

ONENOTE

Technology Support
ShortCourse Handout

Texas Tech University

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Microsoft OneNote

ShortCourse Handout

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Introduction

Microsoft Office OneNote is a **note-taking** software that was introduced in Microsoft Office 2003. OneNote is an electronic version of a paper notebook where you can write down notes, ideas, and reminders, whether you are taking notes in a classroom or in a meeting.

With OneNote you can gather and organize text, images, digital handwriting, audio and video recordings, and more - all in one **digital notebook** on your computer. Images (screen captures, embedded document scans or even photographs) can be searched for embedded text content.

With OneNote you have the ability to write anywhere, assign "**tags**" to notes, copy and drag from any **application**, **webpage**, and **PDF** into a **OneNote page**, and have it enter the **link** where it came from directly below it, create **Outlook tasks** or **appointments**, even **contacts** directly from the notes. You can **record audio** and/or **video** directly into a note page, you can **password protect sections**, you can draw, highlight, and email.

OneNote is commonly used on **laptops** or **desktop PCs**, but it is particularly well-suited for use on **pen-enabled Tablets**, in environments where pen, **audio** or **video notes** are more appropriate than an intensive use of keyboards. OneNote is an ideal tool for research, meetings, and lectures.





Course Objectives

After completing this ShortCourse, you should be able to:

- Perform basic editing techniques;
- Insert images, web Links and other media into your notes;
- Create and delete sections and pages;
- Integrate your notes with other applications;
- Flag notes for follow up;
- Search your Notes;
- Create Shared notebooks;
- Save and Share files in the Cloud;
- Send notes as email messages;
- Create screen clippings;
- Perform simple calculations;
- Translate text with Translator;
- Import documents as images; and
- Password protect your notes.

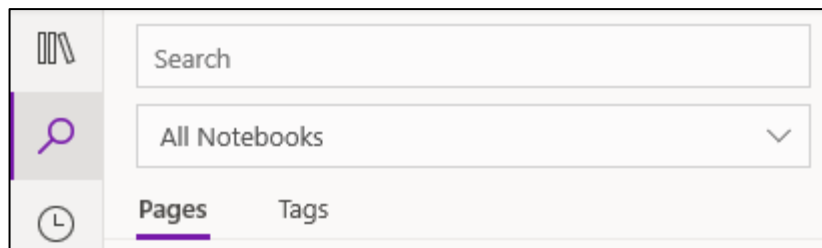
Creating a Notebook


- Start the OneNote program (Search Bar -> OneNote (App)).
- Click “Name @ Texas Tech University,” and then click “Add notebook” at the bottom of this section.
- In the **Notebook Name** box, enter a name for your new notebook, **School** for example.
- Click the **Create** button.
- Click the **Notebooks** icon  or the current Notebook to see all your existing notebooks.
- Click the **Show Navigation** icon  to hide the Notebook Pane.
- Right-click on the notebook's name (on the Notebook pane, on the left) and select “Nickname Notebook” or “Notebook Color” to change the Notebook settings.



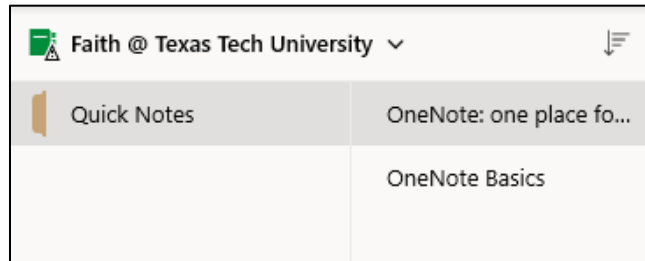
OneNote Interface

- **Search box** - to search notes in the current notebook, type a word or phrase into the Search box and then press ENTER. To change the search scope, click the arrow next to “All Notebooks.”




- **Show/Hide the Navigation Button** - Click the Navigation Button  to show or hide the section hierarchy for each of your open notebooks. Expanding the Navigation pane makes it easier to navigate and organize larger notebooks.
- **Notebook Names** - Click these buttons to easily navigate among open notebooks. To display additional options for a notebook, right-click its name.
- **Quick Notes** - Click the **Your Name @ Texas Tech University** notebook, then click “Quick Notes.” The Quick Notes section is where OneNote automatically creates pages for imported content, such as side

notes, screen clippings, Web pages, and e-mail messages. You can move pages out of this special section and into notebook sections that you created.

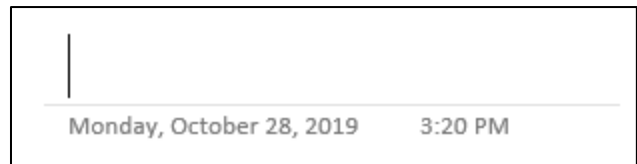


Definitions

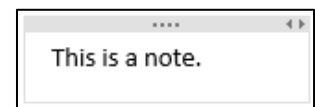
- **Notebook title**- The name of the notebook that you are currently working in appears here.
- **Section tabs**- A vertical row of section tabs on the left of the notes page provides easy access to each section in the current notebook. You can drag section tabs up or down to the locations you prefer and right-click a tab to display formatting and organization options. OneNote data is stored in files called sections, which have a .one extension.
- **Page tabs**- A vertical row of page tabs in the margin of the notes page provide easy access to each page in the current notebook section. You can drag page tabs up or down to the locations you prefer and right-click a tab to display formatting and organization options.

- **Add Page**-This button  quickly creates new pages below whatever active page you're on.

- **Page title**-In this text box, you can type or write a title for the current page. OneNote automatically duplicates the titles of your pages in their respective page tabs.



- **Notes container**-The boxes that contain typed or handwritten notes are called note containers. Aside from typed or handwritten text, note containers can also contain images, tables, graphics, and other objects. You can format, move, resize, and even merge notes containers on the pages in your notebook.
 - You can store notes in **Notebooks, Sections, Pages, and Subpages.**
 - Notebooks have **Sections**
 - Sections have **Pages**
 - Pages have **Subpages.** Right-click a Page tab, to make it a subpage.

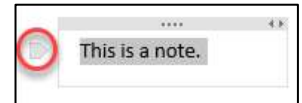


Pages

- Pages in OneNote are where you capture your notes within the individual sections you have created.
- Page tabs are arranged vertically along the left side of a page.
- To move between pages, click the appropriate tab.
- New page tabs are added after the active page.
- To delete a page, **right-click** the appropriate page tab and then click **“Delete Page.”**

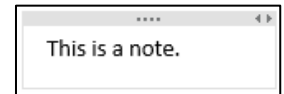
Paragraph Handle

- After you type some text, an icon appears to the left of each paragraph of text as you move the pointer over the note container on the current page.
- Use **paragraph handles** to drag text paragraphs to **new locations** on the page, or right-click a paragraph handle to view additional information and formatting options.
- To copy or cut text from one page to another page, **right-click the note container**, click copy or cut on the shortcut menu, and then paste the notes to the page you want.



Entering Information on Pages or Subpages

- Place the cursor at any position on a new or existing page. Begin entering data and a data "container" will appear to record the work.
- If you use a tablet or touchscreen computer, OneNote will place handwritten or drawn material inside a container. If the tablet or multi-touch screen is pressure sensitive, OneNote will increase the width or density of the pen strokes, reflecting the pressure.
- Each page can contain multiple containers. Containers can overlap, be arranged to the front or back, and be moved anywhere on a page.
- Access **bullet lists**, **number lists**, and **text styles** from the **"HOME"** tab. This permits basic note formatting within the OneNote page.
- Insert Tables, Files, Pictures, and Links from the **Insert** tab.
- Insert **“Printouts”** from Word, Excel, and PowerPoint documents using the **“Printout”** command on the **Insert** tab.
- **“Meeting Details”** will connect to your Outlook calendar and allow you to the date, time, and details for a meeting or appointment item.
- You can also add audio and online videos



