

OneNote

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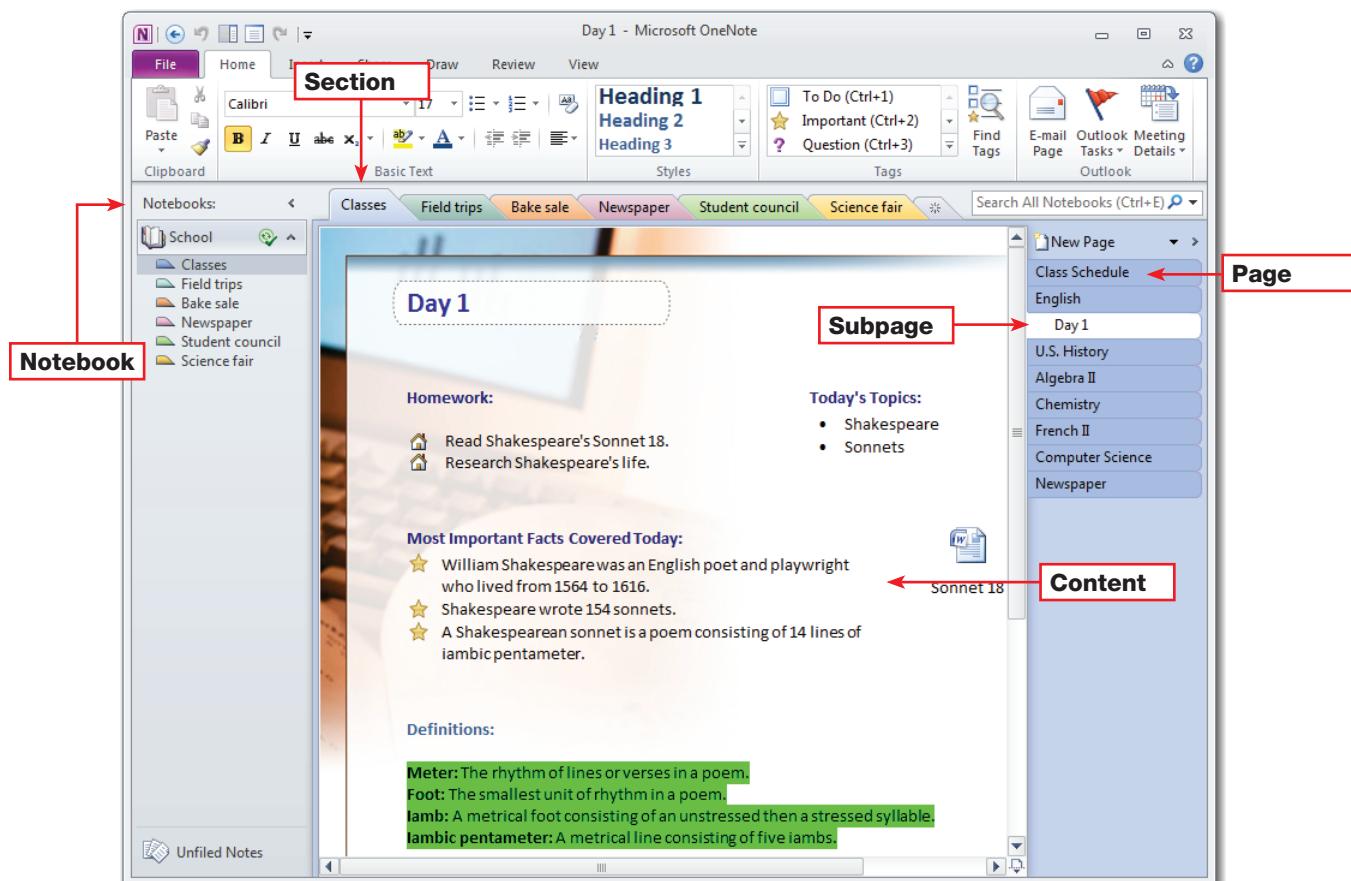
OneNote

INTRODUCTION

Microsoft OneNote 2010 functions as a digital notebook, a single place to store and access information about school, work, and your personal life. It takes just a few minutes to create a new OneNote notebook with tabbed sections and pages. You can then add typed and handwritten notes, tables, files, links, pictures, screen clippings, audio, and video. OneNote offers powerful search capabilities to help you find filed information later. Plus, OneNote notebooks are easy to share and synchronize, facilitating collaboration with peers and coworkers.

