

CHAPTER 1

InFocus

GETTING TO KNOW ONENOTE 2016

Microsoft OneNote 2016 is a digital notebook that provides a single place to capture, organise, find and use information. For instance, OneNote makes researching a home renovation, sharing the minutes of a meeting, or planning a major corporate event a breeze. You simply create a notebook 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 set **OneNote 2016** (desktop) as the default app
- ✓ learn how to start **Microsoft OneNote 2016**
- ✓ learn how to sign in to **OneNote**
- ✓ gain an understanding of the components on a **OneNote** screen
- ✓ gain an understanding of **Backstage** view
- ✓ learn how to open a notebook
- ✓ learn how to show and collapse the ribbon
- ✓ learn how to use the ribbon
- ✓ learn how to navigate with the **Notebooks Pane**
- ✓ learn how to work with the **Notebooks** pane
- ✓ gain an understanding of the views available in **OneNote**
- ✓ learn how to change the view
- ✓ learn how to close a notebook
- ✓ learn how to exit **OneNote**.

WHAT IS ONENOTE?

Microsoft OneNote is an Office program that allows you to gather information and take notes, and organise this information in one place so that you can find and use it easily. For instance, you

could use OneNote to plan a work conference or research a home renovation project. OneNote also lets you share notebooks with other users so that you can work collaboratively.

At first glance, it's easy to underestimate all that OneNote has to offer. Compared to the other programs in the Microsoft Office suite (such as Word, Excel and PowerPoint), OneNote has a very simple interface and appears to have only a small collection of commands. It is, in fact, 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 on these pages that 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 number of sections. As time goes on and your ideas develop and your notebook grows, 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.
 - Content can be sent from other applications, such as an Excel spreadsheet or a series of PowerPoint slides, to a notebook by printing the content to the OneNote 2016 printer driver from the other application. You can then annotate these images as required.
 - 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. 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. 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 OneDrive using a Microsoft Account.
- Prior to sharing a notebook, you can apply passwords to specific sections so that you can keep 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 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.

SETTING ONENOTE 2016 AS THE DEFAULT APP

In Windows 10, there is a default app called OneNote that has limited features and functionality compared to Microsoft OneNote 2016. You may find that when you open

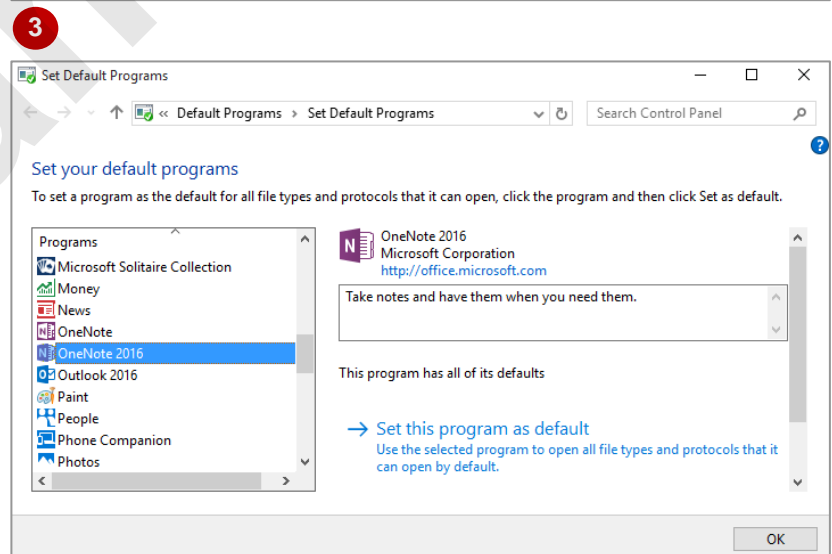
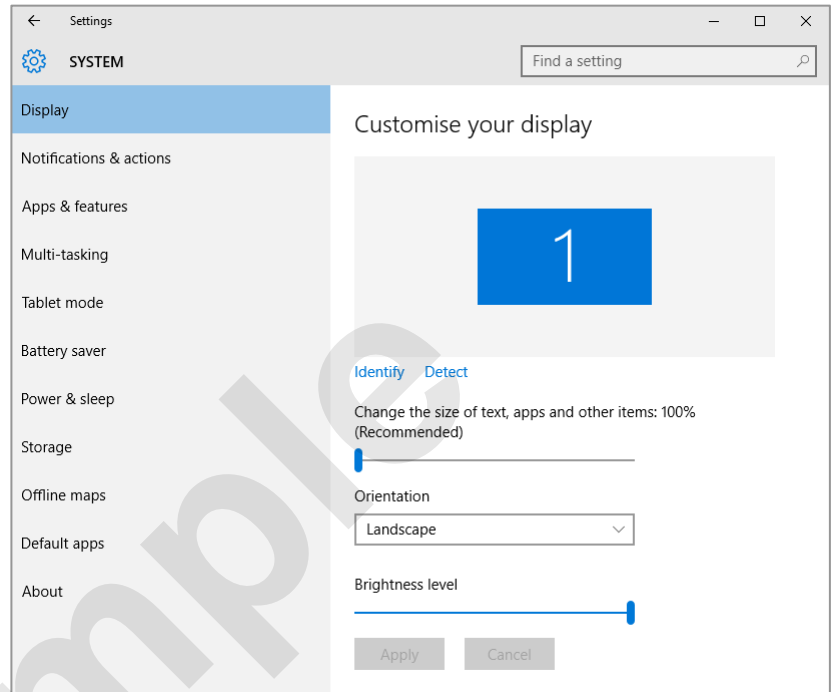
OneNote, the app, rather than the program opens. Fortunately, you can make OneNote 2016 the default app so that when you open OneNote it is this program and not the app that opens.