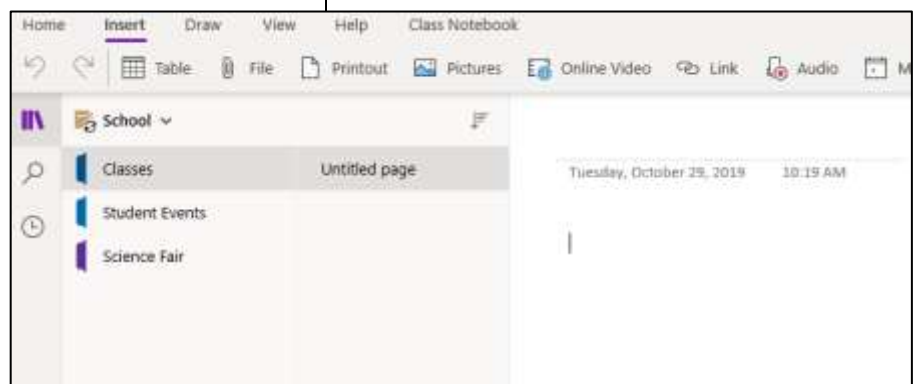
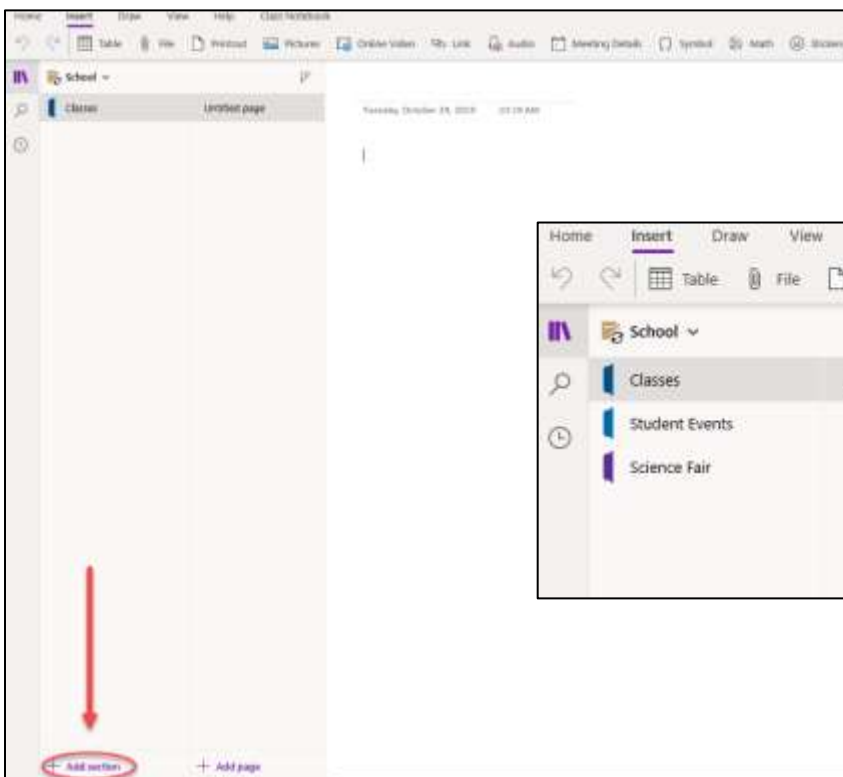
How are OneNote Pages Different?

- You can add **typed or hand-written notes** to a OneNote notebook. And just as you can with a three-ring binder, you can store printouts in a notebook by “printing” a file to OneNote.
- You can add **images** to a page as well as **audio** and **video** recordings, tables, references to files and Web sites, and images of Websites themselves.
- The **date and timestamp** displayed on a page show the date and time when you first created the page (these cannot be changes).
- The date and time stamp cannot be edited.



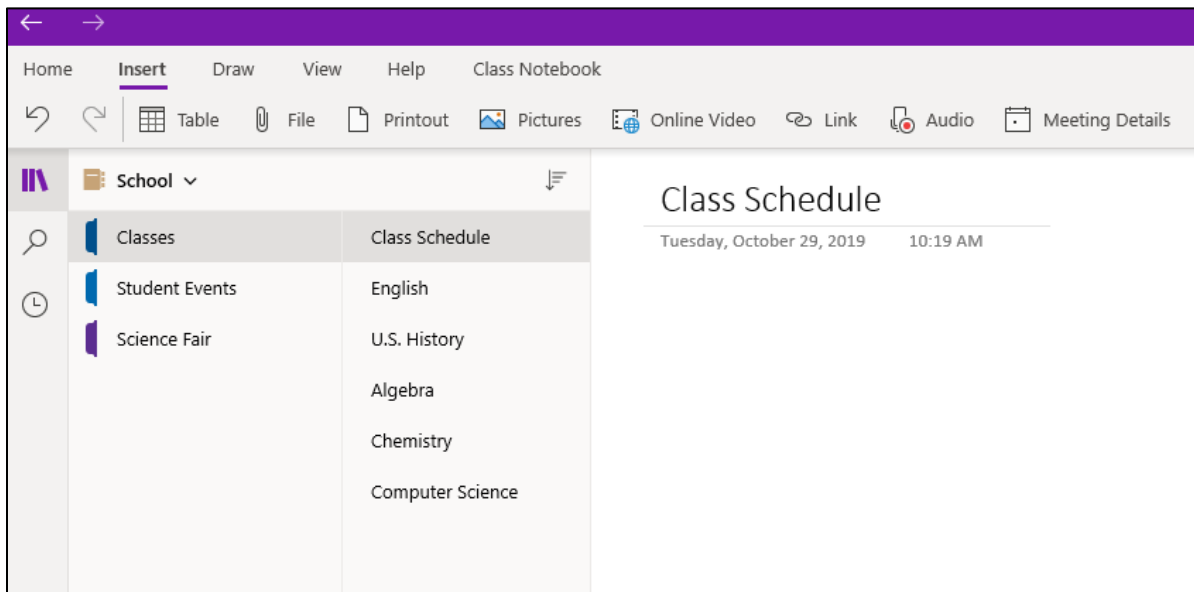
Adding Sections

- Right-click **New Section 1**, choose “Rename Section,” and type **Classes**. Press the Enter key.
- To create more sections, click the **Add Section** tab at the bottom left of the page, and create sections for **Student Events**, and **Science Fair**.



Adding Pages

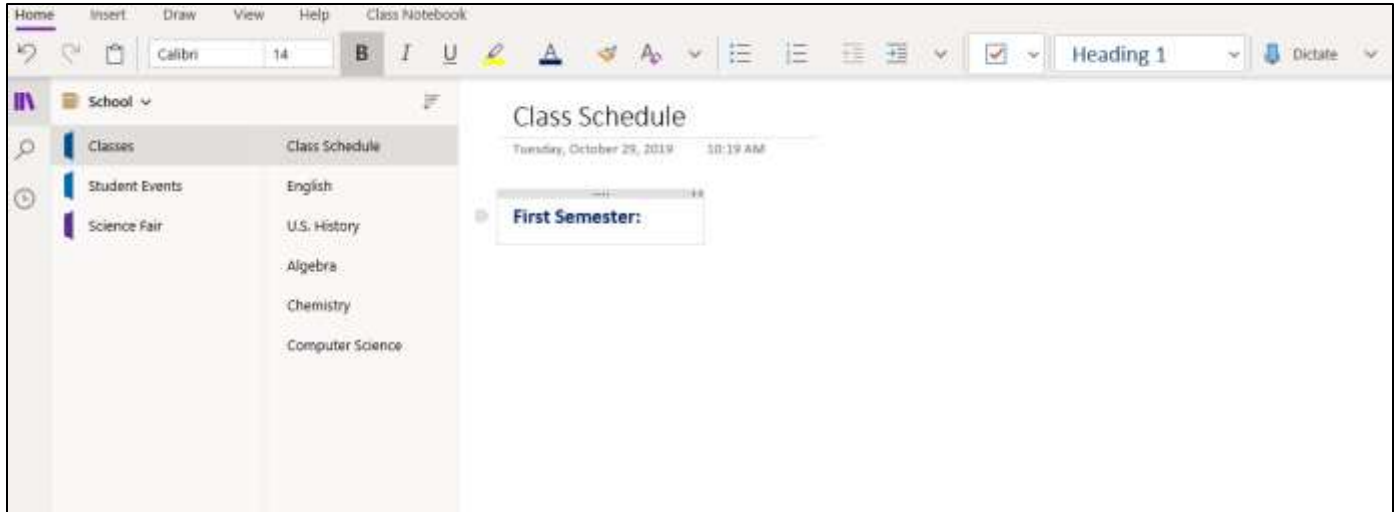
1. In your School notebook, click the **Classes** tab in the top left corner of the screen in the Navigation Bar.
2. To rename the page, at the blinking cursor, type: **Class Schedule** and press Enter.
3. To create a new page, in the Pages Pane, click **Add Page**, and at the blinking cursor, type: **English** and press Enter.
4. Repeat Step 3 to create the following four additional pages: **U.S. History**, **Algebra**, **Chemistry**, and **Computer Science**.



