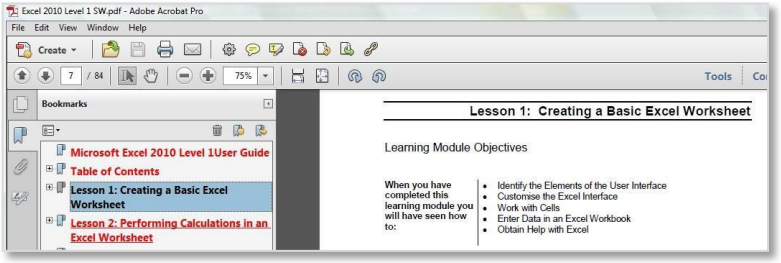
Microsoft OneNote 2016
User Guide

Display Adobe Reader Bookmarks



Display Adobe Reader Bookmarks

Background

To enable you to use this guide in an interactive manner using the Bookmarks panel (see above illustration), you should first display the Bookmarks Panel then change the preferences. You will then be able to click on the bookmarks at the left to navigate you through the User Guide.

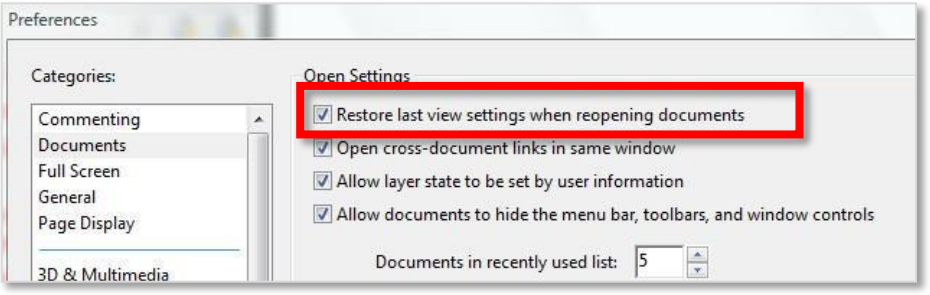
Display the Bookmarks Panel

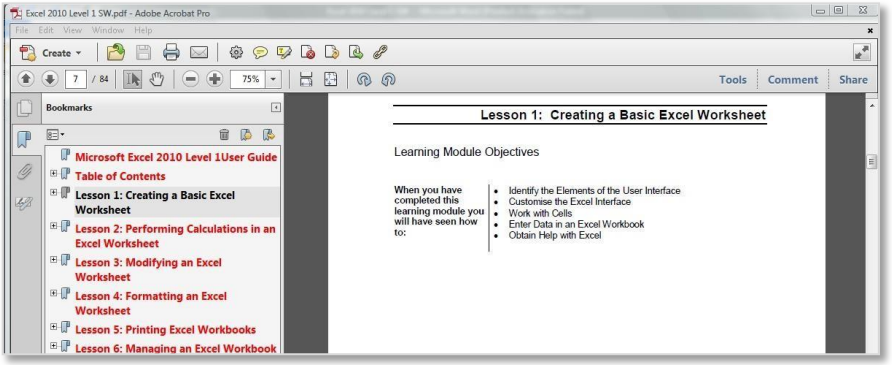
- From the left of the Adobe Reader screen, click the small **Bookmarks** icon
- Your bookmarks will be displayed along the left side of the window.

Change the Preferences

To keep the Bookmarks panel displayed when using this Guide:

- From the **Edit** menu, select **Preferences**
- Select **Documents** from the left hand panel
- Under **Open Settings** select **Restore last view settings when reopening documents** by placing a tick in the box then click **OK.**





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About this Guide

This guide has been designed specifically for delegates who wish to learn the basics of Microsoft OneNote 2016.

What is included in this guide?

- **Lesson 1: Getting Started with OneNote 2016**
  - Topic 1A: What is OneNote 2016?
  - Topic 1B: Identify the Elements of the User Interface
  - Topic 1C: Customise the User Interface
  - Topic 1D: Use the Backstage View to Create a New Notebook
  - Topic 1E: Save, Print, Email, Search and Share Notebooks
- **Lesson 2: Working with Pages**
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- **Lesson 3: Inserting Notes**
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  - Topic 7A: Check Spelling
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  - Topic 7C: Using the Recycle Bin

Lesson 1: Getting Started with OneNote 2016

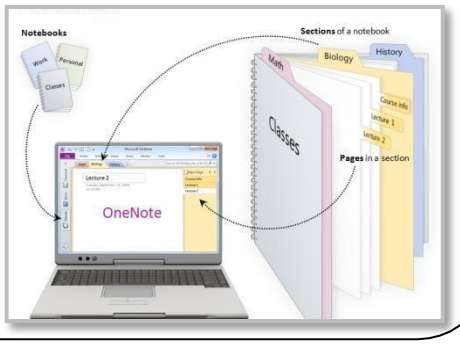
Learning Module Objectives

When you have completed this learning module you will have seen how to:

- What is OneNote 2016?
- Benefits of Using OneNote
- The Personal Note Book
- Explore the OneNote 2016 User Interface
- Customise the OneNote 2016 Interface
- Obtain Help with OneNote 2016

What is OneNote 2016?

Gather, organize, search, and share
ideas, thoughts, clippings, lists, projects,
meeting notes, lectures, references,
event plans, instructions, journal,
etc. etc. etc.



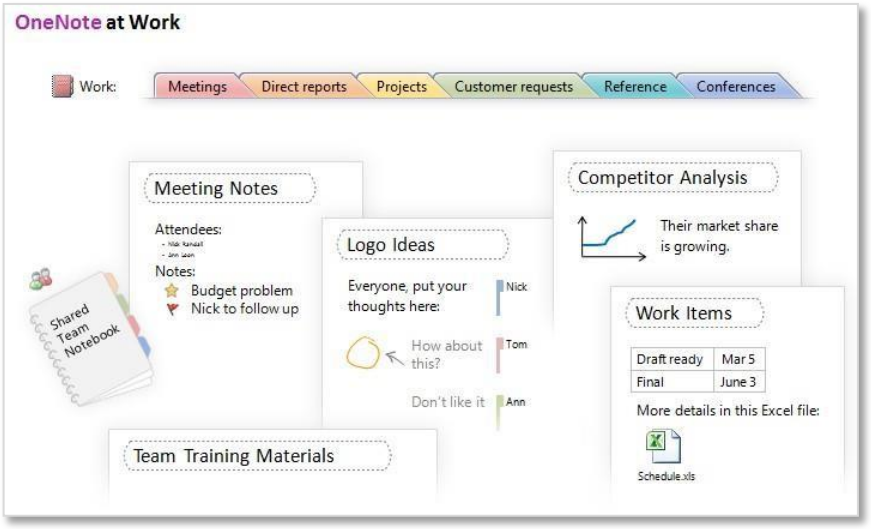
Topic 1A: What is OneNote 2016?

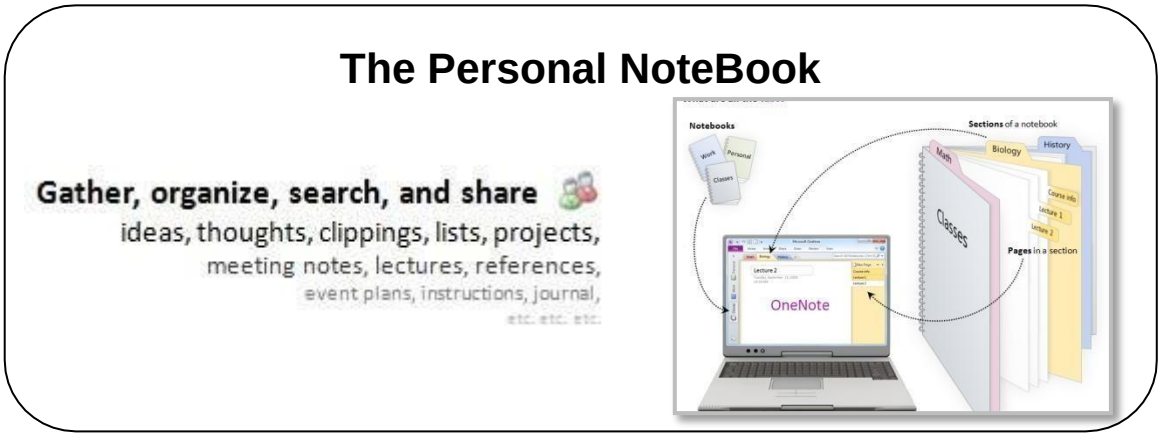
Benefits of Using OneNote

Microsoft OneNote 2016 is just like a jotter you would use when you are gathering or organising information. The main difference is that it is electronic and is stored on your computer, the network or on the Web. When stored on such devices, you can be sure that the information you gather will not be lost or mislaid.

Your Notebook is designed to have different sections and pages within each section to keep your information stored effectively. You can create as many Notebooks as you wish. Perhaps consider a Notebook for different topics you are researching or meeting notes, lectures or references.

Once you have started to use it, you will wonder how you ever worked without it!



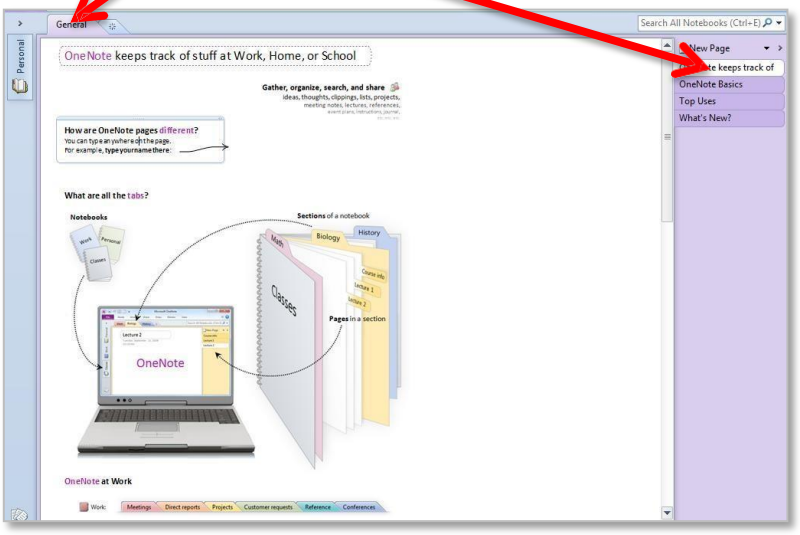


The Personal Notebook

Personal Notebook

The **Personal Notebook** is installed by default to guide you through the capabilities of OneNote and explain how it all works.

There is one **Section** and 4 **Pages** full of information.

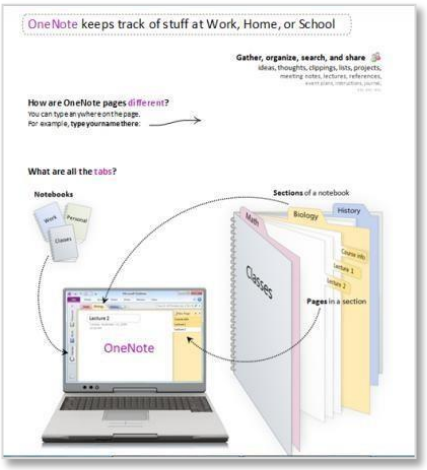


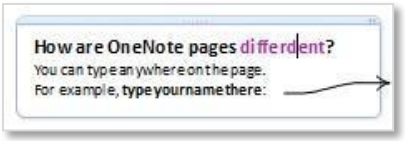
The ***Section*** is named **General** and the ***first page*** is named **OneNote keeps track of stuff at Work, Home or School.** Within this page you will get an idea of what you can store and how you should store it.

OneNote keeps track of…

The **OneNote keeps track of stuff at Work, Home and School** page will demonstrate how the Notebook, tabs and pages all come together.

If you rest your mouse over the words you will see how the information contained in the Notebook is stored in placeholders. OneNote, unlike Word, requires any information held to be placed inside placeholders. Text and images are held in slightly different placeholders are you can see below.

