

Inside Microsoft Office

► Session 12

Understanding Microsoft OneNote 2019

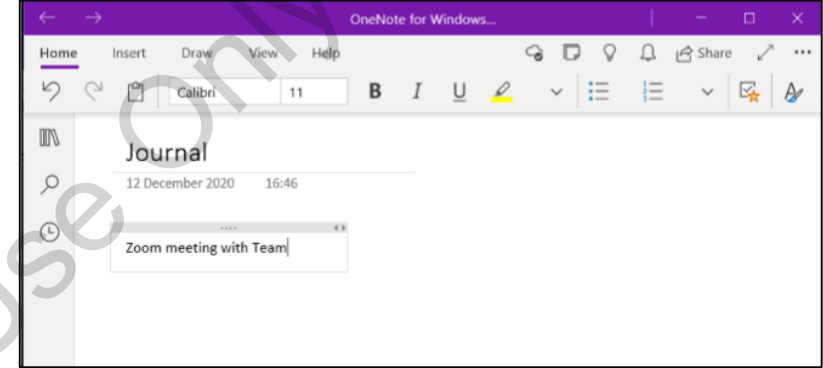


Objectives

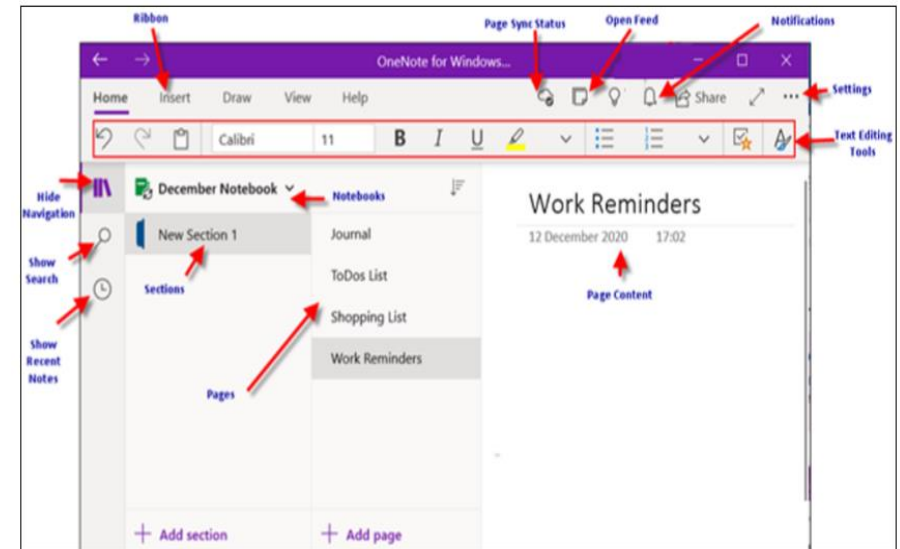
- ▶ Explain the basics of Microsoft OneNote 2019
- ▶ Explain use of OneNote Tools
- ▶ Describe various new features in OneNote

Getting Started with OneNote [1-2]

- ▶ Online notebooks can be made available anytime without the hassle of maintaining physical notes.
- ▶ OneNote makes notebooks available by signing in with a free Microsoft account.
- ▶ OneNote automatically saves all the changes simultaneously along with the data in the notebook.



