

CHAPTER 1

GETTING TO KNOW ONENOTE 2010

InFocus

WPL_ON101

Microsoft OneNote 2010 is a digital notebook that provides a single place to capture, organise and find information. For instance, OneNote makes researching a home renovation or car purchase, or the planning of a major corporate event a breeze. You simply create a notebook for each of these projects and gather information to your heart's content.

In this session you will:

- ✓ gain an understanding of **OneNote**
- ✓ gain an understanding of how you can use **OneNote**
- ✓ learn how to start **OneNote**
- ✓ gain an understanding of the components on a **OneNote** screen
- ✓ learn how to open a notebook
- ✓ learn how to create a new notebook
- ✓ learn how to navigate notebooks
- ✓ learn how to type a note
- ✓ learn how to close a notebook and exit **OneNote**.

WHAT IS ONENOTE?

Microsoft OneNote is an Office program that lets you take notes and gather information (you might be planning a conference for work as well as researching a major home renovation project),

organise this information, and then find and use this information at a later date. OneNote also lets you share notebooks with other users so that they can work collaboratively on the content.

At first glance, it's pretty easy to underestimate all that OneNote has to offer. Compared to the other programs in the Microsoft Office suites (such as Word, Excel and PowerPoint), OneNote has a very simple interface and appears to have only a small collection of commands. But don't be fooled – it is an incredibly capable program!

Using OneNote, you can collect and store vast amounts of information in an electronic **notebook**. And because you may be gathering information or working on several quite disparate subjects, OneNote lets you create and work with multiple notebooks at a time.

Like a typical paper notebook that includes subject dividers and pages, you can create a notebook in OneNote with as many subject tabs (known as **sections**) as needed and then create as many **pages** as necessary within each section. It is onto these pages where you add your notes.

But OneNote is much better than your typical spiral-bound, paper notebook for several reasons.

- When you first start using OneNote, you might simply store all random ideas and information that you gather from different sources on separate pages in a few sections. As time goes on and your ideas develop and your notebook swells, you can then move and organise your ideas into as many relevant sections as desired.
- You can store all sorts of content in a OneNote notebook. For example:
 - In addition to quickly typing textual notes in a notebook page, you can also insert files, tables, hyperlinks to other notebook pages or web pages, pictures, video and audio files, and more. You can even handwrite notes if you prefer.
 - Content can be sent from other applications – such as a spreadsheet in Excel or a series of slides in PowerPoint – to a notebook by printing the content to the OneNote 2010 printer driver from the other application. You can then freely annotate these images as desired.
 - You can create linked notes in OneNote while researching a subject using a different application, such as Internet Explorer, Word, and so on. Linked notes store a link to the document or web page that you were viewing while creating the note, plus a thumbnail image of the page that you were viewing.
- You can share a notebook so that multiple authors can work collaboratively on its content. Unlike other applications that lock a file when someone is editing it, OneNote lets multiple people work on the same content at the same time. And then each time a change is made to the notebook, OneNote will automatically synchronise the changes so that all authors will see the changes from each and every contributor. This feature is perfect for brainstorming ideas in a meeting – the OneNote notebook pages can act as a virtual whiteboard!
- You can also share a notebook so that you can access it on any computer that is connected to the internet (even if OneNote is not installed on it) by saving it to SkyDrive using a Windows Live ID.
- Prior to sharing a notebook, you can apply passwords to specific sections so that you can keep private content private.
- OneNote provides a powerful search facility that lets you quickly search for content in the current page, section or notebook, or in all open notebooks. You can also specify whether or not OneNote's search will check any text that may be embedded in pictures, as well as search embedded audio and video recordings.

WHAT CAN YOU DO WITH ONENOTE?

OneNote lets you gather information, organise it and share it so that multiple users can work together on the content. This makes OneNote particularly useful in all areas of life. Here on this

page we have listed just a few of the ways in which you can use OneNote at work, home and school.

Using OneNote At Work

- Use OneNote to manage meetings. For instance, you can:
 - Take minutes to capture outcomes, who agreed to do what, etc. During a meeting, subject experts could take accurate notes relevant to their areas of expertise in a shared notebook.
 - Brainstorm ideas and solve problems, even if people work in remote locations.
 - Use a microphone attached to a computer to record a meeting directly into a notebook.
- Research and plan major projects by gathering all relevant thoughts and information from various sources and then organising those ideas in a notebook.
- Collaborate in real time on shared documents without having to check in and check out files or wait for your turn to edit the document.
- Keep all files for a project together in the same notebook.
- Integrate your notes with your Outlook Calendar and Tasks.
- Archive important email conversations in a notebook.
- Sketch prototypes for a design project.
- Corporate training material, such as Welcome kits, could be stored and distributed on USB flash drives to save reams of paper. New employees could search for and find information more readily than they would by searching an index in a paper-based manual.

Using OneNote At Home

- Plan an upcoming overseas trip and keep comparisons of airfares, accommodation and sightseeing tours.
- Plan and research a special purchase, such as a new car, home or camera.
- Prioritise your family's after-school activities.
- Collect and share recipes.
- Keep, revise and print your daily to-do lists, camping checklists, etc.
- Collect ideas from the internet about a hobby that you may enjoy – gardening, photography, etc.