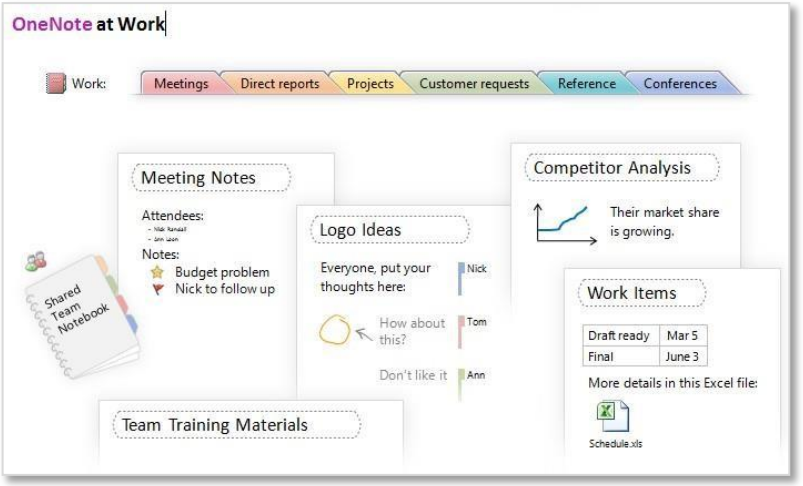




Text placeholder ***Image placeholder***

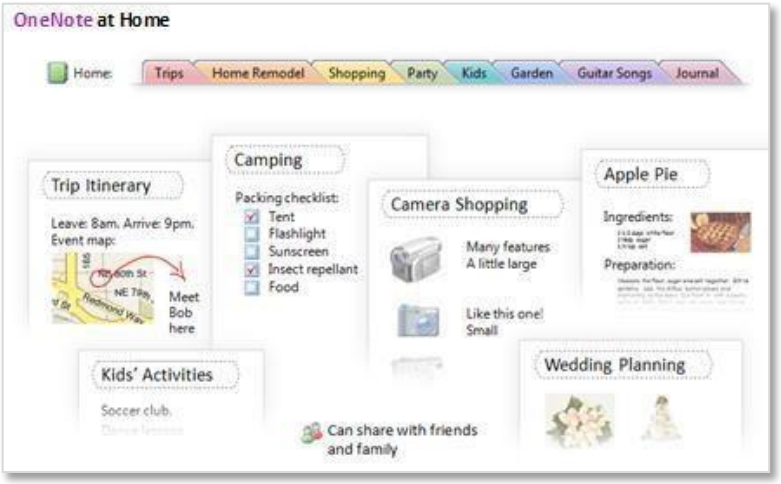
OneNote at Work section

Here demonstrates how you could use OneNote in the working environment. Meeting Notes, Logo Ideas etc. You can also see the tabs along the top where different types of information can be stored.



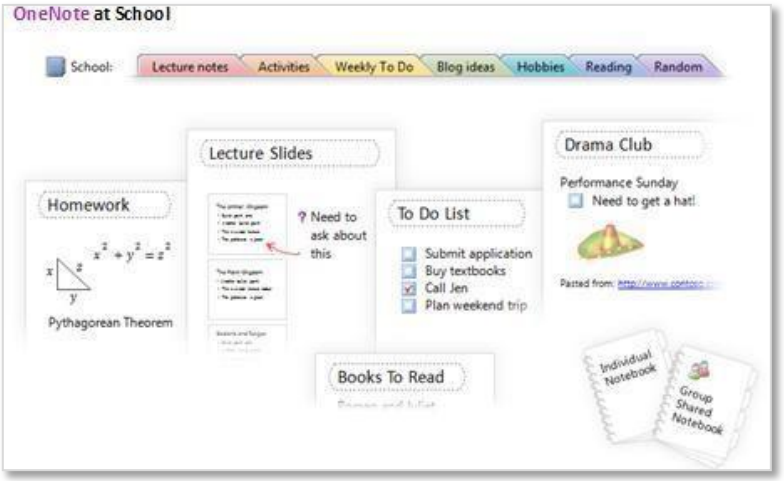
OneNote at Home section

This section demonstrates how you could use OneNote at Home with Trip Itineraries, Camping checklists etc., even some recipes. You can also see here drawn images within the Trip Itinerary section.



OneNote at School section

Alternatively, if you want to takes notes about homework or lectures, then this section will give you some ideas of the types of information you can store and the types of tabs you might have.

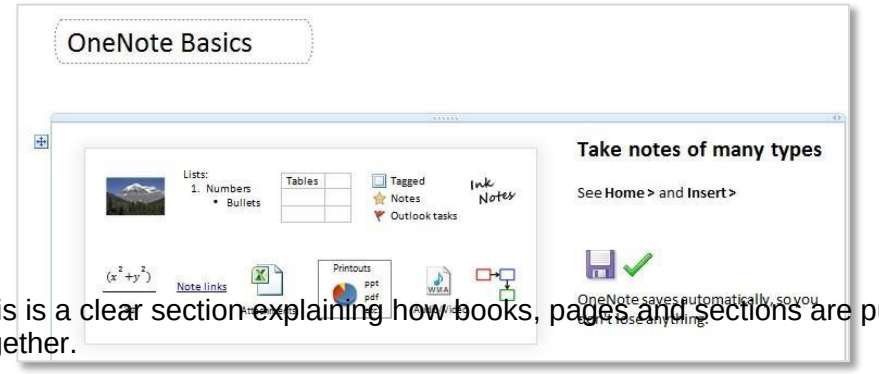


How does it work? section

In this section, you can watch a small video clip to see how OneNote works. You will require an internet connection, however, to play it.

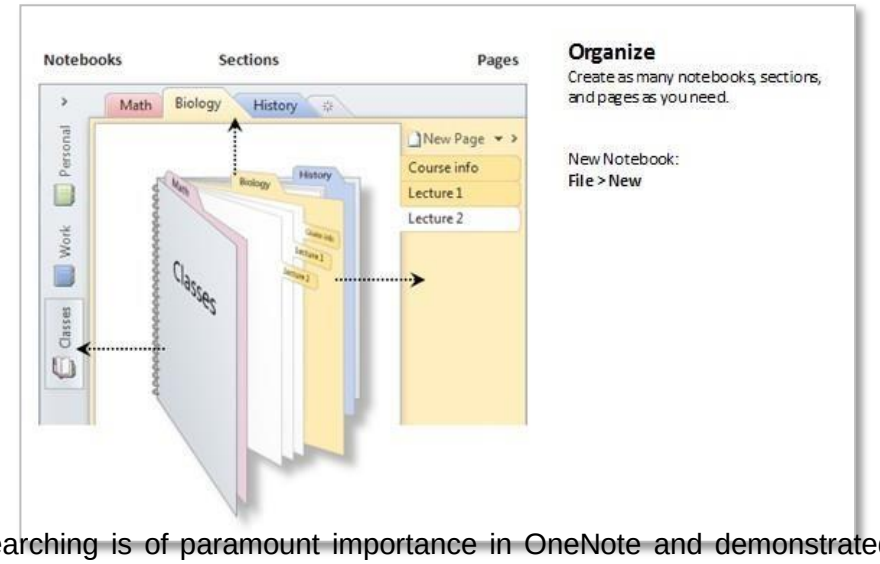
OneNote Basics Page – Take notes section

The OneNote Basics page will demonstrate how numbered lists, tables, tags, attachments etc. can be held in OneNote.



OneNote Basics Page – Organise section

This is a clear section explaining how books, pages and sections are put together.



OneNote Basics Page – Search section

Searching is of paramount importance in OneNote and demonstrated in this section is how to search for a single word like pyramid. Anywhere the word *pyramid* is detected in OneNote, the background will turn yellow.

OneNote Basics Page – Share with Yourself or others section

In this section you can see how all forms of information can be access from OneNote whether it is from a mobile device, other people web access or sharing your Notebook with others.

OneNote Basics Page – Team Notebook Example section

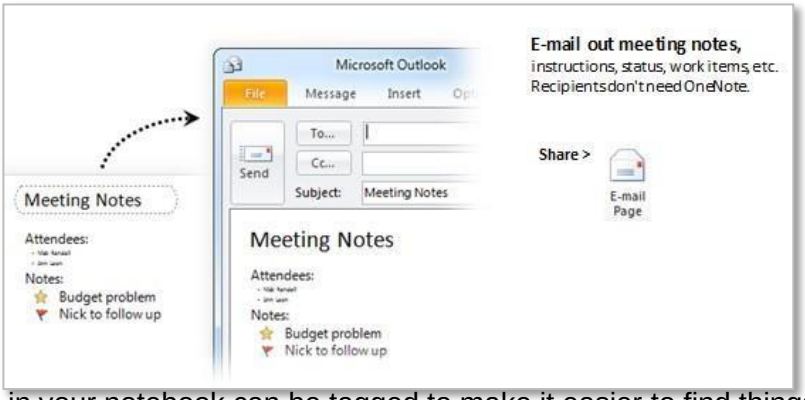
As the name suggests, this section explains how a Team Notebook works. Sections like Meeting Notes, Project Info, Work Items, Training sections can all be incorporated.

Top Uses Page – Collect product screen clippings section

One of the top uses for OneNote is to take screen clippings from the Internet and place them into your Notebook. The Screen Clipping button is very handy for just that. Once placed inside OneNote, it will leave information on where

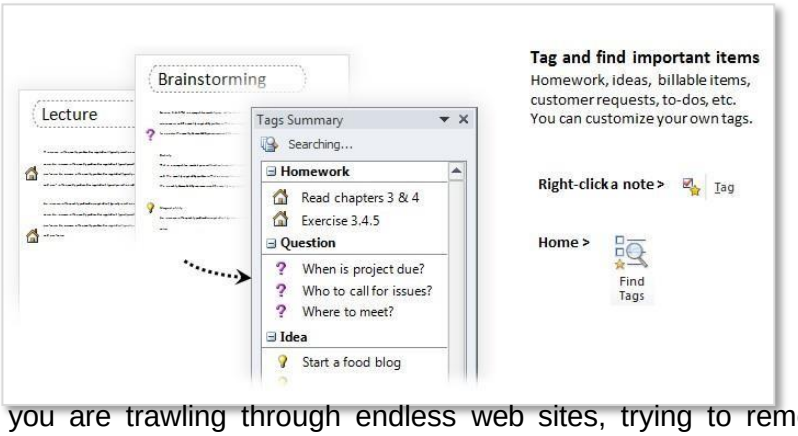
Top Uses Page – Email Notes

Demonstrated here is the ability to take your notes out of Outlook and put them straight into OneNote or vice versa. Remember you can email a page from your notebook to others.



Top Uses Page – Email Notes

Items in your notebook can be tagged to make it easier to find things. Here you can see the types of tags you might want to apply.

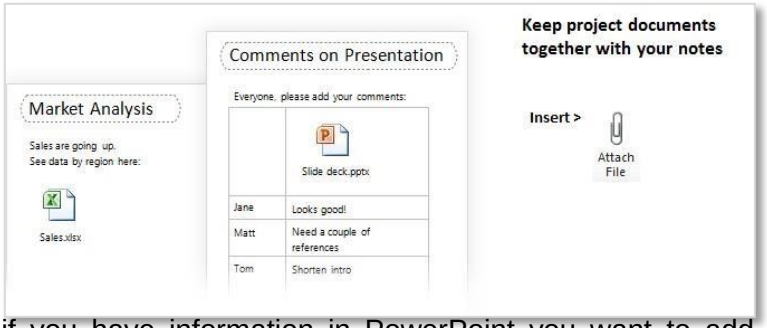


Top Uses Page – Collect articles from the Web

When you are trawling through endless web sites, trying to remember where you located specific information can be difficult. OneNote will allow you to copy and paste directly and even keep the URL of the place where you located the information.

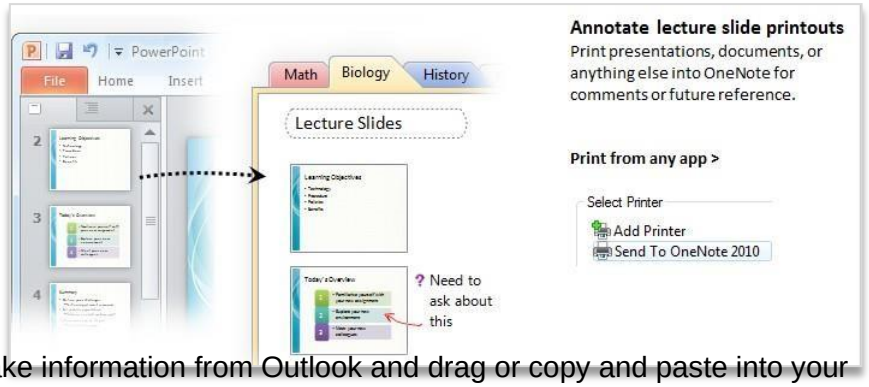
Top Uses Page – Keep project documents together with your notes

Keeping notes together is essential. Demonstrated here is how you can embed a document straight into your notebook or attach a file for safe keeping.



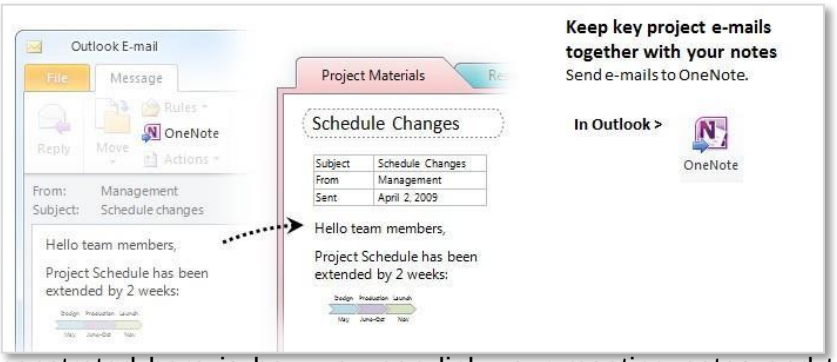
Top Uses Page – Annotate lecture slide printouts

What if you have information in PowerPoint you want to add to your notes? Take them into OneNote for comments or future reference. You can simply drag the slide from PowerPoint straight into your notebook.