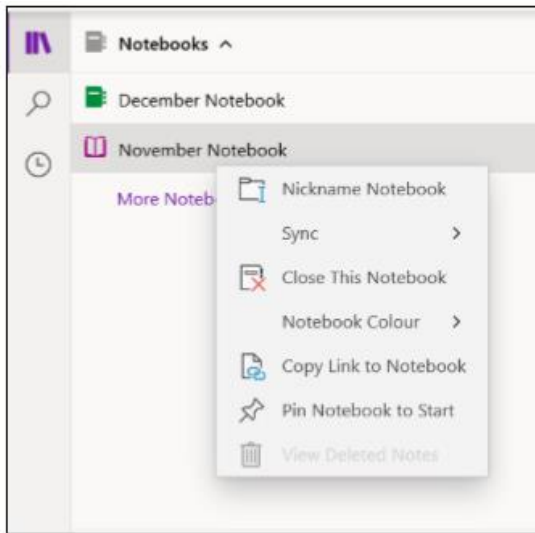
OneNote View



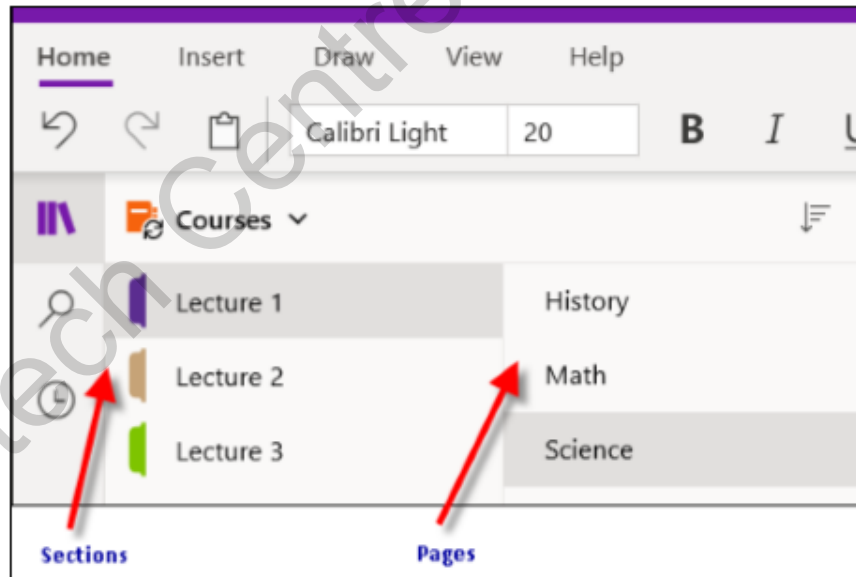
OneNote Basics

Getting Started with OneNote [2-2]

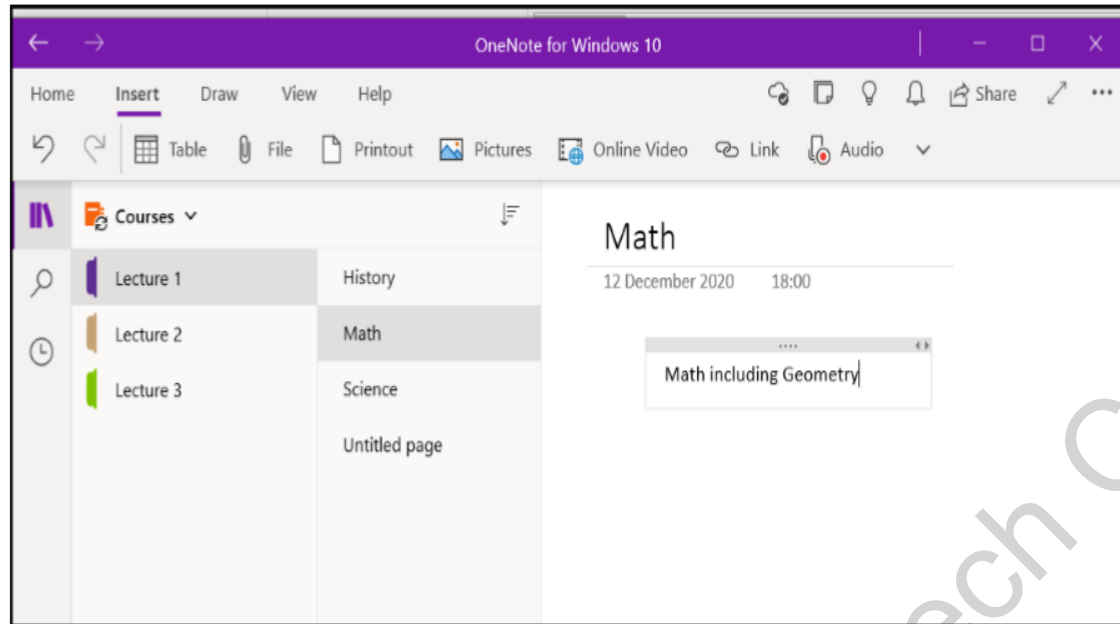
- ▶ When OneNote is first launched, a default notebook is created for the user, but the user can easily create any number of additional notebooks as per the requirements, by clicking any one Notebook and then, clicking Add Notebook.