Try This Yourself:

Open
File

Before starting this exercise, you **MUST** ensure the Windows 10 desktop is displayed...

- 1 Click on the **Start** button to display the **Start** menu
- 2 Click on **Settings** to display the **Settings** window
- 3 Click on **System** to display the system options
- 4 Click on **Default apps** in the left pane
- 5 Scroll down if necessary, then click on **Set defaults by app** to display the **Set Default Programs** dialog box
- 6 Scroll down the list of programs and select **OneNote 2016** (ensure that you do not select the **OneNote** option)
- 7 Click on **[OK]**
- 8 Close both windows



For Your Reference...

To **set OneNote 2016** as the **default app**:

1. Click on the desktop **Start** button
2. Click on **Settings > System > Default apps**
3. Click on **Set defaults by app**, then select the required app and click on **[OK]**

Handy to Know...

- The Windows 10 OneNote app has many useful features and an interface that is designed for use on a touch screen. The app you prefer to use will depend on what you want to use OneNote for.

STARTING ONENOTE IN WINDOWS 10

To create a new drawing or notebook or edit an existing one, the first thing you must do is start OneNote. The first time you use OneNote you will need to open it from the taskbar **Ask me**

anything bar or the **Most used** list in the **Start** menu. You can then choose to pin OneNote to the **Start** menu or the taskbar so that you can access it more quickly and easily the next time you use it.

Try This Yourself:

Before you begin, ensure that your computer is switched on and the desktop is displayed...

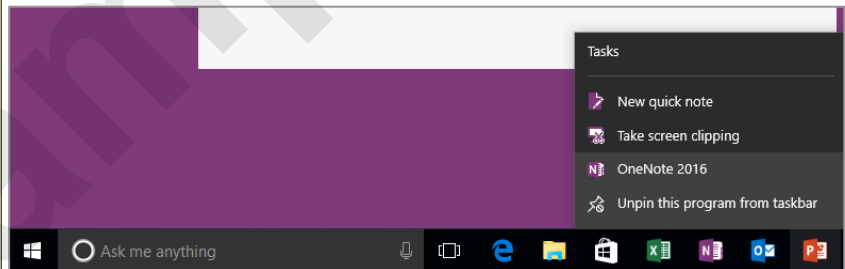
- 1 If there is no **OneNote** icon in the taskbar at the bottom of the desktop, click on the **Windows** icon in the taskbar, as shown, to display the **Start** menu
- 2 Under **Most used** scroll down to the **O** section
OneNote 2016 is listed here...
- 3 Click on **OneNote 2016** to start OneNote
- 4 Right-click on the OneNote icon in the taskbar to display a menu of options, as shown, then select **Pin this program to taskbar**

You can now click on this icon to open OneNote from the desktop. This icon will remain in the taskbar unless you remove it...

- 5 In the OneNote window, click on **Close**



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For Your Reference...

To **add** a **OneNote icon** to the **desktop taskbar**:

1. Display the **Start** menu, then scroll down to the **O** section
2. Right-click on **OneNote 2016**
3. Select **Pin to taskbar**

Handy to Know...

- You can start OneNote by clicking in the taskbar **Ask me anything** bar, typing **OneNote**, then clicking on OneNote in the list of search results.
- You can pin OneNote to the **Start** menu by displaying the **All apps** list, right-clicking on **OneNote 2016** and selecting **Pin to Start**.

