Notes

note names and timing in 4/4 time

Rests

<<<<<< Longer notes / rests <<<<<< | >>>>>> Shorter notes / rests >>>>>>

Whole note / rest
4 beats

Half note / rest
2 beats

Quarter note / rest
1 beat

1 beat = 1 quarter note / rest in 4/4 time

or like this when joined to another

Eighth note / rest
1/2 beat

or like this when joined to others

Sixteenth note / rest
1/4 beat