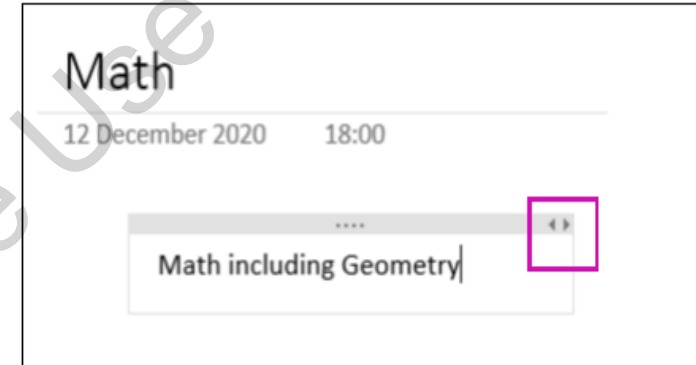
Opening an Existing Notebook



Adding Text

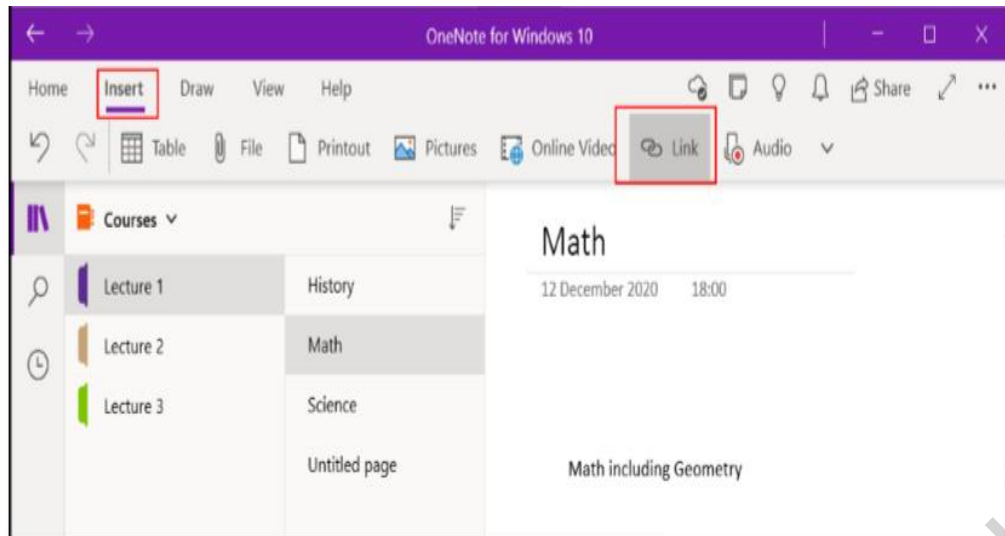


Text Window

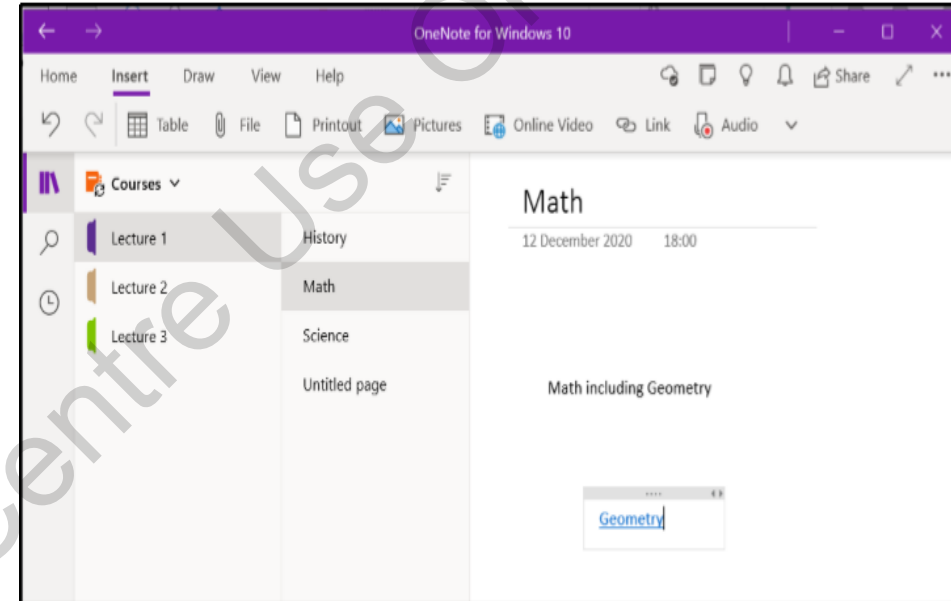


Text Window row

Adding Links



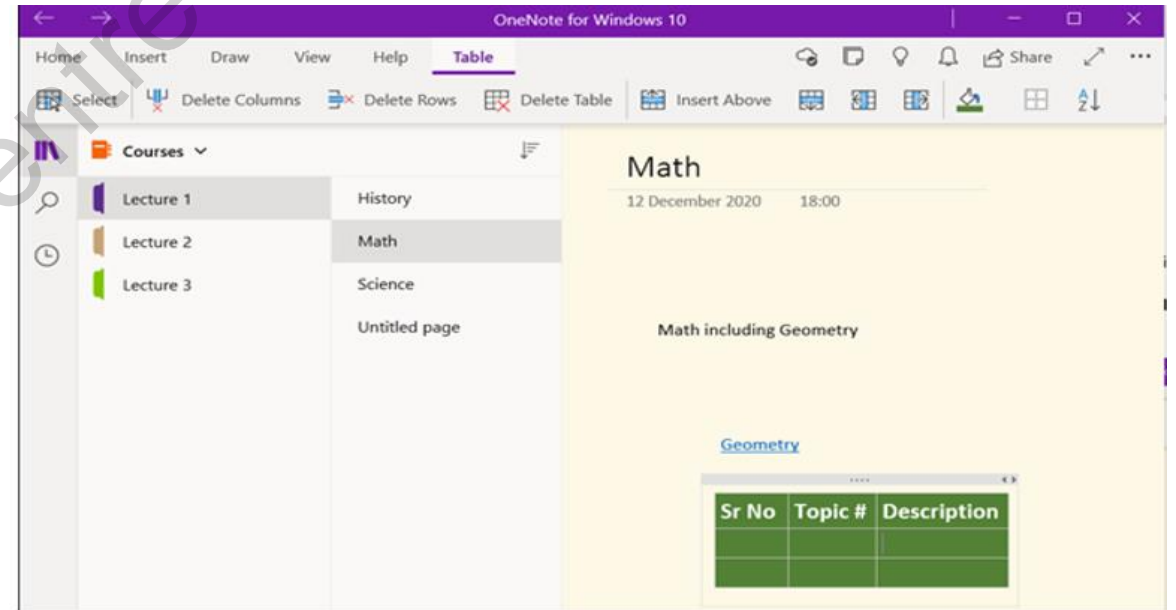
Text Window with Link option



Link Inserted in a Page

Adding Tables

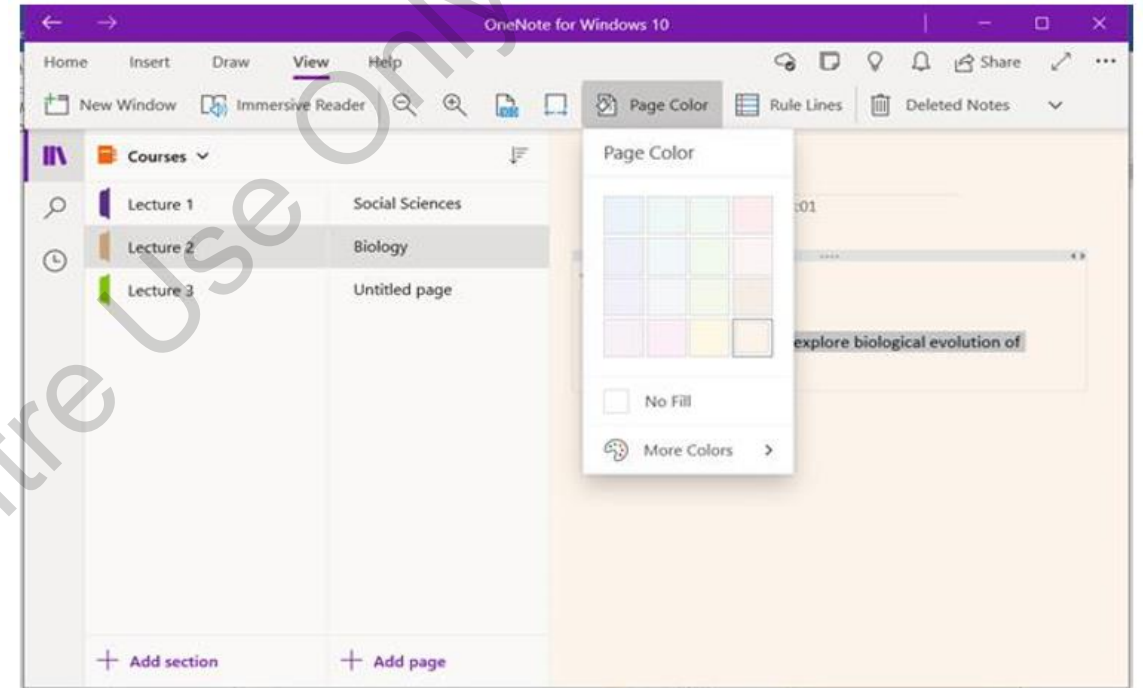
- ▶ You can add tables to a page through **Insert** tab and **Table** option.
