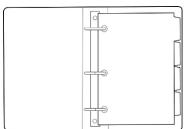
Microsoft OneNote Basics

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

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

ľ	OneNote			
			Mar	nage
	OneNote fo	or Windows 10		
		命 OneNote		
		File type and protocol associatio		
		Name	Default a	
		.one Microsoft OneNote Section		oneNote
		.onepkg Microsoft OneNote Single File Package		neNote
		.onetoc Microsoft OneNote 2003 Table Of Cont	N. C	oneNote
		. onetoc2 Microsoft OneNote Table Of Contents	N, C	oneNote
		ONENOTE URL:OneNote Protocol	N C	oneNote
		ONENOTEDESKTOP URL:OneNote Protocol		oneNote

Navigate the OneNote 2016 Environment

☯╘Сॿ⇒	OneNote Basics - OneNote Search		Heisler, Patti 👩 🖻 — 🗗 🗙
Calibri	story Review View Help Class Notebook ↓11 ↓ = ↓ = ↓ = = = Ap Heading 1 ↓ Heading 2 ↓ Basic Text Styles		^
Notebooks 꾸	Quick Notes Team Agendas New Section 1 +		Search (Ctrl+E)
 My Notebook Patti's Sample Class Team Notebook Patti's Class Patti's Class Patti's Class Patti's Class Notebook Notebook Notebook Archive - OneDrive NDUS CTS Academic communication & Trail NDUS Work Well Committee Notebook 	OneNote Basics To-do list Shopping list ○ Milk ○ Granges ○ Potatoes ○ Bread ○ Cereal ○ Sugar Call Janet Call Janet	Remember everything	Add Page Add Page Add Page Add Page Add Page Add Page Add Page Add Page Add Page Add Page Add Page Add Page Add Page Add Page Add Page Add Page Add Page Add Page Ad
NDUS YuJa Notebook ×			
NDUS Distance Ed Directors Notebook	Flight details Sights to see	Collaborate with others	
Tanya's Notebook	Hight details Signits to see Transportation Reservation	 Keep your notebooks on OneDrive Share with friends and family Anyone can edit in a browser 	

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

\leftarrow	_			OneNo	ote for Windows 10			Heisler, Patti	– 🛛 🗙
Home	1			v I= I=		Heading	1 Dictate	G ₽ 0 ×	ቧ ⁶ 🖻 Share 🖉 …
	1	20 B I U e Notebook ~ F 2018 Archive	∠ A S As 2018 Archive Monday, October 8, 2018 TP News 2018 TP News 2018 TP News 2018 E			Heading	g 1 v 👃 Dictate		
	TP News Archive 2017		TP News 2018 March IP News 2018 April						

Create a New Notebook

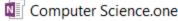
OneNote notebooks can be stored on your computer, OneDrive, a Teams site, or an Office 365 Group site. To create a class notebook, you create the notebook in the Learning Management system such as Blackboard. A class notebook is stored in OneDrive by default because it is automatically shared with students.

- 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:



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

New Notebook

Recent

OneDrive - North Dakota...
patti.heisler@ndus.edu

Sites - North Dakota Univ...
patti.heisler@ndus.edu

Image: Sites - North Dakota Univ...
patti.heisler@ndus.edu

Add a Place

Image: Sites - North Dakota Univ...
patti.heisler@ndus.edu

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:

Wednesday, A Meeting Sub Meeting Dat Location: Mi Link to Outle Invitation M Participants Wald, W Heisler Wald, M Heisler	infect: AST team meeting - 9/15/2020 e: 9/15/2020 8:30 AM crosoft Teams Meeting ok Item: <u>cick here</u> essage (Expand)	l meeting ormation n Outlook		0	See who makes edits
Notes					
Notes Who	What	Actio	ion/Follow Up		
	What Update on Labster Panel Other get togethers: • Assessments/Proctoring • Yula Advanced - follow up from Randy!: Training allowed	Will Best Cher	ion/Follow Up l be held Oct 7 - have 2 fac t Practices sheet - suggestø ryl - possible Tips & Tricks	ed by Patti	