Type a Note and Format Text

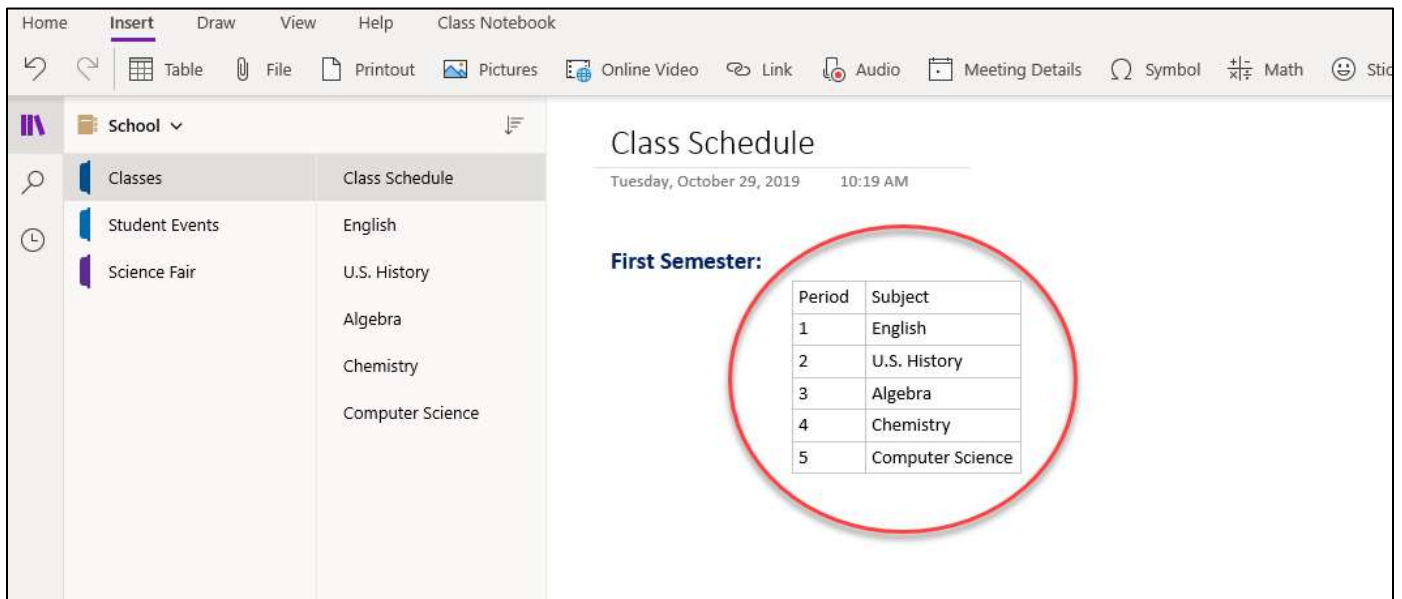
Notes in OneNote are contained in containers. After a page is named, a note container with a blinking cursor appears automatically below the title. You can **start a new note by clicking anywhere on a page and typing**. The basic tools for formatting text in OneNote are similar to those found in other Microsoft applications.

- In your School notebook, click the **Classes** tab. In the page tabs, click the “Class Schedule” page.
- In the note container, at the blinking cursor, type: **First Semester:**
- Select the text “First Semester:” by clicking and dragging over it.
- On the **Home** tab, click the Font Size drop-down arrow and select 14. Click Bold. Click the Font Color drop-down arrow and select Dark Blue. Deselect the text (click away from the container).



Insert a Table

1. In your **School** notebook, in the **Classes** section, on the **Class Schedule** page, click to the right of the note container.
2. On the **Insert** tab, click the **Table** button. In the Insert Table box, select **2x2 Table**.
3. In the first cell of the first row of the table, type: **Period**. Press the Tab key. Then type: **Subject**. Press the Tab key.
4. In the first cell of the second row, type: 1. Press Tab. type: English. Press Tab.
5. Repeat Step 4 to add the following rows to the table:

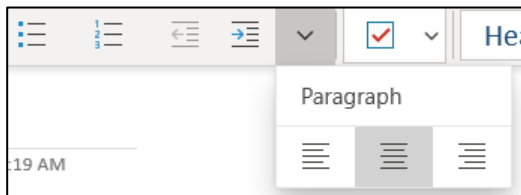


Modify a Table

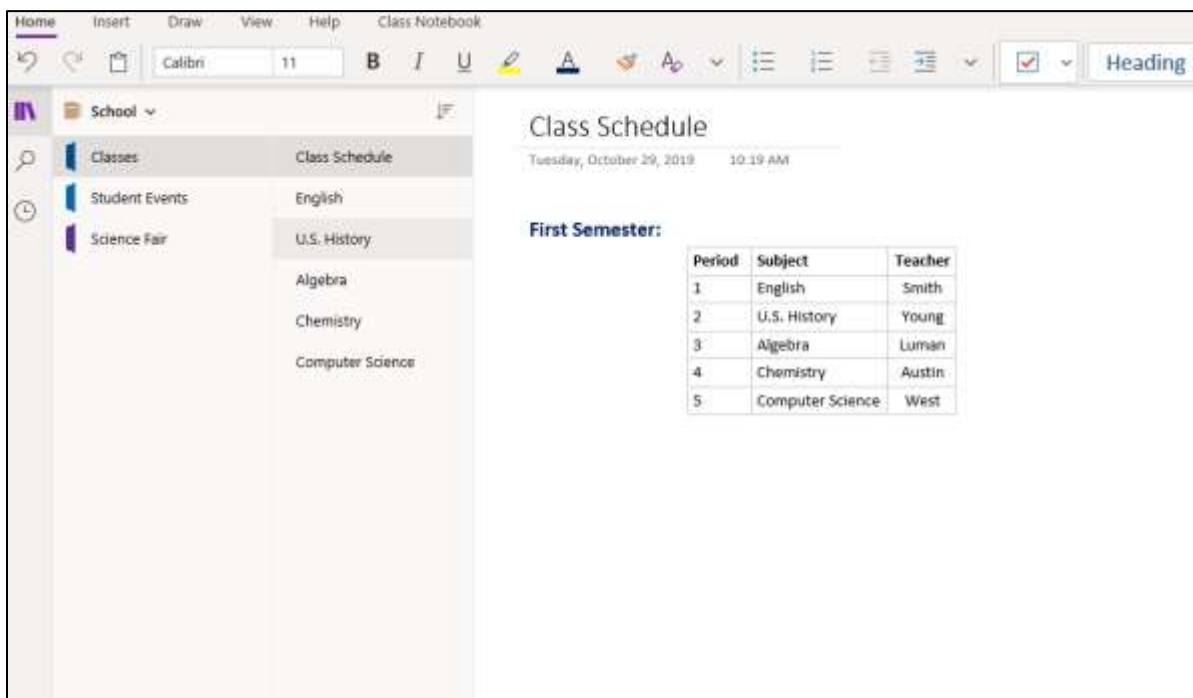
1. Position the cursor anywhere in the second column of the table you just created.
2. On the **Table** tab, click the **Insert Right** button.
3. Click in the top row of the new column, and type: **Teacher**. Press the down arrow.
4. In the second row of the new column, type: **Smith**. Press the down arrow.
5. Repeat Step 4 to add the following information to the table:

Period	Subject	Teacher
1	English	Smith
2	U.S. History	Young
3	Algebra	Luman
4	Chemistry	Austin
5	Computer Science	West

6. Select all the cells in the first column of the table. On the **Home** tab, click the **Paragraph Formatting arrow** button. Select the center alignment option.

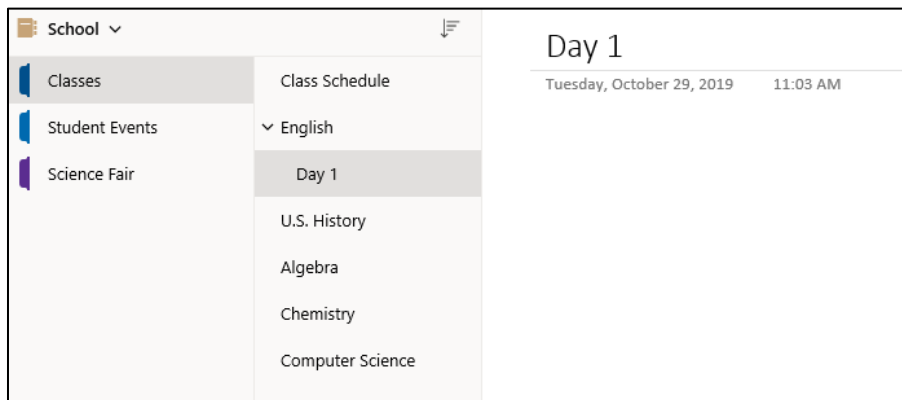


7. Select all the cells in the first row of the table. On the Home tab, click **Bold**. Deselect the cells.



Adding a Subpage

- In your School notebook, on the **Classes** section, click the **English** page. Click “Add page” in the bottom of the page area to add a new page below English. Right-click the new “Untitled Page” and select “**Make Subpage.**”
- Click the new subpage and type “**Day 1**” on the title line of the notes page (above the date and time stamp). This will also rename the subpage name on the page tab.
- You can now **hide/unhide** the subpage by clicking the **English** page tab.




Adding Content to a Subpage

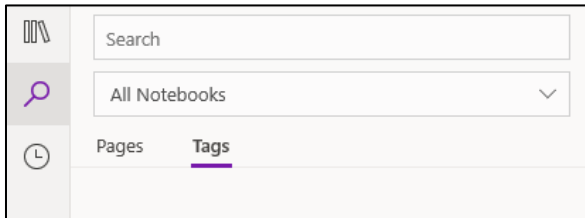
- In your School notebook, on the Classes tab, on the Day 1 subpage, type “**Homework:**” below the “Day 1” title. Select the text by clicking and dragging over “Homework.” After selecting the text, the **short cut menu** appears. Use this menu to change the font to **14, Dark Blue, and Bold** (right-click over the note container if the menu disappears).
- To the right of your new “Homework” heading, create a new heading that reads “**Today’s Topics:**”. The font for this heading should also be **14, Dark Blue, and Bold**.
- Below the “Homework:” heading, add a new heading titled, “**Most Important Facts Covered Today:**”. Make the font **14, Dark Blue, and Bold**.