Using OneNote to gather, organize, find, and share information helps you stay on top of your tasks and responsibilities. Having a centralized resource for important data lets you use your time more efficiently and effectively, thereby increasing your productivity. OneNote also offers graphical templates and backgrounds for arranging ideas logically and making pages visually appealing, so note-taking is simpler and more enjoyable.

Figure 1



OneNote

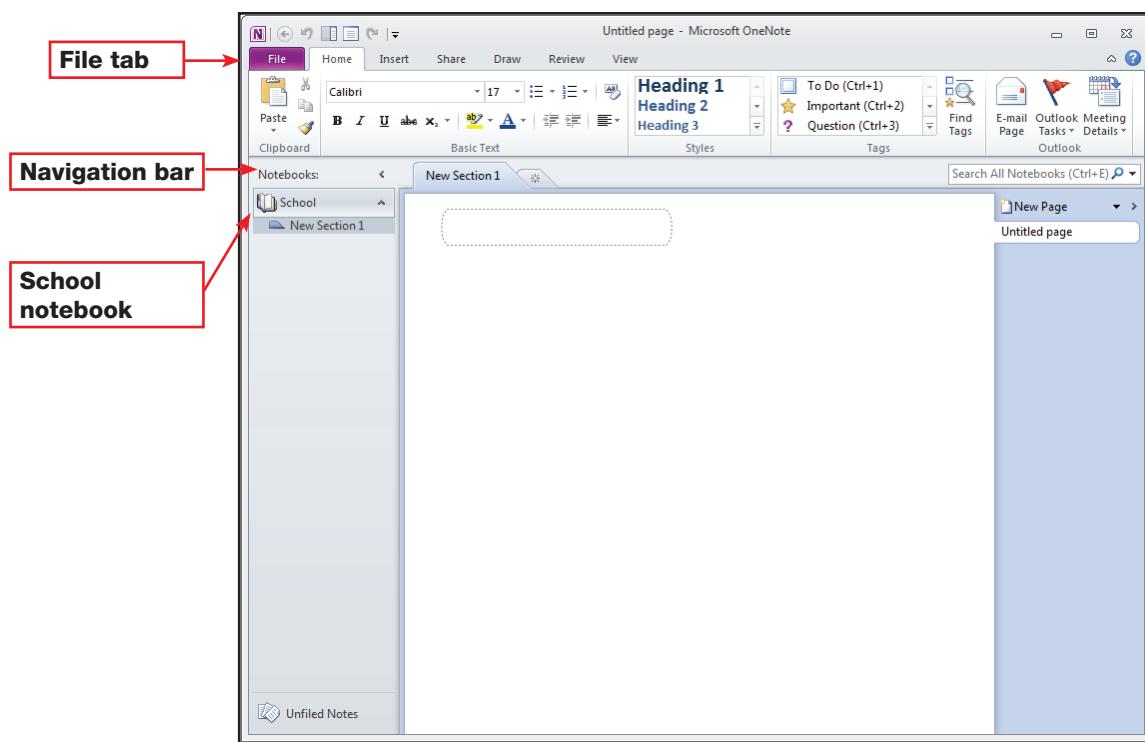
Exercise 1 Create a Notebook and Add Sections

In completing the following exercises, keep in mind that OneNote saves automatically as you take notes and whenever you close a notebook. You do not save your work manually in OneNote.

When you create a notebook in OneNote, it can be stored on your computer for personal use, or on the Web or a network for sharing. After a notebook is created, it appears in the Navigation Bar at the left of the screen. A new section is generated automatically. You can give the new section a meaningful name and add more sections. Tabs representing sections appear at the top of the screen.