Using OneNote At School

- Students can make separate sections for every class, club, activity etc.
- Students can take notes in classes.
- Students can research the internet for upcoming projects with linked notes.
- Students can email assignments and drafts directly from OneNote to their teachers.
- Students can work together on group projects with a shared notebook.
- Teachers can organise their student resource materials such as their lessons, assessment information, relevant web articles, videos, etc. If they share their lesson plans, students can access these to catch up on classes missed due to illness, holidays, etc.
- Teachers with tablet PCs and lesson plans stored in OneNote can project their lessons onto a screen and directly annotate the OneNote pages on their tablet PC as they teach. After a class they can simply revert to the original version ready for the next class.
- Teachers can create an ePortfolio for each student to keep a digital record of their homework and assessments for the year. This could involve emailing the work as OneNote pages to each student, who would complete the work and then email it back again for correction. The corrected page would be stored in the ePortfolio plus a copy could be emailed back to the student.

STARTING ONENOTE

When you first start OneNote after installing it on your computer, it will start with a sample notebook open for you to peruse. Once you begin working with OneNote and you create and work

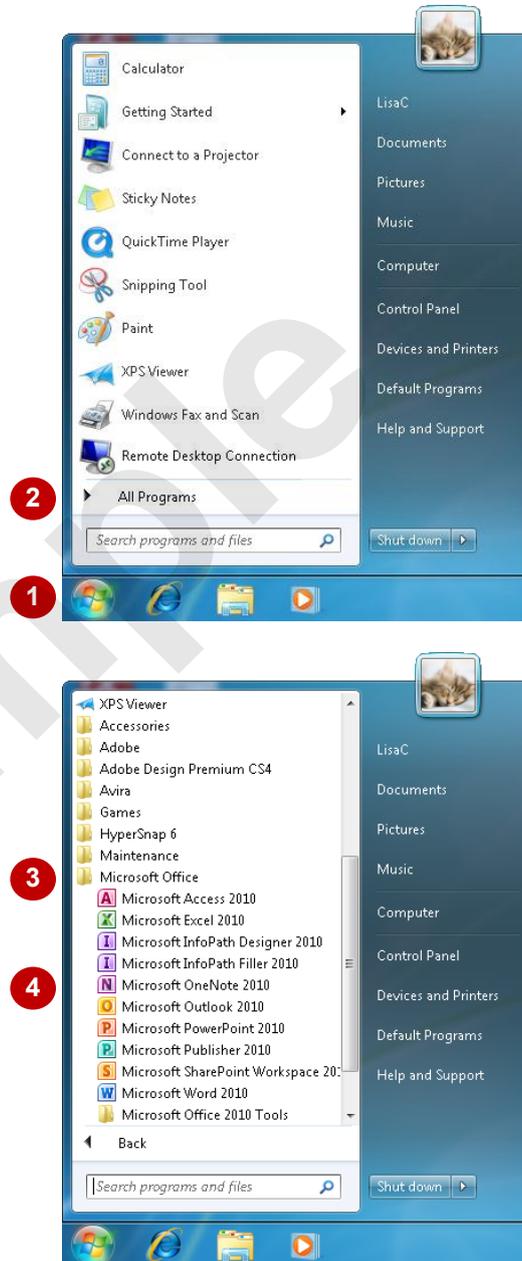
with your own notebooks, the last page that you were working on will open by default when you start OneNote, and all other notebooks that were active in the last session will still be active, ready to use.

Try This Yourself:

Before starting this exercise ensure that you are viewing the Windows desktop...

- 1 Click on the **Start** button at the bottom left-hand corner of the screen to display the menu
- 2 Click on **All Programs**
- 3 Click on **Microsoft Office**
- 4 Click on **Microsoft OneNote 2010**

After a moment, OneNote 2010 will open. The notebook that was open prior to OneNote being shut down will open by default, and the page that was last worked on will be open in the main window (editing pane). The layout of the screen (for example, whether the navigation bar, pages pane or ribbon are expanded or minimised) will also depend on how they were set when OneNote was last used



For Your Reference...

To **start OneNote**:

1. Click on the **Start** button
2. Click on **All Programs**
3. Click on **Microsoft Office**
4. Click on **Microsoft OneNote 2010**

Handy to Know...