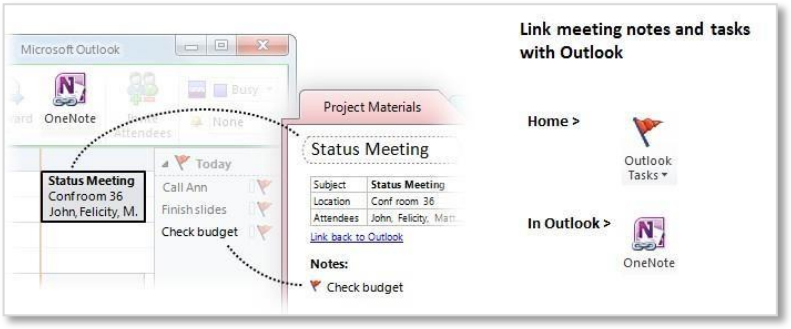
Top Uses Page – Keep key project emails together with your notes

Take information from Outlook and drag or copy and paste into your notebook.

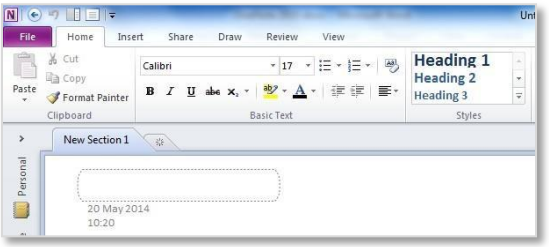


Top Uses Page – Link meeting notes and tasks with Outlook

Demonstrated here is how you can link your meeting notes and tasks between Outlook and OneNote. Notice the chain link on the OneNote icon.


Microsoft Outlook
OneNote
Busy
None
Status Meeting
Confroom 36
John, Felicity, M.
Today
Call Ann
Finish slides
Check budget
Project Materials
Status Meeting
Subject
Status Meeting
Location
Conf room 36
Attendees
John, Felicity, Matt
Link back to Outlook
Notes:
Check budget
Link meeting notes and tasks with Outlook
Home >
Outlook Tasks
In Outlook >
OneNote

Identify the Elements of the User Interface



Topic 1B: Identify the Elements of the User Interface

Background

With the launch of the brand new Microsoft Office 2016, the first noticeable feature is the User Interface. Microsoft has kept a similar interface to Office 2007 with all Office 2016 programs now featuring this brand new look.

There have been dramatic changes to the user interface and what fantastic changes they are. Gone are the Menus, Toolbars, Task Panes and dialog boxes. These features were good in their time where commands were limited but now that Microsoft Office can do so much more these features would not work so well.

Being replaced by the Ribbon with its new File Tab, Contextual Tabs and Galleries, users will now find it easier and faster to get the results they want.

If you have been using earlier versions of Microsoft Office, give yourself some time to find out where everything is and don't get too frustrated if you can't find something. Although at first you may think that Microsoft OneNote 2016 is the same as Microsoft OneNote 2007, once you delve deeper you will see there have been some incredible changes.

If this is the first time you have used Microsoft OneNote 2016, you will find that you will learn where everything is in no time at all. Just keep thinking logically where you would find things.

In this section of the course we are going to look at different parts of the interface to help you to familiarise yourself with the main parts of the screen. Then we will move onto more in depth topics like inserting data, formulas, formatting and page layouts.

Some of the windows within Microsoft Office 2016 now have new options to move or resize the window. These windows will have a drop down arrow with 3 options. **Close** is self-explanatory but **Move** will give you a 4 headed arrow stuck to your mouse pointer to enable you to move the window. **Size** will give you a double arrow stuck to your mouse pointer enable you to resize the window.

The File Tab

File

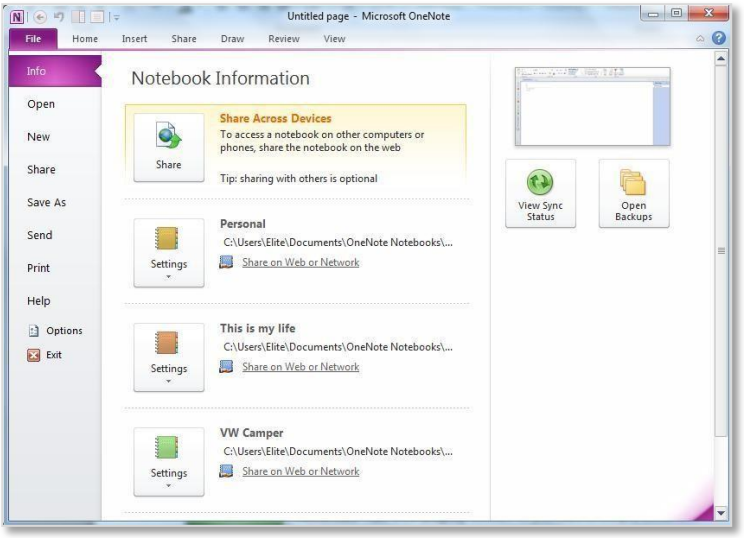
This is the central location which holds the things you need to do most often

The File Tab

The File Tab Backstage View

File

The **File Tab,** also known as the ***Backstage View*** is bright purple so that it stands out from the rest of the tabs. This is the central location which holds the most common things you need to do with your document like **Info, Open, New, Share, Save As, Send, Print, Help, Options** and **Exit.** The window is split into three sections. We will go through each section to enable you to familiarise yourself with these important options.

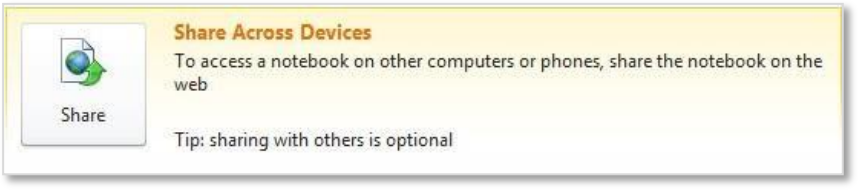


Here we can see the **Info** section which is the default when you access the Backstage View. Any Notebooks which have been used recently will be displayed here along with options to **Share** or **Close** the Notebook (*select the drop down arrow under **Settings***)

Info - Share

Info

Share allows you to share your Notebook with others via computers, hand held devices, Network or SharePoint. Sharing your notebook is optional but is very handy when you and your team are working on something together.



Info - Settings

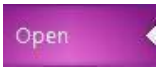
As we mentioned earlier, here you can see any notebooks which have been created. Personal, which is the default notebook OneNote provides, is usually at the top.

If you select the **Settings** drop down arrow, you will see these options which allow you to **Share**, **Close** or see the notebook **Properties**.

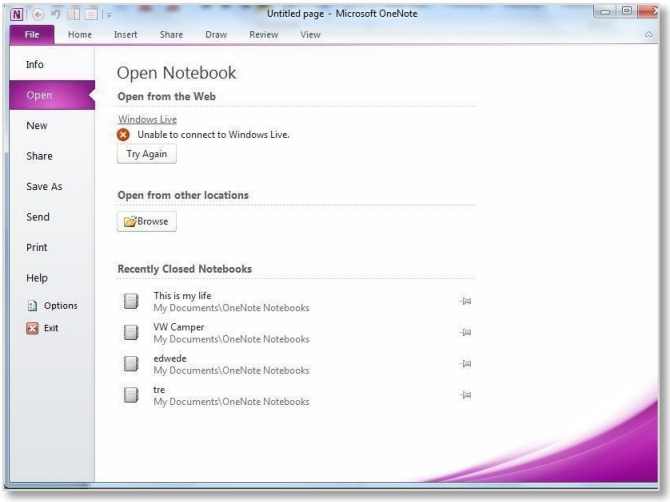
Share does the same as **Info, Share** and allows you to share your notebook with others.

You can see below what the properties window would look like if you selected it. You can change the location, colour or convert the notebook back to 2007.

Open



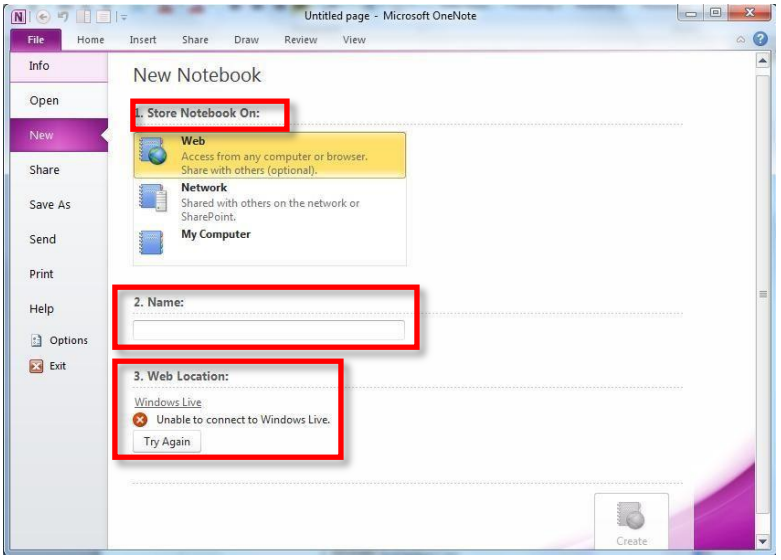
The **Open** button is used to open a notebook which lies either on the user's computer or on a server they have the ability to access. You must click on the button to invoke the **Open** window.



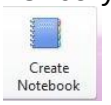
Under the **Recently Closed Notebooks** section, you can *pin* the notbook to the list by clicing on the small grey pushpin. Once clicked, the pin will turn blue and the notebook will be held on the list.

New

From here you can open a new blank notebook or a notebook which exists either on your own computer or a server you have the ability to access.



From the **Store Notebook On** section, select where you want to store the notebook. Depending on which one you select, the **Name** and **Location** options will change to reflect other options. The illustration above is what you will see when the notebook is stored on the Web.

In the **Name** section, enter the name for your notebook. Once you enter the name, the **Create Notebook** button will light up. 

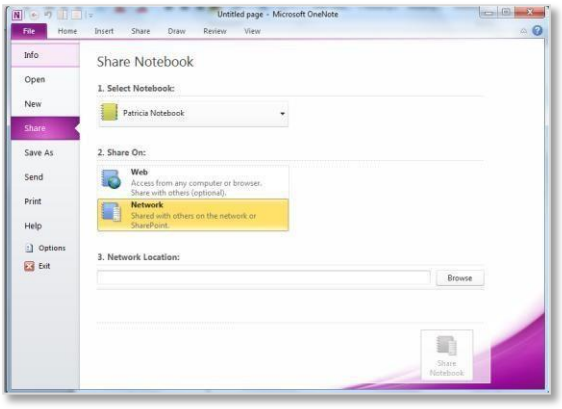
In the **Web Location** section, select the location you want to create your new notebook in.

Once you have made your selections, click the **Create Notebook** button.

Share

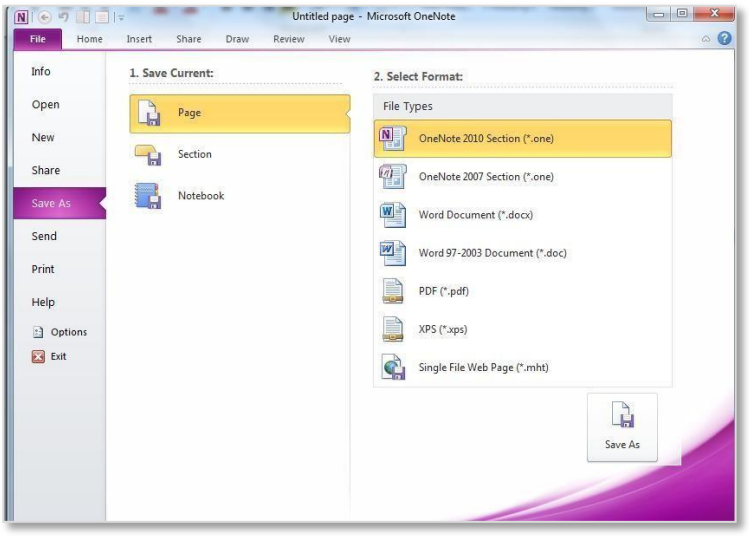
These options are the same as the **Info, Share** options and will allow you to share the notebook with others. First select the notebook, then decide where you want to share on and then (if a network), click the **Browse** button and find the location on the network. Then click the **Share Notebook**

button.



Save As

Save As allows you to save the current Page, Section or the whole Notebook. The different formats you can save these in are on the panel at the right. The options in the right hand panel are dependant on the options from the middle panel.