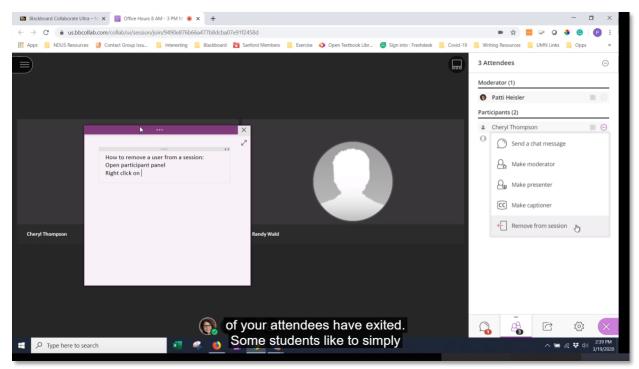
You can send email messages to OneNote to stay better organized:

	kboard Up November 22, 2016		L. L
Subject	Blackboard Upd		4)
From	-		
Сс		Attachments are included	
Sent	Friday, August 19, 2	016 11	
Attachme nts	Blackboard Implement		
Colleagu	ies:		
docume	ntation of what w	nce I last updated this group on our progress with Blackboard. Attached is the e have learned over the past weeks and our recommendations for moving forward ments, please let me know.	. If

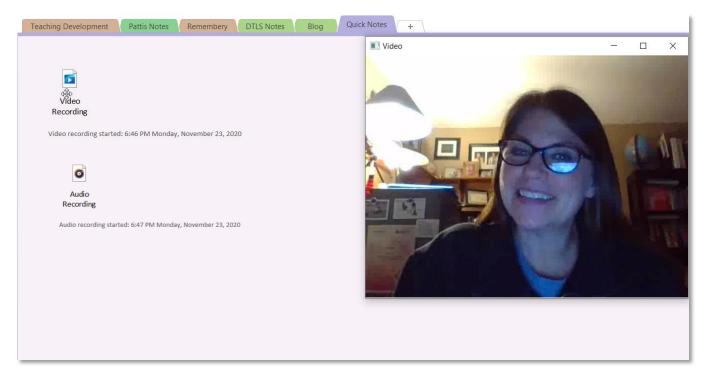
Find information faster across all your notebooks:

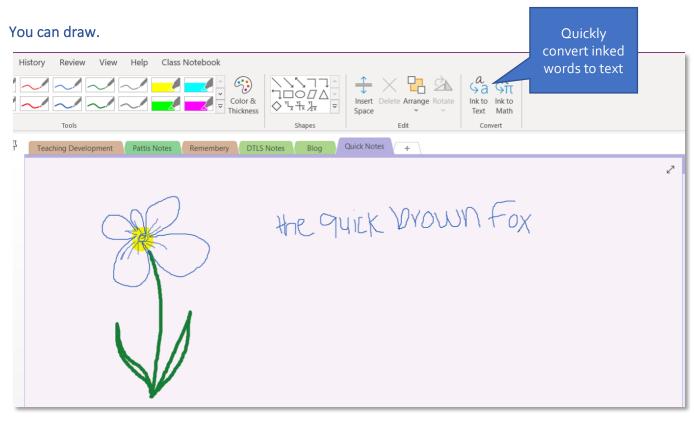
	tickets X
Finished: All Notebooks (change)	Find on page (Ctrl+F)
Recent picks	
Tickets Team Dynamix Help	
Blackboard Ticket Routing	(NDUS CTS BB SaaS Noteb
Identified Defects	(YuJa » Troubleshooting)
Team Dynamix Ticketing Se	(Archive - OneDrive » Black
In title: tickets (23)	
Ticket Help Notes	(NDUS CTS BB SaaS Noteb
Ticket Categories	(NDUS CTS BB SaaS Noteb
FW: Concerns with Ticket #	. (NDUS CTS BB SaaS Noteb
Autoplay Ticket #165186505	5 (YuJa » Troubleshooting)
Ticket Triage	(NDUS CTS CPR Notebook
Ticketing Systems	(NDUS CTS CPR Notebook
Troubleshooting/Tickets	(YuJa » Troubleshooting)
Tickets Desktop Support Te.	(ALTResources » New Hire)
Submitting Tickets For Desk	(NDUS CTS Academic Com
SNOW Tickets	(Research » SNOW)
UND BB Tickets	(NDUS CTS BB SaaS Noteb
UND BB Tickets	(Archive - OneDrive » Black
Bb Learn Ticket Summary	(NDUS CTS BB SaaS Noteb
BTB Tickets	(NDUS CTS BB SaaS Noteb
SNOW Tickets	(NDUS CTS BB SaaS Noteb
Help Ticket Templates	(Archive - OneDrive » Black
SNOW TICKET TEMPLATE	(Archive - OneDrive » Black
How to Reassign a Ticket	(NDUS CTS Academic Com 💌
- Pin Search Results (Alt+O)	

