

Microsoft® OneNote® 2016 Quick Reference



Exploring the Microsoft OneNote 2016 Interface

Backstage view – Provides access to pages where you can create, open, print, share, export, and send notebooks. You can also modify notebook properties such as its name, color, location, and default format, as well as connect to online services using your Microsoft account or your Office 365 account. Click the **File** tab to open the Backstage view. Click this button to return to the notebook.

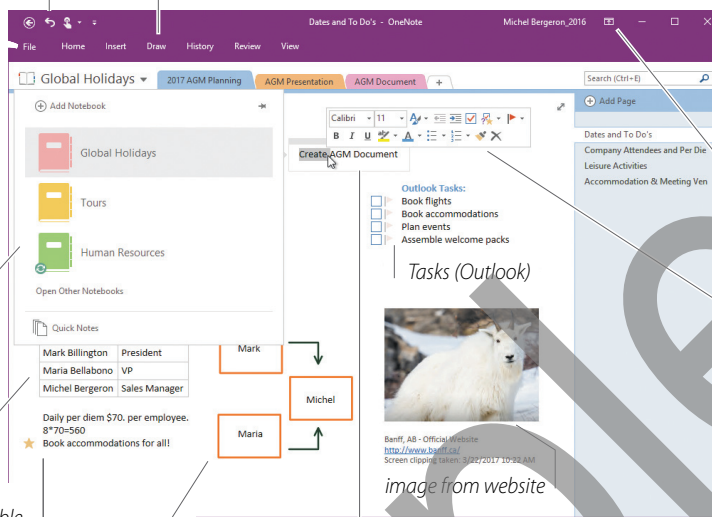
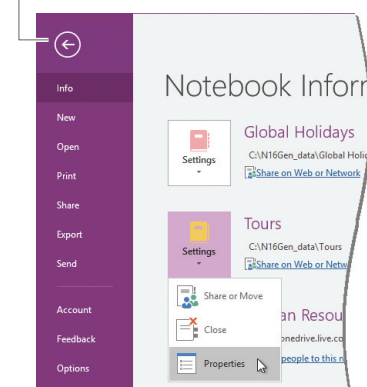
Quick Access Toolbar – Provides quick access to button commands you use often. Click the **[-]** button to enable or disable buttons to be shown or hidden. Click **More Commands** to further customize the Quick Access Toolbar.

Ribbon – Contains the commands used to perform tasks. It is organized into tabs, groups, and buttons (representing OneNote commands). To select Ribbon commands using the mouse, point to the desired items and click.

To select Ribbon commands using the keyboard, press the **ALT** key followed by the letter or number key associated with the desired tab and/or command. If required, press **ESC** to backtrack or cancel the keyboard selection of a command(s).

To show Ribbon tabs and commands (not shown to the left), click the **Display Ribbon Options** button, and then select **Show Tabs and Commands**.

Mini toolbar – Appears as a small floating toolbar automatically above selected text. It provides direct access to frequently used text and paragraph formatting commands.

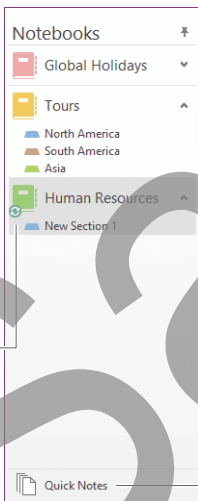


- Table
- Text (with a tag (star))
- Drawn shapes and arrows

Notebook Pane – Lists all of the open notebooks, each with an icon and a name. Click a notebook icon to activate it.

The Notebook Pane also contains buttons used to manage its display.

- Click the **Pin Notebook Pane to Side** button to dock it as shown to the right.
- Click an **Expand** button to display a notebook's sections and group sections, which can be used to navigate.
- Click a **Collapse** button to hide a notebook's sections and group sections.
- Click the **Unpin Notebook Pane from Side** button to undock it.



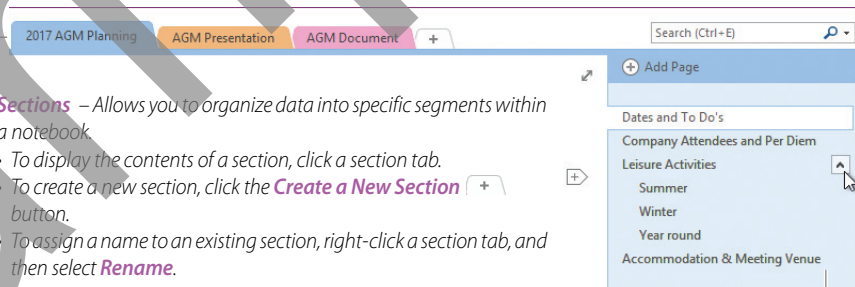
Note Containers – Stores the various types of data that may be inserted into a notebook. In this image, there are text notes, a table, an image copied from a website, a file attachment, tasks (integrated with Outlook), tagged items, and a drawing consisting of shapes and arrows. A note container appears on a page when the mouse pointer is positioned over data within it, or when data is selected, as shown in the example above where the text "Create" is selected.

Sections – Allows you to organize data into specific segments within a notebook.

- To display the contents of a section, click a section tab.
- To create a new section, click the **Create a New Section** button.
- To assign a name to an existing section, right-click a section tab, and then select **Rename**.

Page Tabs – Allows you to organize data within a section. Page tab names appear on the associated page tab, as well as at the top of each page (as a title).

- To select a page or a subpage, click the associated page tab.
- To insert pages at the end of the current section, click the **Add Page** button.
- To insert pages between others, point to the page where the new page is to be inserted, point to the **+** icon (shown above), and then click it.
- To collapse page tabs (to hide subpages), click the **[-]** button (shown above).
- To expand page tabs (to show subpages), click the **[+]** button.



Shared Notebooks – Allows you to share notes and collaborate with others. Shared notebooks can be stored for either network or web access. See **"Working with Shared Notebooks"** on page 8 for more information.

Quick Notes – Stores all of the notes typed into the window. Quick Notes are useful for quick temporary notes. See **"Using Quick Notes"** on page 4 for more information.

Featured Objectives

PAGE 1

Exploring the Microsoft OneNote 2016 Interface

- Learn about the OneNote 2016 user interface, including its screen components and how to use them.

PAGE 2

Getting Started

- Learn how to launch and close OneNote 2016, as well as open, navigate, create, export, and print notebooks.

PAGE 3

Taking Notes

- Learn how to insert sections, pages, and manage text data.

PAGE 5

Inserting Objects

- Learn how to insert tables, pictures, drawing shapes, calculations, screen clippings, files, as well as audio and video recordings.

PAGE 6

Linking, Tagging, and Locating Notes

- Learn how to insert hyperlinks to sections, pages, websites, and files; add, remove, and manage tags; and search for text, as well as audio and video recordings in notebooks.

PAGE 7

Using Templates and Sending Notebooks

- Learn how to insert pages based on page templates, create custom page templates, send notebook pages in different forms to people via e-mail, and to Word to create a new document.

PAGE 8

Working with Shared Notebooks

- Learn how to connect to online storage, share a notebook, view recent edits in a shared notebook, as well as turn automatic synchronization off and on.