



OneNote

Instructor Guide

[Your Company Name]

CustomGuide
Interactive Training

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EVALUATION
ONLY

The Fundamentals

If you attend a lot of meetings where you need to take notes, OneNote is a helpful program to use. OneNote is Microsoft's notetaking software that collects typed or written notes, drawings, tables, and screen clippings. OneNote is like a digital notepad but is much more organized. Instead of having to flip through each note to find what you're looking for, OneNote saves notes in pages which are organized into sections within notebooks. OneNote is a very collaborative program and notes can be shared with other OneNote users.

This module is an introduction to working with OneNote. You'll learn about the main parts of the program screen, how to give commands, and how to use help.

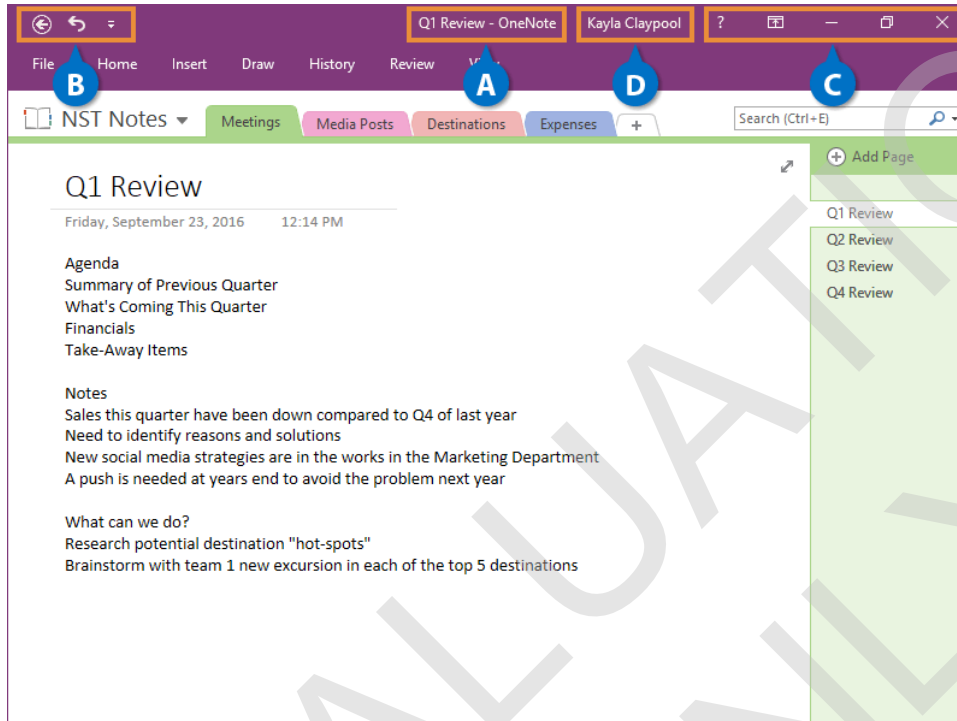
Objectives

- Understand the Screen
- The Quick Access Toolbar
- Change Views
- Search Notes
- Print
- Help

Understand the Screen

Commented [IG1]: Practice File: Q1 Review

Point out to the class the different areas of the OneNote screen.



A	Title Bar: Displays the name of the current file.	C	Help/Display Options: Here you can see the help feature, change how much of the ribbon is displayed, minimize, maximize or restore the screen, or close Excel altogether.
B	Quick Access Toolbar: This is a fast way to access the most used features.	D	Microsoft Account User Info: When you log in with your Microsoft account, your name and picture appear here.



E The Ribbon: This is where you'll find all the options you need to create, format, and organize your notes. It's collapsed by default in OneNote, so just click a tab to expand it and see the options.	H Notebook Sections: Each subject is separated by a tab. Click a tab to jump to a different section.
F Active Notebook: This is where you'll find the name of the current Notebook.	I Notebook Pages: Each page in a section is listed at the right. Click a page to view its content.
G Search Field: The search field lets you search for specific text within a page, section, notebook, or all open notebooks.	

