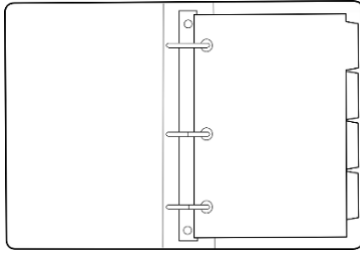


Microsoft OneNote Basics

What is OneNote?



An electronic version of a 3-ring binder.

First introduced with Office 2003.

Latest client version is 2016.

OneNote for Windows 10 comes preinstalled with Windows 10.

Download OneNote for free at: <https://www.onenote.com/download>

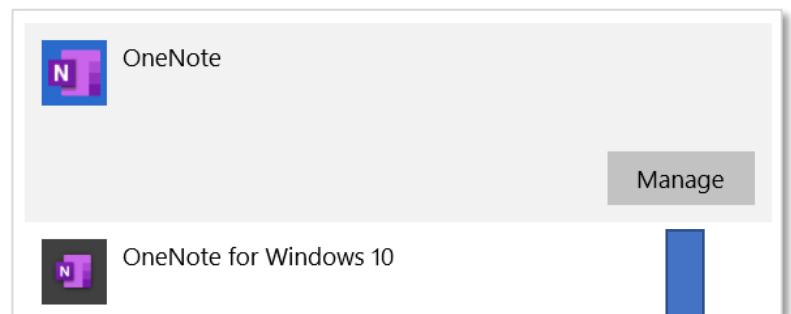
There are Two OneNote Apps: Client and Browser



To launch OneNote from your computer, tap the Windows key and type "OneNote" in the search box.

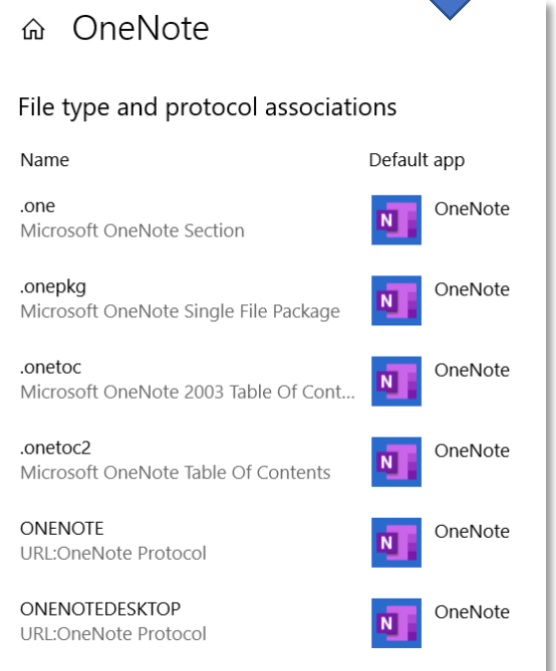
- Choose **OneNote** app to launch the OneNote 2016 client.
- Choose **OneNote for Windows 10** the browser-based version of OneNote.

Both have slightly different layouts so it's really a matter of preference which one you choose to use. Microsoft also makes the **OneNote Class Notebook**, a browser-based version which can be used with Blackboard. You can install an add-in program to the OneNote 2016 client to include Class Notebook capabilities. You can also download a mobile version.

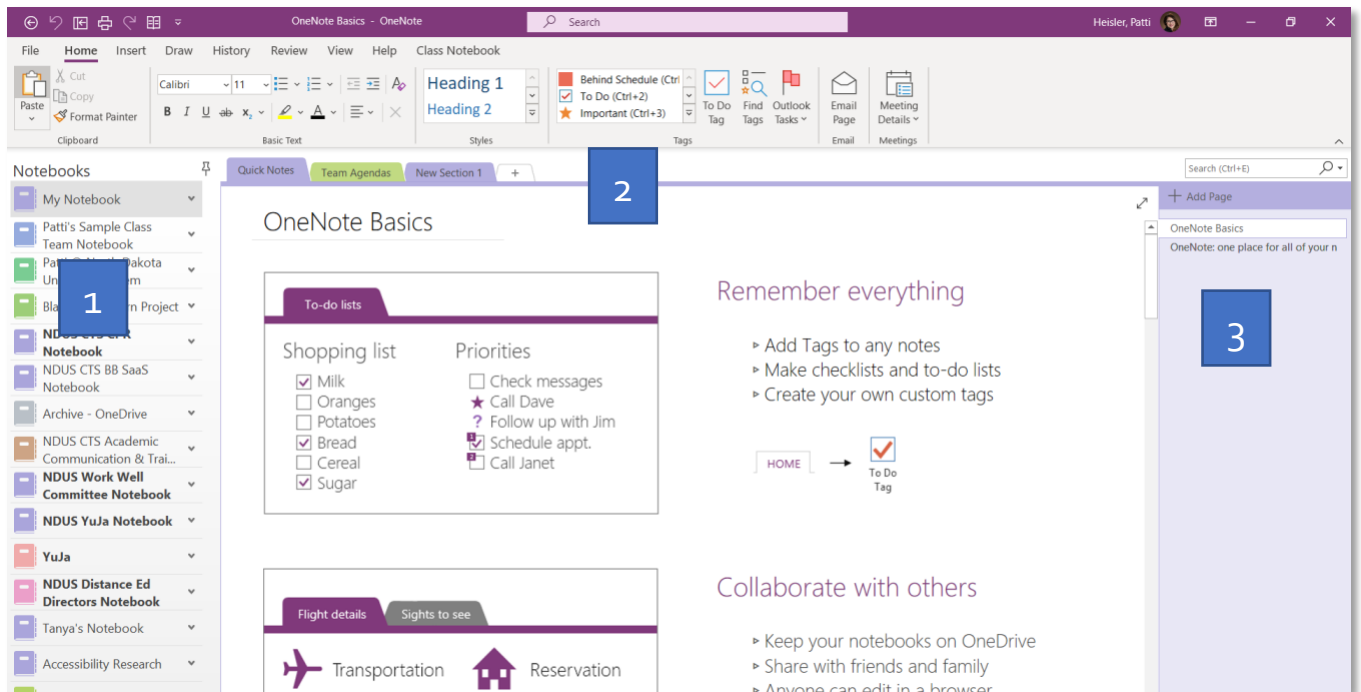


Change the Default App for File Types

1. Tap the windows key and type "Apps"
2. Select Apps & Features
3. Choose Default Apps
4. Click Set Defaults by App
5. Look for OneNote. You should see two apps listed. If you click the top app (client) a manage button will appear.
6. The Manage button tells you which application will launch depending on file type clicked:



Navigate the OneNote 2016 Environment

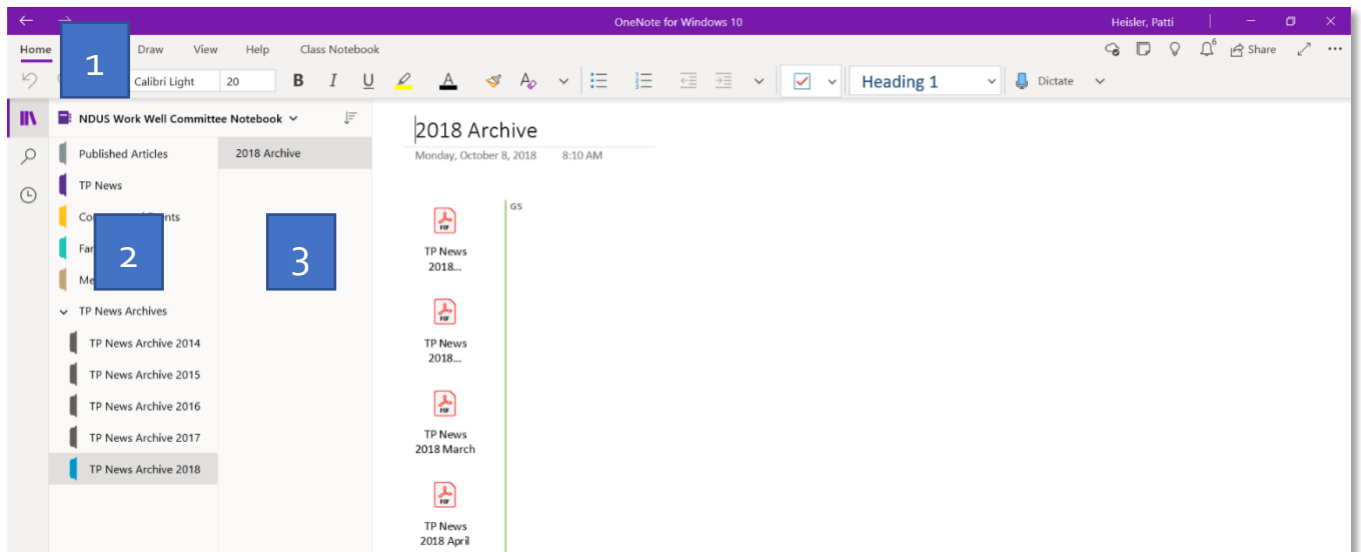


3 Key Areas to Know

1. Left panel lists all your notebooks
2. Tabs across the top: sections (divider tabs) within the selected notebook
3. Right panel: pages within the selected section

When you first start using OneNote, a default notebook with tips and tricks is provided for you.

Navigate the OneNote for Windows 10 App



Create a New Notebook







OneNote notebooks can be stored on your computer, OneDrive, a Teams site, or an Office 365 Group site. To create a class notebook, you create the notebook in the Learning Management system such as Blackboard. A class notebook is stored in OneDrive by default because it is automatically shared with students.

1. In OneNote, choose File, New
2. Select one of the following locations for your notebook (see right)
3. Give your notebook a name

Notebooks stored on a hard drive or network drive appear as a folder. For example:

My Notebook

Inside the folder you'll see files that represent each section of the notebook. A recycle bin icon may also appear. You can double-click any section to open the notebook:

-  Computer Science.one
-  Data Science.one
-  Introduction.one
-  IT Infrastructure.one
-  Open Notebook.onetoc2
-  Productivity.one

In OneDrive, Teams, and O365 Groups the link is stored on the web and it will also appear in a folder as a shortcut. Double-click the shortcut to open the notebook:

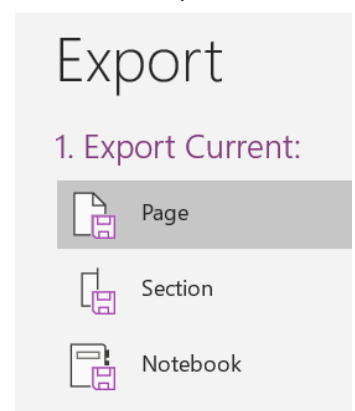
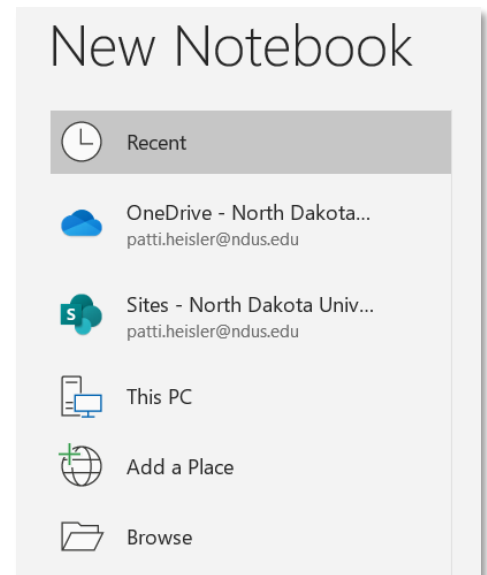
Principles of Marketing

Opening Notebooks - If you're using the OneNote 2016 client, you can simply open that and all your notebooks will be open and ready for you. Notebooks you no longer use can be closed using the File, Close command.

