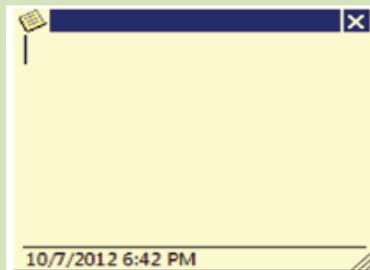
You can type the content of the note and click the icon. Once you click the icon, a dropdown list appears as shown below.
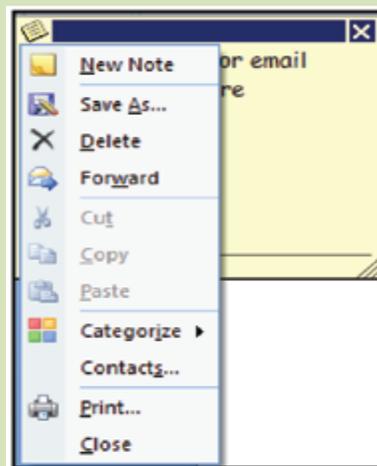
To view the notes that you have created, click Notes in the calendar application. If you would like to edit the note, double-click on it and edit as required.

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