The Quick Access Toolbar

Commented [IG2]: Practice File: Social Media

The Quick Access Toolbar holds a few buttons for commands that you'll use often, such as back and undo. You'll notice there is no save button like in other programs, and that's because OneNote saves everything automatically. There's no need to ever save manually!

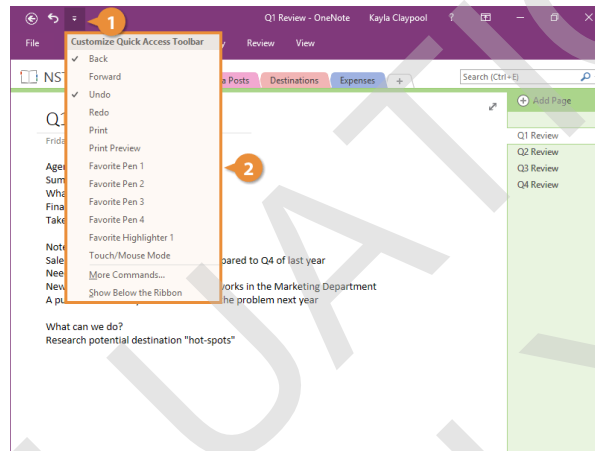
Customize the Quick Access Toolbar

Commented [IG3]:

- 1 Click the **Customize Quick Access Toolbar** button.

This list displays some common commands you can add. But if you don't see the one you need, you can click **More Commands** and find it in the dialog box.

- 2 Select a command to add.



1. Click the Customize Quick Access Toolbar button.
2. Select Print.

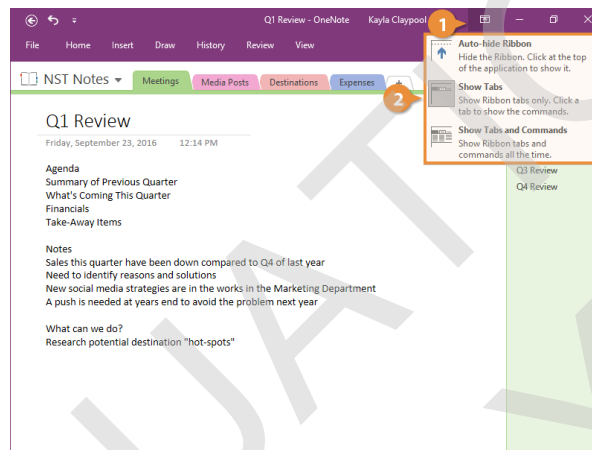
Change Views

Commented [IG4]: Practice File: Notebook

There are a few different view options you can change in OneNote to make note-taking more efficient.

Ribbon Views

- 1 Click the **Ribbon Display Options** button.
Show Tabs is the default view.
If you want to hide all of the ribbon, you'd choose Auto-hide Ribbon.
- 2 Select a display option.

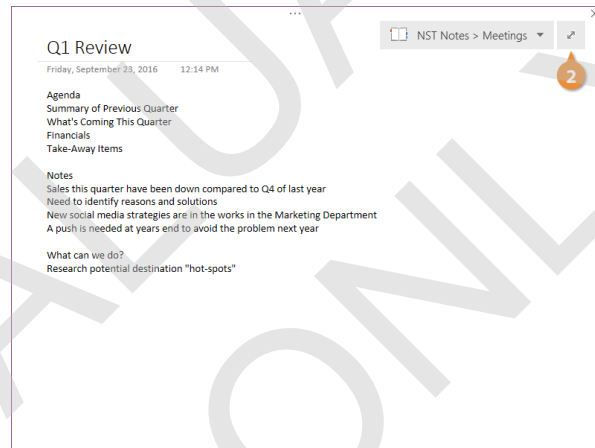
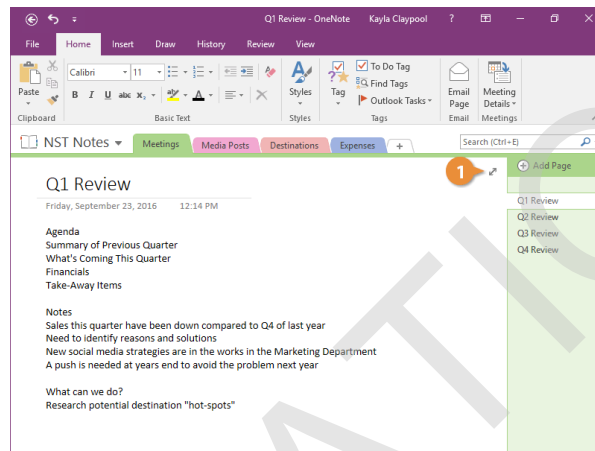