- ▶ Once you create a table, you can use table-related commands on the Ribbon to format the table, insert or delete rows and columns, and sort the table data.



Inserting Tables

Adding Designs to New Pages

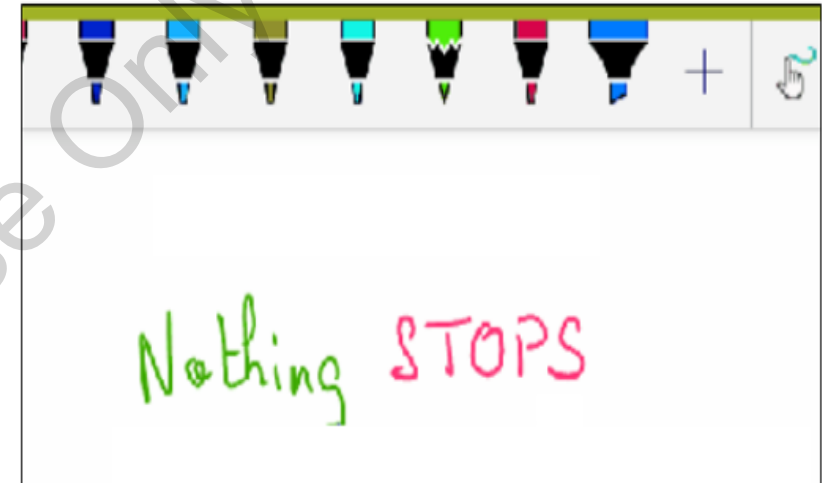
- ▶ A OneNote 2019 template is a page design that the user can apply to new pages in the notebook to give them an appealing background, a more uniform appearance, or a consistent layout.



