OneNote Training

- When you open OneNote for the first time there will be notebooks already started and you can see them on the left hand side.
- There is an introduction section that you can go through, if you like, that explains some of the beginner steps to get started.
- You can delete these or leave them. You can just add pages to them, rename them, or create a new notebook from scratch. Just go to file and new, choose a name and create.
- Across the top there are the usual menus found in all office programs. File, Home, Insert, Share, Draw, Review and View.
- A OneNote file is called a Notebook, (Like files in Excel are called Spreadsheets), and in each notebook, (like a spreadsheet) there are tabs. Except in OneNote they're across the top. Just double click in the current tab to rename it. Or click the white tab with the plus sign to add a new tab. It will automatically highlight to rename it. You can name and rename as much as you want.
- Notice on the left side how each tab is also listed vertically under the notebook. If you have more than one notebook open they will all be listed and open to work in. You can click the caret beside the notebook name to collapse or view the list.
- In each tab, along the right side there are pages. To Name the page type above the grey line in the top left of the page and it will also appear on the right. To add a new page click the "New Page" button above the list of pages that are in the tab. You can drag and drop the pages to put them in any order. You can have as many pages you want in a tab. And just right click on it to delete.
- To type in the page, just click anywhere and start typing. No rows or lines are required; you can start in the middle of the page and work out if you want.
- There is no need to save, like a google doc, everything is always up to date.
- The tabs across the top of the screen are similar to those on other Office Products.

Create

To create a notebook on Office 365 online.

1. Go to One Drive
2. Go to the location you want to save your notebook
3. Click the + New
4. Select One Note notebook

To create a notebook on desktop version

1. Open One Note
2. File › New

- o FILE
  - Info is where you see what notebooks you have open and where they are saved.
  - New is where you begin a new notebook, choose what type, where it's saved and what to call it.
  - Open is where you can open another notebook. Or you can open the notebook from the folder where it is saved.
  - You can print and print preview. I would recommend print previewing before you print because things look a lot different on the screen. (Larger/smaller/more spread out.)
  - Share is how you can allow others to see and work in your notebook, or move it to another location.
  - Export packs the notebook and saves it where you want, then you unpack it.
  - Send allows you to email the page in the body of the email, as an attachment, pdf or Word document.

Options

- In the options box is an entirely new set of tools.
- General allows you to choose a default font. This font will be your automatic font in a new page or a new box on an existing page.
- Display is some choices that let you change the way your pages look. Totally up to you.
- Quick Access Toolbar – would be the only other thing that I would spend a lot of time on. The quick access toolbar is the icons beside the One Note icon in the top left corner. You can go through the list (drop down All Commands to show more) and put them on the toolbar if you want. I always show mine below the line.

- HOME
  - Clipboard – Cut, copy, paste, and format painter.
    - Painter allows you to pick text with a font and format that you would like to use elsewhere. Highlight the text you like, click on the paintbrush and then highlight the text you want to change. (You can also double click the paintbrush to change more than one section.)
  - Basic Text – Pick a font, size, bullets, numbering, highlighting, indents, and paragraph alignment. Also clear formatting which returns everything highlighted to your default font setting.
  - Styles – Instantly change your font to one listed.
  - Tags – These are fun because to you can use these for anything on any line or list.
    - The "find tags" lists them all out on the right side of the screen no matter what page or tab they are on. So you can have a list of things to do on each tab for each task and then click FIND TAGS to see everything you need to do. You can group this list by type, or section of your notebook. By creating a summary page it takes this same list out of the margin and puts it in your notebook.
    - Note that it only takes the actual item not the heading you put above the list. So if you had a list of things to do today, tomorrow, etc. it cannot distinguish unless you have a different page for each list or a different tag type.
    - Click on Customize Tags to make up your own.
    - Click on Find Tags again to minimize the box.
  - Outlook – These are extremely useful. Just click Email Page to insert it into an email and send to anyone. Once emailed they can then import into their own OneNote.
    - Outlook Tasks is cool because you can sync anything between OneNote and Outlook in real time. And then put reminder sounds on a task in Outlook, make it a recurring item on your calendar. List them on the side of your email.
    - Meeting details is nice, especially for a shared notebook. You can choose any meeting or task that you have on your Calendar and start taking notes. It lists the time, date and location of your meeting so others know exactly what you are referring to. Then you can print it out or email it to others if they can't be at the meeting.

- INSERT
  - Table
    - Choose the rows and columns.
    - Once you have a table there is another tab that opens to manage the table properties.
  - File Printout
    - Prints the file into OneNote to view separate pages.
    - Attach
  - This creates a new file. No one can see or make changes to this copy. And this is the only place that will save these changes. Just like emailing an attachment.
  - Spreadsheet
    - There are several options with this function. First you need to decide if you are inserting a new or existing sheet.
    - If you choose existing, you pick the file, then there are 3 choices.
      - Attach File – Attaches like an email
      - Insert Spreadsheet and Insert Chart or Table seem to do the same thing– Displays a portion of the sheet and links to edit in Excel. If you make change you can save to One Note, and this does not appear to affect your original file.
  - Screen Clipping
    - Allows you to clip any part of your screen and insert it as a picture into OneNote.
      - Click Screen Clipping, One Note minimizes out of sight and the screen goes hazy. Then you click and drag and it automatically inserts into OneNote.
  - Link
    - This is the greatest part of One Note
      - You can browse folders and link files and folders just like a shortcut.
      - You can make changes to it and save changes to the same files everyone else sees and makes changes to.
  - Date and time just inserts the date and time into your workbook. Useful for taking notes about phone calls or messages.
  - You'll never use equation and will rarely use symbol. They just insert them into your page.

- DRAW
    - Change your curser type to draw or select.
    - Lasso select – Use your mouse to draw a circle around all things you want to select.
    - Pen and color options.
    - Shapes and lines that you can draw. (Be sure to choose your color and thickness before selecting your shape.)
    - Arrange allows you to send your shapes to the front or back of your text or other shapes.
    - Ink to Math is cool for a writing device like a tablet.

- HISTORY
    - Read new changes.
    - See the recent edits others have made to the notebook.
    - See who made changes.
    - Recycle Bin – See any deleted items.

- REVIEW
    - Spell Check
    - Click research look up information
        - Choose encyclopedia, internet, thesaurus and more.
    - Password
        - Protect a section with a password of your choice. Nice if you want to store all your passwords in one section than protect it with a single password.
    - Linked Notes allows you to take notes and link them to other Microsoft programs.

- o VIEW
    - Select how you want to see your notebook
        - Normal, Full Screen, and docked. If you choose dock it will stay open on the side all the time, even with your other applications.
        - Change your page color, add lines and grids.
        - Choose to hide a page title, it will delete it forever.
        - Change your paper size. It's set to auto to make your pages as wide or long as you want. If you are planning on printing it's a good idea to set a size and margins.
        - Usual zoom out and in options.
        - New window opens up a whole new session. Any changes you make in one will appear in the other.
        - New Quick Note brings up a post it note window to make changes out of OneNote. You can hit ⊞ +N from the desktop.
        - Keep On Top - keeps your One Note in front of all other windows.

- o **<u>Don't forget you can add any tabs you want to with your customized buttons.</u>**