Commented [IG5]:

1. Click the Ribbon Display Options button.
2. Select Show Tabs and Commands.

Notebook Views

- 1 Click the **Full Page View** button.
Everything else is collapsed to give you more note-taking space.
- 2 Click the **Normal View** button.



Commented [IG6]:

1. Click the Full Page View button.
2. Click the Normal View button.
3. Click the View tab.
4. Click Dock to Desktop.
5. Click the Normal View button.

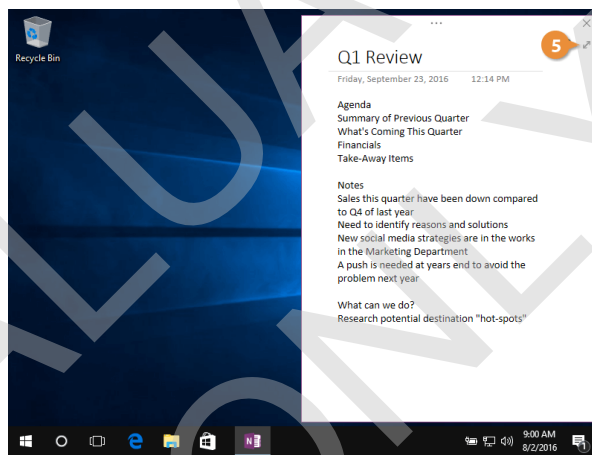
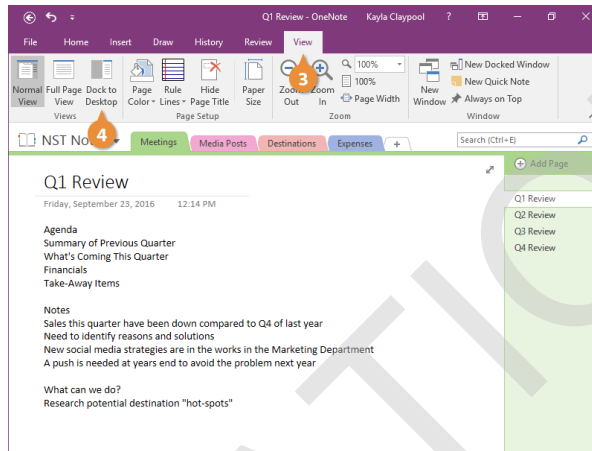
View options can also be found on the View tab.

3 Click the **View** tab.

4 Click **Dock to Desktop**.

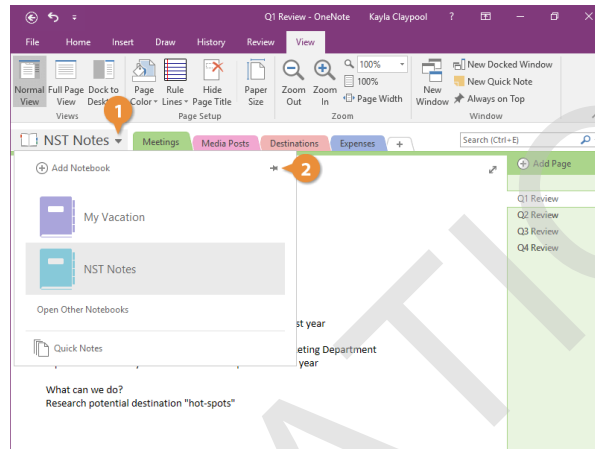
The OneNote window is docked to one side of the screen so you can easily work in another program at the same time.