SIGNING IN TO ONENOTE 2016

Before you are able to create or open notebooks using OneNote, you must sign in with a relevant account. You can sign in to OneNote 2016 with an Outlook, OneDrive, Xbox Live, MSN,

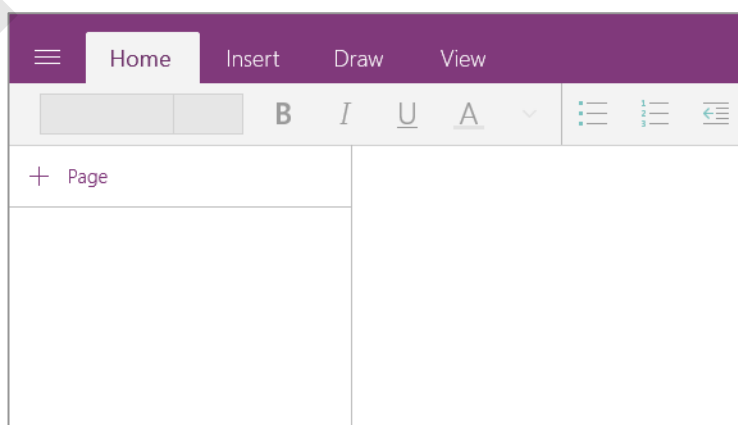
Messenger or Office 365 account. In this manual we will be using an Office 365 account to sign in to OneNote.

Try This Yourself:

Before starting this exercise ensure the desktop is displayed...

- 1 Click on the **Start** button, then under **Most used** scroll down to **O**
- 2 Click on **OneNote 2016** to open OneNote
- 3 Click on the next arrow until you reach the **Pick an account to sign in with** screen
- 4 Click on **Work or school account** if you have a 365 account, otherwise click on **Personal Microsoft account**
We will be using a 365 account in this manual...
- 5 In the **Sign in** window type the relevant email address, then click on **[Next]**
A message may display that it's looking for an account
- 6 In the **Let's get you signed in** window, enter your password, then click on **[Sign in]**
- 7 In the **Add this account to Windows** click on **[Yes]** or **skip for now**
A message appears informing you the device is being registered...
- 8 In the **You're all set!** Window click on **[Done]**, then click on **[Start using OneNote]**

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For Your Reference...

To **sign in** to **OneNote**:

1. Open OneNote from the **All Apps** list
2. Navigate to the **Sign in** window
3. Enter your email and password
4. Follow the prompts

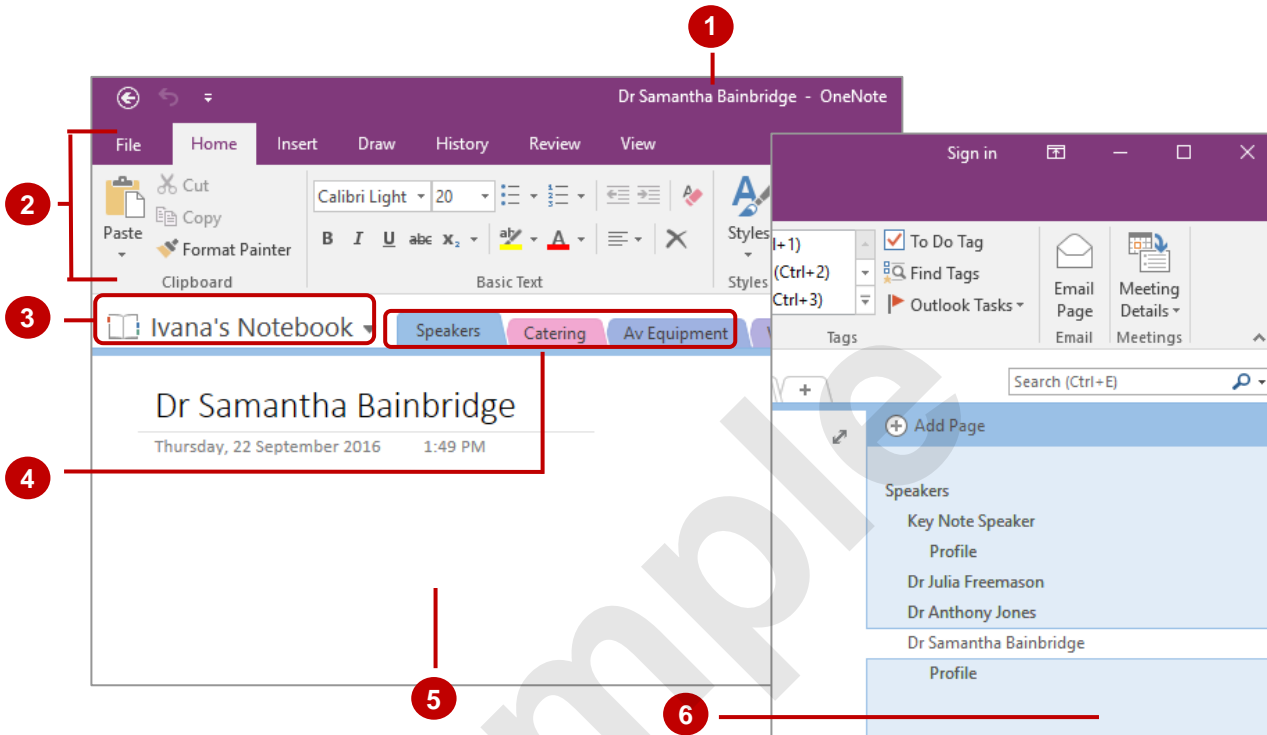
Handy to Know...