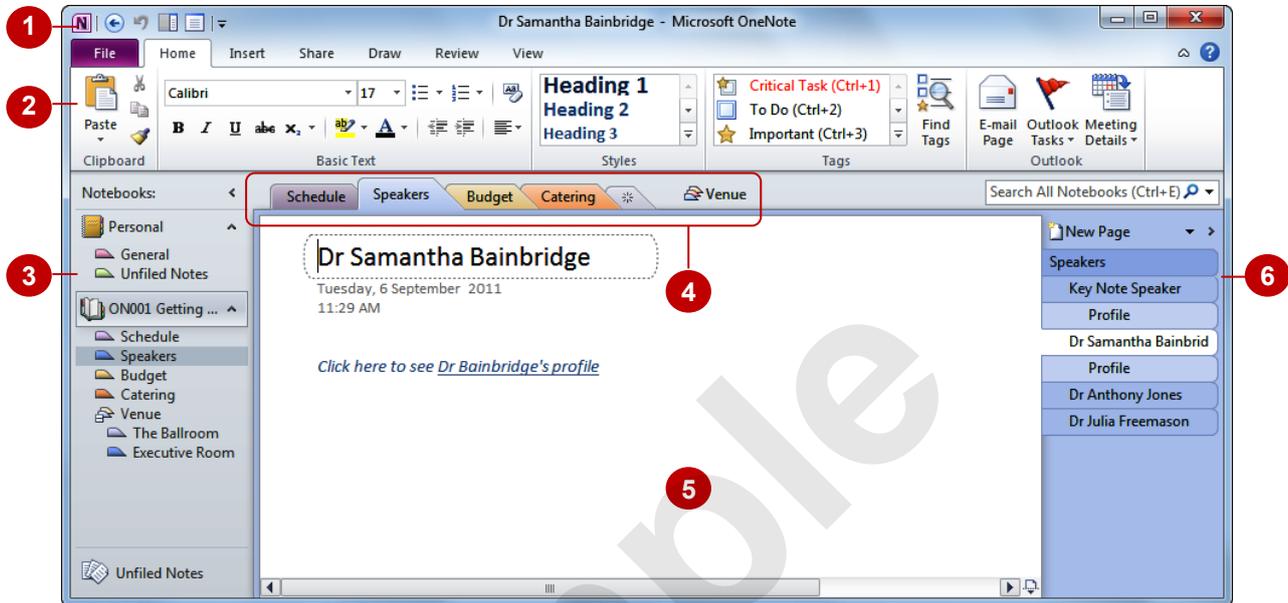
You can also start OneNote by:

- Double-clicking on the OneNote **shortcut** on the desktop or **taskbar** if available
- Double-clicking on the filename (**.one**) for a specific section in a OneNote notebook. The notebook will open in OneNote, with this section open in the window.

THE ONENOTE SCREEN

The OneNote screen comprises several key components. The **navigation bar** lets you access different notebooks and navigate to the desired section in the notebook, the **pages pane** lets you

open and work with the pages in the current section of the active notebook, and the **editing pane** displays the current page and lets you add notes as desired.



- 1 The **Title Bar** includes the name of the page that is currently displayed in the editing pane. The **Quick Access toolbar** (QAT) appears to the left of the title bar and provides access to popular commands – the default tools in the QAT are **Back**, **Undo**, **Dock to Desktop view** and **Full Page view**, but it can be customised like other Office applications by clicking on **Customise Quick Access Toolbar**.
- 2 The **Ribbon** contains tabs of commands that are categorised into groups. By clicking on the tool at the top right corner of the ribbon, you can minimise (☰) the ribbon to display only the tab names or expand (☑) the ribbon to see all of the commands on the tabs (as shown above).
Note that clicking on the **File** tab of the ribbon accesses the **Backstage view**, which contains file and notebook management functions such as saving, sharing, opening, printing and so on.
- 3 The **Navigation Bar** lists all open notebooks. Only one notebook can be active at a time and this is shown by the open book icon (📖). To work with a different notebook, click on its name in the navigation bar. When the navigation bar is expanded, notebooks can be expanded (as shown above) to display their sections – this makes it easy to navigate to the desired section but it takes up valuable screen space. If you collapse the navigation bar by clicking on **Collapse Navigation Bar** (◀) at the top right corner of the navigation bar, only the titles of the notebook will appear in the navigation bar – in this situation you must navigate to the desired section by clicking on the section tabs located above the main window.
- 4 The **Sections** in the active notebook appear as coloured tabs across the top of the editing pane. To navigate to the desired section of the active notebook, click on its tab. The tab that is currently selected (the **Speakers** tab above) appears to be in front of the other tabs. Our sample above also shows a special tab for the Venue **section group** (which is a group containing one or more groups below it).
- 5 The **Editing Pane** shows the page that you are currently working on, which in our case is the **Dr Samantha Bainbridge** page in the **Speakers** section of the **ON001 Getting To Know OneNote** notebook.
- 6 The **Pages Pane** displays a tab for each page in the currently selected section. The page tabs are indented (and coloured differently) to show whether they are pages or sub-pages (of which there can be up to two levels). Notice that the tab for the currently-displayed page is white. To display a different page in the editing pane, click on its tab.
From this pane, you can create new pages and sub-pages, delete and re-order pages, and more. Again, you can either expand (as shown above) or minimise the pages pane by clicking on **Expand Page Tabs** (◀) or **Collapse Page Tabs** (▶). When the pages pane is minimised, only the first few letters of the pages' names are visible in the page tabs.