Saving Your Work - OneNote does not have a File, Save or Save as option. Your work is automatically saved.

Export - You can export pages, sections or even your entire notebook as a PDF file by choosing File, Export.

Bold – Notebooks, sections, and pages with bold lettering indicate those pages have not read. The letters will become unbolded after clicking on it or you can right click to mark as read.



Common Uses of OneNote

Shared notebooks can be more effective in organizing meetings:

The screenshot shows a OneNote page titled "Agenda 9/15/20" with a sub-header "Wednesday, August 12, 2020 9:18 PM". The page content includes meeting details and a table of notes. Two blue callout boxes highlight specific features: one points to the meeting information and another points to the participants list.

Meeting Subject: AST team meeting - 9/15/2020
Meeting Date: 9/15/2020 8:30 AM
Location: Microsoft Teams Meeting
Link to Outlook Item: [click here](#)
Invitation Message (Expand)
Participants (Collapse)

- Wald, Randy (Meeting Organizer)
- Heisler, Patti (Accepted in Outlook)
- Thompson, Cheryl (Accepted in Outlook)

Notes

| Who | What | Action/Follow Up |
|--------|--|--|
| Cheryl | Update on Labster Panel Other get together: <ul style="list-style-type: none">Assessments/ProctoringYuja Advanced - follow up from Randy's request last week on Training allowed | Will be held Oct 7 - have 2 faculty lined up. Best Practices sheet - suggested by Patti Cheryl - possible Tips & Tricks sharing session, 30 min. |
| All | Tara Thompson - Blackboard -- Email on checking in I hope all is well with you and yours. It's been a while since we last checked in on your licensed materials use so I thought I'd reach out to see how things were coming along. Any new or exciting projects in the works? How are the materials working out for you? Anything we can help with? | Patti: Responds to Tara if we have a request They are just checking in. |

You can send email messages to OneNote to stay better organized:

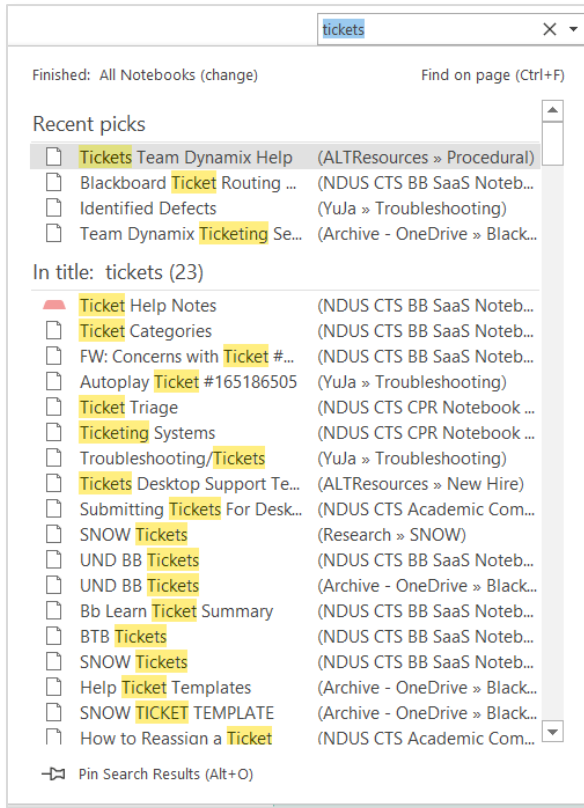
The screenshot shows a OneNote page titled "Blackboard Update" with a sub-header "Tuesday, November 22, 2016 4:14 PM". The page content includes an email message with a subject line "Blackboard Update" and an attachment named "Blackboard Implement...". A blue callout box highlights the attachment.

Subject: Blackboard Update
From: [Redacted]
To: [Redacted]
Cc: [Redacted]
Sent: Friday, August 19, 2016 [Redacted]
Attachments: Blackboard Implement...

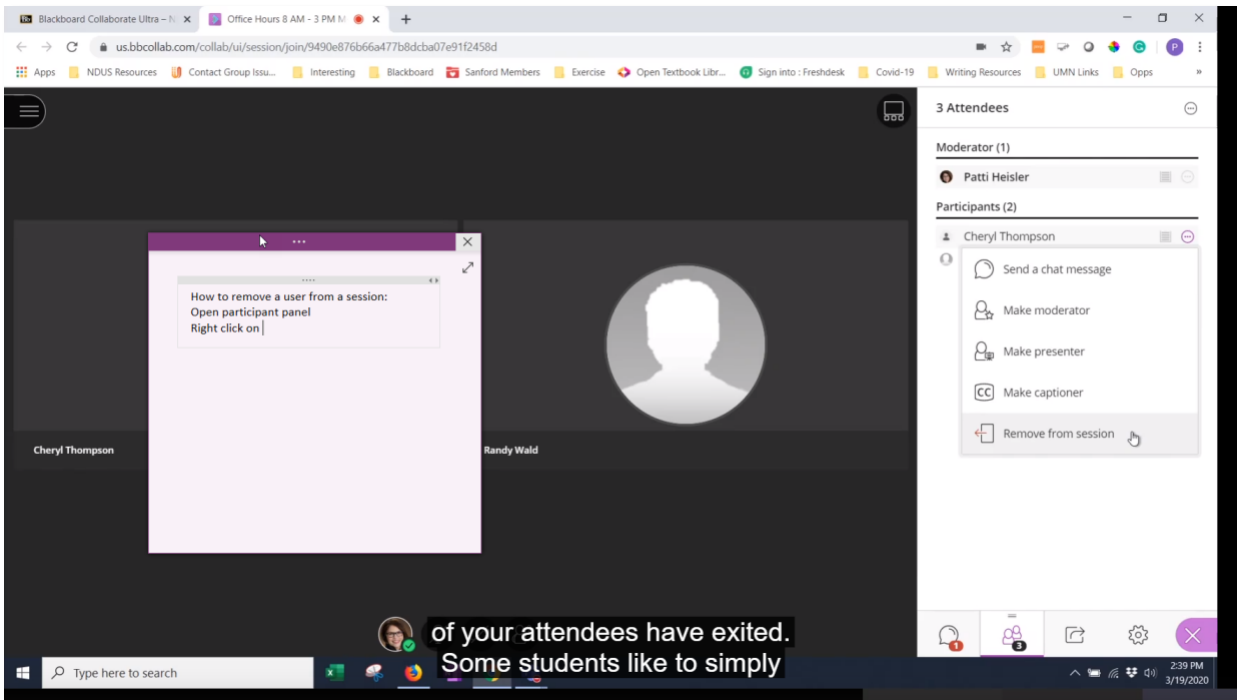
Colleagues:

It has been a few weeks since I last updated this group on our progress with Blackboard. Attached is the documentation of what we have learned over the past weeks and our recommendations for moving forward. If you have questions or comments, please let me know.