Applying Tags to Notes

- Tags provide an option for locating information. For example, you might tag notes that are to-do items, contacts, or websites to visit. And then, OneNote tags can be searched and sorted.
- You can tag anything from a single line of text to an entire paragraph.
- Place the cursor at the beginning of the line of text you want to tag.


- Click **Home**, select the **Tag This Note arrow** , then choose the icon of the tag you want to apply.
- You can then search for tagged notes by keyword and category and see the results in the **Search** pane.





- To remove a single tag, backspace to delete the tag or click anywhere within the tagged text, then **reselect the same tag** from the **Tag This Note list**.
- You can also click anywhere in the line of text that is tagged, and press **CTRL+0** to remove a tag.
- To remove multiple tags, select all the text containing the tags you want to remove, and then press **CTRL+0**.



Creating Tags

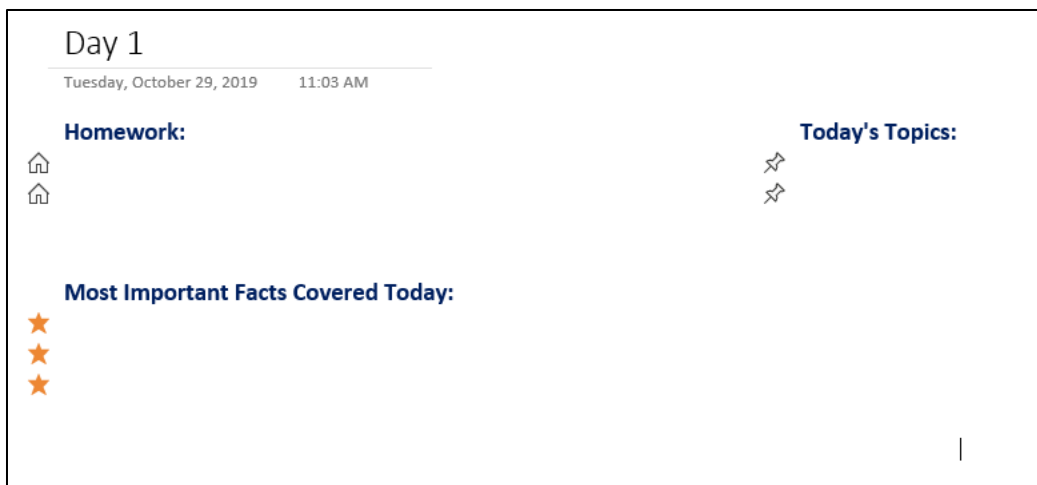
- Select the **Home** tab then select the **Tag This Note arrow** to the right of the red checkmark box.
- Choose the **Create New Tag** option towards the end of the menu.
- In the **Name this tag** text box, type **Pin**. Select **All Icons** and search for the **pin icon** . Click **Create**.



- Go through these same steps to create a new tag named **Homework** using the house icon  from the **All Icons** tab.
- To view the two new tags you've created, click the **Name this tag arrow** , and the **House** and **Pin** tags should now be listed.

Inserting Tags in a Subpage

- Return to the **Day 1 subpage** (School→Classes→English→Day 1). Click to the right of the colon next to **Homework** and hit enter.
- When your cursor is on the next line, go to the list of tags and choose the **Homework tag** (little house). Use the down arrow to go to the next line below this tag and add another **Homework tag**, so that you have two houses listed under the **Homework heading**.
- Repeat the above steps to add three star tags under **Most Important Facts Covered Today**, and two pin tags under **Today's Topics**. Your notes should look like the below example.





- Under **Today's Topics**: click to the right of the first pin, and type: **Shakespeare**. Click to the right of the second pin and type: **Sonnets**. Change the font for both items to **Calibri, 12, Black, un-bolded**.
- Under **Most Important Facts Covered Today**, click to the right of the first bullet, and type (in **Calibri, 12, Black, un-bolded**):
 - *William Shakespeare was an English poet and playwright who lived from 1564 to 1616.*
- Repeat Step 2 to add the following text next to the second and third bullets (in **Calibri, 12, Black, un-bolded**):
 - *Shakespeare wrote 154 sonnets.*
 - *A Shakespearean sonnet is a poem made up of 14 lines that rhyme in a fixed pattern.*
- Click below the bottom note container and type: **Definitions**: Select **Definitions**: and then on the **Home** tab select **Heading 3**. Click after **Definitions**: and press **Enter** twice.

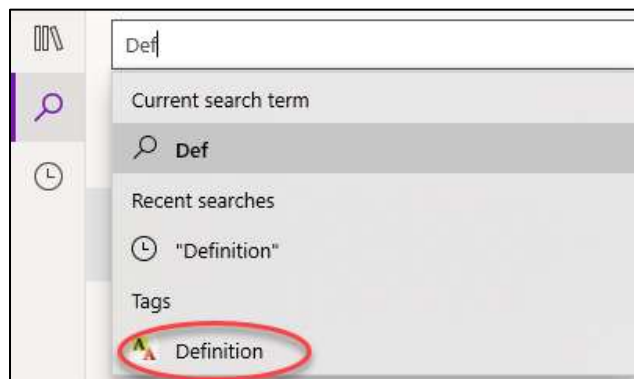
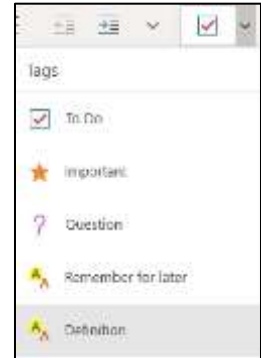
- Type: **Meter: The rhythm of lines or verses in a poem.** Select **Meter**. In the toolbar that appears, click **Bold**. Click at the end of the line and press **Enter**.

Tagging Definitions in a Notebook

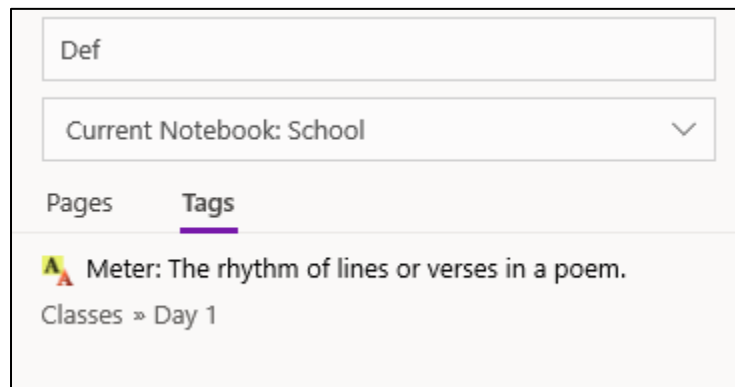
- In your **School** notebook, on the Classes tab, on the Day 1 subpage, select Meter: The rhythm of lines or verses in a poem.
- Click the **Home** Tab.

- Click the tag arrow to view available tags .
- Select **Definition**. The text has now been tagged as a definition.

- In the Navigation pane, on the left side of the page, click the **Search icon** . Be sure the **Tags** tab next to Pages is selected. In the **Search Bar**, start typing **Definitions**. When you start typing, OneNote should recommend the Definition Tag for you. Select this tag.



- Once the **Definition Tag** is selected, OneNote will list all Definition tags that have been used in either all notebooks, the current notebook, the current section, or the current page—depending on how your search parameters are set. See example below.



Inserting a File and a Link

- In your **School** notebook, on the **Classes** tab, on the **Day 1** subpage, under **Homework**: click to the right of the first bullet, and type: **Read Shakespeare’s Sonnet 18**. Change the font to Calibri, 12, Black, un-bolded.
- Click to the right of the second bullet, and type: **Research Shakespeare’s life**. Change the font to Calibri, 12, Black, un-bolded.
- Click to the right of the note container for **Most Important Facts Covered Today**: and on the **Insert** tab, click the **File** button.
- In the **Choose a file or a set of files to insert** dialog box, navigate to S:\Microsoft Office\OneNote\OneNote Exercise.
- Select the **Sonnet 18** Word document. Click **Insert**. When asked “How do you want to insert this file?” choose **Insert as Attachment**.
- Double-click the **Sonnet 18** icon to open the file. And then, close the Word document.
- Click below the definition, and then on the **Insert** tab, click the **Link** button.
- In the **Link** dialog box, in the **Text to display** box, type: Folger Shakespeare Library, and in the **Address** box, type: <http://www.folger.edu>. Click **Insert**.
- Click the link. The Web site opens in your default Web browser. **Close** the browser window.
- To edit a Link (URL), right-click the Link and then click **Link** → **Edit Link** on the shortcut menu.

