

Computer Skills - OneNote and Photos

Task Two - now repeat the process we used to complete the Task-Survey on your own with the second task that is posted. (Task-Interests.doc)

Hint: Download, copy to Gr9 Science folder, Save As, complete, Export as PDF, upload to Edsby

Screen Captures in Windows

When you copy an object in Windows, it gets temporarily stored in a location called the Clipboard.

It only stays there until another copy is made, the computer is turned off.

When you Paste a file or object, the computer uses the information on the Clipboard.

The Screen Capture tool can be started by pressing the **Shift-Windows-S** keys all at the same time.

Use the new tool to draw a rectangle around part of your screen.

The image will go to the clipboard.

1. you can then paste it in a document
2. click on the image in the bottom right to create its own file.

This is what it looks like.

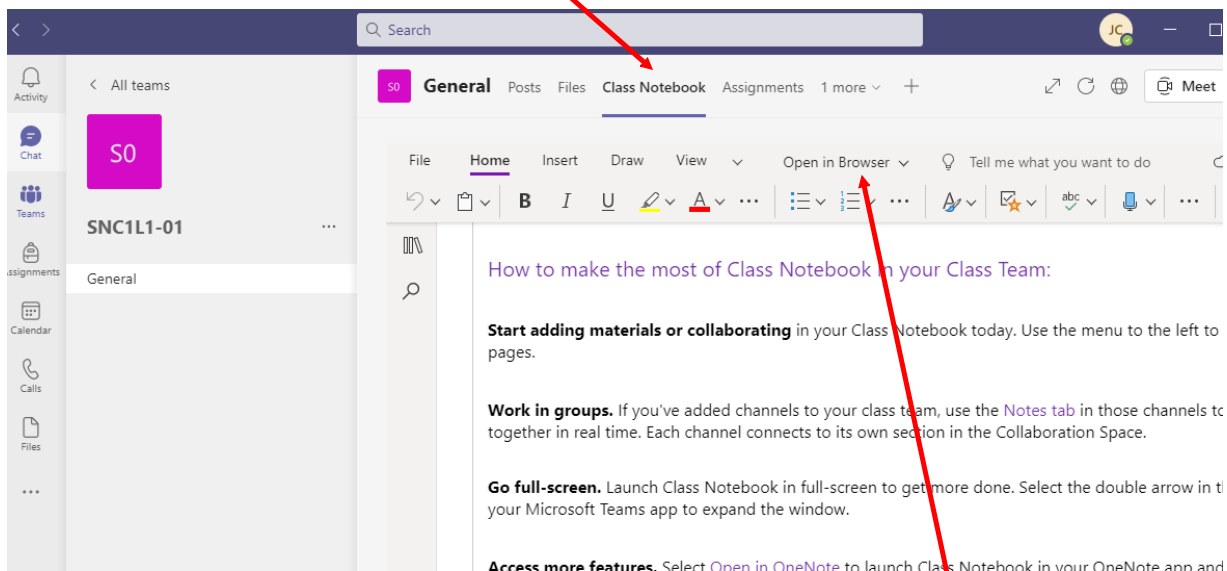
Try the following:

- open a blank Word document
- Save As - PhotoTrial-name
- find an image on the internet you like
- use the Snipping tool (Win-Shift-s) to take a screenshot of the image
- go back to your Word document and use Cntl-v (paste) to insert the image into the document
- Save the document

OneNote - a potential homework site

Open your TEAMS application, enter your grade 9 science (SNC1L1) Team.