OPENING A NOTEBOOK

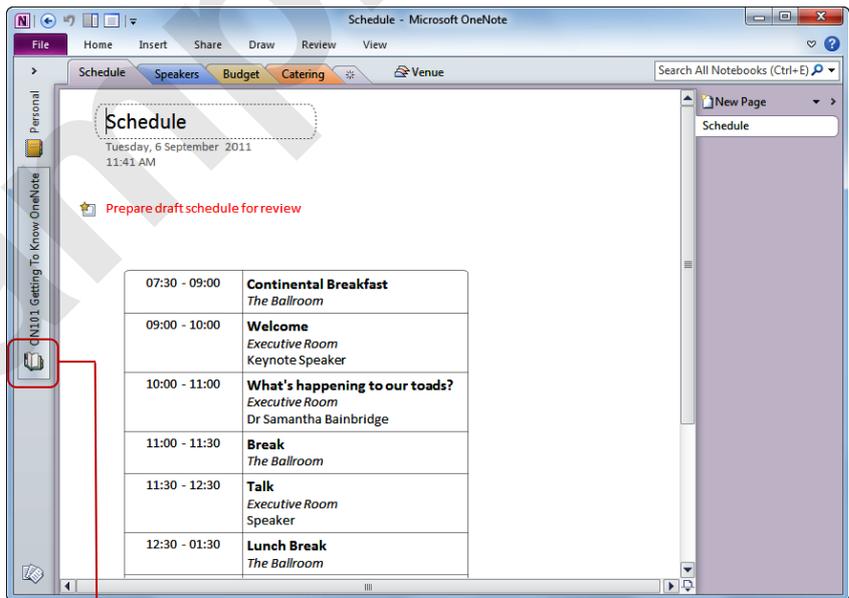
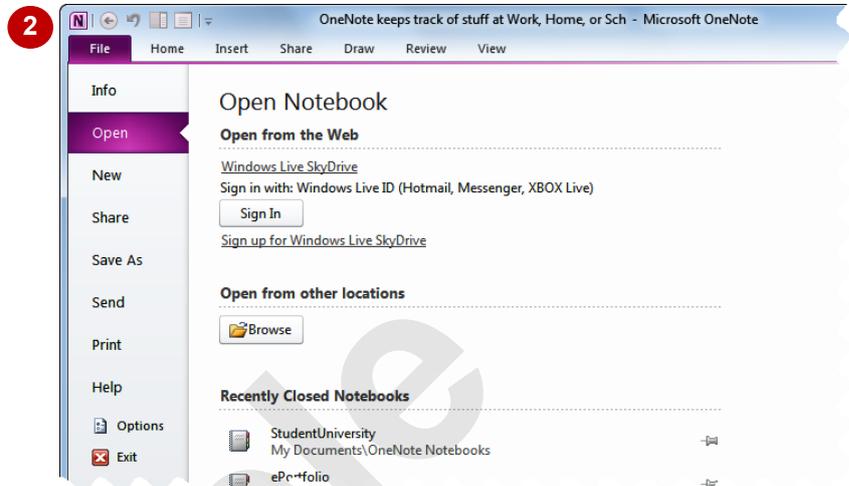
Opening an existing notebook is very easy in OneNote. From the **Open** tab of the **Backstage** view, you simply navigate to and select the notebook from the appropriate location. All open

notebooks are listed in the navigation bar to the left of the editing pane, making it easy to navigate both within the currently active notebook and to other open notebooks.

Try This Yourself:

Before starting this exercise ensure that OneNote has started...

- 1 Click on the **File** tab to open the **Backstage** view
The Backstage view is where you create and manage notebooks...
- 2 Click on **Open** to display the **Open Notebook** area
This tab also includes a list of recently closed notebooks. You can open a notebook from this list by clicking on its name...
- 3 Click on **[Browse]** under **Open from other locations** to open the **Open Notebook** dialog box, then navigate to the **Course Files for OneNote 2010** folder
Each notebook is stored in its own folder...
- 4 Double-click on the **ON101 Getting To Know OneNote** folder, then click on **[Open]** to open the first page in this notebook (which is the **Schedule** page in the **Schedule** section)
This notebook is now the active notebook



- 4 The active notebook appears with an open book icon and its name is surrounded by a grey rectangle, while other open notebooks appear with a closed book icon.

*Tip: You can quickly display the **Open** dialog box by right-clicking on the navigation bar and selecting **Open Notebook**.*

For Your Reference...

To **open a notebook**:

1. Click on **File**, then click on **Open**
2. Click on **[Browse]**, then navigate to the appropriate folder
3. Double-click on the notebook's folder
4. Click on **[Open]**

Handy to Know...

- Each section in a notebook is saved as a separate file, with the file extension ***.one** appended to the section's name. You can open a notebook with a particular section selected by double-clicking on the section's filename in Windows Explorer.

CREATING A NEW NOTEBOOK

Before creating a new notebook, you must decide where you wish to store it. If you want to share the notebook with other users, you can store it on the web using Windows Live (users can access

the notebook with a browser) or in a network location (including a SharePoint site). If you're creating a personal notebook (i.e., you won't be sharing it), save it on your computer.

Try This Yourself:

Continue using the previous notebook with this exercise...