- When you sign in with an Outlook or Office 365 account, it automatically syncs all your OneDrive files with OneNote.

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 enables you add notes.



- 1 The **title bar** displays the name of the page that is currently open in the editing pane (**Dr Samantha Bainbridge** in the sample above). 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** and **Dock to Desktop view**, but can be customised like other Office applications by clicking on **Customise Quick Access Toolbar**.
- 2 The **ribbon** is the band of tabs that appears under the title bar. The tabs categorise commands into groups. By default, the ribbon is minimised when not in use, displaying only the tabs, but by clicking on a tab, you expand the ribbon to display the commands. If you prefer to see the ribbon while you work, you can **pin it** to the screen.
The **File** tab on the ribbon accesses the **Backstage view**, which contains file and notebook management functions such as saving, sharing, opening, printing and so on.
- 3 The **Notebooks pane** is accessed by clicking on **Click to view other notebooks** and lists all open notebooks, enabling you to switch between them. You can also use the **Notebooks** pane to open another notebook, create a new notebook or navigate to **Quick Notes** where you can quickly jot down random ideas and thoughts in a searchable area. The pin icon at the top of the pane allows you to dock it on the left side of the window for easier access.
- 4 **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, simply click on its tab. The tab that is currently selected (the **Speakers** tab above) appears slightly larger and in front of the other tabs. In the sample above there is also a **section group** tab (**Venue**) to the right of the section tabs. Section groups contain one or more sections and assist in the organisation of complex notes. They are differentiated by the stacked tab icon to the left of the tab name.
- 5 The **editing pane** displays the currently active page, which in our case is the **Samantha Bainbridge** page in the **Speakers** section of the **Ivana's Notebook** notebook.
- 6 The **pages pane** lists each page in the currently selected section. The pages are indented to show whether they are pages or sub-pages (of which there can be up to two levels) and the currently selected page is white. To display a different page in the editing pane, click on it in the pages pane.
You can use this pane to create new pages and sub-pages, delete and re-order pages, and more.

UNDERSTANDING BACKSTAGE VIEW

The ribbon lets you work on the content in a notebook – you can add more content, format it, insert pictures into it, copy it, and much more. **Backstage view**, which is accessed using the

File tab, lets you do something with the content you create. You can save it for later use, print it on paper, send it via email, and more by using the options found in **Backstage view**.

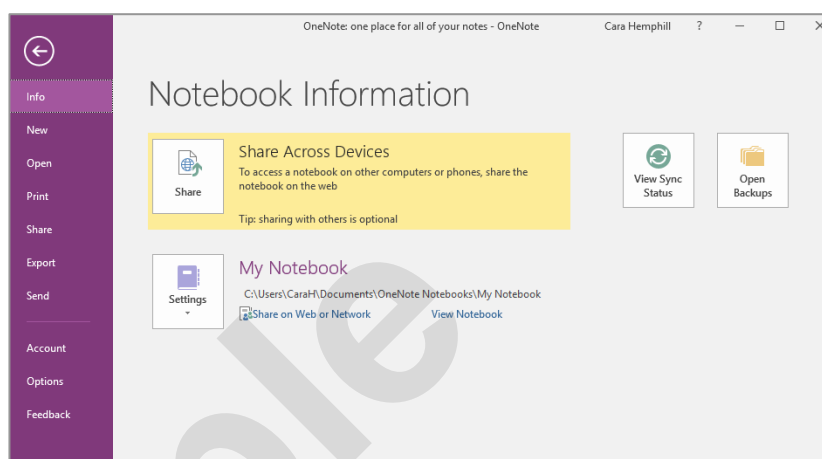
Backstage View

The **File** tab on the ribbon is not a normal tab. Clicking on the **File** tab launches a mini-program within OneNote known as **Backstage view**. **Backstage**, as it's known for short, occupies the entire window.

At the left of **Backstage** is a navigation pane, which displays a list of options. These options provide you with access to various operations such as printing, saving and sharing. They can also provide you with information about your notebook such as file location.

Clicking on a **Backstage** option will display the associated settings.