1. To launch OneNote, select **Start>All Programs>Microsoft Office>Microsoft OneNote 2010**.
2. On the ribbon, select the File tab. Choose **New**.
3. Under **New Notebook**, in Step 1, select **My Computer**. In Step 2, key: **School**. (Ask your teacher if the name of your notebook should also include your first and last names.) In Step 3, click **Browse**, navigate to the location specified by your teacher, and click **Select**. Click **Create Notebook**.
4. If necessary, click the arrow at the left of the screen to expand the **Navigation Bar**. Locate the **School notebook** you just created.
5. Your screen should look similar to Figure 2.

Figure 2

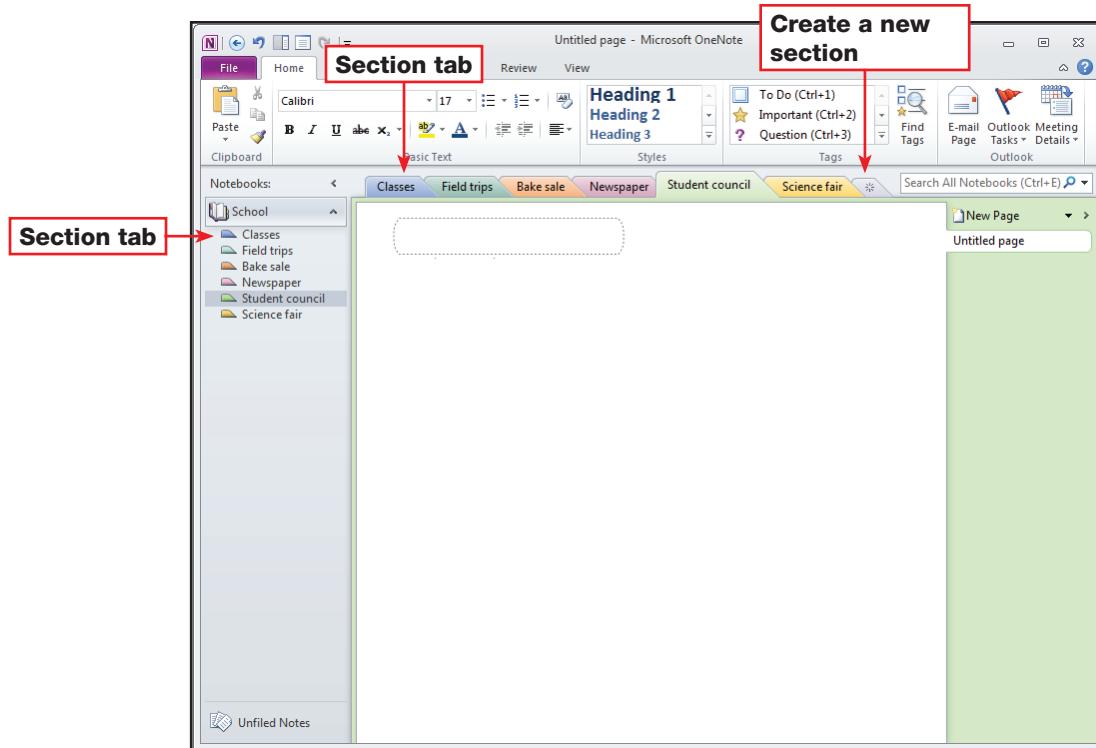


OneNote

Exercise 1

6. At the top of the screen, locate the tab for the first section of your **School** notebook. To rename the tab, double-click **New Section 1**, key: **Classes**, and press **Enter**.
7. To create a new section, click the **smaller** tab with a star to the right of the **Classes** tab. Key: **Field trips** and press **Enter**.
8. Repeat Step 7 to add the following four tabs: **Bake sale**, **Newspaper**, **Science fair**, and **Student council**.
9. To reorder the tabs, as an example, click the **Student council** tab, drag it to the left of the Science fair tab, and release.
10. Your screen should look similar to Figure 3.

Figure 3



Fun Fact

You can change the color of a section tab by right-clicking on it, selecting Section Color, and choosing a color.

Fun Fact

OneNote lets you group several sections into a section group, which appears as a special icon next to the regular section tabs.