1 Click on the **File** tab to open the **Backstage** view

2 Click on **New** to open the **New Notebook** area of the **Backstage** view

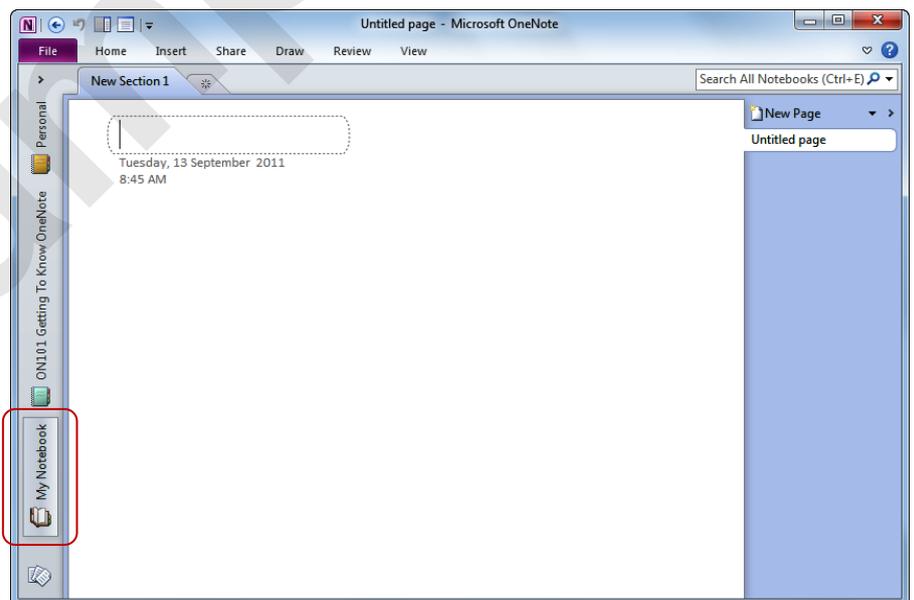
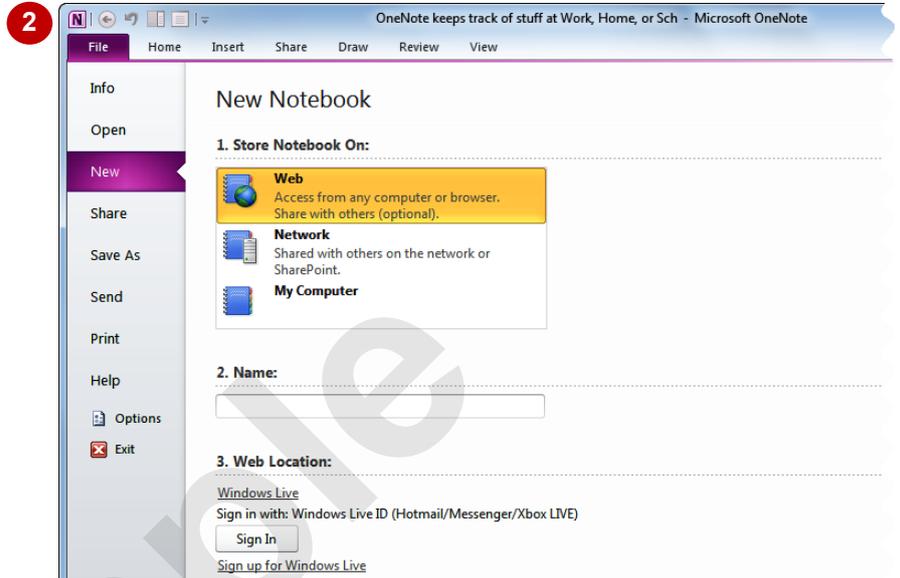
Let's assume that you're creating this notebook for your own use so we'll save it in the course files folder on your hard drive...

3 Click on **My Computer** under **Store Notebook On**

4 Click in the box under **Name** and type **My Notebook**

5 If the **Course Files for OneNote 2010** folder is selected in **Location**, go to the next step. Otherwise, click on **[Browse]** to the right of **Location**, navigate to and click on the **Course Files for OneNote 2010** folder, then click on **[Select]**

6 Click on **[Create Notebook]** to create a new notebook called **My Notebook** which will be added to the bottom of the navigation bar



6 The new notebook will comprise one section with one untitled page. All other open notebooks will be closed.

For Your Reference...

To **create** a **new notebook**:

1. Click on **File**, then click on **New**
2. Select the location in **Store Notebook On**
3. Type a **Name**
4. Select a **Location**
5. Click on **[Create Notebook]**

Handy to Know...

- With a Windows Live ID, you can access up to 25 GB of free online storage by clicking on **Web** under **Store Notebook On**, then clicking on **Windows Live** under **Web Location**. If you don't have a Live ID, you can quickly create one by clicking on **Sign up for Windows Live** under **Web Location**.

NAVIGATING NOTEBOOKS

You can work with multiple notebooks once you know how to navigate them. For example, to add notes to a specific page in a particular section of one of your active notebooks, you must open the

correct notebook, open the section, and finally open the desired page. And to make working with notes as easy as possible, we also look at how to manage the layout of the panes in the workspace.