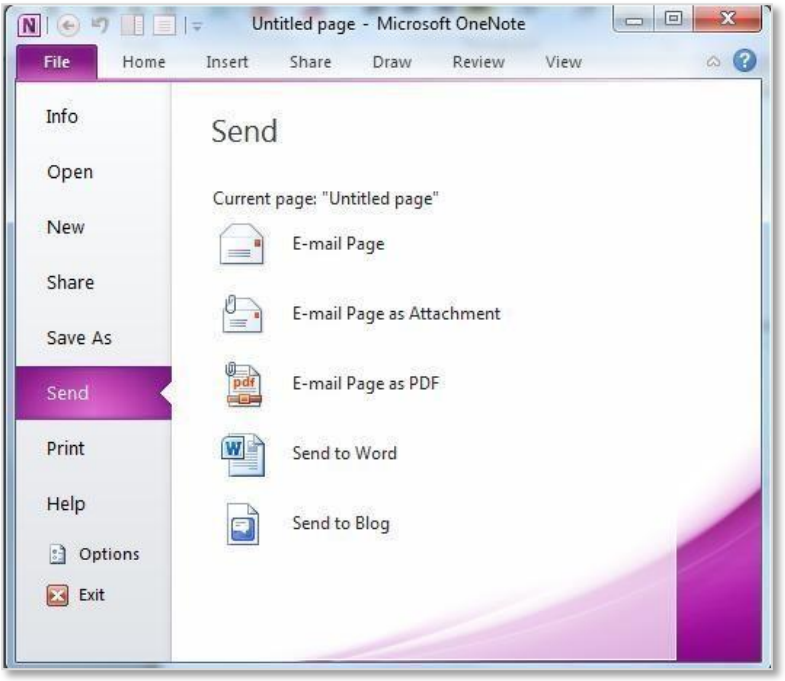


Send

If you want to send your information to others, you can send any page using the following options. If you select **E-mail Page** or **Email Page as Attachment**, OneNote will open your email system and start a new message with either the page inserted into the body of the message (*E-mail Page)* or an attachment. The first option is better if the recipient doesn't have OneNote. The second option, the user must have OneNote installed on their computer to read it.

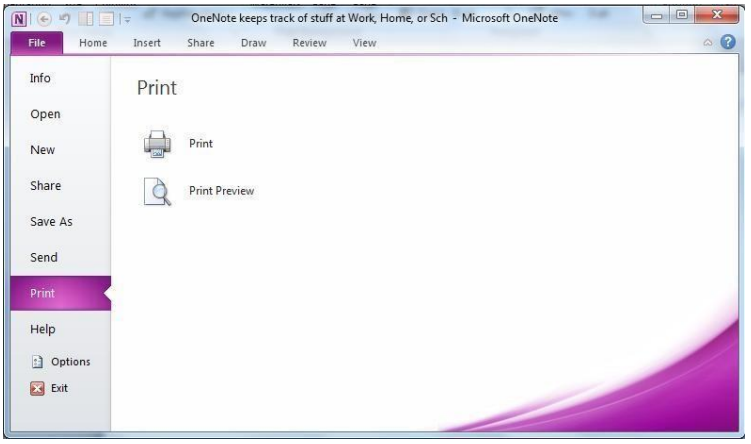
You can also send the page as a PDF then the user will be able to read it as long as their computer has Adobe Reader installed.

If you select **Send to Word**, OneNote will open Word and insert all the information from the page into the document. **Send to Blog** is useful if you want to publish your page as a blog,.

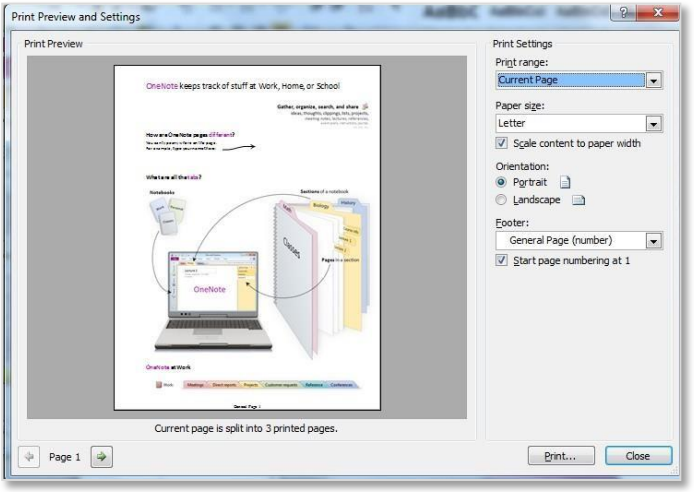


Print

Here you only have two options. If you click **Print** you can select which and how many pages, how many copies along with the printer options.



Print Preview will let you see what your document will look like before you print it. You can also change the paper size and orientation and add a footer if required.

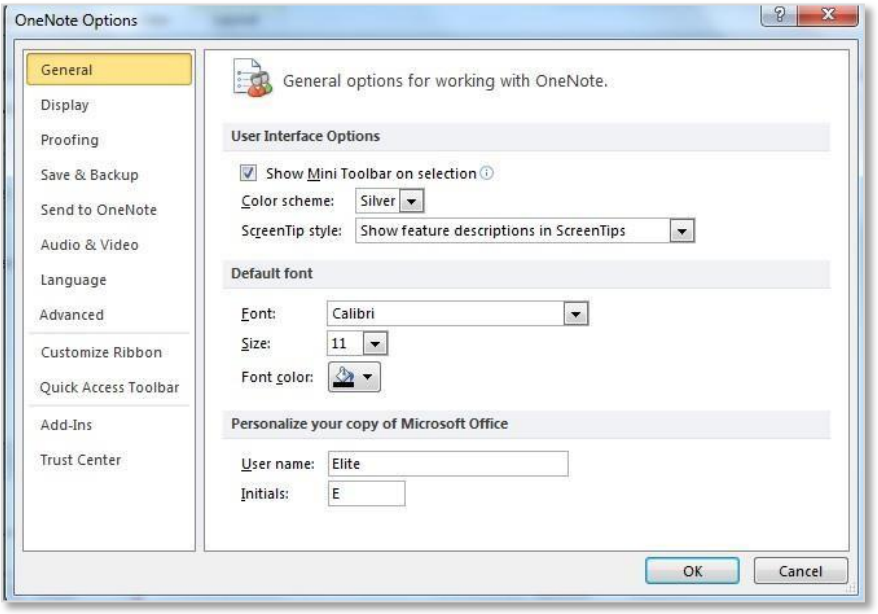


Help

Help offers you help on using **Microsoft Office Help**. **Getting Started** to learn the basics quickly, **Keyboard Shortcuts** to enable you to learn what these are and use them, **Contact Us** to let Microsoft know what you think of the products, **Options** to customise the way OneNote works, **Check for Updates** checks for available service packs which helps Word work a little better and irons out the glitches**.**

Options

Here you can change the options for the programe. The General section is similar to Word or Excel where you can change the colour scheme or the font. The other options are **Display, Proofing, Save & Backup, Send to OneNote, Audio & Video, Language, Advanced, Customise Ribbon, Quick Access Toolbar, Add-Ins and Trust Center** will be detailed further in this course.



Exit

Exit will close Word the application. If you have any opened documents, you will be asked to save these before Word closes.

The Ribbon

A series of tabs to allow you to work with Microsoft OneNote 2016

The Ribbon

Background The new Ribbon replaces the old Pull Down menus which used to appear at the top of the window. These menus were good in their day but now Microsoft OneNote 2016 can do so much more. Microsoft wanted a way of enabling users to quickly and visually find commands required to complete their tasks, hence the Ribbon was born.

There are 8 tabs within the Ribbon in Microsoft OneNote 2016. **File, Home, Insert, Share, Draw, Review** and **View** by default**.**

How to Hide or Redisplay the Ribbon

- Double click any tab within the Ribbon.
- **OR** Press **Ctrl + F1** or click any other tab.
- Alternatively click the small up arrow which appears at the top right of the window.

Use the Ribbon

- Click on the tab name.
- **OR** use the wheel on your mouse to move between the tabs.

Show Screen Tips

The new option for showing ScreenTips has been greatly enhanced and now gives 3 options which you see below.

These are called **Enhanced Screen Tips** and can be switched on or off by selecting the **File Tab** then **Options** at the bottom of the window. Then select the **General** tab and under the **User Interface Options** select **ScreenTip Style** from the drop down arrow.

If you select **Show feature descriptions in ScreenTips** you will see a pop up box which in the instance below, gives you the keyboard shortcuts to sum plus some text on what the button does.

If you select **Don't show featured descriptions in ScreenTips** you will see this option

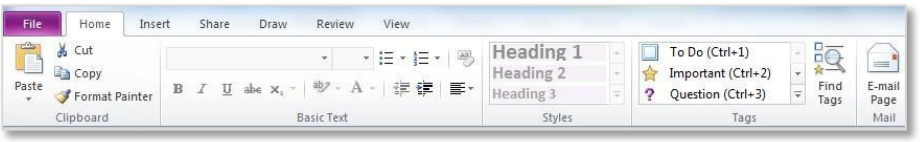
. If you select **Don't show ScreenTip** you will not see any pop up box at all. Throughout this manual, **Show feature descriptions in ScreenTips** will be switched on.

Mini Toolbar

When you select text, the **Mini Toolbar** is displayed to give quicker access to the more common formatting tools. If you find that this gets in your way, you can turn it off by clicking the **File tab** then **Options** and the **General** section.

Home Tab

Here you have the common things you will do in OneNote like copy and paste, change the font, add heading styles, add tags, find tags, and email a page.



Insert Tab

Inserting anything from a space to tables or pictures, links, recording audio or video, dates, times, equations and symbols can be done from the Insert Tab.

Share Tab

You can email a page from here as well as mark something read or unread. Also start a new shared notebook or share the current notebook, see recent edits, find information by author, work with page versions, or access the Notebook Recycle Bin.

Draw Tab

This tab allows users to draw different shapes or pen tools, arrange or rotate drawn items. If you have a tablet PC you can also turn the text you write with to text.

Review Tab

Quite a simple tab, this one. Check spelling or translate information of see linked notes here.

View Tab

Change the view here, of the page colour or layout. You can even hide the page title! Zoom in or out, view your information in a new window, have a new docked window or a new side note or keep the OneNote window on top of all other windows.

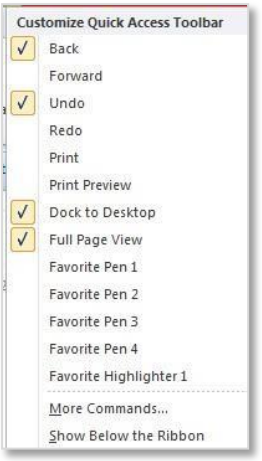
Customise the User Interface

- **Add Buttons or change the position of the Quick Access Toolbar**
- **4 buttons by default but more can be added**

Topic 1C: Customise the User Interface

The Quick Access Toolbar

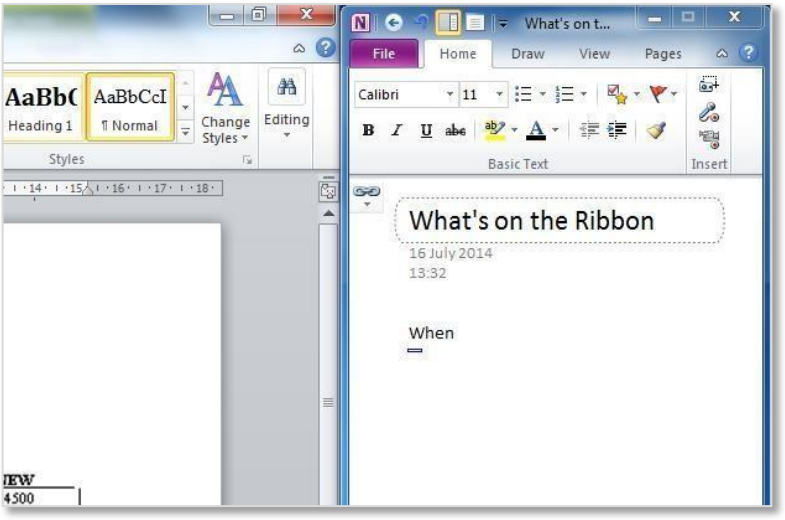
At the top left (by default) of the OneNote window, the Quick Access Toolbar is displayed *(see illustration above)*. The icons on this toolbar represent the most common buttons you will use. The default commands are **Back, Undo, Dock to Desktop** and **Full Page View**. The toolbar can be displayed above or below the Ribbon. To do this, click the drop down arrow at the end of the icons and select **Customize Quick Access Toolbar** then **Show Below the Ribbon**.



There are two ways to open the Customize Quick Access Toolbar window. Either select the drop down arrow on the Quick Access Toolbar itself and select **More Commands…** or from the **File** tab and the **Options** button.