Most Important Facts Covered Today:

William Shakespeare was an English poet and playwright who lived from 1564 to 1616. ■

Shakespeare wrote 154 sonnets.

A Shakespearean sonnet is a poem made up of 14 lines that rhyme in a fixed pattern. Sonnete 18

Definitions:

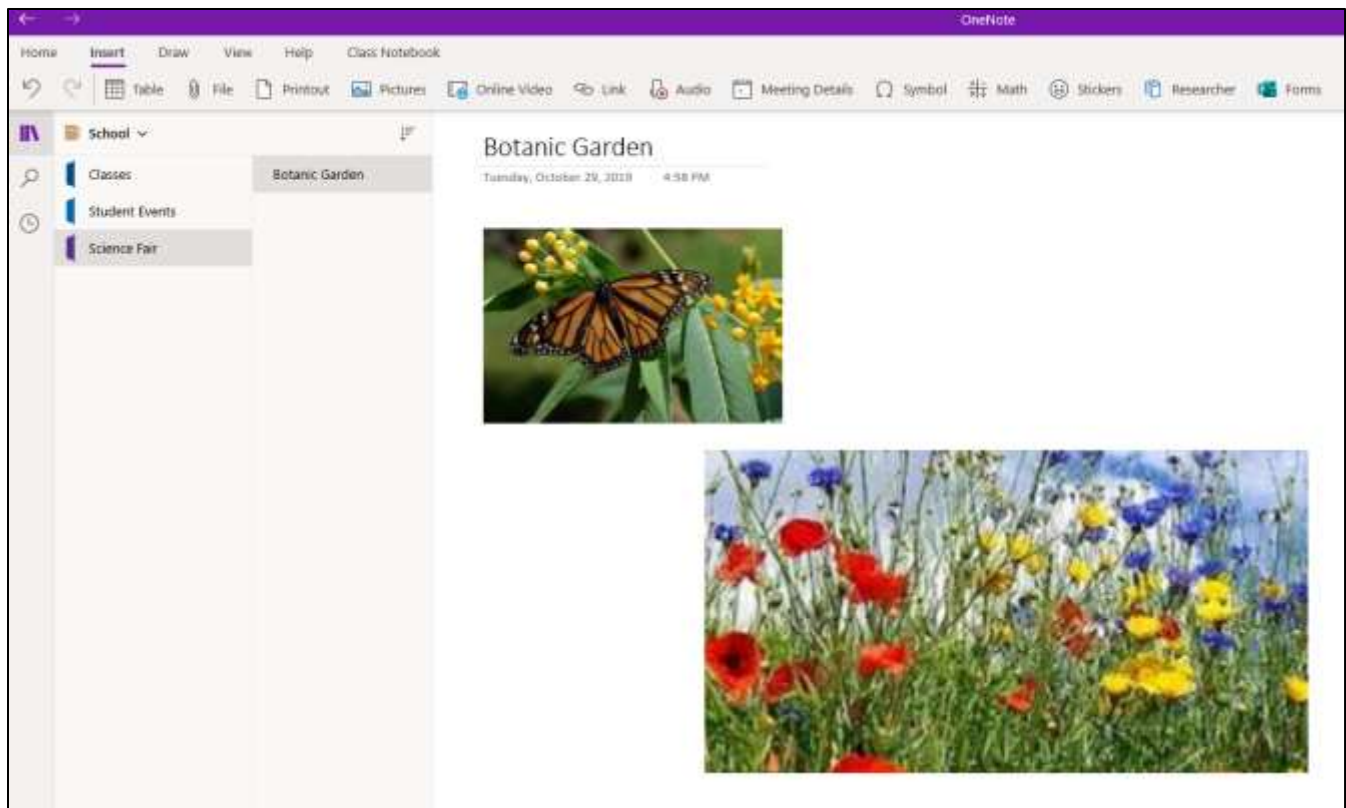
Meter: The rhythm of lines or verses in a poem.

[Folger Shakespeare Library](http://www.folger.edu)

Deleting a Page and Inserting Pictures

- In your **School** notebook, on the **Science Fair** tab, click the **Add Page** tab to create a second Untitled page.
- To name the page, type: **Botanic Garden** and press **Enter**.

- In the **Page Tabs**, right-click on the first **Untitled** page. In the drop-down menu, select **Delete Page**.
- On the **Botanic Garden** page, the cursor should be blinking in a note container below the title. On the **Insert** tab, click the **Pictures** button then choose **From File**. Navigate to <S:\Microsoft Office\OneNote\OneNote Exercise>. Select the **Butterfly** image file. Click **Open**.
- Repeat the step above to insert the **Wild Flowers** picture below the butterfly image.
- Click one of the images to select it. When the four-headed arrow appears, drag the image to the desired position. Adjust the positions of all two images as desired. You can also resize image as you see fit.






Inserting a Video

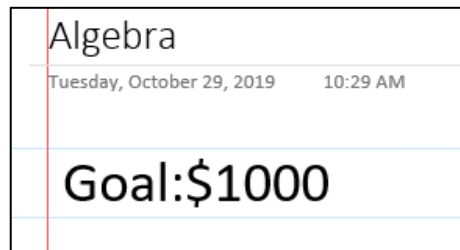
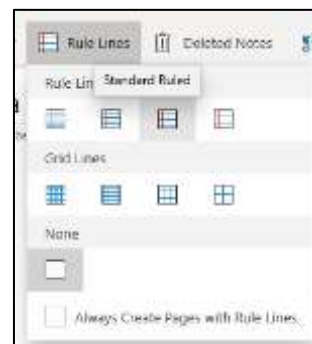
- In your School notebook, on the **Science Fair** tab, on the **Botanic Garden** page, click in an open spot.
- On the **Insert** tab, click the **File** button. Navigate to <S:\Microsoft Office\OneNote\OneNote Exercise>. Double-click the **Wildlife** sample video file. When asked "How do you want to insert this file?" choose **Insert as Attachment**.
- Double-click the Wildlife video icon.
- The video will open and play in a new window.
- Close the video.



Using Pen Mode and Converting Handwriting


Using a **tablet**, you can create your own drawings and handwritten notes in OneNote. If you don't have a tablet, you can draw or write by clicking and moving the mouse or by clicking and moving your finger on the trackpad. A powerful feature of OneNote is the ability to convert handwritten text into type.

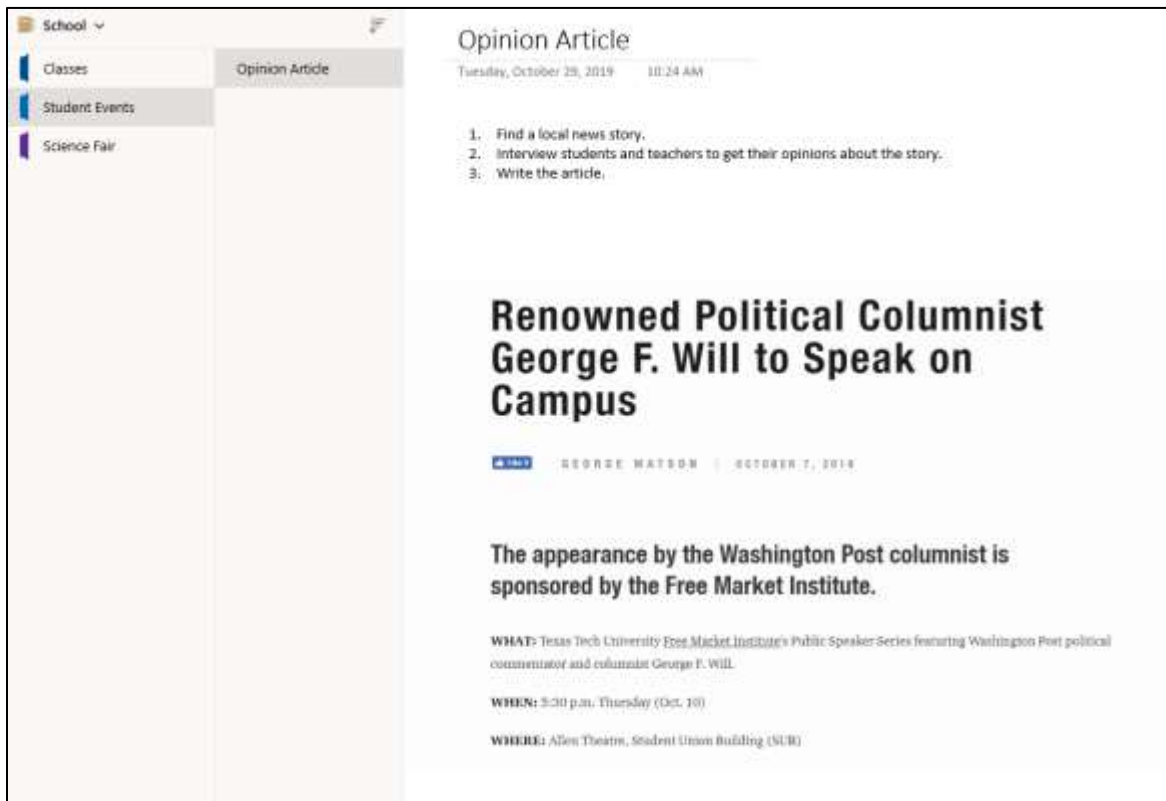
- In your **School** notebook, on the **classes** tab, on the **Algebra** page, on the **View** tab, click **Rule Lines**, and then select **Standard Ruled**.
- On the **Draw** tab, choose the first pen, which is the **Black Pen (0.5 mm)**. To modify the pen weight and color, click a second time on the pen when the arrow shows up in the bottom right corner , and select your preferences.
- Using the page rules as a guide, use your tablet pen to write: **Goal: \$1,000**. If you do not have a tablet and pen, you can write by clicking and moving the mouse or by clicking and moving your finger on the trackpad.
- On the **Draw** tab, click the **Lasso Select** button . Click and drag around **Goal: \$1,000** to select the entire handwritten item.
- On the **Draw** tab, click the **Ink to Text** button.
- Click the **Select Objects or Type Text** button  and correct any errors in the conversion.