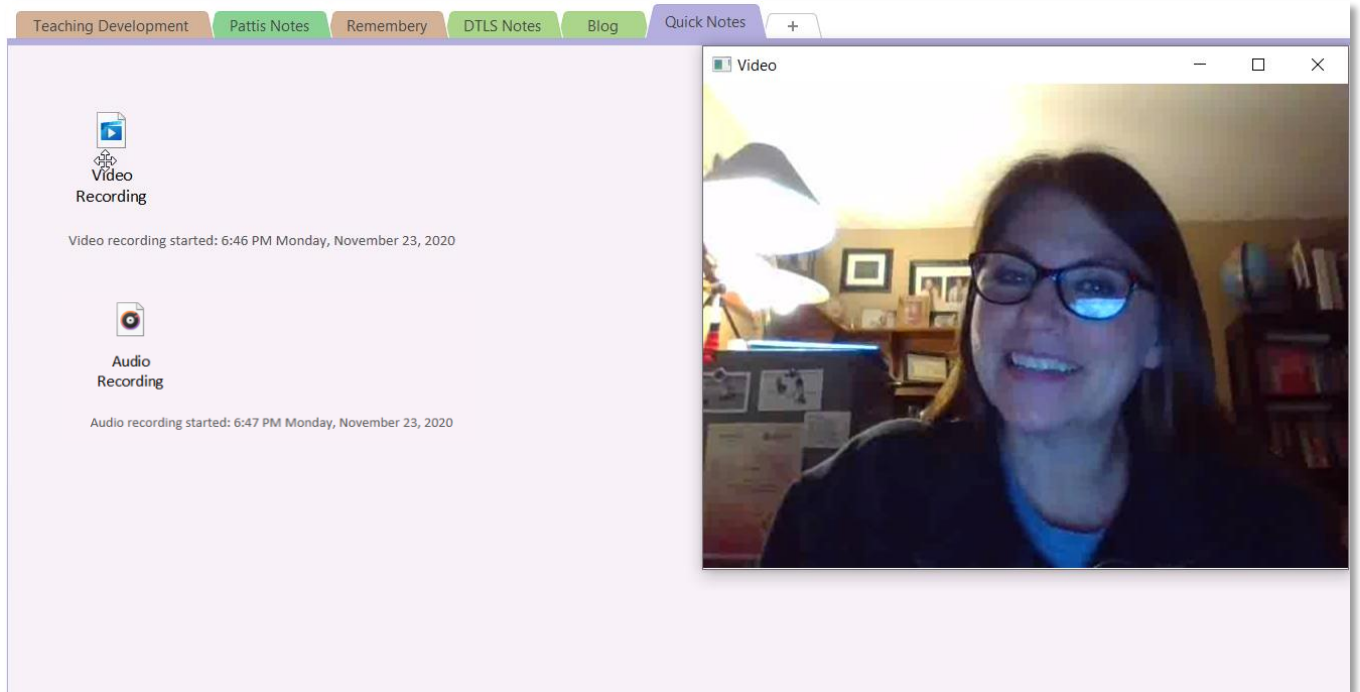
Find information faster across all your notebooks:



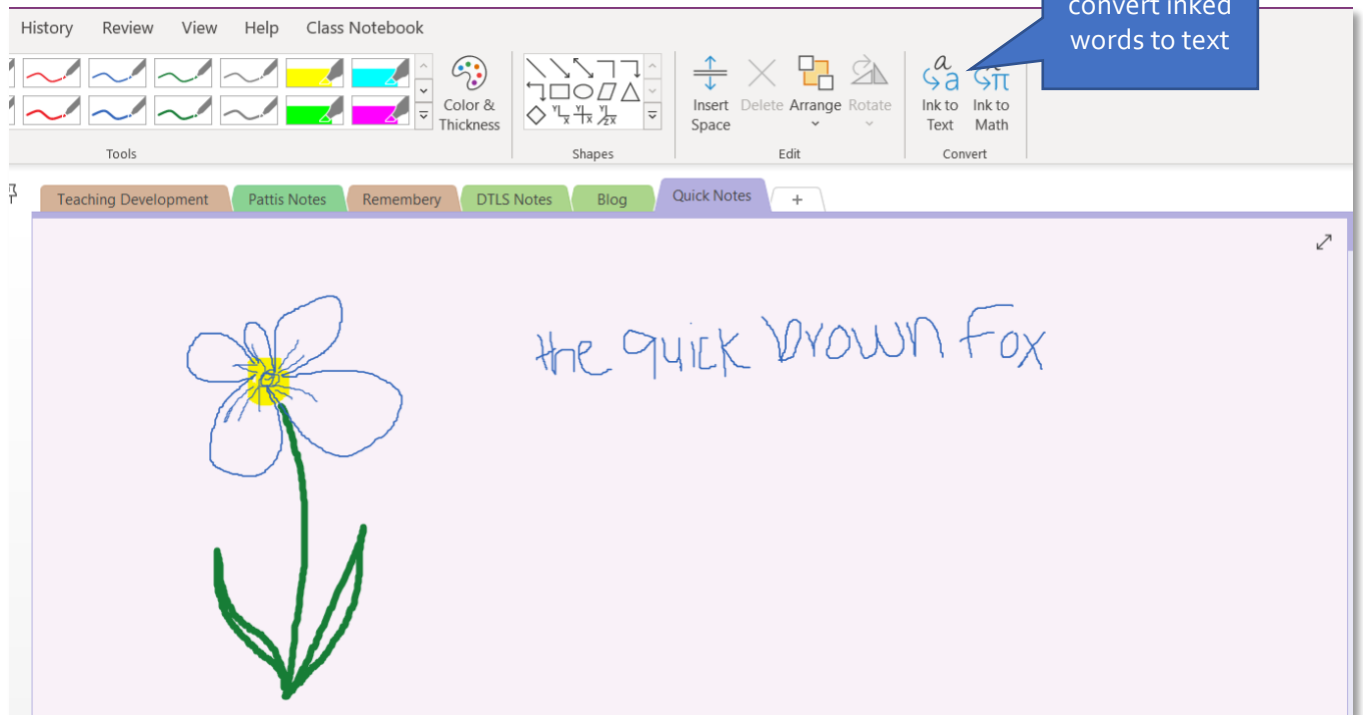
Use the Quick Notes feature (Sticky note) to take notes while attending a webinar:



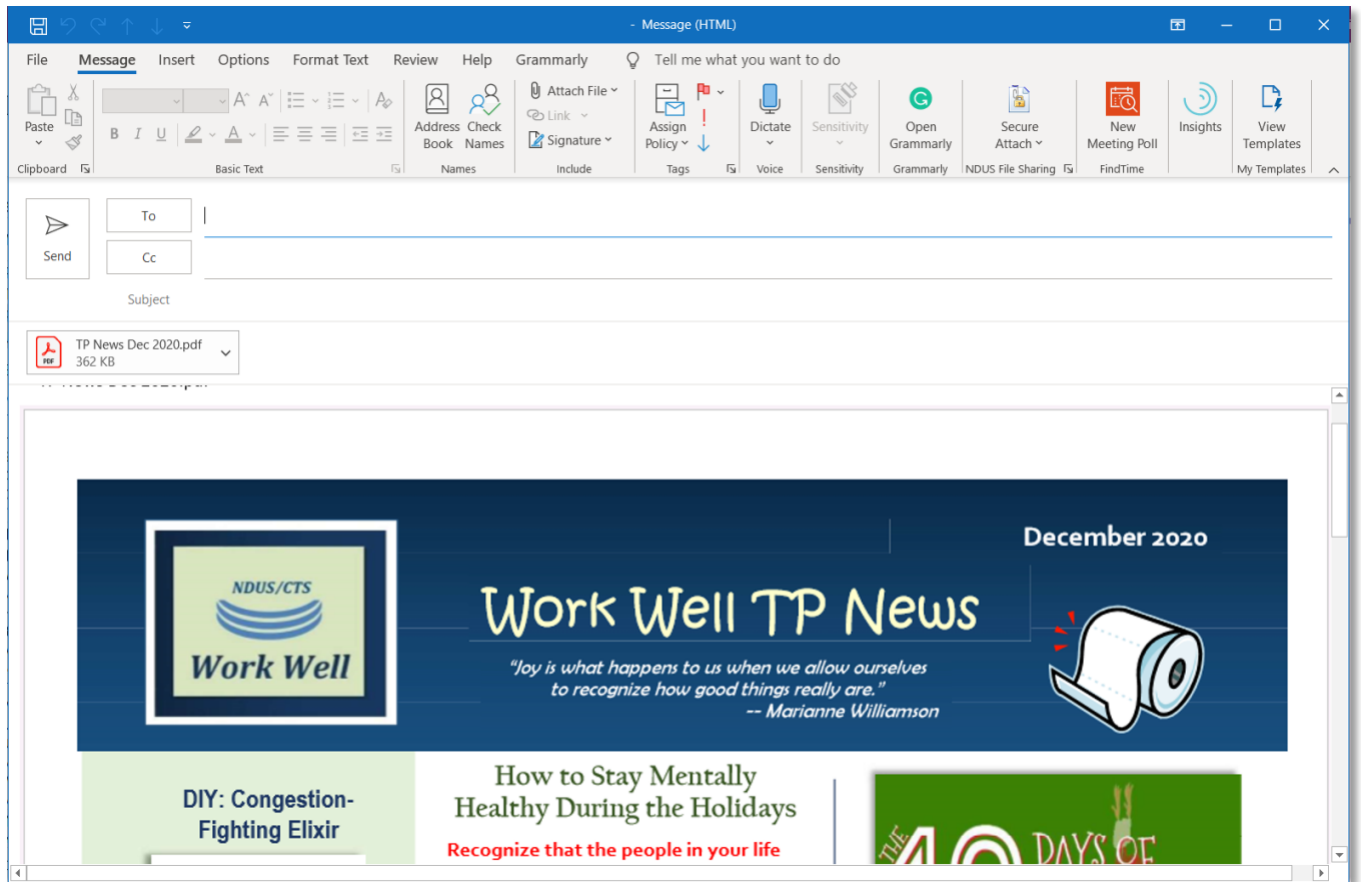
Make video and audio recordings for more personalized interactions:



You can draw.