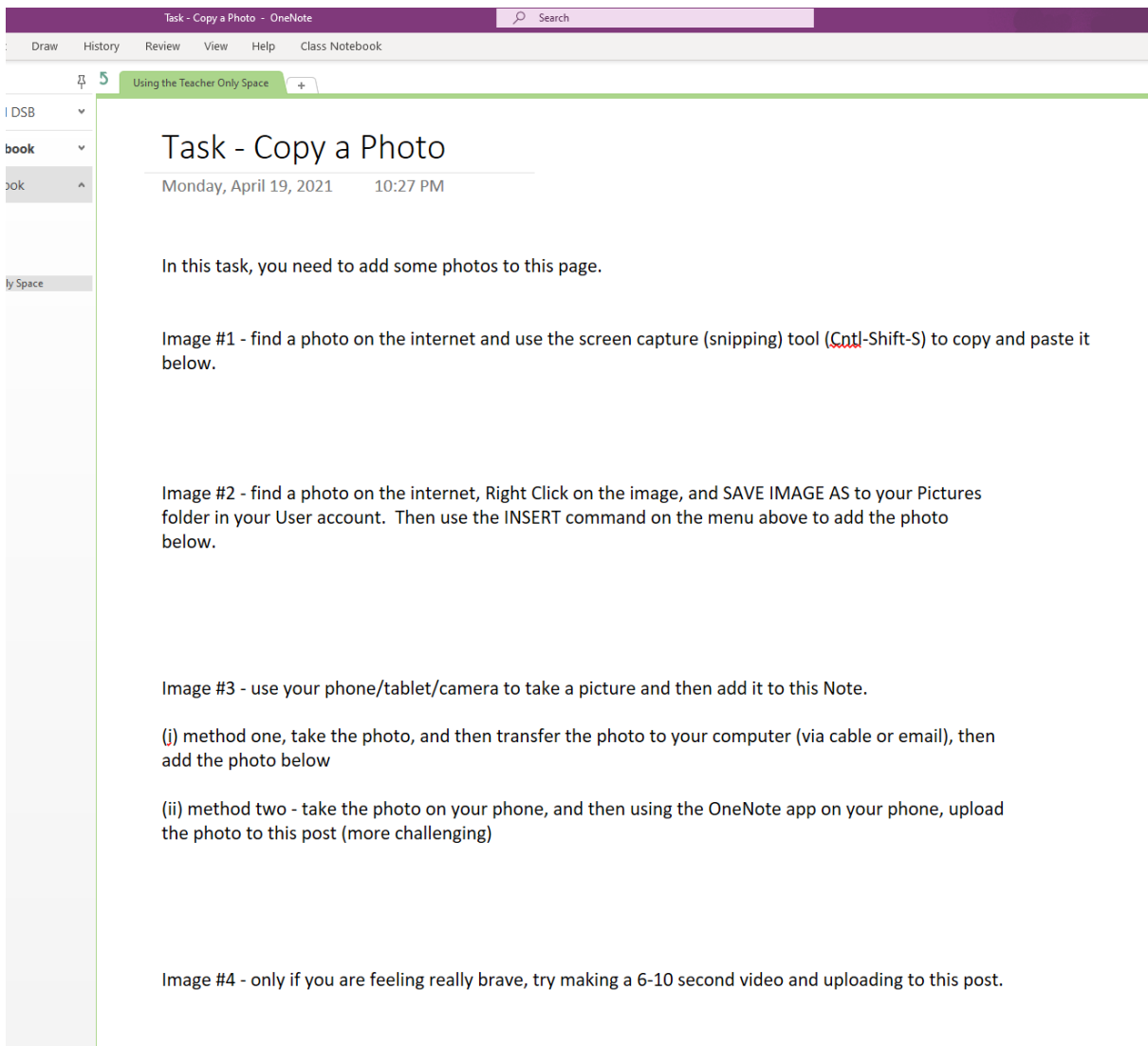
Look for "Class Notebook" on the top menu bar.



Open in Browser or Desktop, use Desktop.

You should see your name listed, with some folders below it.

I have sent a Task out to you from my OneNote. The setup is very similar to Word. Let's try the first two parts of the task in OneNote.



The screenshot shows the OneNote interface for a task titled "Task - Copy a Photo". The task was created on Monday, April 19, 2021, at 10:27 PM. The task instructions are as follows:

In this task, you need to add some photos to this page.

Image #1 - find a photo on the internet and use the screen capture (snipping) tool (Cntrl-Shift-S) to copy and paste it below.

Image #2 - find a photo on the internet, Right Click on the image, and SAVE IMAGE AS to your Pictures folder in your User account. Then use the INSERT command on the menu above to add the photo below.

Image #3 - use your phone/tablet/camera to take a picture and then add it to this Note.

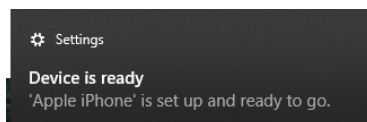
(i) method one, take the photo, and then transfer the photo to your computer (via cable or email), then add the photo below

(ii) method two - take the photo on your phone, and then using the OneNote app on your phone, upload the photo to this post (more challenging)

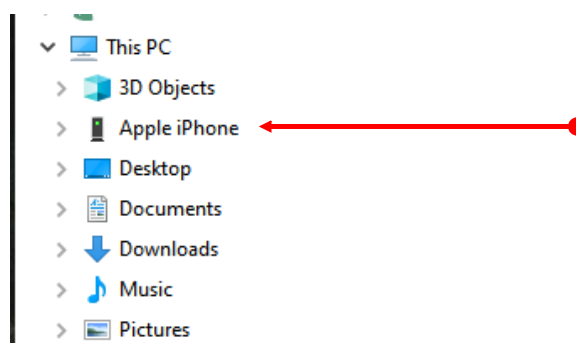
Image #4 - only if you are feeling really brave, try making a 6-10 second video and uploading to this post.

Copying Images from your Phone

- you will need your USB charging cable
- plug your phone into your computer
- it will take a moment for the computer to recognize it, and then it may ask for Permission or Trust this Computer, say yes. You will have to unlock the phone for this to work, and "Allow" the computer access.