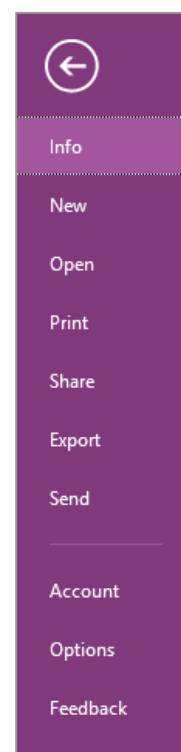
The whole underlying purpose of the **Backstage** is to enable you to protect your data, share it with others, and provide you with valuable information about your notebook.



Backstage Options

Backstage provides the following options for working with a notebook:

Info	Provides status information about the current notebook and lets you manage versions, permissions and backups
New	Allows you to create a new notebook
Open	Provides a list of recent notebooks as well as the option to search through your Computer or OneDrive to locate other notebooks
Print	Allows you to preview and print the current notebook
Share	Allows you to share your notebook with other people via OneDrive or SharePoint
Export	Allows you to save copies of your notebook in alternative formats, such as PDF, Microsoft Word or XPS. You can export an entire notebook or just a particular section or page.
Send	Enables you to send a notebook (e.g. by email) to another location (e.g. to a blog) or person. You can send the notebook as is, or as an alternative file type (e.g. Microsoft Word or PDF)
Account	Displays product and user information, enables you to connect to other Microsoft services and to customise Microsoft Office display settings.
Options	Presents you with a range of options which determine the default settings used in the creation and editing of notebooks



OPENING A NOTEBOOK

Opening an existing notebook is very easy in OneNote. By clicking on **Open** in **Backstage** view to display the options, you then simply locate and select the required notebook. In

Backstage, your recently opened notebooks will be listed under **Recent Notebook**, making it easy to access those notebooks that you use frequently.

Try This Yourself:

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

- 1 Click on the **File** tab in the ribbon to open the **Backstage**

Backstage is where you create and manage notebooks...

- 2 Click on **Open** to display the **Open Notebook** area

Notebooks that you have recently opened are listed under Recent Notebook. You can click on a notebook in this list to open it...

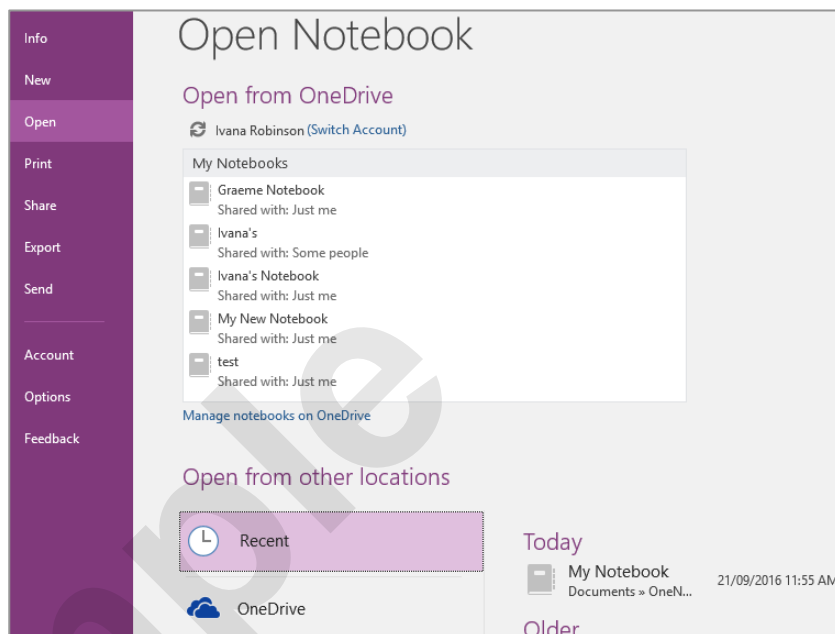
- 3 Click on **This PC** under **Open from other locations**, then click on **Browse** to display the **Open Notebook** dialog box

- 4 Navigate to the **Course Files for Microsoft OneNote 2016** folder

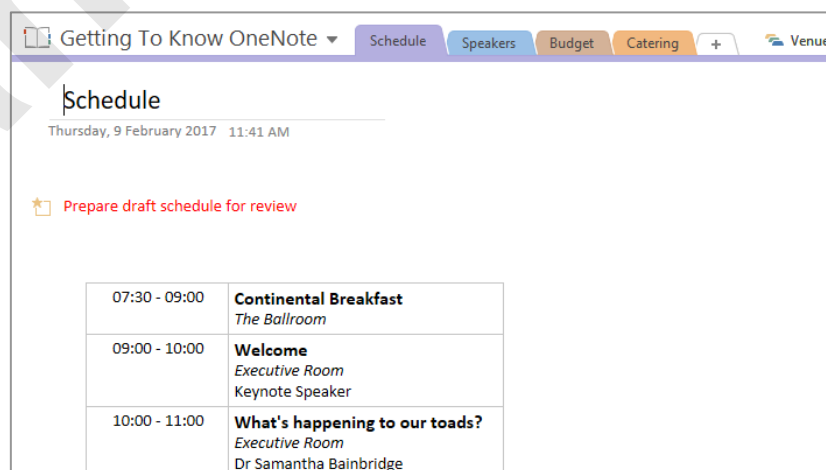
Each notebook is stored in its own folder...