Dock to Desktop Mode

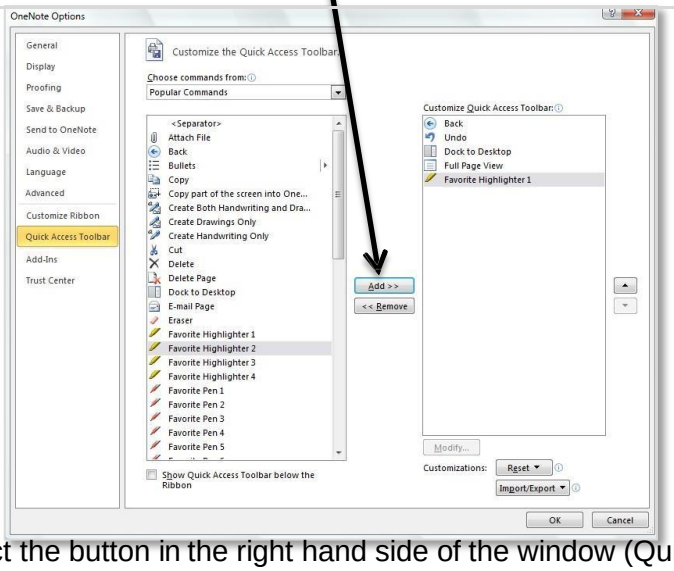
On the Quick Access Toolbar is a button which will *dock OneNote to your desktop*. It is used when you want to use OneNote alongside other applications you are working on to enable you to quickly make notes as you go. Below you can see OneNote on the right with Word on the left. To stop this mode, click the **Dock to Desktop Mode** button again.



Customise the Quick Access

- Select the **File** tab then **Options** button.
- Select **Quick Access Toolbar** option from the left of the window.
- From the **Choose commands from** section at the top left of the window, click the drop down arrows and decide which group of button you want to select from.
- Click on one of the buttons from the left side of the window and click the **Add** button

to place the button on the Quick Access Toolbar.
- Click **OK.**



Change the order of the Buttons

- Select the button in the right hand side of the window (Quick Access Toolbar).
- Click the **Move Up** or **Move Down** buttons. The buttons at the top of the list will appear at the leftmost side of the Quick Access Toolbar. The buttons at the bottom of the list will appear at the right hand side of the Quick Access Toolbar.

Remove Buttons from the Quick Access Toolbar

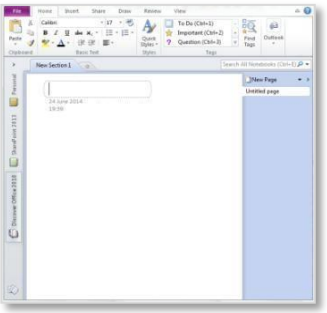
- Select the button in the right hand window within the **Customize Quick Access Toolbar** window
- Click the **Remove** button

Reset the Quick Access Toolbar

- Select the **File tab** then **Options** button.
- Select **Customize** then **Quick Access Toolbar**.
- Click the **Reset** button.
- Click **OK**

Use the Backstage View to Create a New Notebook

- **You can create as many notebooks as you require**
- **They can be stored on the Web, Network or on your Computer**



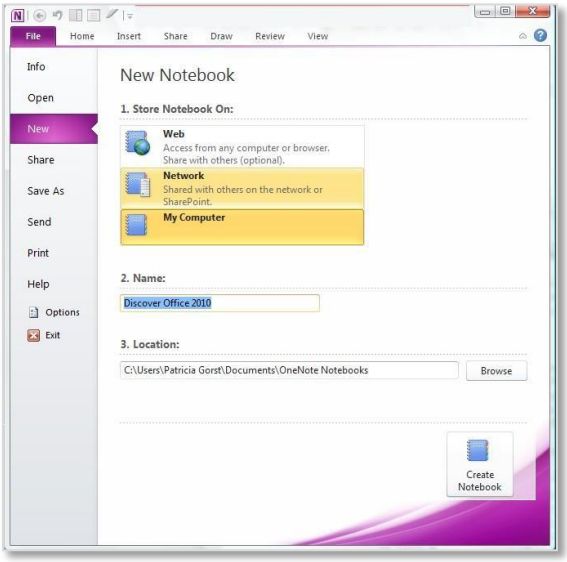
Topic 1D: Use the Backstage View to Create a New Notebook

Background

You can have as many notebooks as you wish and decide to store them in a number of places. Often you will want a new Notebook for a particular topic you are researching or want to document.

Create a New Notebook

- From the **File** tab, select **New**
- You will see the New Notebook part of the Backstage view



- From the **1. Store Notebook on** section, select either **Web, Network** or **My Computer**. We have selected **My Computer**
- In **2. Name** section, enter the name you wish to give your notebook
- In **3. Location** section, enter the file path for the notebook or accept the default which is usually the Documents library.
- Click **Create Notebook**
- Your new notebook will be displayed.

Save, Print, Email, Search and Share Notebooks

- **Share your notebooks with others**
- **Print a page, a group or a section**
- **Save your notebook regularly**

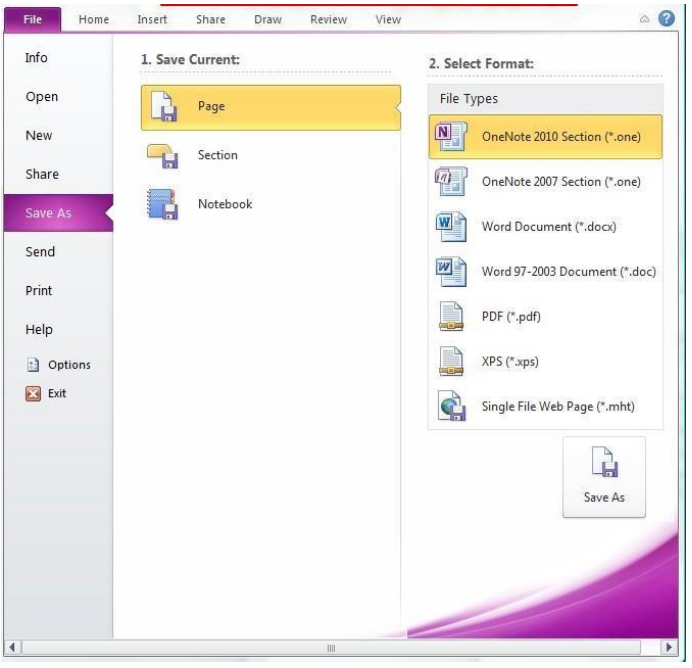
Topic 1E: Save, Print, Email, Search and Share Notebooks

Background

Just like any other software, you will want to save, print, email, search or share your information with others. The Notebook, by default, will be saved as you enter information.

To Save a Page, Section or Whole Notebook

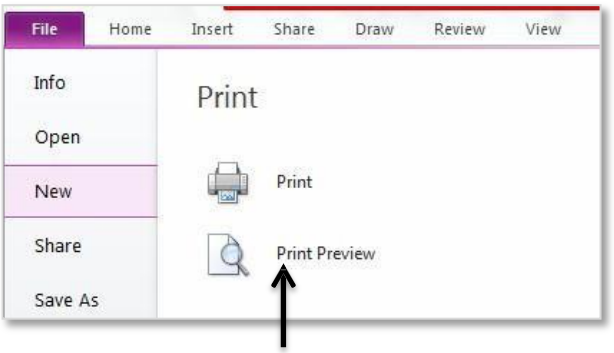
- From the **File** tab, select **Save As** and you will see a window similar to the one below



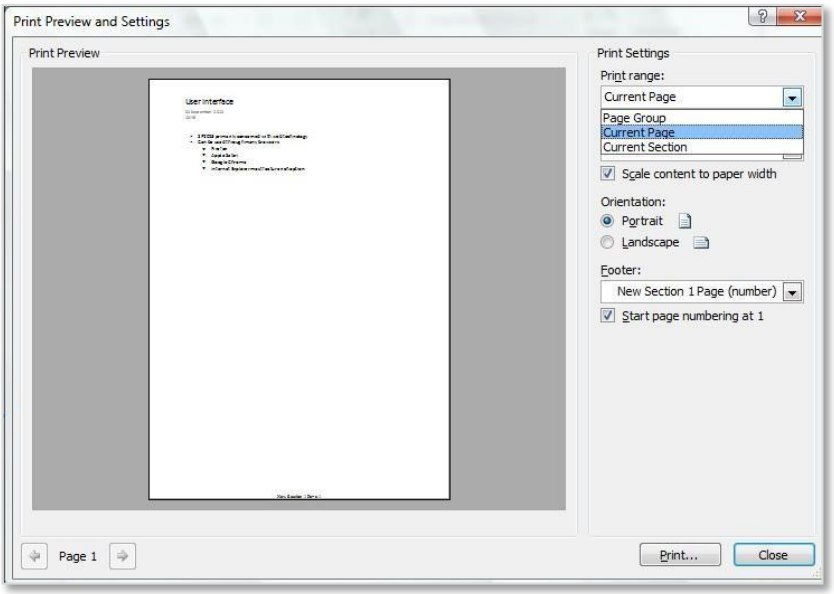
- From the middle panel, select either **Page, Section** or **Notebook**
- From the **Select Format** section at the right, select whether you want to save the notebook as a **OneNote notebook**, a **Word document**, a **PDF/XPS** or as a **Single File Web Page**
- Click the **Save As** button and the Save As dialog box will be displayed
- Select where you want to store the notebook and click **Save**.

Print a Page Group, Page or Section

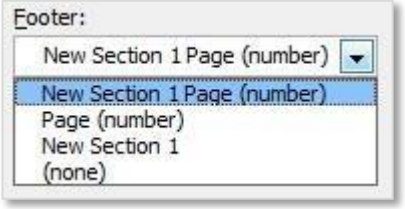
- From the **File** tab select **Print**
- The **Print** section will be displayed. Select **Print Preview** if you want to choose what you want to print



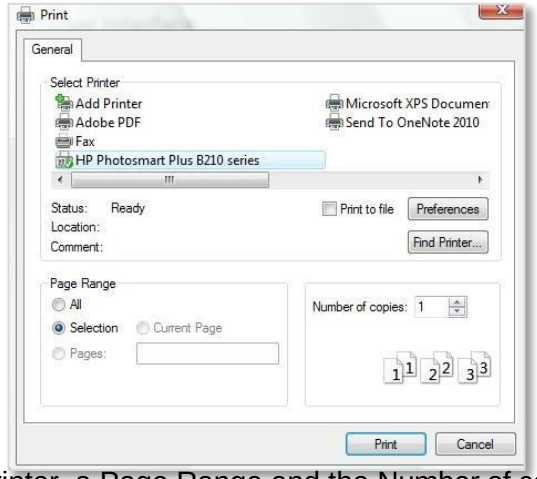
- We have selected **Print Preview**
- This will display the **Print Preview and Settings** dialog box



- From the **Print Settings** section, and under **Print range**, select whether you want to print the **Current Page, Page Group** or **Current Section.**
- Decide under **Orientation** whether you want to print Portrait or Landscape
- If you want a footer, click the drop down arrow and select from the choices. If you don't want a footer, select **None**



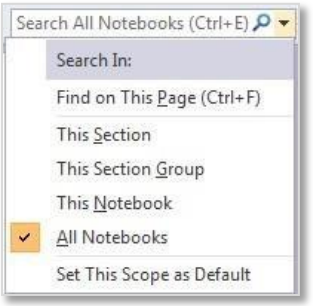
- At the bottom left of the window, you will see how many pages you have and arrows to navigate you from page to page.
- When you are happy with your choices, click the **Print** button
- The **Print** dialog box will be displayed



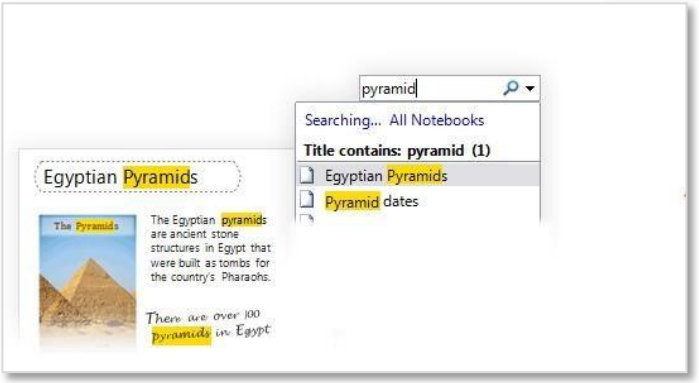
- Select a printer, a Page Range and the Number of copies then click **Print**.