Formatting a List and Inserting an Internet Screen Clipping

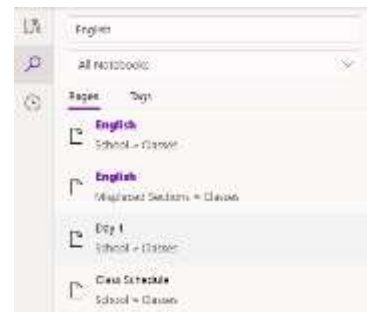
Inserting a screen clipping involves taking a picture of all or part of your computer screen and choosing a OneNote page on which to place the image.

- In your **School** notebook, click the **Student Events** tab. At the blinking cursor, type the page title: Opinion Article and press **Enter**.
- In the note container that appears, type: **Find a local news story**. Press **Enter**. Type: **Interview students and teachers to get their opinions about the story**. Press **Enter**. Type: **Write the article**.
- Select the text you just entered. On the **Home** tab, click the **Numbering** dropdown arrow . From the **Numbering Library** menu that appears, select the first format.
- Open a Web browser window and go to <http://www.ttu.edu> news. Find a news story that interests you.
- Keeping the Web browser window open, search and open **Snipping Tool** in your desktop's search bar. Click **New** and select the area you want the snipping tool to copy.
- Once the area has been "snipped," write click the pictures and copy.
- Return to OneNote. And then click below the text container containing the numbered list.
- Right-click and select **Paste or CTRL+V**.
- Click your news story to move it around the note page or to resize it.



Search a Notebook

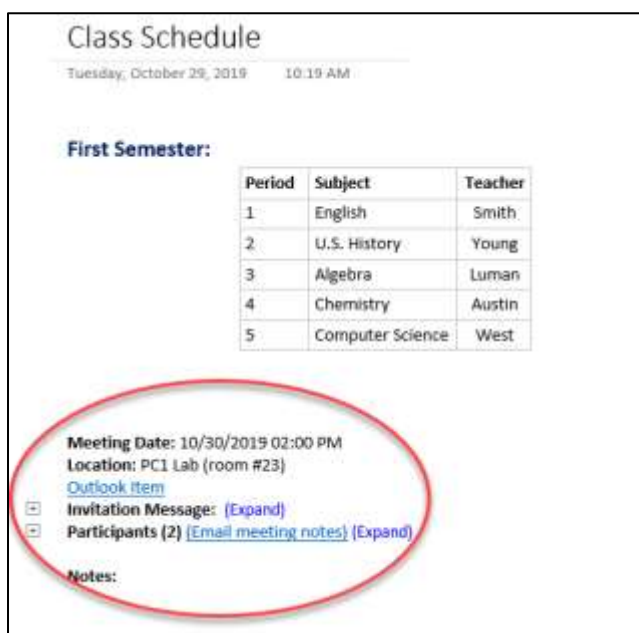
- While in your **School** notebook, on any page, click the search icon  and in the **Search Bar** type: **English**. Click the arrow to the right of All Notebooks and select **Current Notebook: School** to change the search scope.
- In the search results, click **Day 1**. Notice that **English** is highlighted on the **Day 1** page.
- In the search results, click **Class Schedule**. Notice that **English** is highlighted on the **Class Schedule** page.
- In the search box, type: **story**. Change the search scope to **Current Notebook: School**.
- In the search results, click **Opinion Article**. Notice that **story** is highlighted on the **Opinion Article** page.




Inserting an Outlook Meeting

OneNote integrates closely with Microsoft Outlook. OneNote can track meetings and appointments that are set up in your Outlook calendar.

- Create a **Microsoft Outlook** appointment
- In **OneNote**, on the **Insert** tab click the **Meeting Details** button. When the **Meeting Details** menu opens. Click the down-arrow to the right of **Today's Meetings**, and select the day that has the meeting you are wanting to choose.
- When meetings for that date open, choose one. The meetings details will be pasted into your note.



Saving a Notebook

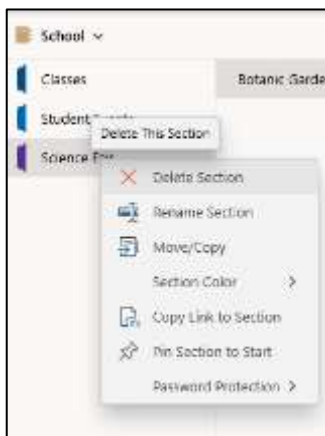
- There is no Save button on the toolbar. 
- OneNote automatically and continuously saves your work while you take notes, whenever you switch to another page or section, and whenever you close sections and notebooks.

Sending a Copy (of a Page) of Your Notes to a Different Location


- Click the **Share** button in the top right corner. Click **Send Copy of Page**. Select **Mail**. This will open a new email and copy the page of your notes to that email. You only have to type in the recipient and send.

Deleting Sections

- Sections are saved as separate files. Therefore, after you have added a section, you cannot select the “undo” option. You must delete the section to remove it.
- **Right click** the section you are wanting to delete. Select **Delete Section**. When asked “Are you sure you want to move this section to deleted notes?” Click **Yes**. Your section will be deleted.



Adding Writing Space to a Page

- On the **Draw** tab, click the **Insert Space** button .
- On the page, click where you want to insert more space, and then drag the pointer in the direction indicated by the arrow to add as much space as you want.
- Drag to add space at the edges of the page or between lines of text.

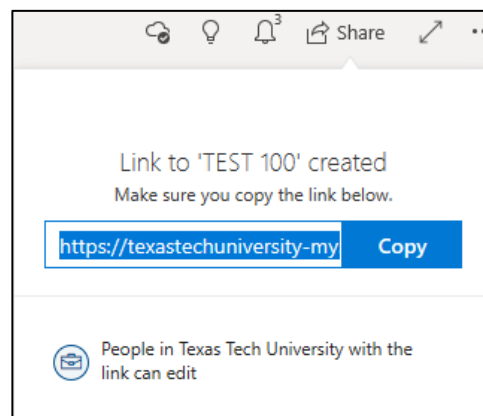
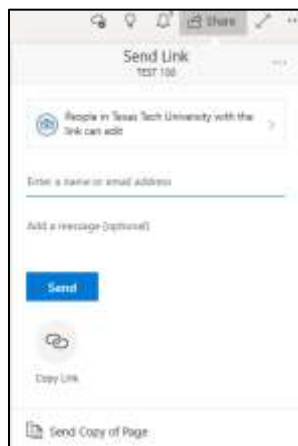


Using Shared Notebooks

- Multiple people can edit it at the same time.
- Changes are merged automatically.
- You can use a shared notebook for notes about a **team project**, so that everyone can work on it at once.
- Shared notebooks are great for storing:
 - Meeting notes
 - Project vision and brainstorming ideas
 - Any supporting materials collected by group members
 - List of teamwork items that people can mark off.
- A notebook can be shared simply by storing it in a shared location, such as a shared folder on your own computer, a file share on a server, or **SharePoint** site.

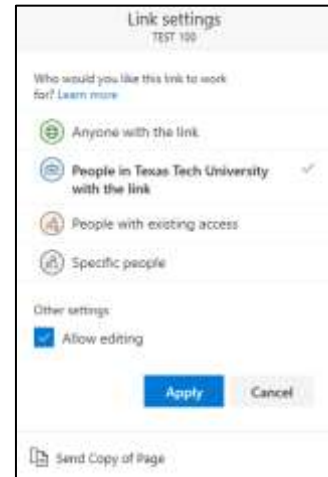
Sharing a OneNote Notebook with Others

- You can invite people to see your notebook with an email message generated by OneNote. Only people who are invited will be able to open your notebook.
 - Click **Share** in the top right corner of the page.
 - In the first text box, type the names or email addresses of people you'd like to share your notebook with.
 - Add a personal note, if you'd like, and choose Share. The people you've selected will get an email invitation to open your notebook.
- You can also generate a link to your notebook so others can view or edit it. If someone forwards the link to another person, they will also be able to see your notebook.
 - Go to **Share** and click **Copy Link**. When prompted, click the **Copy** button, then send the link through your desired medium.