- the phone will show up in File Explorer

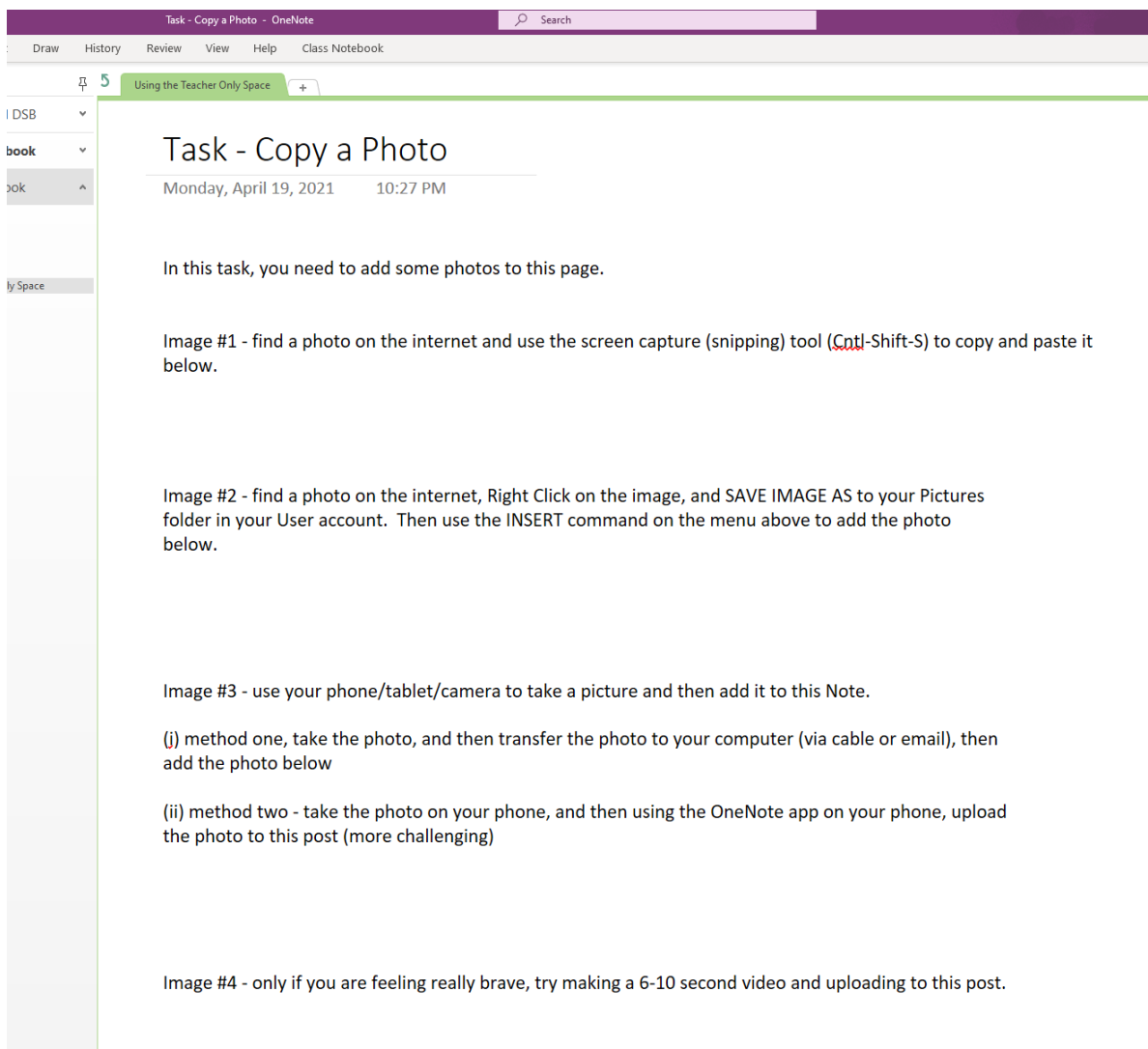


- if you have done it correctly, you should see a folder called DCIM, inside a folder called Internal Storage
- your images are inside this DCIM folder



- you can copy them to your computer or delete ones you don't want at this point in time. (be careful, its hard to undo mistakes at this point)
- copy the photo you want to use into the Pictures folder (this also works for video)

Let's go finish the last two components of the OneNote task.



The screenshot shows a OneNote application window. The title bar reads "Task - Copy a Photo - OneNote". The ribbon includes "Draw", "History", "Review", "View", "Help", and "Class Notebook". The page title is "Task - Copy a Photo" and the date/time is "Monday, April 19, 2021 10:27 PM". The page content includes instructions for adding photos to the note.

Task - Copy a Photo

Monday, April 19, 2021 10:27 PM

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(i) method one, take the photo, and then transfer the photo to your computer (via cable or email), then add the photo below

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If we could adopt OneNote as a platform for submitting work, we could use more photos and videos to show our learning, and a bit less typing or work sheets.

You could describe a scientific process versus type it out.