OneNote

Exercise 2 Add Pages

When a new section is created in OneNote, an untitled page is generated automatically. You can give the new page a meaningful name and add more pages. Tabs representing pages appear in the Page Tabs at the right of the screen. Pages can have subpages, which will be discussed in a later exercise.

1. In your **School** notebook, click the **Classes** tab at the top of the screen or in the **Navigation Bar**.
2. If necessary, click the arrow at the right of the screen to expand the **Page Tabs**.
3. To rename the page, at the blinking cursor, key: **Class Schedule** and press **Enter**.
4. To create a new page, in the **Page Tabs**, click **New Page**. At the blinking cursor, key: **English** and press **Enter**
5. Repeat Step 4 to create the following six additional pages: **U.S. History**, **Algebra II**, **Chemistry**, **French II**, **Computer Science**, and **Newspaper**.

Academic Skills

OneNote includes specialized tools for taking math notes.

Fun Fact

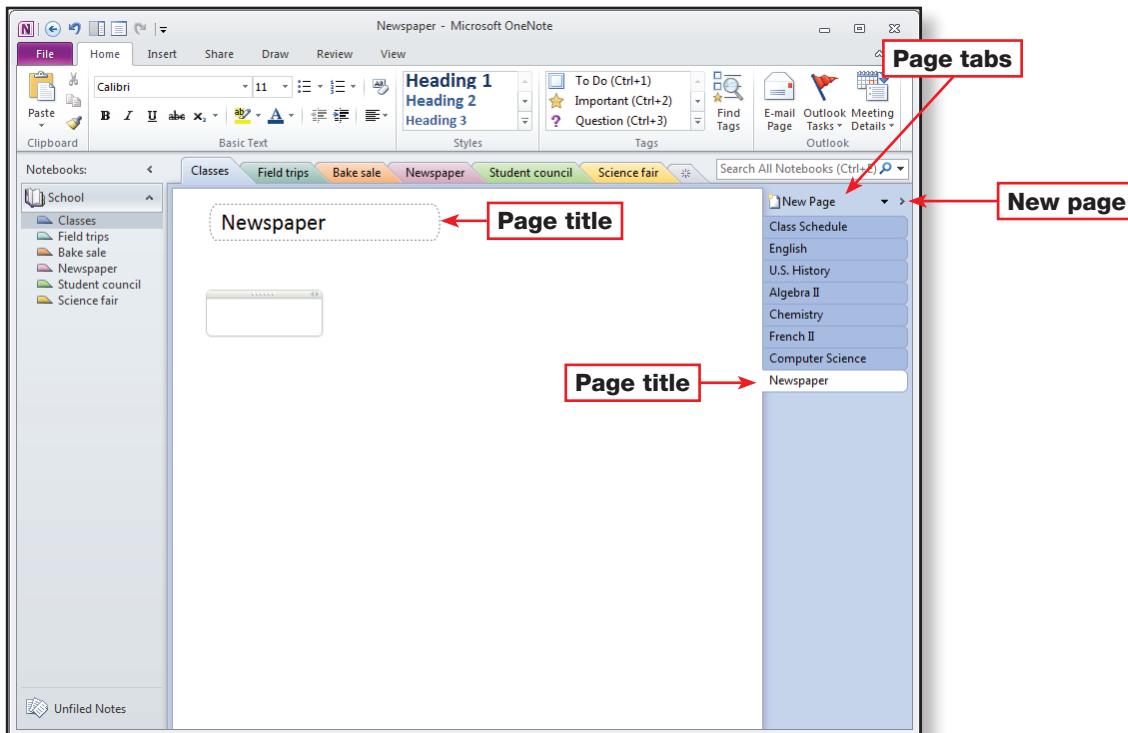
You can use a OneNote notebook to organize aspects of your personal life, with sections and pages devoted to tasks; books, movies, and music; shopping; travel; etc.

OneNote

Exercise 2

6. Your screen should look similar to Figure 4.

Figure 4



Fun Fact

The title bar on a OneNote screen displays the name of the current page.