5 Click the **Normal View** button.



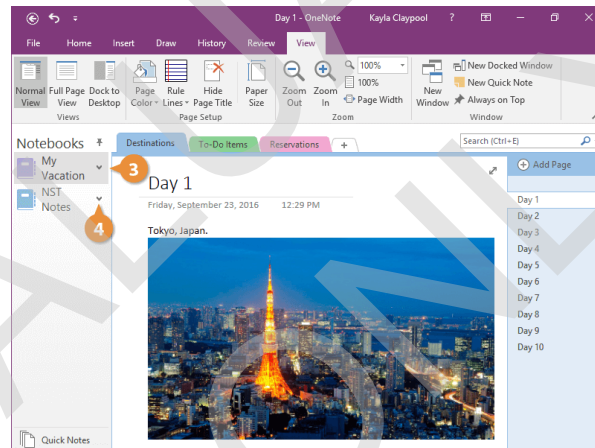
Notebook Pane

- 1 Click the **Notebook** list arrow.
 - 2 Click the **Pin Notebook Pane to Side** button.
- Now the Notebook pane stays open on the left so you can easily see all of your open notebooks and quickly switch between them.
- 3 Select a notebook from the pane.
 - 4 Click a notebook's list arrow.

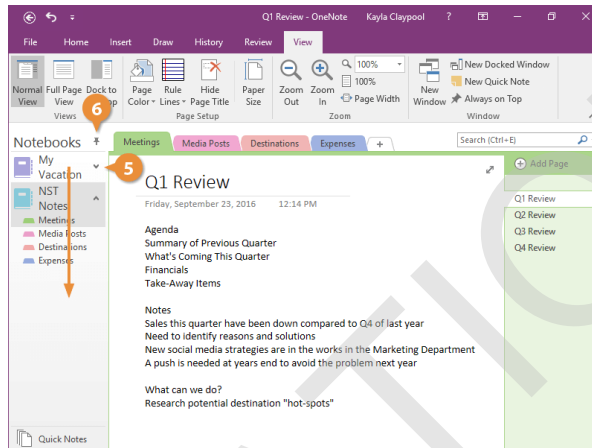


Commented [IG7]:

1. Click the Notebook list arrow.
2. Click the Pin Notebook Pane to Side button.
3. Select the My Vacation notebook.
4. Click the NST Notes notebook list arrow.
5. Click the MY Vacation notebook and drag it under the NST Notes notebook.
6. Click the Unpin Notebook Pane to Side button.



- 5 Click a notebook and drag it to a new location.
- 6 Click the **Unpin Notebook Pane to Side** button.



Search Notes

Trying to find where you put a specific note can be a daunting task! Luckily, OneNote has some pretty powerful search capabilities to help you find just what you're looking for.

- 1 Click in the **Search** field and type something you're looking for.

OneNote automatically starts searching all open notebooks and shows which notebook contains a match, as well as the section.

- 2 Click the **Search** list arrow.

You can then search a specific location.

- 3 Select a search option.

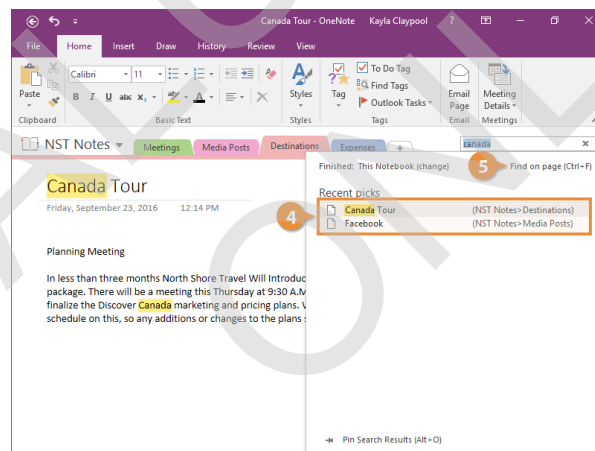
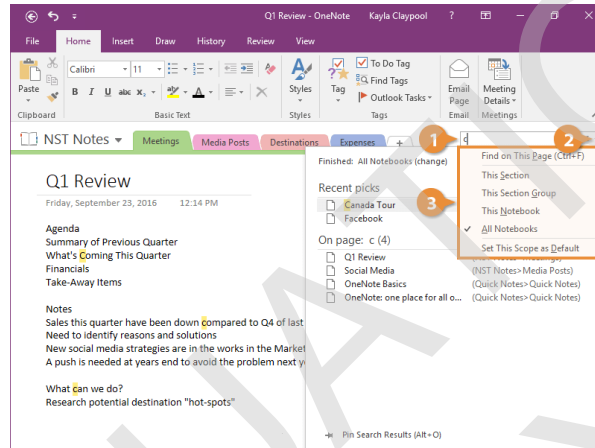
- 4 Select a search result.