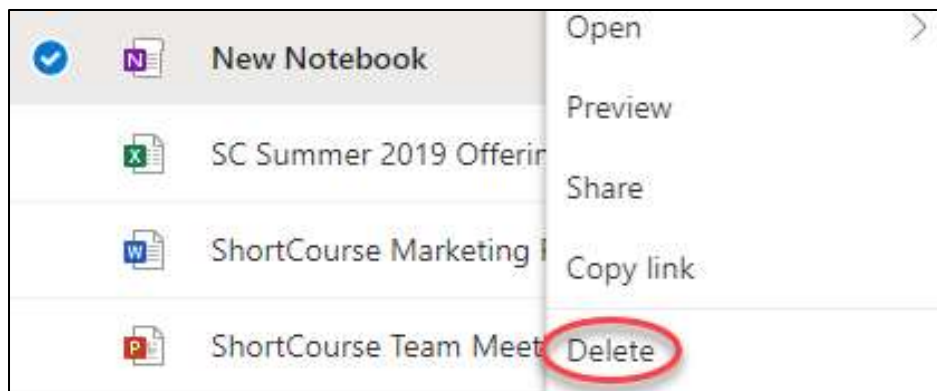
Editing Permissions After Sharing a Link

- To edit what permissions your recipients will have, click **Share**. Select the box that reads **“People in Texas Tech University with the link can edit.”**
- From this menu, you can specify who is able to view the link (anyone, individuals within TTU, or specific people.)
- Check mark **Allow Editing** if you want the people you share with to be able to edit the notebook.
- Once you have chosen your settings, click **Apply**.



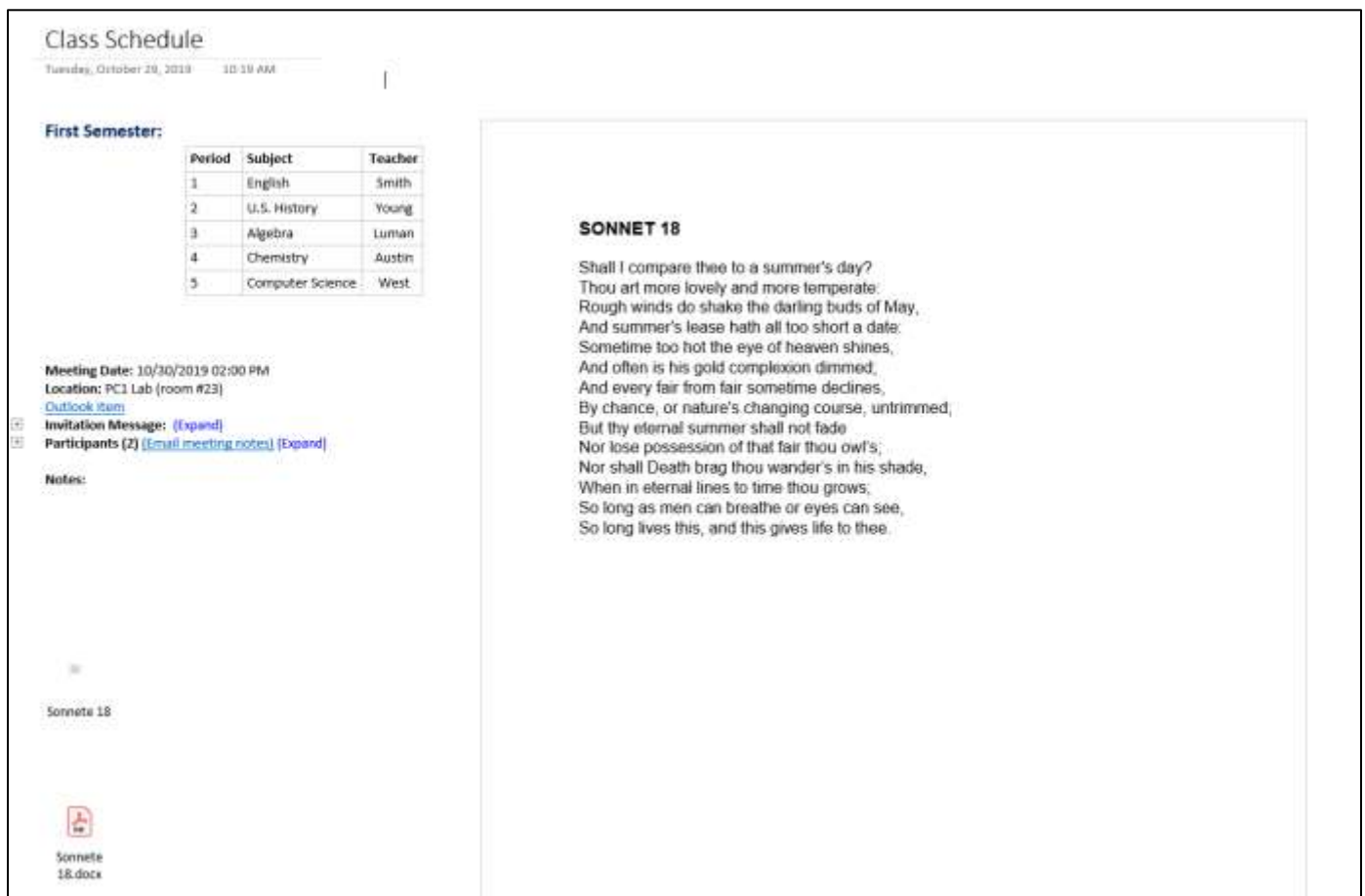
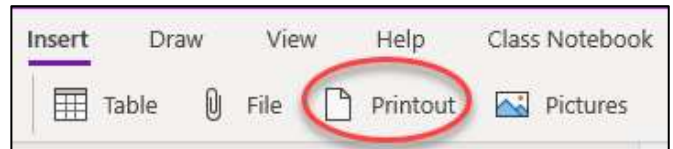
Deleting a Notebook

- If you're planning to delete a notebook that you have shared with others, be sure to give advance notice to everyone who has permission to view or edit the shared notebook or they may lose important information.
- As with standard notebooks that are stored on your local hard drive, shared notebooks stored in a network location cannot be recovered once they have been deleted.
- Because the OneNote is automatically linked to your TTU OneDrive, **you must delete your OneNote notebook through your OneDrive site**.
- Go to the **OneDrive** where the Notebook is stored, **Right-click** the folder that matches the name of the shared notebook you want to remove, and then click **Delete**



Inserting a Document or File as a Printout

- When you want to insert information from other files on your computer without attaching or linking to the files, you can insert a picture or "**printout**" of the information by using the OneNote print driver.
- Instead of literally printing the file onto paper, the print driver sends the printout to your notebook electronically. You can position the printout anywhere on a page.
- You can also annotate the printout pictures with additional notes by typing or writing over them.
- On the **Insert** tab, click **Printout**.
- Navigate to the location of the file that you want to insert, select it, and click **Open** (to select multiple files, hold down the CTRL key while you select the files.)
- Depending on the type of file you are inserting, OneNote will attempt to launch the source program for the file and then print its contents directly to the current notebook page as a picture

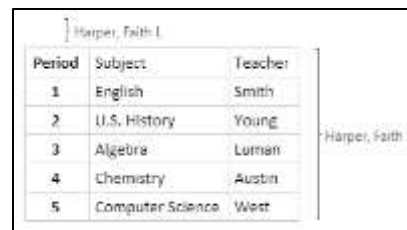


Repositioning and Resizing a File Printout Picture on the Page

- By default, each page of an inserted document or file is placed in your notes as a separate picture. You can move inserted printout pictures wherever you want them.
- Select the picture by moving the pointer over it and then clicking anywhere on the printout. You can now resize the printout as you would any normal picture.
- To reposition, click and drag the picture to any new location.

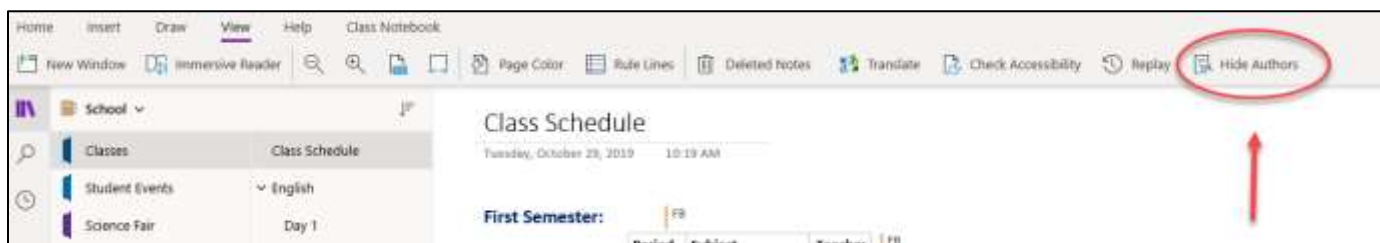
Showing authors in a Shared Notebook

- When several people work on a **shared notebook**, OneNote will tag changes with the **author's name** and highlights any new content when opened.
- To show author initials, click **View > Hide Authors**. The Hide Authors button is a toggle that you click to **turn on or off**. Click it again if you no longer want to see author initials.