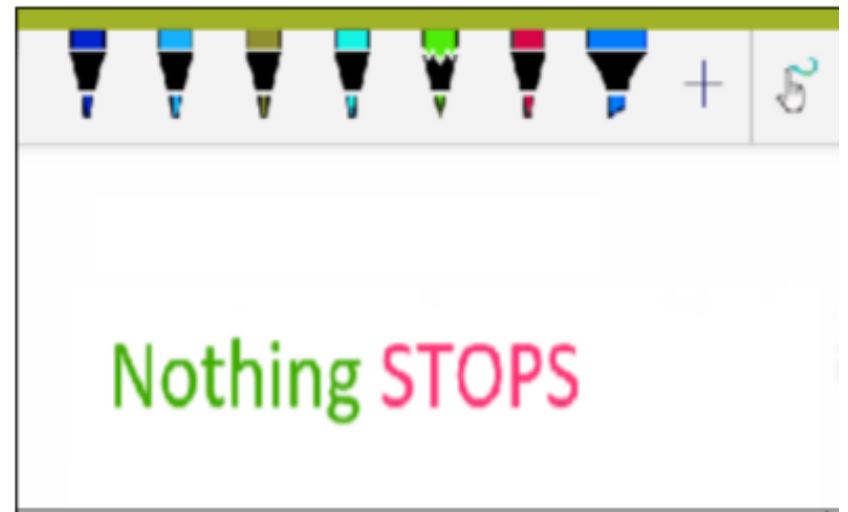
Changing Page Color

Adding Guides for Handwriting and Drawing

- ▶ If the computer has a touch screen, one can use OneNote 2019 to handwrite notes instead of typing them.
- ▶ This is useful if one can write better or faster than he/she can type and it is great for meetings or interviews where the sound of typing away on a keyboard might be considered inappropriate.