Search your Notes

- By default, OneNote will search **All Notebooks**. If you want to change this, click the drop down arrow to the right of the **Search Pane** and select an option from the list



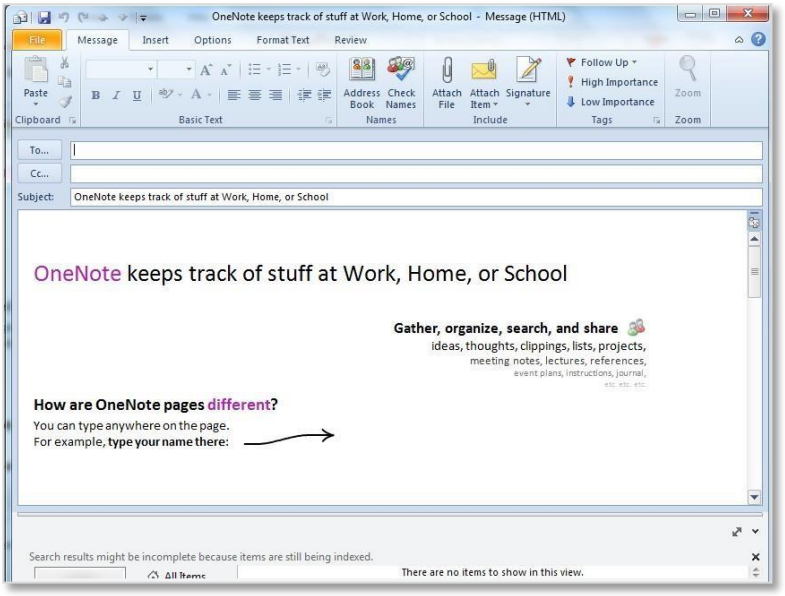
- In the **Search Pane** at the top right of the window, enter the data you are searching for



- Where the words appear in your Notebooks will be displayed
- If you are on a page where the words appear, they will have a yellow background
- To jump to the place either click on the place indicated in the search

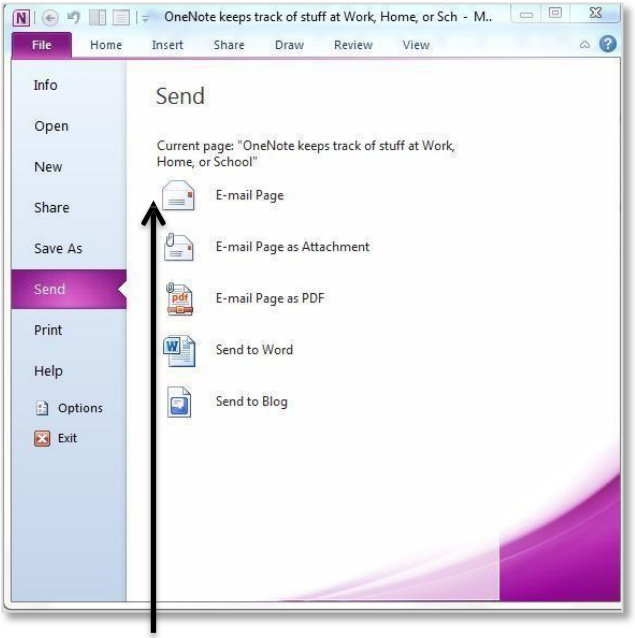
Email a Page (Option 1)

- Open the page you wish to email
- From the either the **Home** tab or the **Share** tab, click the **E-mail Page** button.
- OneNote will open your email with a new message and insert the page into the body of the email and insert the name of the page into the Subject box. (*See illustration below).*



Email a Page (Option 2)

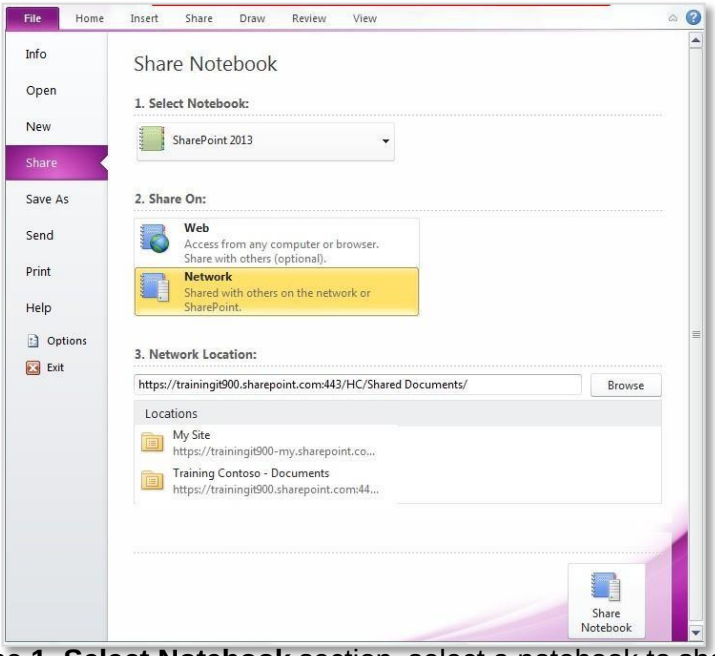
- Enter the email address of the recipient, then click **Send**.
- Open the page you wish to email
- From the **File** menu, select **Send** and you will see a window similar to the one below.



- Select the **E-mail Page** option. OneNote will open your email with a new message and insert the page into the body of the email and insert the name of the page into the Subject box.

Share your Notebook with others

- From the **File** tab, select **Share**



- In the **1. Select Notebook** section, select a notebook to share
- In the **2. Share On** section, select from **Web** or **Network**
- We have selected **Network** in the above illustration
- In the **3. Network Location,** browse to where you want to store the notebook. If you have SharePoint, you can share it there.
- Click **Share Notebook**
- You may need to log into SharePoint or your Network to gain access to save it.

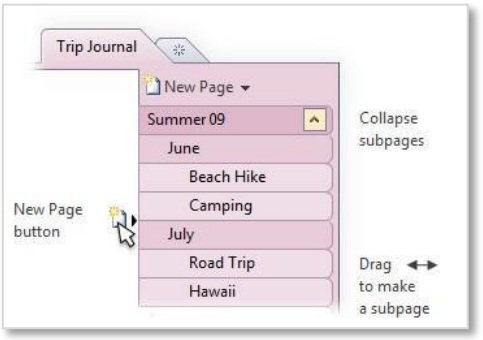
Lesson 2: Working with Pages

Learning Module Objectives

When you have completed this learning module you will have seen how to:	• Add pages and Sub Pages • Move Pages • Rename a Page • Delete a Page

Add Pages/Subpages, Move, Rename, Delete Pages

- **Add pages and subpages to help organise your information**
- **The subpage will sit underneath the main page**
- **Move, Rename, Delete pages as necessary**



Topic 2A: Add Pages and Sub Pages

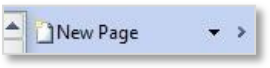
Background

To help you better organise your Notebook, you should insert pages and subpages as necessary. The Page would be the main information where the subpage would be subsidiary to the page. The subpage will sit underneath the main page.

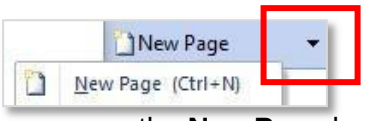
As you continue to work with OneNote, you may wish at some time to move, rename or delete a page. This is a simple process. Although care should be taken when deleting a page, you can always retrieve it back from the Recycle Bin!

Add a Page

- From the top of the right hand panel, Click the **New Page** button

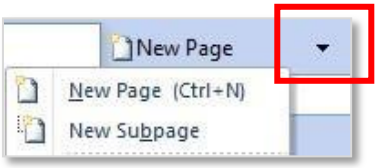


- Alternatively, click the drop down arrow on the **New Page** button and select **New Page**

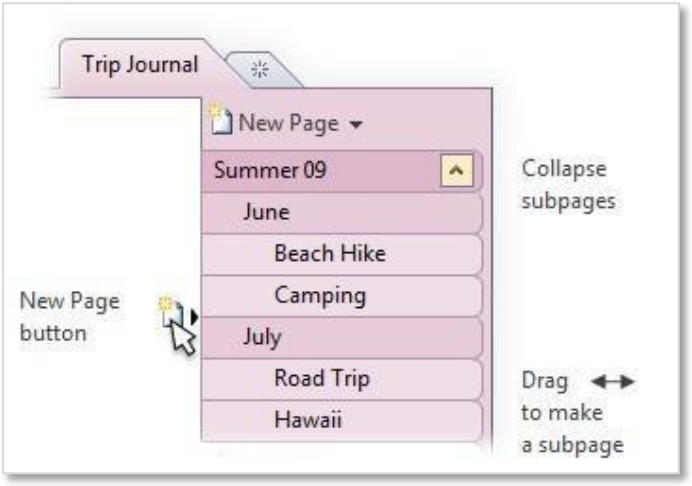


Add a Sub Page

- Click the drop down arrow on the **New Page** button and select **New Sub Page**

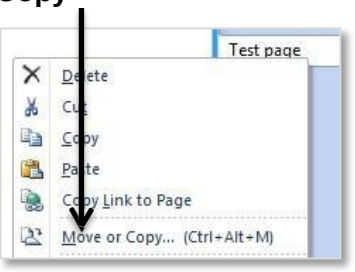


Other ways to add Pages and Sub Pages

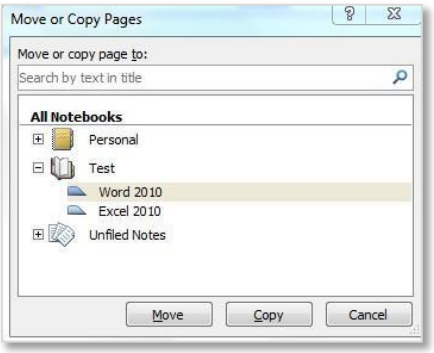


Move a Page or Subpage

- Right click the page name in the right hand panel
- From the list presented, select **Move or Copy**



- The **Move or Copy Pages** dialog box will be displayed



Rename a Page

- Select the notebook, section or page where you want to move to and click the **Move** button
- Click into the small oblong circle at the top left of the page

- Enter the text required to name the page.
- The name of the page will also be displayed at the right hand side of the window.

Delete a Page

- Right click the page name

- Select **Delete** from the list of options.

Lesson 3: Inserting Notes

Learning Module Objectives

When you have completed this learning module you will have seen how to:	• Insert typewritten notes • Linked files

Insert Typewritten Notes

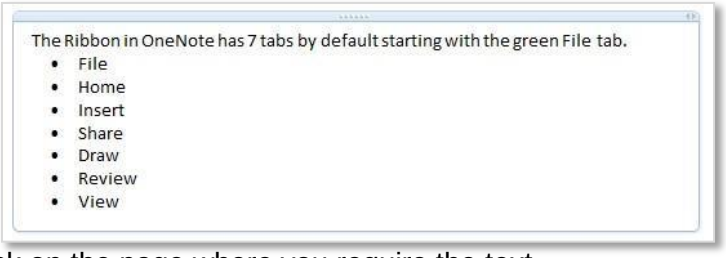
- **Typewritten notes are entered into a text placeholders**
- **You can have as many typewritten notes as you wish**
- **They can be dragged or copied and pasted to any page**

Topic 3A: Insert Typewritten Notes

Background

When you start to use OneNote you will most likely want to start with some text entries. Text will be placed inside a text placeholder and as you type, the placeholder will grow larger to accommodate the text. Once the text is there, you can resize or move the text placeholder to where you want to store the text on the page. You can even copy (or cut) and paste it to another page or another application.

Below you can see how a text placeholder looks and clearly see the borders around the box.



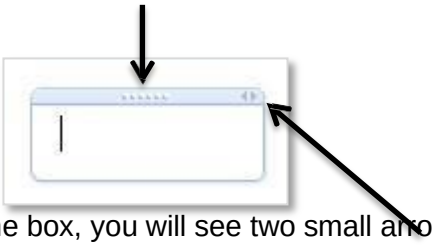
To Insert Typewritten Notes

- Click on the page where you require the text.
- You will see a small box appear like the one below

- Type the text you wish
- Click out of the box

To Decrease or Increase the size of the box

- Click inside the box and you will see a darker border area at the top



- To the top right of the box, you will see two small arrows Drag
- the left arrow to the left to decrease the size of the box. Drag
- the right arrow to the right to increase the size of the box

Place the Box on another part of the page

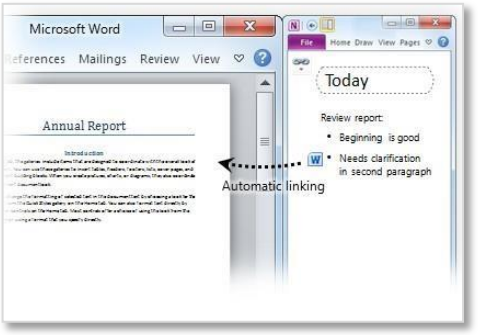
- Point to the top outside edge of the box over the small dots
- Once you see a four headed arrow ✠, drag the box to where it is required on the page.