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



Make video and audio recordings for more personalized interactions:





Email OneNote Pages:

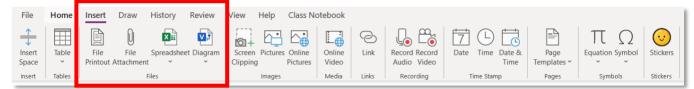
					- Message (HTML)					a –	- 🗆	
File	Message Insert	Options Format Text	Review Help	Grammarly	Tell me what	you want to do	D					
Paste	B I U 🖉	→ A^ A* ☱ -	Address Check Book Names	 Q Attach File ∽ C Link ∽ M Signature ∽ 	Assign Policy ~ ↓	¥	sitivity Grammarly	Secure Attach ~	New Meeting Poll	Insights	View Templates	
Clipboard	Γ ₃	Basic Text	Names	Include	Tags 🛛	Voice Sens	sitivity Grammarly	NDUS File Sharing	FindTime		My Templates	~
Send	To Cc Subject											
	362 KB	~										
	V	NDUS/CTS		"Joy is what ha		hen we allow things really			ember 2	020		

Create Tables by typing information.

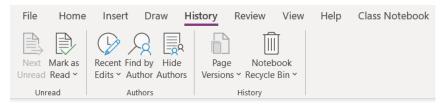
Use the tab and enter keys to create columns and rows. The Layout contextual tab appears when a table is selected:

File	Home	e Inse	ert D	Draw	History	Revie	ew Vie	w H	elp	Class No	tebook	Layou	t				
	Select Columns	Select	Select Cell	Delete Table	Delete Columns	Delete Rows	Insert Above	Insert Below	Insert Left	Insert Right	Hide Borders	Shading		Eenter	Align Right	A Z↓ Sort	Convert to Excel Spreadsheet
	Sele	ct			Delete			Ins	sert		Fo	rmat		Alignmen	t	Data	Convert
🛄 Pa	atti @	Nort	h Dal	kota U	nivers.	•	Teachin	g Develo	pment	Patti	is Notes	Remen	nbery	DTLS N	lotes	Blog	Quick Notes +
		ting Novemb		utes ⁰²⁰	9:30 PM												
																٠	
D	ate	Agenda	a Item							Action F	Plan						

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



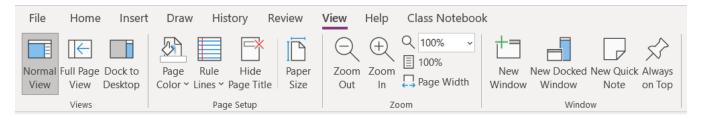
Use the History tab to mark a page as read, locate recent edits, find an author, hide author information, examine page versions, and open the recycle bin.



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.