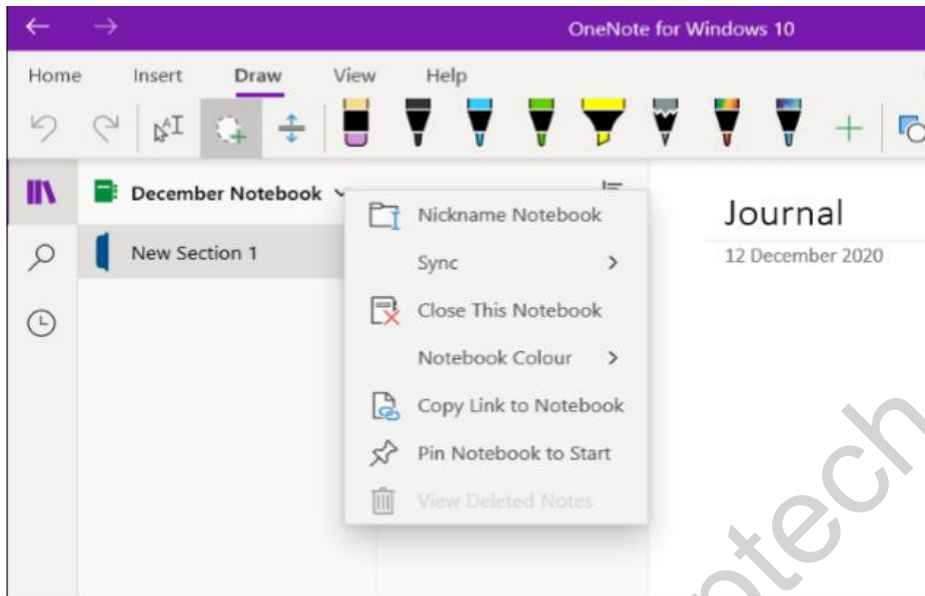
Handwritten Text



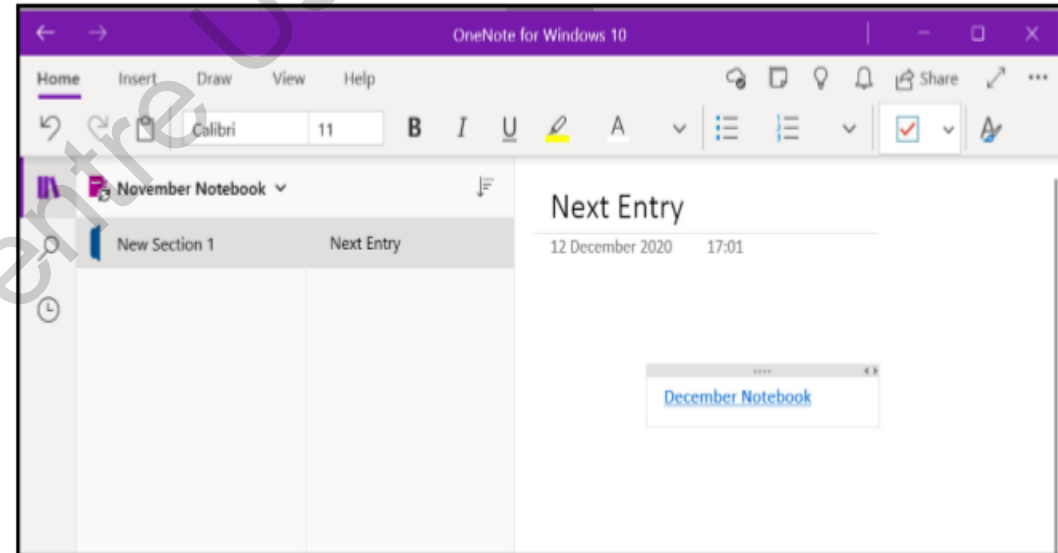
Ink to Text

Creating Links to Notebooks

- ▶ It is easy to create a quick table of contents to other areas in your notes.
- ▶ One can create links to notebooks, sections, pages, and even specific paragraphs.