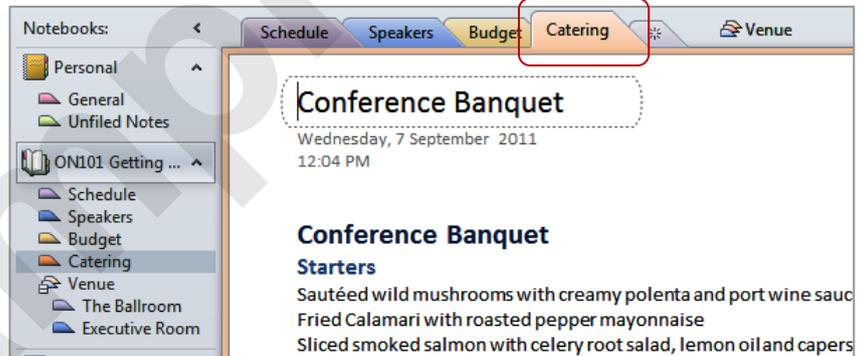
Try This Yourself:

Continue using the previous notebooks with this exercise...

- 1 If necessary, click on **Expand Navigation Bar**  at the top of the navigation bar to expand it
- 2 Click on **ON101 Getting...** to open this notebook – the **Schedule** section will open by default
My Notebook will close...
- 3 Click on **Catering** in the navigation bar to open this section
The Catering tab appears in front of the other tabs above the editing pane...
- 4 Click on **Collapse Navigation Bar**  to minimise the navigation bar, then click on the **Speakers** tab above the editing pane – this section has multiple pages
- 5 Click on **Dr Samantha Bainbridge** page tab in the pages pane to display this page
Let's expand the ribbon now...
- 6 If necessary, click on **Expand the Ribbon**  at the far right of the ribbon
- 7 Click on **Minimise the Ribbon**  to minimise the ribbon



When you open a notebook by clicking on its title in the navigation bar, the section and page that open by default are the section and page that you were working on when you last accessed that notebook.



- 3
- 4 **Tip:** If you really want to maximise the size of the main window, click on **Full Page View**  in the QAT. This view hides the navigation bar, pages pane and the section tabs across the top of the main window, and minimises the ribbon. Click on this tool again to return to Normal view.

For Your Reference...

To navigate notebooks:

- Click on the notebook's name in the navigation bar to open it
- Click on a section's tab above the editing pane to open the section
- Click on a page's tab in the pages pane to open the page

Handy to Know...

- When the ribbon is minimised, you can display the tools on a tab by clicking on it. When you select a tool, the ribbon will automatically minimise again, maximising the size of the editing pane again.
- You can minimise the pages pane by clicking on **Collapse Page Tabs** .

TYPING A NOTE

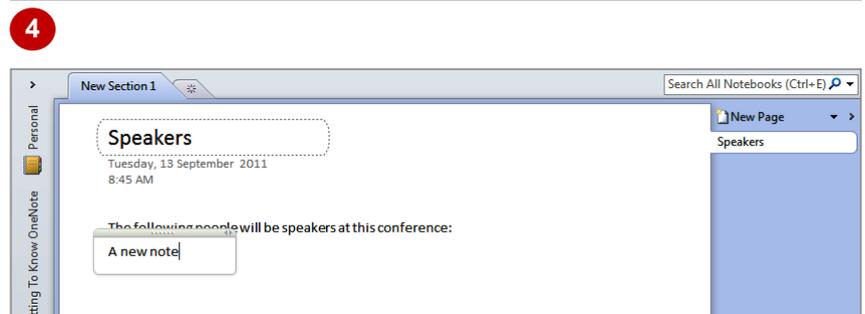
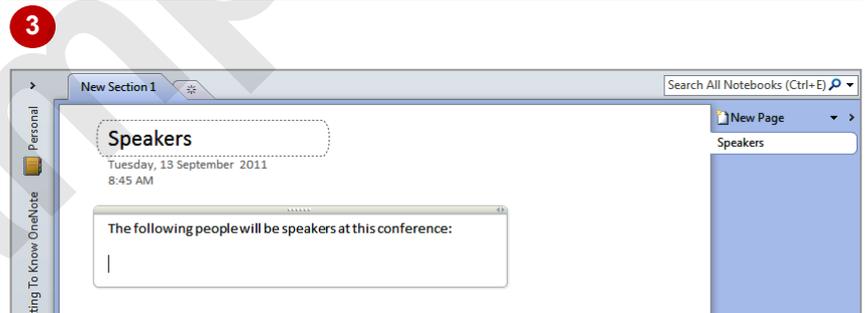
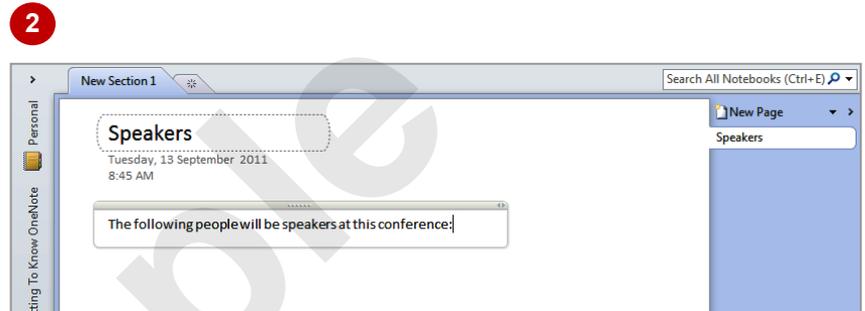
Typing a note into a notebook page is very easy. Simply click anywhere on the page and begin typing. If you click just beneath an existing note, the existing note container may open, increase in

size and display the flashing insertion point inside it ready to receive your note. You can choose to either add your note to the existing container, or double-click to create a new container for the note.