You jump to the page that contains the term and it's highlighted here. OneNote also finds results in images and even hand-written notes, if you write clearly enough.

- 5 Click **Find on page**.

This is helpful when there are multiple instances of the word on a single page.

Shortcut: Ctrl + F.

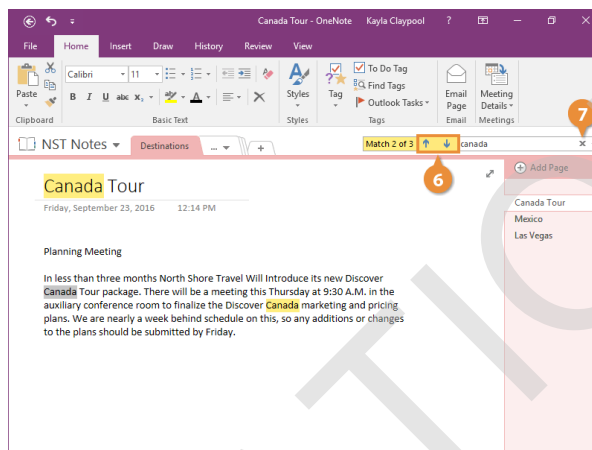


Commented [IG8]: Practice File: Notebook

1. Click in the Search field and type "C"
2. Click the Search list arrow.
3. Select This Notebook.
4. Select the Facebook option.
5. Select the Canada Tour option.
6. Click Find on page.
7. Click the Clear Search button.

- 6 Click a **Search** arrow.
- 7 Click the **Clear Search** button.

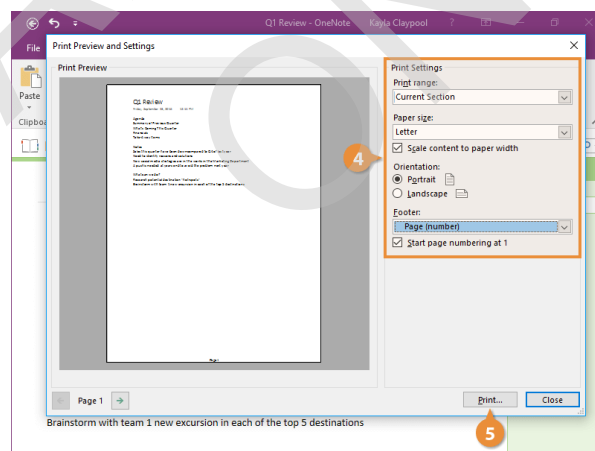
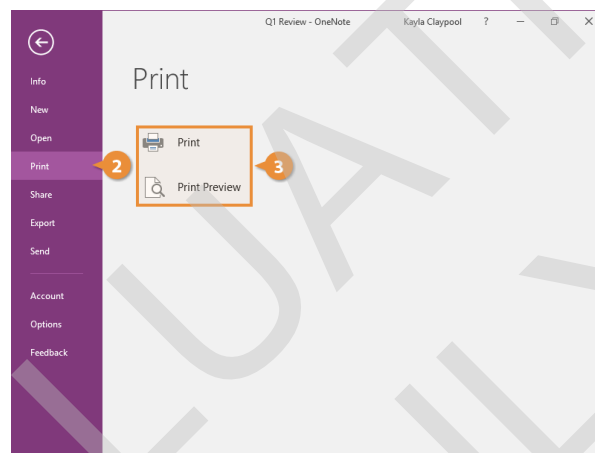
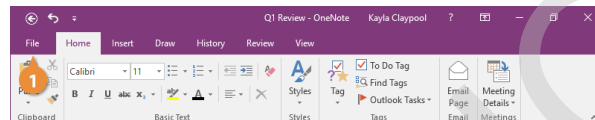
And the search is cleared.