Cut or Copy the Text

- Right click the top edge of the text placeholder
- Select either **Cut** or **Copy**
- Or click either the **Copy** or the **Cut** button on the **Home** tab
- Click where you want to pase the text placeholder (another page, or another application)
- Right click and select **Paste**
- Or click the **Paste** button on the **Home** tab

Linked Files

- **Most Office Applications have a link to OneNote with a Linked Notes button**
- **You can also link to another file straight from OneNote itself**
- **The benefit is when you click the link the file will open in whatever applciation it was created**



Topic 3B: Linked Files

Background

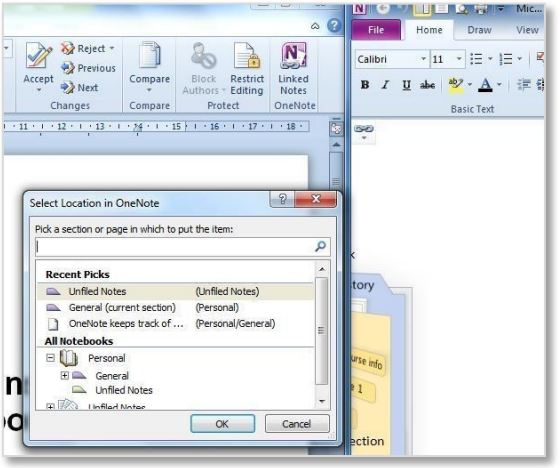
Using OneNote you can link to another application like Word or Excel. Once the link has been made in OneNote, you can quickly open the link and use the other document.

Most Office applications in the 2016 suite have the **Linked Notes** button. You can either link to OneNote through the Office application itself where you see the OneNote button or you can link through OneNote.

Once the link has been made, a small link icon will appear in OneNote at the top left of the window.

Linking to OneNote using Word

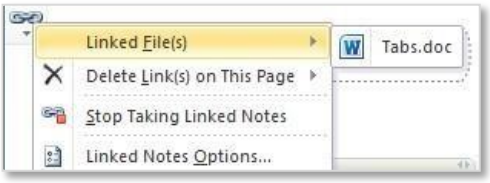
- Open the Word document you want to use for the link
- From the **Review** tab and the **OneNote** group of buttons, click the **Linked Notes** button
- OneNote will open along with a small window for you to decide which notebook you want to link to.



- From the **Select Location in OneNote** window, click on the Notebook and the page you wish to link to then click **OK**.

- A small link icon will appear in OneNote at the top left of the window.
- Start to type any notes in OneNote about the document and you will see a small symbol indicating that you have linked to the document

- If you click on the small icon, you will see a menu like the one below displaying which documents are linked and a way to delete links on the page



Lesson 4: Manipulate Text

Learning Module Objectives

When you have completed this learning module you will have seen how to:	• Cut, Copy or Paste Text • Format text • Use Text Styles

Cut, Copy and Paste Text

- **You can cut, copy or paste text, placeholders, graphics or anything else in OneNote**
- **Same principle applies to all**
- **Select the item, then choose cut or copy**
- **Paste the item where required**

Topic 4A: Cut, Copy and Paste Text

Background

When using OneNote, you will more than likely want to cut or copy something. Here we will look at cut, copy and pasting text. The same principle would apply to any object in your notebook.

Cut will remove the text or item, copy will take a copy of the text or item and paste will insert the item where you select.

Cut and Paste text

- Select the text you want to cut
- Either click the **Cut** button

or press **Ctrl + X** on the keyboard
- Select where you want to insert the text or item
- Either click the **Paste** button

or press **Ctrl + V** on the keyboard
- The drop down arrow on the Paste button offer you more ways to paste.

Format Text

- **Text can be formatting in a similar manner to Word 2016**
- **You can add all the usual formatting to include Heading Styles**

Topic 4B: Format Text

Background

Formatting text is easy with OneNote. You have a **Basic Text** group of buttons along with Heading Styles. Just like Word, select the text and then apply the formatting.

Format Text

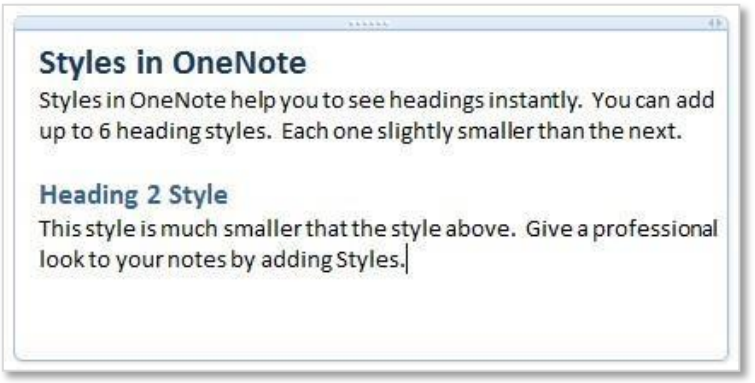
- Select the text you want to format
- From the **Basic Text** group of button, select the formatting options from the group.
- The table below lists the buttons and what they do.

Button	What it does
	Font – changes the front. Click the drop down arrow
	Font Size – changes the font size.
	Clear Formatting – clears formatting back to normal setting
	Bullets – Start a bulleted list
	Numbering – Start a numbered list
	Bold – Makes the selected text bold
	Italics - Makes the selected text italics
	Underline - Makes the selected text underlined
	Strikethrough – Draws a line through the middle of selected text
	Subscript - Create small letters below the text baseline
	Text Highlight Colour – Make the text look like it was marked with a highlighter pen
	Font colour – changes the font colour
	Decrease Indent Position – Decrease the indent level of a paragraph

Decrease Indent Position - Increase the indent level of a paragraph

Paragraph Alignment – Changes the alignment of text or a paragraph

Styles – Applies heading styles to selected text.



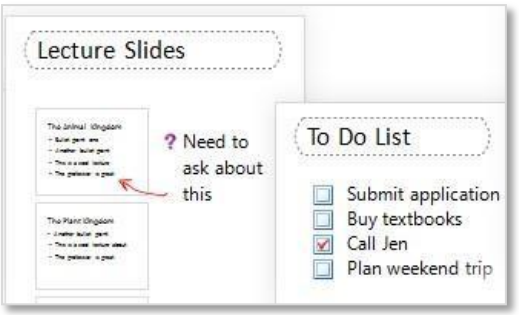
Lesson 5: Inserting Objects into OneNote

Learning Module Objectives

When you have completed this learning module you will have seen how to:	• Inserting Lists • Inserting Tables • Inserting Pictures • Inserting Screen Clippings

Inserting Lists

- **We all make lists at some time or other**
- **Creating Lists in OneNote is quick and simple**
- **Lists can be bulleted, numbered or have a tick box to the left**



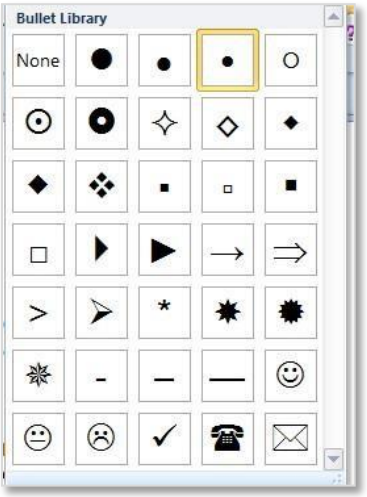
Topic 5A: Inserting Lists

Background

When using your Notebook, you will more than likely want to make lists of things. It may perhaps be a list of things you have to do or a simple list of items you need to remember which have bullets or numbering beside them.

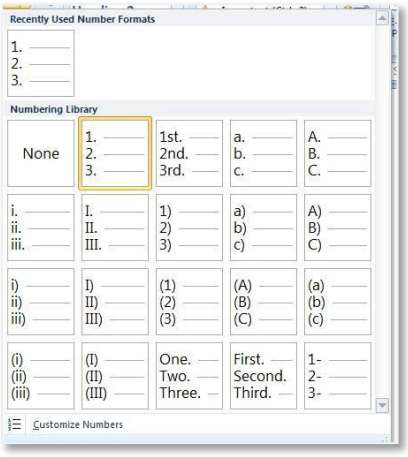
Creating Bulleted Lists

- Click on your page where you want to start the list
- From the **Home** tab, click the **Bullet** button
- Start to type the list as required
- Press **Enter** to go to another line of bullets
- Continue until list is complete
- If you want a different bullet from the usual black circle, click the drop down arrow on the bullet button before you type the list and select one of the graphical images.
- If you have already typed your list, select all the lines of text with bullets then click the drop down arrow on the bullet and select one of the graphical images.

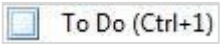
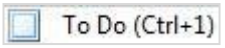


Creating Numbered Lists

- Click on your page where you want to start the list
- From the **Home** tab, click the **Number** button
- Start to type the list as required
- Press **Enter** to go to another line of numbers
- Continue until list is complete
- If you want a different number from the usual 1. 2. 3, click the drop down arrow on the number button before you type the list and select one of the other number options.
- If you have already typed your list, select all the lines of text with numbers then click the drop down arrow on the number button and select one of the number styles.



Tagged Lists

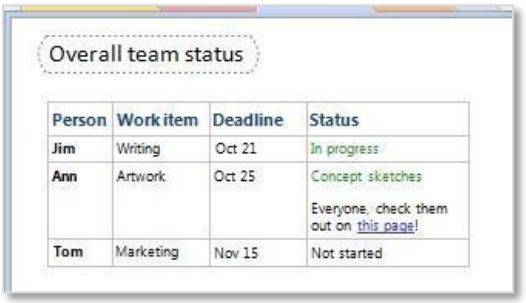
- Click on your page where you want to start the list
- From the **Home** tab and the **Tags** group, click the **To Do** button  or press **Ctrl + 1** on the keyboard.
- Start to type the first item on the list
- Press **Enter** to go to another line and click the **To Do** button  or press **Ctrl + 1** on the keyboard and then type the next item on the list

- Continue until list is complete and you list might look something like the one below.

- To mark a tagged list item as complete, click inside the tick box.

Inserting Tables

- **Tables of information are easy to read**
- **Similar to creating in Word**
- **You can see the number of columns and rows before you create it**



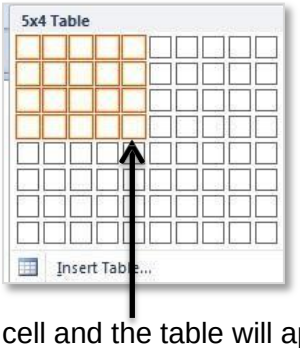
Topic 5B: Inserting Tables

Background

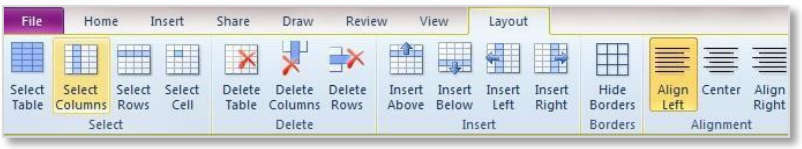
Tables feature in lots of different documents and OneNote is no different. Information held in tables is easy to read and understand. If you have ever created a table in Word, then it's very similar in OneNote.

Creating Tables

- Click on your page where you want to start the table
- From the **Insert** tab, click the **Table** drop down arrow and you will see a number of cells being offered



- Click inside the last cell and the table will appear on your Notebook
- Click inside the first cell and type the information required
- Press the **Tab** key to go to the next cell and continue entering your data
- Press **Shift + Tab** if you want to go back the way
- You will be given a **Contextual Toolbar** on the **Ribbon** to make changes to the table.



- You will be given a **Contextual Toolbar** on the **Ribbon** to make changes to the table.

Inserting Screen Clippings

- **Screen clippings can be taken from any application or part of an application or from the Internet**
- **When caputred from the Internet the location, date and time is inserted**

Topic 5C: Inserting Screen Clippings

Background

Screen Clippings are available in OneNote, Word, Excel, PowerPoint and Outlook and give the ability to capture an image. The image can be of another program or something on the Internet. If you capture an image from the Internet, a link to the web page along with the date and time of capture will also be inserted. Very handy if you are researching something on the Internet and need to remember where the information came from.

Before you attempt to take a Screen Clip, make sure you have whatever you are capturing directly behind OneNote. The reason for this is that when you activate the Screen Clipping button, OneNote will be minimised and whatever is directly behind will be what is captured.

Inserting Screen Clippings

- Click on your page where you want the image to appear
- From the **Insert** tab and the **Images** group, select the **Screen Clipping** button

- OneNote will minimise and what is behind will *grey out*. Your mouse pointer will change to a cross +.
- Place your mouse at the top left corner of what you want to capture.
- Hold down the left mouse button and drag across the image required
- Let your mouse go and whatever you selected will be placed into OneNote.

- If you have captured an image from a web site, the URL, date and time will be stamped underneath the image. *(see illustration above)*
- If you have taken a screen clip from a programme, the date and time of the screen clip will be inserted underneath the image.

Inserting Pictures

- **Pictures can be inserted from almost anywhere**
- **Once the pictures are in OneNote you can move or resize them as necessary**

Topic 5D: Inserting Pictures

Background

Pictures can be inserted into OneNote from anywhere on your computer or Network. Once the pictures are in your notebook, you can move or resize them as necessary.