Try This Yourself:

Continue using the previous notebooks with this exercise...

- 1 Click on **My Notebook** in the navigation bar to open this notebook
This notebook has one section and page. Let's start by naming the page...
- 2 Type **Speakers** and press to name the page
This step has also created a container ready for a note...
- 3 Type **The following people will be speakers at this conference:**
The note container will expand to fit the text. You can add notes anywhere on a page...
- 4 Click just beneath the note
The existing note container will expand. This isn't what we want; we want a new one...
- 5 Double-click beneath the note and type **A new note**
Let's move this note...
- 6 Hover over the top or left border of the note, and when the pointer changes to a four-headed arrow drag the note to a new location – you can delete unwanted notes
- 7 Select this note by clicking on its top border, then press



- 5 *Tip: The default font for typed notes is 11 pt Calibri. You can change the font, size and colour by selecting File > Options and altering **Default font**.*

For Your Reference...

To **type** a **note**:

1. Click (or double-click if you want to add a new note container close to an existing note) on a blank area of the page
2. Type the note

Handy to Know...

- If a page has a lot of notes on it and you want to add a new note either below or to the right of the current notes, click and drag down (or to the right) to the edge of the main window. A narrow blue bar may appear and as the pointer approaches the edge of the window, the editing pane will expand.

CLOSING NOTEBOOKS AND EXITING ONENOTE

Any changes that you make to a notebook are automatically saved. This means that you don't need to save a workbook even before closing it or exiting OneNote. Another useful feature of

OneNote is seen when you exit OneNote and then re-launch it: all notebooks that you were previously working on will open in the navigation bar, with the last page that you accessed open in the window.

Try This Yourself:

Continue using the previous notebooks with this exercise...

- 1 Right-click on **ON101 Getting To Know OneNote** in the navigation bar and select **Close This Notebook** to close this notebook

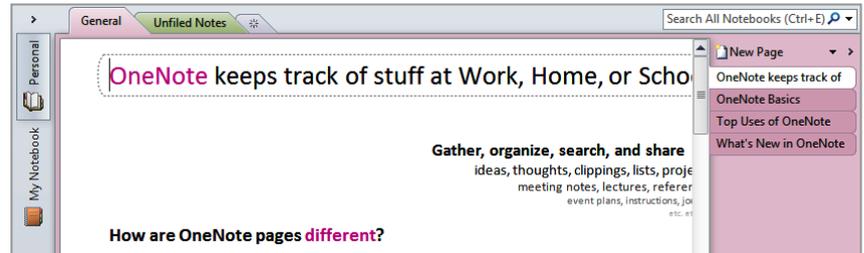
The notebook that was listed above it in the navigation bar will open. Your notebook is probably different to the one shown in our sample. Let's exit OneNote and then re-launch it again...

- 2 Click on the **File** tab, then click on **Exit** to close OneNote

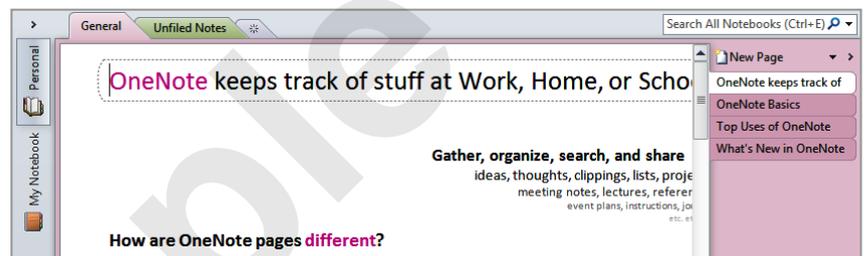
- 3 Re-launch OneNote using the Windows start button
Notice that the notebook (and page) that was open just before you exited OneNote is open. Let's check whether or not the note that you added in the last exercise was saved in My Notebook...

- 4 Click on **My Notebook** in the navigation bar
Yes, the changes were saved automatically...