File	Home	Insert	Draw	History	Rev	iew V	iew	Help	Class I	Notebook
	Research		Check	~	-			word	Linked	
opening	y nescuren	mesuaras	Accessibil		v	~	1055	word	Notes	
	Spelling		Accessibili	ity	Langua	ge	Sec	tion	Notes	

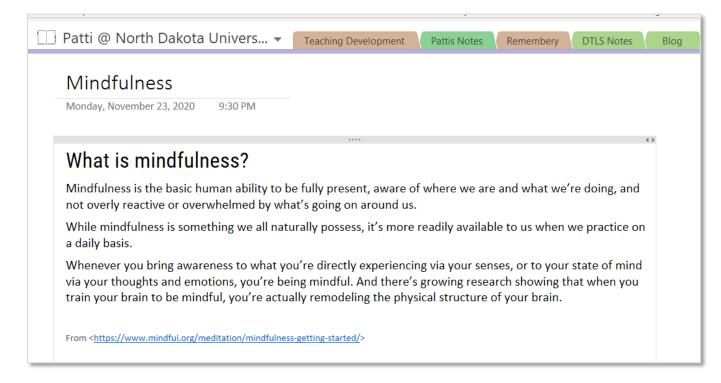
The View menu lets you hide many areas of OneNote to work more efficiently. You can add page color, rule lines, and you can hide the page title. There are new window and zoom control options as well as docking options.



In the Help menu you can find training options:

File	Home	Insert	Draw	History	Review	View	Help	Class Notebook
Help	Contact Feed Support Help	back Sh						

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"

123	OneNote Options	
4	General	Advanced options for working with OneNote.
Te	Display Proofing	Editing
Те	Sync	Show Paste Options button when content is pasted
	Save & Backup	✓ Include link to source when pasting from the Web
	Send to OneNote	Apply <u>n</u> umbering to lists automatically
	Audio & Video	Apply <u>b</u> ullets to lists automatically
	Language	 <u>Calculate mathematical expressions automatically</u> <u>Enable link creation by typing</u> <u>Independent of typing</u>
	Advanced	Linked Notes

Add hyperlinks to other areas within the notebook:

Wel	lcome to Our Team!	2	
Monda	y, November 23, 2020 9:50 PM		 Welcome to Our Team!
			Locations and Staff Directory
			Software for Home Use
	glad you joined our Team! This OneNote notebook is d		Leadership - Snapshot
	s your checklist. Be sure to mark off each section after y t any time!	ou've finished reading it. Feel free to call on any one	EMERGENCY PROCEDURES
or us a	t any time:		MultiBand Tower Evacuatio
	Directory Item	Notes or Questions	Parking & Fleet Vehicles - Fa PHONE SYSTEM
	Locations and Staff Directory		PHONE STSTEM Phone Numbers User Servic
	Software for Home Use		Voicemail instructions
	Leadership - Snapshot	Use Ctrl+K to insert a	Phone Instructions
	EMERGENCY PROCEDURES		EC500 Phone Tips
	PHONE SYSTEM	hyperlink, or right click	Conference Rooms
	RESOURCES - EMPLOYEE	for additional choices	RESOURCES - EMPLOYEE
	HOW TO	Tor additional choices	Infobase Learning Cloud
	CTS Employee Benefit: Microsoft for Home Use		Qualtrics
	Staff Directory		State Employee Training
	Semester Codes		Websites
	Tickets Desktop Support Team Dynamix		Listservs and Email
	Tickets besktop support reall bynamix		HOW TO
5	ee to contact us with your questions or just to visit!		Schedule IVN Meeting Web Conferencing Options
Feel fre	ee to contact us with your questions or just to visit!		Reserve Fleet Vehicles
			Digital Signage

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

5	Using the Content Library +
	Stream Video Channel Monday, November 23, 2020 9:43 PM
	Microsoft Stream
	Blackboard Collaborate Videos 2 videos 0 followers
	• 10:03 How to Use Blackboard Collaborate in Your Course
	Next >

Appendix A: Microsoft OneNote 2016 Common Keyboard Shortcuts

Source: <u>https://support.microsoft.com/en-us/office/keyboard-shortcuts-in-onenote-44b8b3f4-c274-4bcc-ao89-e8ofdcc87950</u> 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-b18aff17091161ea

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-a624e692b78b-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