Exercise

Use the OneNote To Do Tag

**Complete the following steps:**

1. Go into the OneNote program
2. Go into the Quick Notes notebook
3. Click on the new page icon on the right
4. Click anywhere on the page, and start typing in the following:
   * Make guest list
   * Invite guests
   * Wait for guest responses
   * Order party supplies
5. Press the return key after each one
6. Highlight your list
7. Click on the Home Menu
8. Click on the To Do Tag
9. Notice how the list now has the check boxes to the left
10. You can actually check something as you complete each task