OneNote

Exercise 3 Type a Note and Format Text

Notes in OneNote are contained in frames. After a page is named, a note frame 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.

1. In your **School** notebook, click the **Classes** tab. In the **Page Tabs**, click the **Class Schedule** page.
2. In the note frame, at the blinking cursor, key: **First Semester:**
3. Select the text **First Semester:** by clicking and dragging over it.
4. On the ribbon, 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.

Fun Fact

OneNote has an Unfiled Notes section for storing notes and clippings until you have a chance to move them to the relevant page.

Academic Skills

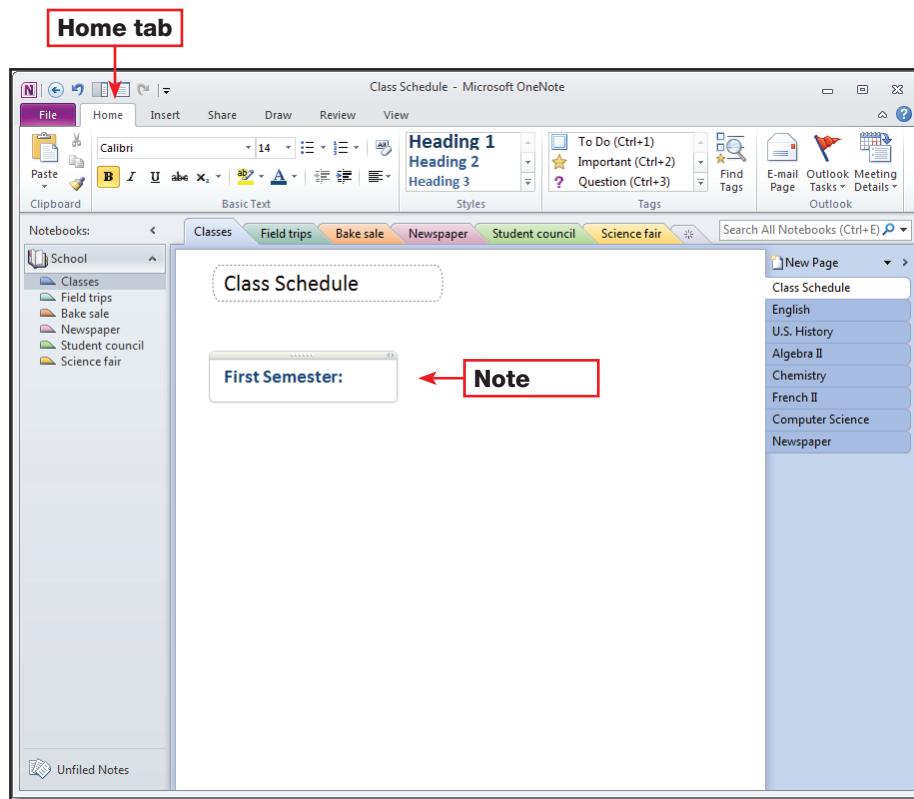
OneNote has an equation editor for adding math equations to notes. You can start from scratch by inserting symbols or get a head start by choosing a predefined equation.

OneNote

Exercise 3

- Your screen should look similar to Figure 5.

Figure 5



Shortcuts

In addition to keying new text, you can copy text from another source and paste it into OneNote.

OneNote

Exercise 4 Insert and Modify a Table

Tables are used in OneNote to organize information. A table with a specific number of rows and columns can be inserted on a page. Another way to create a table in OneNote is to start typing a note and then press Tab to insert a new column and Enter to insert a new row. OneNote offers tools to modify columns and rows and to format tables.

1. In your **School** notebook, in the **Classes** section, on the **Class Schedule** page, click to the right of the note frame.
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, key: **Period**. Press **Tab**. Key: **Subject**. Press **Tab**.
4. In the first cell of the second row, key: **1**. Press **Tab**. Key: **English**. Press **Tab**.
5. Repeat Step 4 to add the following rows to the table:

Period	Subject
2	U.S. History
3	Algebra II
4	Chemistry
5	French II
6	Computer Science
7	Newspaper

OneNote

Exercise 4

- Your screen should look similar to Figure 6.