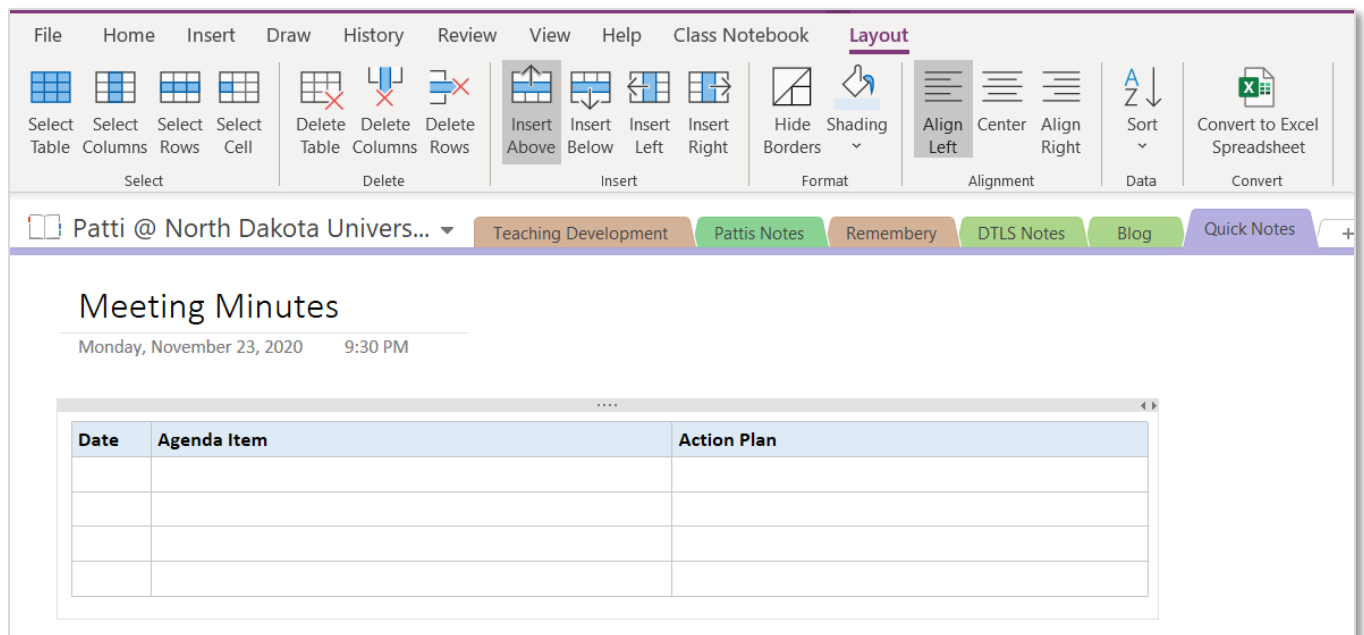


Email OneNote Pages:

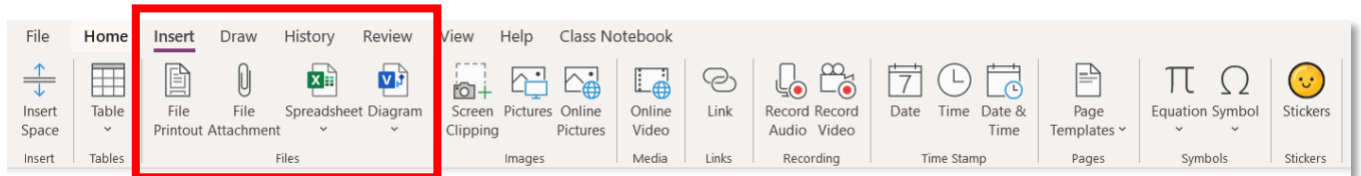


Create Tables by typing information.

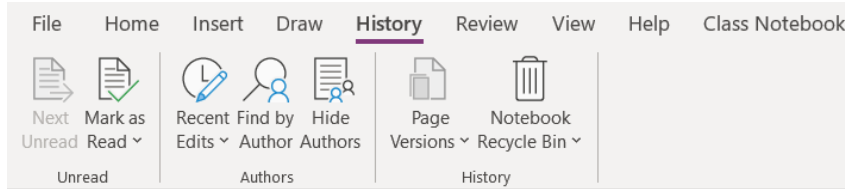
Use the tab and enter keys to create columns and rows. The Layout contextual tab appears when a table is selected:



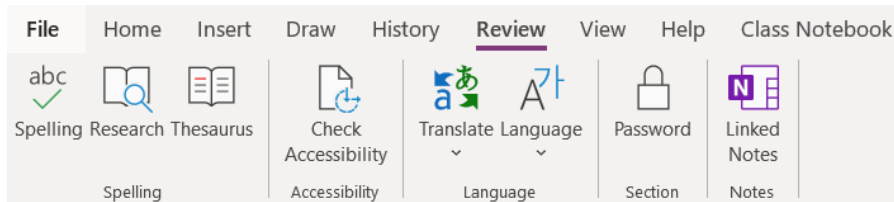
Attach files, spreadsheets, and Visio diagrams to a page:



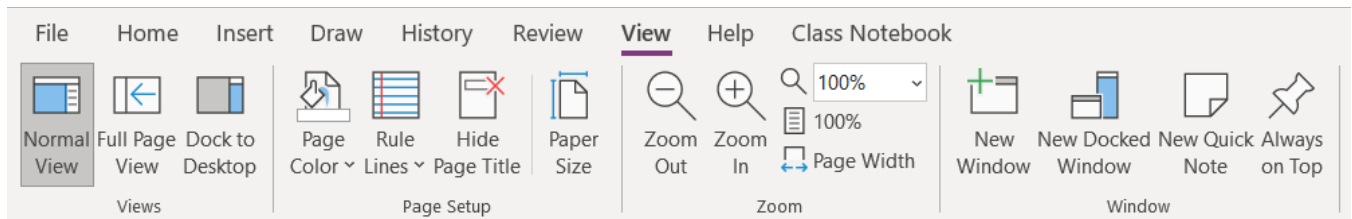
Use the History tab to mark a page as read, locate recent edits, find an author, hide author information, examine page versions, and open the recycle bin.



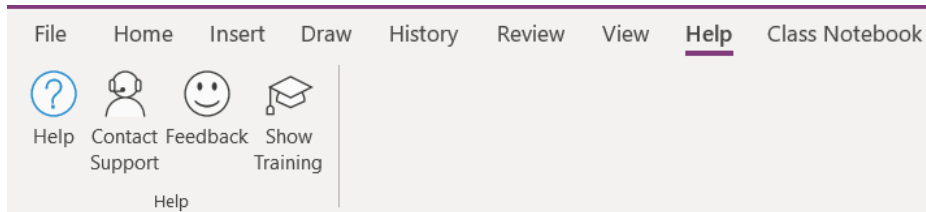
Use the Review tab for grammatical, accessibility and language assistance. Passwords can be applied to sections within a notebook. Linked Notes let you dock OneNote to the side of your computer screen so you can look at websites or other applications and take notes in OneNote. When you take notes this way, they're automatically linked to whatever you're researching.