- 5 Double-click on the folder **Getting To Know OneNote**, then click on **[Open]** to open the first page in this notebook

The first page is the Schedule page in the Schedule section



2



5

For Your Reference...

To **open a notebook**:

1. Click on the **File** tab, then click on **Open**
2. Click on **Computer**, then click on **[Browse]** and locate 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**. You can open directly to a particular section within a notebook by double-clicking on the section's filename in File Explorer.

SHOWING AND COLLAPSING THE RIBBON

The ribbon occupies a reasonable amount of screen space. To maximise your working space, you can minimise the ribbon in a number of ways. You can minimise to display only the tabs,

minimise as a once-off operation or have the ribbon constantly minimised and display full commands only briefly when you click on a tab. These options are available in **Ribbon Display Options**.

Try This Yourself:

Continue using the previous file with this exercise...

- 1 Click on **Ribbon Display Options** in the top right corner of the window to display a menu of options

Notice that Show Tabs is currently selected. Let's hide the ribbon...

- 2 Select **Auto-hide Ribbon**

The ribbon, Quick Access toolbar and title bar will disappear...

- 3 Point to the top of the screen to display a purple bar, as shown, then click on the bar to show the ribbon temporarily

- 4 Click anywhere in the document to hide the ribbon (tabs and all)

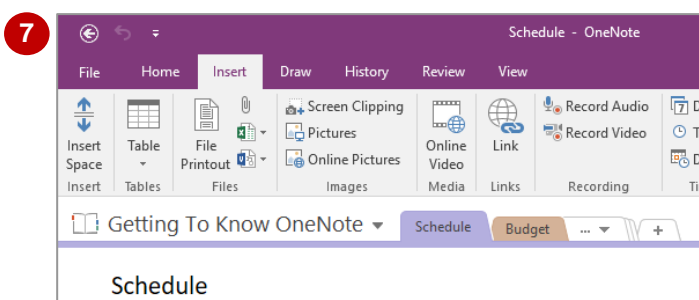
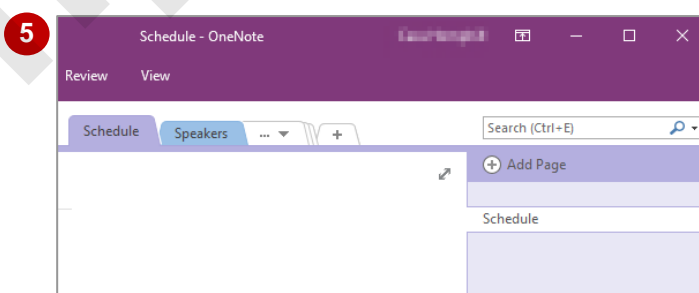
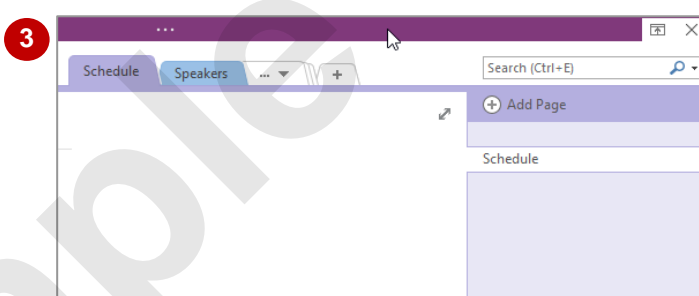
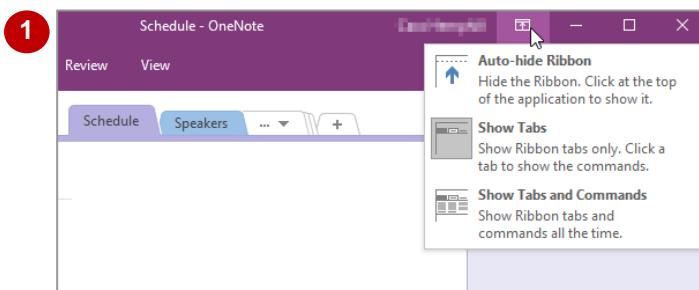
Let's redisplay the tabs...