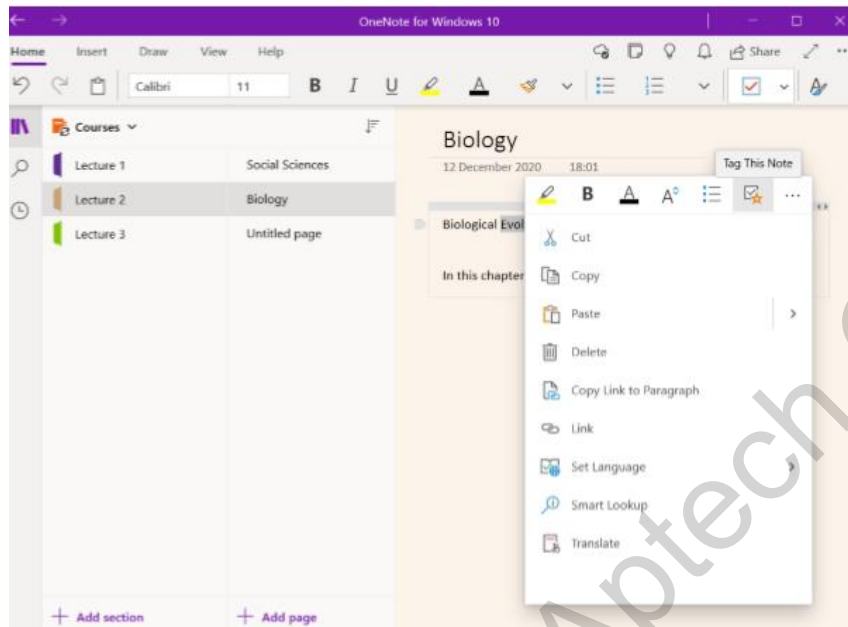
Copying Link to Notebook



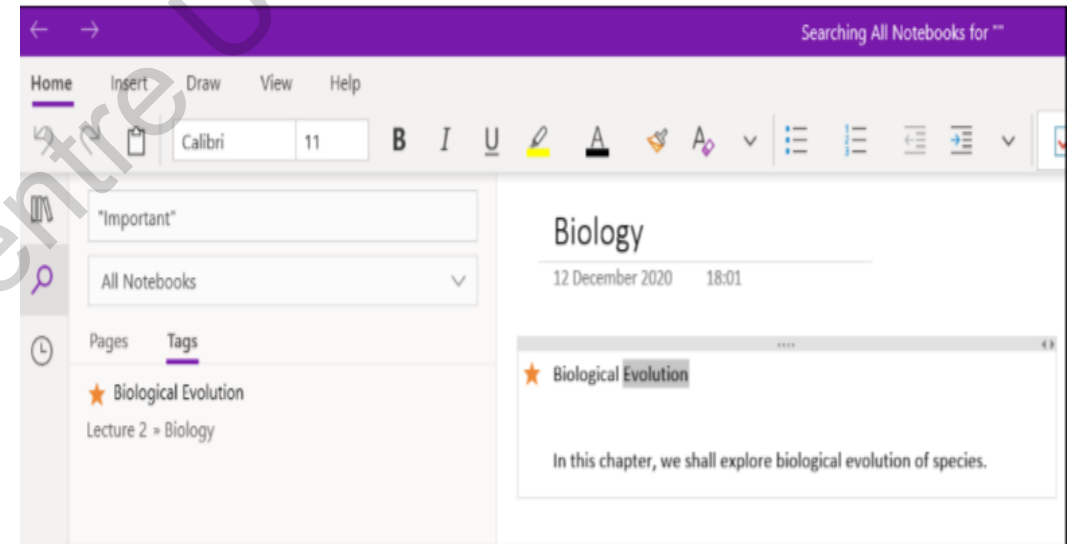
Pasting Link to Notebook

Tagging Notes

- Tags are a way to categorize and prioritize notes in OneNote.
- With tags, user can quickly return to important items, set a reminder about action items, or filter on notes that he/she would want to share with others.



Tagging a Note



Search for Tagged Notes

Performing Calculations

- ▶ Math equations can be jotted during a meeting, conference or class, and OneNote can instantly calculate the results

Following tips should be considered while performing calculations:

- ▶ Don't use spaces in the equation. Type the numbers, operators, and functions as one single, continuous string of text
- ▶ Function codes are not case-sensitive. For example, SQRT(3)=, sqrt(3)= or Sqrt(3)= will calculate the same answer
- ▶ To create a new line after the answer, press Enter (instead of Spacebar) after the equal sign

Operator	Meaning	Example
+ (plus sign)	Addition	3+3
- (minus sign)	Subtraction	3-1-1
* (asterisk)	Multiplication	3*3
X (Upper or lower case)	Multiplication	3X3
/ (forward slash)	Division	3/3
% (percent sign)	Percent	20%
^ (caret sign)	Exponential	3^2
! (Exclamation sign)	Factorial computation	5!

Supported Arithmetic Operators

New Features in OneNote for Windows 10

View a feed of all your notes

You can display a chronological list that combines all the notes taken in different apps such as OneNote, Sticky Notes, and so on through the OneNote feed. Click the Open Feed button in the upper right corner of the OneNote app window to view this.

Use Dark Mode

You can switch OneNote's interface elements from light to dark using the Dark Mode. This mode improves readability of your notes in low light environments, increases legibility of the user interface, provides better contrast, and reduces eye strain.

Improved printouts of Office files

You can insert Word documents, Excel spreadsheets, or PowerPoint presentations as a virtual printout to include their pages as images inside your notes. Click **Insert** → **File**, choose any Office file to insert, and then click **Insert as printout**. You can then manipulate the printout images, for example, moving, resizing, and so on.