Print

It's nice to have all your notes in electronic form in one location, but there will probably be times when you also need to print them out. Let's see how!

- 1 Click the **File** tab.
- 2 Click **Print**.
- 3 Select a print option.
 - **Print**: Send the document straight to the printer.
 - **Print Preview**: Check the preview to make sure it looks correct before printing.
- 4 Set the print preferences as necessary.
- 5 Click **Print**.



Commented [IG9]: Practice File: Notebook

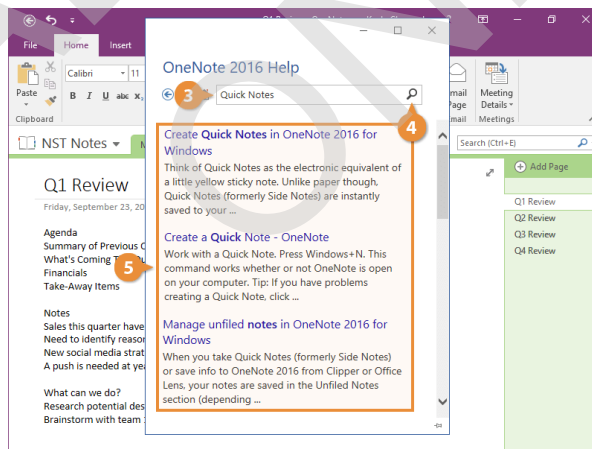
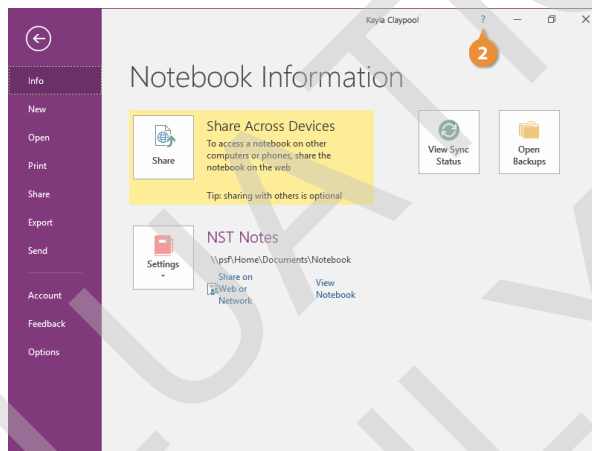
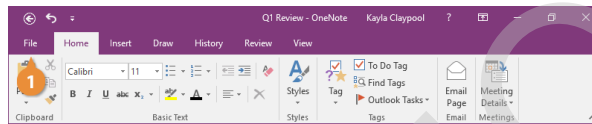
1. Click the File tab.
2. Click Print.
3. Point out and describe the Print and Print Preview options.
4. Click the Print range list arrow and select Current Section.
5. Click the Footer list arrow and select the page (number) option.
6. Click Print.

Help

If you come across a task in OneNote that you don't know how to complete, use the help feature!

- 1 Click the **File** tab.
- 2 Click the **Help** icon.
- 3 Select a topic or click in the **Search** box.
- 4 Type a topic and click the **Search** icon.
- 5 Select a related help topic.

You jump straight to the topic you really need.



Commented [IG10]: Practice File: Notebook

1. Click the File tab.
2. Click the Help icon.
3. Click in the Search box.
4. Type "Typing Quick Notes" and click the Search icon.
5. Click the Manage unfiled notes option.