- 5 Click on **Ribbon Display Options** and select **Show Tabs**

- 6 Click on the **Insert** tab to show the ribbon temporarily, then click elsewhere to hide it again

This view is a good compromise, providing more screen space and requiring only one click to display the ribbon rather than two clicks as with Auto-hide Ribbon mode...

- 7 Click on **Ribbon Display Options** and select **Show Tabs and Commands** to display the full ribbon



For Your Reference...

To **hide** and **show** the **ribbon**:

1. Click on **Ribbon Display Options**
2. Select the desired mode

Handy to Know...

- If you wish to quickly collapse the ribbon and display only the tab names, double-click on a tab name, or click on **Collapse the Ribbon** located in the bottom right corner of the ribbon (you can also press **Ctrl + F1**). Double-click on a tab again to quickly expand the ribbon.

USING THE RIBBON

The ribbon is the command centre for OneNote. It provides a series of **commands** organised into **groups** that are placed on relevant **tabs**. Tabs are activated by clicking on their name to display

the command groups. Commands are activated by clicking on a button, tool or gallery option. Everything you could possibly want to do in OneNote will be on this ribbon.

Try This Yourself:

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

- 1 Click on the **Home** tab and examine the command groups (e.g. **Clipboard**, **Styles**, **Tags**)

The Home tab contains the most commonly used commands...

- 2 Click on the **Draw** tab, then click on **More** in the **Tools** group to display the **Pens** gallery

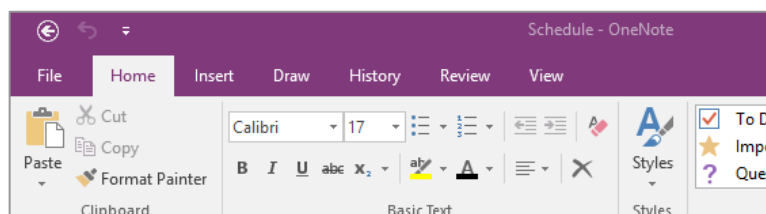
This gallery includes a range of pens as well as a menu of options for creating your own handwriting tools...

- 3 Click on the **Insert** tab
The commands on this tab are used to create tables, links, space for writing and more. Some commands open dialog boxes...

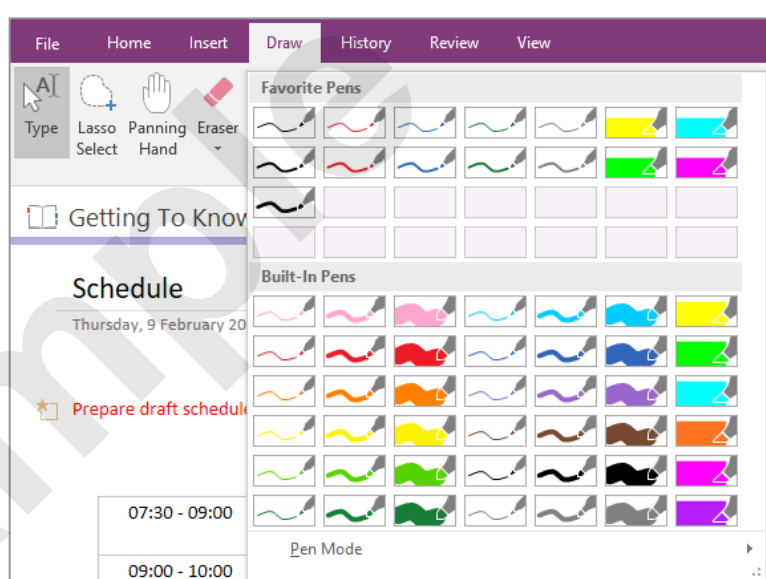
- 4 Click on **File Attachment** in the **Files** group to display the **Choose a file or set of files to insert** dialog box

- 5 Click on **[Cancel]** to close the dialog box

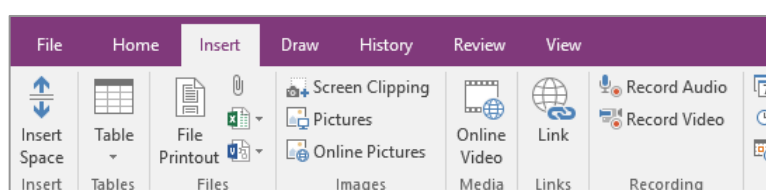
- 6 Click on the other tabs to examine the commands



- 1 This collection of tools forms the Basic Text group



- 2



- 3

For Your Reference...

To **use** the **ribbon**:

1. Click on a **tab** to display the **commands**
2. Click on a **tool** or **button** to activate a **command**, display a **gallery** or display a **dialog box**

Handy to Know...