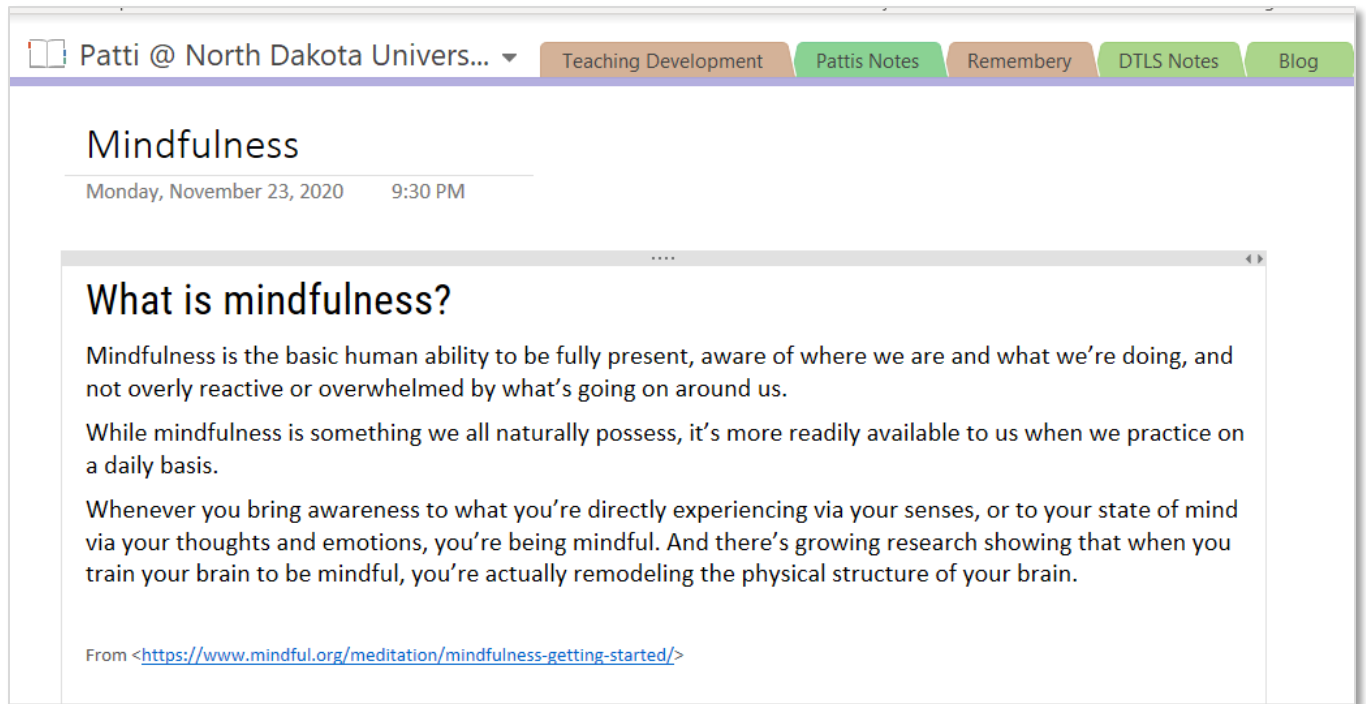
The View menu lets you hide many areas of OneNote to work more efficiently. You can add page color, rule lines, and you can hide the page title. There are new window and zoom control options as well as docking options.



In the Help menu you can find training options:

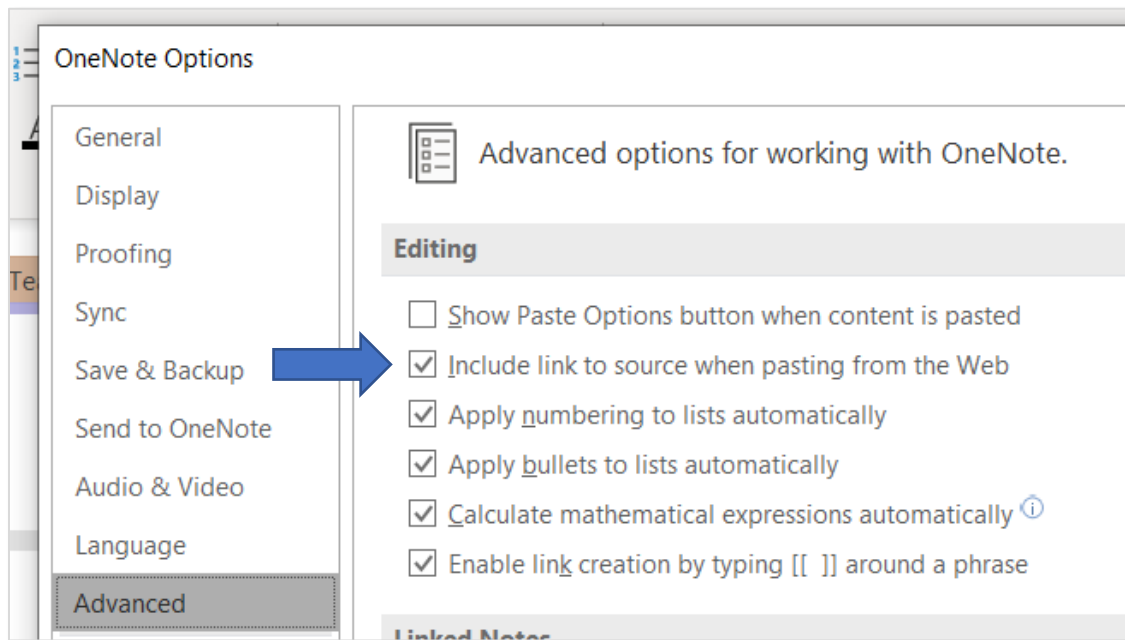


Copy and paste information from the web and a link to the website is included:



To turn this option off, choose:

- File
- Options
- Advanced
- Uncheck "Include link to source when pasting from the Web"



Add hyperlinks to other areas within the notebook:

The screenshot shows a OneNote notebook page titled "Welcome to Our Team!". The page includes a date and time stamp: "Monday, November 23, 2020 9:50 PM". Below the title is a paragraph of introductory text. A table with two columns, "Directory Item" and "Notes or Questions", lists various links. A blue callout box points to the table with the text: "Use Ctrl+K to insert a hyperlink, or right click for additional choices".

| | Directory Item | Notes or Questions |
|--------------------------|--|--------------------|
| <input type="checkbox"/> | Locations and Staff Directory | |
| <input type="checkbox"/> | Software for Home Use | |
| <input type="checkbox"/> | Leadership - Snapshot | |
| <input type="checkbox"/> | EMERGENCY PROCEDURES | |
| <input type="checkbox"/> | PHONE SYSTEM | |
| <input type="checkbox"/> | RESOURCES - EMPLOYEE | |
| <input type="checkbox"/> | HOW TO | |
| <input type="checkbox"/> | CTS Employee Benefit: Microsoft for Home Use | |
| <input type="checkbox"/> | Staff Directory | |
| <input type="checkbox"/> | Semester Codes | |
| <input type="checkbox"/> | Tickets Desktop Support Team Dynamix | |

Add a link to a Stream video channel (users must have access):

The screenshot shows a Stream video channel page titled "Stream Video Channel". The page includes a date and time stamp: "Monday, November 23, 2020 9:43 PM". Below the title is a link to "Microsoft Stream". The channel content includes a video titled "Blackboard Collaborate Videos" with 2 videos and 0 followers, and another video titled "How to Use Blackboard Collaborate in Your Course...". A "Next >" link is visible at the bottom.

Appendix A: Microsoft OneNote 2016 Common Keyboard Shortcuts

Source: <https://support.microsoft.com/en-us/office/keyboard-shortcuts-in-onenote-44b8b3f4-c274-4bcc-a089-e80fdcc87950> Visit this link for a master list of keyboard shortcuts.

| To do this | Press |
|--|--|
| Open a new OneNote window. | Ctrl+M |
| Create a Quick Note . | Ctrl+Shift+M Windows logo key+Alt+N |
| Dock the OneNote window. | Ctrl+Alt+D |
| Undo the previous action. | Ctrl+Z |
| Redo the previous action, if possible. | Ctrl+Y |
| Select all items on the current page. | Ctrl+A To expand the selection, press Ctrl+A again. |
| Cut the selected text or item. | Ctrl+X |
| Copy the selected text or item to the Clipboard. | Ctrl+C |
| Paste the contents of the Clipboard. | Ctrl+V |
| Move to the beginning of the line. | Home |
| Move to the end of the line. | End |
| Move one word to the left. | Ctrl+Left arrow key |
| Move one word to the right. | Ctrl+Right arrow key |
| Delete one character to the left. | Backspace |
| Delete one character to the right. | Delete |
| Delete one word to the left. | Ctrl+Backspace |

| To do this | Press |
|--|--------------|
| Delete one word to the right. | Ctrl+Delete |
| Insert a line break without starting a new paragraph. | Shift+Enter |
| Check spelling. | F7 |
| Open the thesaurus for the currently selected word. | Shift+F7 |
| Display the context menu for the currently focused object. | Shift+F10 |
| Perform the action suggested on the Information Bar when it appears at the top of a page. | Ctrl+Shift+W |
| Play the selected audio recording. | Ctrl+Alt+P |
| Stop audio recording playback. | Ctrl+Alt+S |
| Skip the current audio recording backward by 10 seconds. | Ctrl+Alt+Y |
| Skip the current audio recording forward by 10 seconds. | Ctrl+Alt+U |

Work with tables

| To do this | Press |
|---|--|
| Create a table. | Tab key, after typing a new line of text |
| Create another column in a table with a single row. | Tab key |
| Create another row when at the end cell of a table. | Enter Note: Press Enter again to finish the table. |
| Insert a row below the current row. | Ctrl+Enter, when in a table cell |
| Create another paragraph in the same cell in a table. | Alt+Enter |

| To do this | Press |
|--|---|
| Create a column to the right of the current column in a table. | Ctrl+Alt+R |
| Create a column to the left of the current column in a table. | In OneNote 2010, Ctrl+Alt+E |
| Create a row above the current one in a table. | Enter, when the cursor is at the beginning of any row, except for the first row |
| Create a new cell. | Tab key, when in the last cell of the table |
| Delete the current empty row in a table. | Delete, then Delete again, when the cursor is at the beginning of the row |

Additional Resources

What's new in OneNote for Windows 10

<https://support.microsoft.com/en-us/office/what-s-new-in-onenote-for-windows-10-1477d5de-f4fd-4943-b18a-ff17091161ea>

Microsoft 365 Blog – OneNote

<https://www.microsoft.com/en-us/microsoft-365/blog/onenote/>

What's the Difference Between OneNote Versions?

<https://support.microsoft.com/en-us/office/what-s-the-difference-between-the-onenote-versions-a624e692-b78b-4c09-b07f-46181958118f>

OneNote Class Notebook

<https://www.onenote.com/classnotebook>

Target areas for development (Microsoft Ignite conference November, 2019):

<https://www.theverge.com/2019/11/7/20953691/microsoft-onenote-to-do-integration-fluid-framework-future-features-ignite-2019>

- Modern sync services to sync notebooks faster
- @mentions for OneNote inside of Microsoft Teams
- Microsoft Search integration to find the information in your notes
- New meeting notes features
- Tasks and To Do integration
- Accessibility improvements
- Next-generation canvas