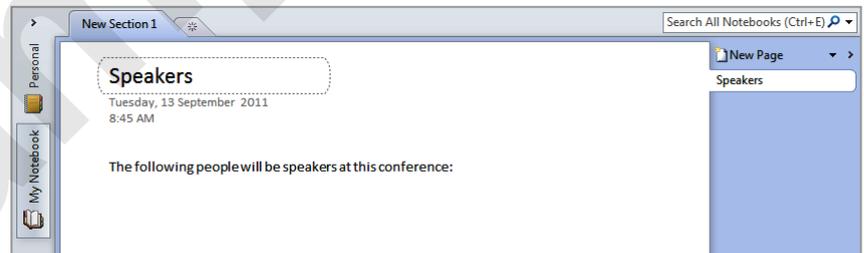
- 5 Repeat step 1 to close **My Notebook**



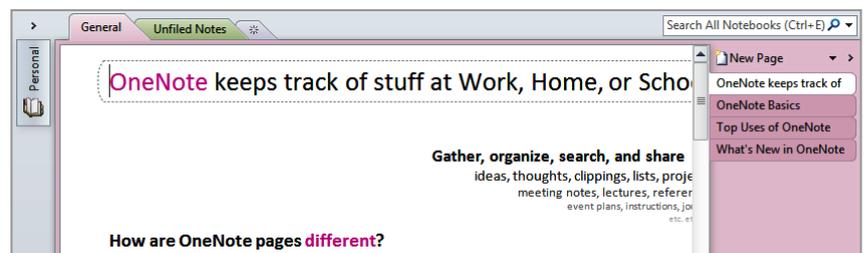
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For Your Reference...

To **close a notebook**:

1. Right-click on the notebook's name in the navigation bar
2. Select **Close This Notebook**

To **exit OneNote**:

1. Click on the **File** tab, then click on **Exit**

Handy to Know...

- You can also close a notebook from the **Backstage** view. To do this, click on the **File** tab to display the **Notebook Information** settings. Click on **[Settings]** beside the notebook that you wish to close, and click on **Close**.

CHAPTER 2

WORKING WITH SECTIONS AND PAGES

InFocus

WPL_ON102

Before you start madly inserting notes into a notebook, there are a few basics regarding sections and pages that you should become familiar with. In this chapter, you'll discover how to create, move, copy and delete sections and pages, and more.

In this session you will:

- ✓ learn how to create sections
- ✓ learn how to create section groups
- ✓ learn how to create new pages
- ✓ learn how to create subpages
- ✓ learn how to rename sections and pages
- ✓ learn how to select pages and work with page groups
- ✓ learn how to move sections and pages
- ✓ learn how to copy sections and pages
- ✓ learn how to insert space in the middle of a page
- ✓ learn how to delete sections and pages
- ✓ learn how to delete unwanted notebooks.

CREATING SECTIONS

You can create sections in a notebook to help organise the notes into major topics within the notebook. The sections display in coloured tabs (you can change these colours if you wish)

across the top of the main window. The sections may also appear in the navigation bar if the navigation bar is expanded.

Try This Yourself:

Open File

Before starting this exercise open the notebook called *ON102 Sections And Pages...*

- 1 Click on the **Create a New Section** tab  which is located to the right of the last section tab

A new section tab will be created to the right of the first section tab, ready to be named...

- 2 Type **Catering** and press to name this section

You can now name the default page in this section...

- 3 Type **Conference Catering** and press

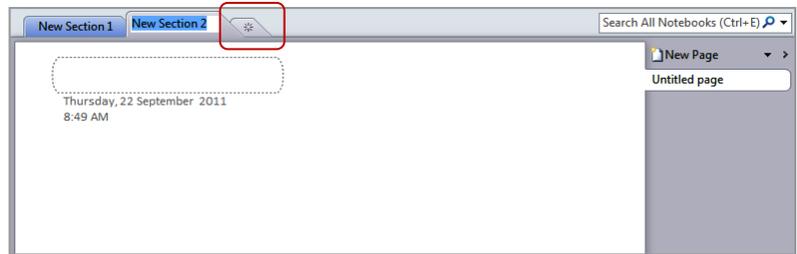
Let's try a different method to create another section...

- 4 Right-click in the grey bar to the right of the section tabs, as shown, to display a menu

- 5 Click on **New Section**, then name it as **AV Equipment**

Don't worry about naming the default page at this stage...

- 6 Using either of the above methods, create three more sections called **Venue**, **Schedule** and **Budget**



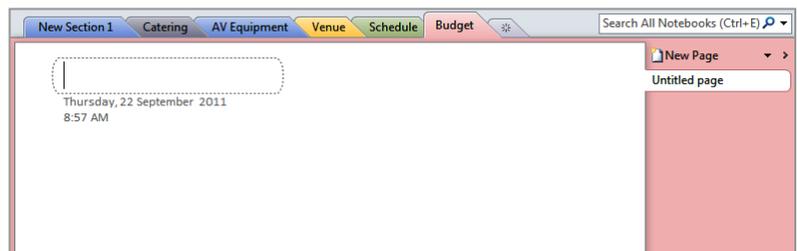
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6

To change the colour of a section tab to one of 16 colours or to remove the colour from a tab, right-click on the section tab and select **Section Colour > desired colour / None**.

For Your Reference...

To **create a new section**:

1. Click on the **Create a New Section** tab  or
Right-click in the grey bar to the right of the section tabs and click on **New Section**
2. Type the section name and press

Handy to Know...

- Sometimes, not all sections tabs can display above the main window (e.g., a notebook may have a lot of sections). In this case, the **Show the rest of the sections** tab  will appear to the right of the last visible tab. Clicking on this tab will list the hidden sections from which you can select a section.