- Additional tabs, known as **contextual tabs**, appear in specific circumstances. For instance, if you create a table, the **Table Tools: Layout** tab will appear. This provides quick access to all of the tools you may need, to modify and work with the table.

NAVIGATING WITH THE NOTEBOOKS PANE

It is possible to open multiple notebooks in OneNote, however you can only work on one notebook at a specific time. The name of the active notebook is displayed at the left of the

section tabs and all other open notebooks will be displayed in the **Notebooks** pane. By displaying the **Notebooks** pane you can select a notebook in the list to make it active.

Try This Yourself:

Before starting this exercise ensure you open the notebooks Getting To Know OneNote and then open Sections And Pages...

- 1 To the left of the section tabs, point to **Click to view other notebooks** as shown, to display the tooltip

The file path for the active notebook is displayed. A shared notebook will also display an icon to indicate if it has been synced with any other notebooks...

- 2 Click on **Click to view other notebooks** to display the **Notebooks** pane

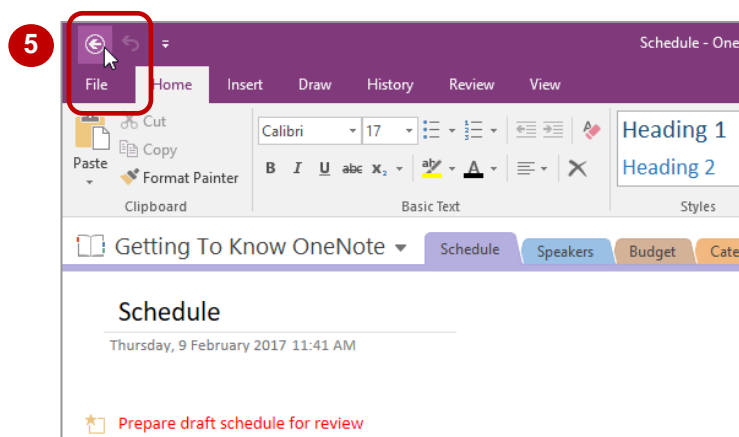
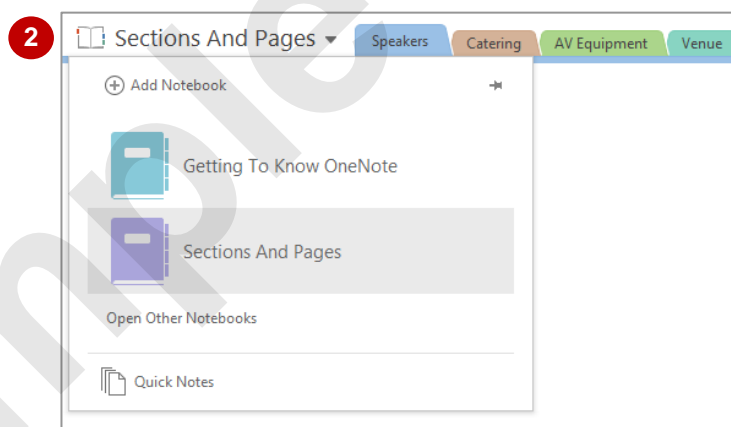
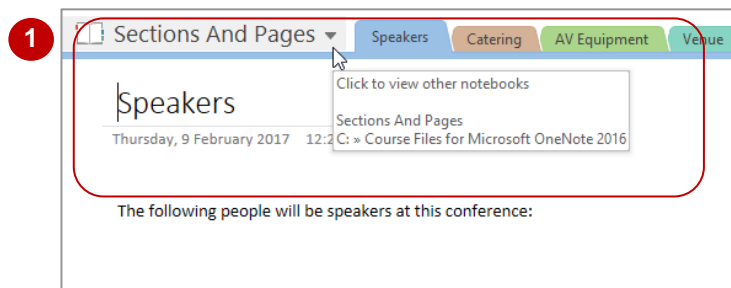
All open notebooks are listed...

- 3 Click on **Getting To Know OneNote** to make it the active notebook

- 4 Click on **Click to view other notebooks** and select **Open Other Notebooks** to display the **Open** options in **Backstage**

This enables you to open an additional notebook. Let's navigate back to our original notebook...

- 5 Click on the **Back** arrow at the top of the purple panel, then click on **Back** in the **QAT**, as shown, to return to the **Getting to Know OneNote** notebook



For Your Reference...

To **display a notebook** using the **Notebooks** pane:

1. Click on **Click to view other notebooks**
2. Click on a notebook in the **Notebooks** pane

Handy to Know...

- When you open a notebook using the **Notebooks** pane, it will open to the last active page in that notebook.
- Clicking on **Back** in the **QAT** moves back to the last active page, whether it is in the current notebook or another one.