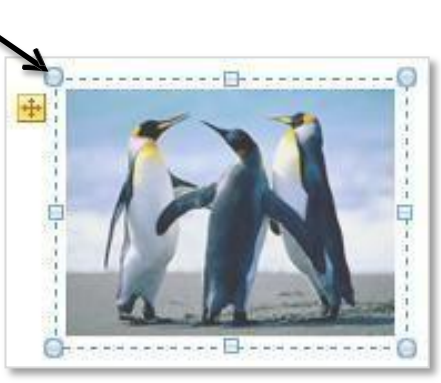
Inserting Pictures

- Click on your page where you want to place the picture
- From the **Insert** tab, click the **Picture**

button and you will see the **Insert Picture** dialog box
- Navigate to where the picture exists and select it
- Click the **Insert** button and your picture will be shown in your notebook.

Resize the Picture

- Select the picture and place your mouse pointer over one of the corners. Your mouse pointer will change to a double headed arrow ( ) arrow



- Keep holding down your left mouse button and drag to the opposite corner to make the picture smaller.
- Drag to the away from the picture to make the picture larger.

Lesson 6: Manipulate Shapes

Learning Module Objectives

When you have completed this learning module you will have seen how to:	• Draw Shapes • Format Shapes • Rotate Shapes

Draw Shapes

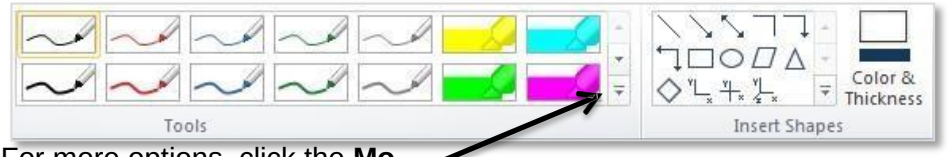
- **Shapes can help enhance what you are trying to point out or say**
- **Shapes can be lines, arrows, basic shapes like square or rectangle**
- **You can draw freehand too**

Topic 6A: Draw Shapes

Background

Enhancing your notebook with shapes or drawn objects can really make a point stand out. Above you can see we have drawn an arrow on a map. Shapes can be freehand drawn or lines, arrows, or shapes like ovals or rectangles. It depends what you are trying to call attention to in your Notebook.

The **Draw** tab contains a **Tools** and an **Insert Shapes** options along with a **Color & Thickness** tool to format the shape.

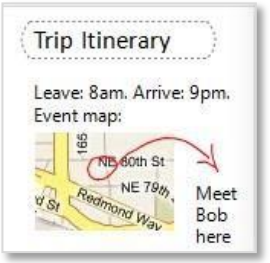


For more options, click the **Mo re** arrow.

Draw with a Pen

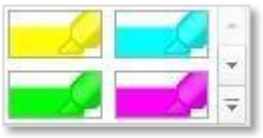
- From the **Draw** tab and the **Tools** group of buttons, select from one of the pen tools.

- The top line of pen tools are 0.35mm in thickness and the bottom pen tools are 0.5mm in thickness.
- Take your mouse pointer onto the page where you want to draw.
- Hold down your left mouse button and drag the mouse pointer across the page to make the required shape then release the mouse button.



Draw with a Highlighter Pen

- From the **Draw** tab and the **Tools** group of buttons, select from one of the Highlighter tools.



- Take your mouse pointer onto the page where you want to mark.
- Hold down your left mouse button and drag the mouse pointer across the page to mark.
- Here we have marked the text on the right with a yellow highlighter.

Erase Drawings

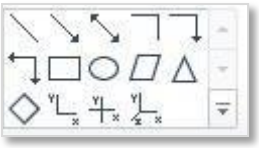
- From the **Draw** tab and the **Tools** group of buttons, select the

Eraser button drop down arrow and select one of the erasers. The **Stroke Eraser** will allow you to erase a whole complete line (or stroke) while the **Small, Medium and Large Erasers** will only delete the part of the line you click on.

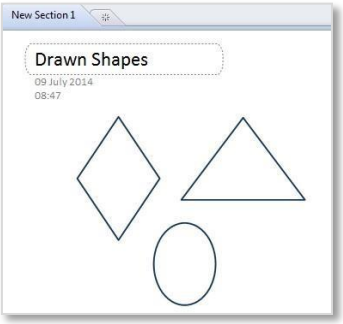
- Take your mouse pointer onto the page where you want to erase.
- If you are using the **Small, Medium and Large Erasers** hold down your left mouse button and drag the mouse pointer across the page to mark.
- To switch off the Eraser, press the **Esc** key at the top left of the keyboard or click the **Select & Type** button.

Draw a Shape

- From the **Insert Shape** group of buttons, click the shape required
- Take your mouse pointer onto the page where you want to draw.



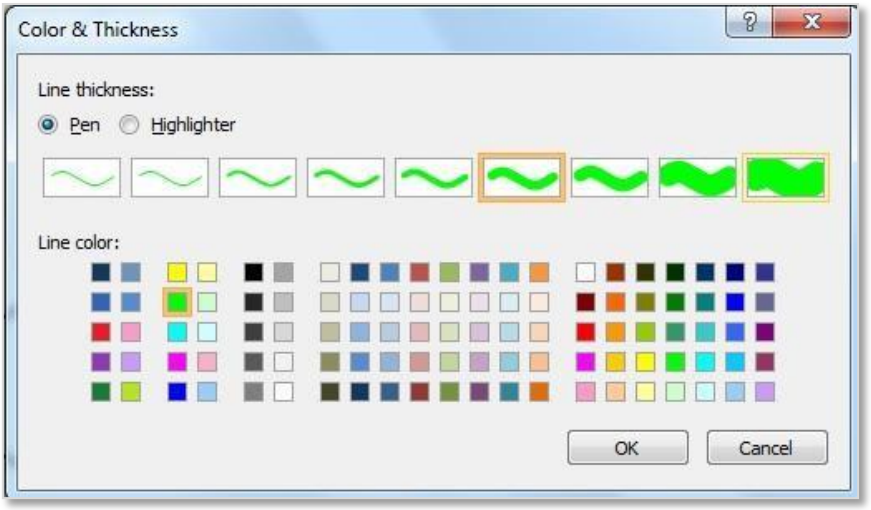
- Hold down your left mouse button and drag the mouse pointer across the page to make the required shape then release the mouse button.



Format at Shape

- Select the shape you want to format
- From the **Insert Shapes** group of buttons, select the **Color & Thickness**

button
- You will then be presented by a window of colour and line thickness choices similar to the one below

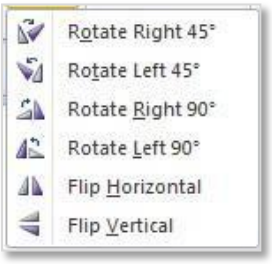


- Make your selections and click **OK**.

Rotate a Shape

- Select the shape and from the **Edit** group of buttons, click the **Rotate**

button drop down arrow
- Make a selection from the list



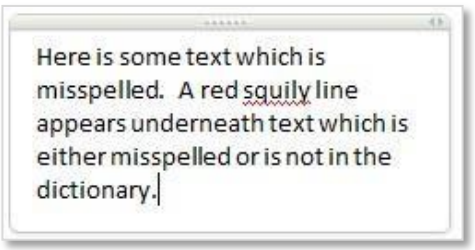
Lesson 7: Check Spelling, Undo/Redo, Recycle Bin

Learning Module Objectives

When you have completed this learning module you will have seen how to:	• How to check your spelling • Undo and Redo tasks • Use the Recycle Bin in OneNote

Check Spelling

- **Spell Check works similar to Word**
- **Misspelled words appear with a red underline**
- **All Office 2016 applications use the same dictionary**
- **Any words can beadded to the dictionary**



Topic 7A: Check Spelling

Background

Spell checking works very similar to the way it does in Word. You can even use the same keyboard shortcut key which is **F7**.

Words which have been misspelled or are not in the dictionary have a red underline underneath them. You can correct spelling as you go along by right clicking the red underlined word and selecting the correct one from the list or you can run a full Spell Check when required.

Spell Checker is run on each individual page.

Run a Spell Check

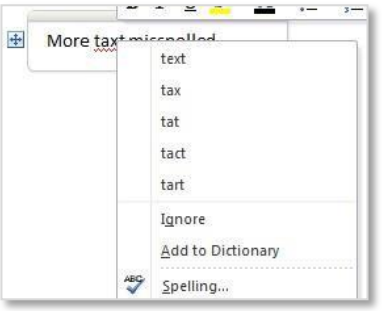
- Select the page you want to run the spell check on
- From the **Review** tab, select the **Spelling**

button or press **F7** on the keyboard
- A Spelling pane will appear docked at the right of the screen with the word it finds wrong
- In the **Current spelling** box is the word you misspelled
- In the **Suggestions** box is the suggeste d word
- Click the **Change** button to change the word you entered to the suggested word
- Click the **Ignore** button if the word you entered was, in fact, correct but not in the dictionary
- Click the **Add to Dictionary** button to add the word to the dictionary.
- Don't forget to check the **Dictionary Language** section to ensure you are using the correct dictionary. If not, click the drop down arrow and choose the correct one.

- Once the spell check is finished, you will see small window like the one below informing you the spell check is complete.

Correct Spelling by Right Clicking

- Right click the word which has a red underline
- From the list of words, select the word required from the list given



Undo or Redo Tasks

- **Undo button appears on the Quick Access Toolbar**
- **Redo button does not and must be added if required**
- **Alternatively use the keyboard shortcut keys**
- **Shortcuts can be used in Office 2016 applications**

Undo **Ctrl & Z**

Redo **Ctrl & Y**

Topic 7B: Undo or Redo Tasks

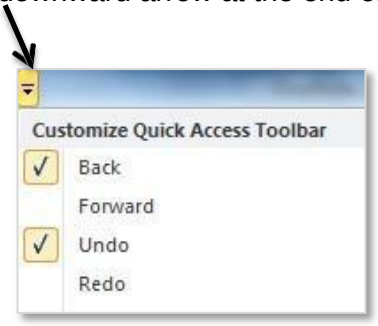
Background

The **Undo** button is often referred to as *your best pal* because as it suggests, it will undo the last (or up to 20) change you made whether it be added graphics, text or just change the formatting of something.

The Undo button will sit by default on the **Quick Access Toolbar** unlike the Redo button which does not. If you want the Redo button on the Quick Access Toolbar, you must place it there.

Adding the Redo Button

- Select the small downward arrow at the end of the **Quick Access Toolbar**



- Select **Redo** from the list

Using the Undo button

- To undo the last item, click the **Undo** button on the **Quick Access Toolbar** or press **Ctrl + Z** on the keyboard
- Continue until all the items you want to undo are done.

Using the Redo Button

- To undo the last item, click the **Redo** button on the **Quick Access Toolbar** or press **Ctrl + Y** on the keyboard
- Continue until all the items you want to redo are done.

Using the Recycle Bin

- **Recycle Bin in OneNote will store deleted sections or pages**
- **After 60 days the Recycle Bin will be emptied automatically**

Topic 7C: Using the Recycle Bin

Background

The Recycle Bin will store deleted sections or pages. The default amount of time it will hold any deleted items is 60 days. After this amount of time has elapsed, the Recycle Bin content will be deleted and cannot be restored.

When you delete a section, the section will be placed after the **Deleted Pages section** in the Recycle Bin area. When you delete a page, you can see the page in the **Deleted Pages section**.

Delete a Section

- Right click the section name
- Select **Delete** from the list of options
- You will be asked if you are sure you want to delete this.

- Click **Yes** to confirm.

Delete a Page

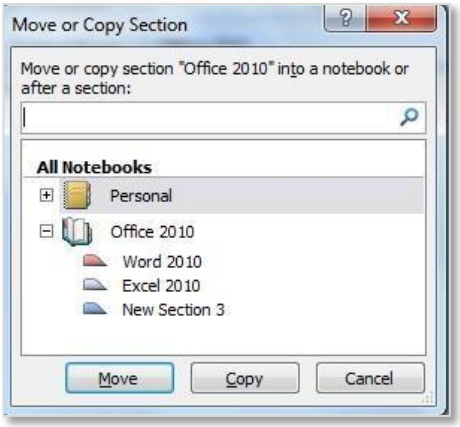
- Right click the page name
- Select **Delete** from the list of options
- You will **NOT** be asked if you are sure. It will simply delete the page and place it in the Recycle Bin

Retrieve a Section or Page from the Recycle Bin

- From the **Share** tab, click the **Notebook Recycle Bin**

button
- You will see under **Deleted Pages,** any pages you have deleted and in the Sections, any section you have deleted.

- To restore a section or page, right click the section or the page name and select **Move or Copy**
- From the **Move or Copy** window, select where you want to move or copy it to.



- Click the **Move** or **Copy** button.
- The section or page will be in the place you selected.
- Click the **Notebook Recycle Bin** button again to turn it off.