Improved Print to OneNote

Open Settings in Windows 10, select 'OneNote' as your default printer and then, print files from any app or browser on your PC. The printout is then sent to OneNote instead of a real printer. This lets you choose where to add the page - in any section of your open notebook or in any other notebook that you choose.

Search for text phrases

You can now enclose any search phrase within quotation marks to find those exact words anywhere in your notes. Click **Search**, enter your phrase into the Search box, and then press **Enter**.

Easily Upload and insert cloud files

When you choose to insert a file into your notes, OneNote now displays an option 'Upload to OneDrive and insert link'. Storing your file attachments in the cloud instead of your notebook keeps your notes more manageable and lets you collaborate with others more easily.

Edit and save embedded file attachments

After you have inserted a file attachment into OneNote, you can double-click it to open and edit the file. Any changes made will be saved to the original attachment without having to re-insert the file.

Summary

- Notebooks now can be made available anytime without the hassle of maintaining physical notes through the Microsoft tool called OneNote.
- OneNote's organization works from left to right. The list of notebooks is presented in the left pane of the program. The sections, which contain the pages of your notebook, are viewed as tabs in the main body of OneNote. When viewing a section, its relative pages are listed on the right side of the program
- You can sync page content with the cloud.
- OneNote tools can be used to tag important information or organize information in tables. Wiki style hyperlinks can be created or pictures can be copied using these tools.
- Tags are a way to categorize and prioritize notes in OneNote.
- Users can change page color and format text and other elements to make them more visually appealing.
- Viewing a feed of all your notes, using Dark Mode, improved printouts of Office files, and improved printing to OneNote are some of the new features in OneNote for Windows 10.