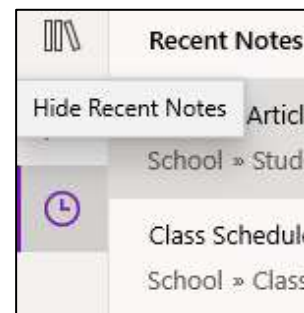
A screenshot of a table with three columns: Period, Subject, and Teacher. The table contains five rows of data. To the right of the table, the name 'Harper, Faith L.' is visible, indicating that the user is the author of the content.

Period	Subject	Teacher
1	English	Smith
2	U.S. History	Young
3	Algebra	Luman
4	Chemistry	Austin
5	Computer Science	West



Reviewing Recent Notes in a Notebook

- The **Recent Notes** tool in OneNote helps you keep track of notes and changes you or others have made in a **notebook**. You can use the tool to see a list of pages that have most recently been edited.
- Click the **Hide Recent Notes** clock icon in the navigation pane.
- In the **Recent Notes** list that appears, your pages will be listed based on what was most recently edited.
- To move from change to change, click a page title in the **Recent Notes** list.
- When you're done reviewing the changes, click the **clock icon** again to hide the Recent Notes, or choose a different icon in the navigation pane.



Performing a Simple Calculation in Your Notes

- On any page in your notes, place the cursor where you want the result of a calculation to appear.
- Type out the mathematical expression that you want OneNote to calculate.

- For example, type **47+120+768=** to calculate the sum of the numbers 47, 120, and 768, or **SQRT(4)=** to calculate the square root of 4.
 - Do not use spaces in the expression.
 - Type the numbers, operators, and functions as one single, continuous string of text.
 - Function names are not case-sensitive.
 - For example, typing **SQRT(4)=** will yield the same answer as **sqrt(4)=** or **Sqrt(4)=**.
 - Immediately after the expression, type an equals sign (=) and then press **SPACEBAR**. OneNote calculates and places the answer after the equals sign.

Tip: To create a new line after the answer, press **ENTER** (instead of **SPACEBAR**) after the equals sign.

Note: When the answer appears after the equals sign, you can delete the expression that precedes it. The answer will remain in place. This is useful when you want only the final figure to appear in your notes.

Examples of Simple Calculations

Below are a few examples of mathematical expressions that OneNote can calculate.

- Type **\$670/12=** and then press **SPACEBAR** to calculate the average monthly sales of a product that creates a total of \$670,000 per year in revenue.
- Type **14*\$39.99=** and then press **SPACEBAR** to calculate the cost of 14 loads of materials at \$39.99 a load.
- Type **sin(30)=** and then press **SPACEBAR** to calculate the sine of a 30-degree angle.
- Type **(6+7) / (4*sqrt(3))=** and then press the **SPACEBAR** to calculate the answer to this more complex mathematical equation : (6+7) divided by (4 times the square root of 3).

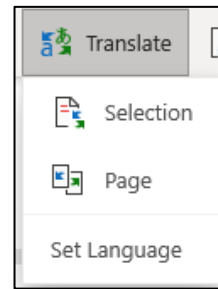
Supported Arithmetic Operators and Math Functions

OPERATOR	MEANING	EXAMPLE
+ (plus sign)	Addition	3+3
- (minus sign)	Subtraction Negation	3-1 -1
* (asterisk)	Multiplication	3*3
X (upper- or lowercase)	Multiplication	3x3
/ (forward slash)	Division	3/3
% (percent sign)	Percent	20%
^ (caret)	Exponentiation	3^2
! (exclamation)	Factorial computation	5!

FUNCTION	DESCRIPTION	SYNTAX
ABS	Returns the absolute value of a number	ABS(number)
ACOS	Returns the arccosine of a number	ACOS(number)
ASIN	Returns the arcsine of a number	ASIN(number)
ATAN	Returns the arctangent of a number	ATAN(number)
COS	Returns the cosine of a number	COS(number)
DEG	Converts an angle (in radians) to degrees	DEG(angle)
LN	Returns the natural logarithm of a number	LN(number)
LOG	Returns the natural logarithm of a number	LOG(number)
LOG2	Returns the base-2 logarithm of a number	LOG2(number)
LOG10	Returns the base-10 logarithm of a number	LOG10(number)
MOD	Returns the remainder of a division operation	(number)MOD (number)
PI	Returns the value of pi as a constant	PI
PHI	Returns the value of φ (the golden ratio)	PHI
PMT	Calculates a loan payment based on a constant interest rate, a constant number of payments, and the present value of the total amount	PMT (rate;perpv)
RAD	Converts an angle (in degrees) to radians	RAD(angle)
SIN	Returns the sine of the given angle	SIN(angle)
SQRT	Returns a positive square root	SQRT(number)
TAN	Returns the tangent of a number	TAN(number)

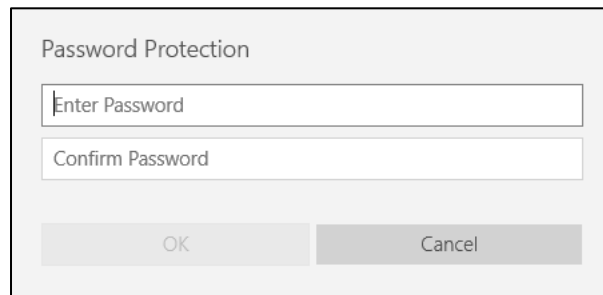
Using the Translator

- Select a line of text. Click **View**, then **Translate**.
- Choose either **Selection** or **Page**.
- The Translator menu will open, and will allow you to **choose the “From” and “To” languages**.
- If the translation looks correct, select **Insert**.

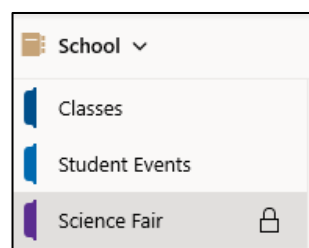
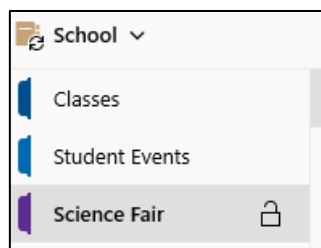


Applying a Password to a Section

- Right-click the tab of the section you want the password to apply to.
- Click **Password Protection**.
- In the **Password Protection** task pane, click **Add Password**.
- In the **Password Protection** dialog box, type the password you want in the **Enter password** box.
- Confirm the password by typing it in the **Confirm password** box, and then click **OK**.



- You will know what sections have passwords because they will have a **lock** next to the section names. The lock will be open or closed depending on if that section is locked or unlocked at that moment. Click the lock icon to lock and unlock that section.



- To delete the password, right click on the section (when the lock is unlocked), select **Password Protection**, and choose **Remove**. OneNote will make you enter the password before you can remove it.

Ways to Use OneNote at Work

Getting Things Done!

OneNote is very much an empty notebook with which you can implement GTD at work. Use folders, sections, and subsections like you would use physical folders. Instead of printing out that email or webpage, simply hit “Send to OneNote” on the Outlook menu. You can then file the “printout” where you need to.

Shared Notebooks

Put the OneNote notebook file in a place where it can be accessed by the people who need it and setup it up to share. Use OneNote to manage projects among many people, or simply as a place to throw ideas around. If there is sensitive material, you can password-protect sections so that only certain people can see them.

Take better notes in meetings

Bring your laptop to meetings and have OneNote open and ready to take notes. Use the tagging feature to flag important tasks or questions as they arise. Then, if you have a shared notebook with someone, share your notes so you can see if you were thinking the same things in the meeting.

Online Resources

- **FREE Online Video Training Library** www.cbt.ttu.edu and <http://library.ttu.edu/lynda>
- **TTU Safari e-Books** at <http://library.ttu.edu> . More than 6000 Safari eBooks to access for four simultaneous users. Please use the log-out link when you are done using the database. Here are some recommended eBooks:

Where to Get Help

If you need help from me, please e-mail Faith.L.Harper@ttu.edu, or call 834-4741 to make an appointment.

Credit:

This document was adapted partly from Microsoft Office “Getting to know OneNote” and Getting Started with OneNote (included with the program), OneNote Help, and Microsoft Office System Inside Out book. Also, some of the exercises in this document were adapted from FREE OneNote Tutorial Exercises @ http://highered.mheducation.com/sites/007661395x/student_view0/onenote_2010_tutorial.html accessed on June 1, 2014.

Please e-mail your comments or suggestions to: Faith.L.Harper@ttu.edu