Figure 6

The screenshot shows the Microsoft OneNote interface. The ribbon at the top has tabs for File, Home, Insert, Share, Draw, Review, View, and Table Tools (which is selected). The Table Tools tab has several groups of icons: Select (Select Table, Select Columns, Select Rows, Select Cell), Delete (Delete Table, Delete Columns, Delete Rows, Delete Cells), Insert (Insert Above, Insert Below, Insert Left, Insert Right), Hide Borders, and Alignment (Align Left, Center, Align Right). The left sidebar shows a tree view of notebooks under 'School': Classes, Field trips, Bake sale, Newspaper, Student council, and Science fair. The main content area contains a table titled 'First Semester:' with the following data:

Period	Subject
1	English
2	U.S. History
3	Algebra II
4	Chemistry
5	French II
6	Computer Science
7	Newspaper

A context menu is open on the right side of the table, listing options: New Page, Class Schedule, English, U.S. History, Algebra II, Chemistry, French II, Computer Science, and Newspaper. The 'New Page' option is highlighted.

- Position the cursor anywhere in the second column. On the **Layout** tab, click the **Insert Right** button.
- Click in the top row of the new column. Key: **Teacher**. Press the **down arrow**.
- In the second row of the new column, key: **Linden**. Press the **down arrow**.
- Repeat Step 9 to add the following information to the table:

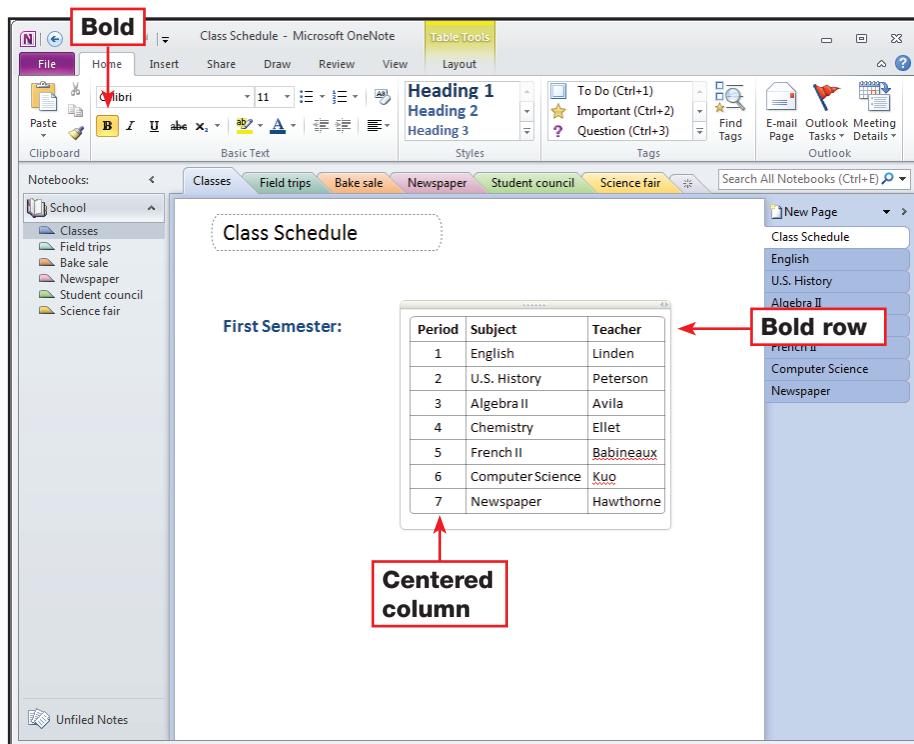
Period	Teacher
2	Peterson
3	Avila
4	Ellet
5	Babineaux
6	Kuo
7	Hawthorne

OneNote

Exercise 4

11. Select all the cells in the first column of the table. On the Layout tab, click the Center button.
12. Select all the cells in the first row of the table. On the Home tab, click Bold. Deselect the cells.
13. Your screen should look similar to Figure 7.

Figure 7



Fun Fact

As you add content to a table in OneNote, the columns stretch automatically to accommodate the widest entry.

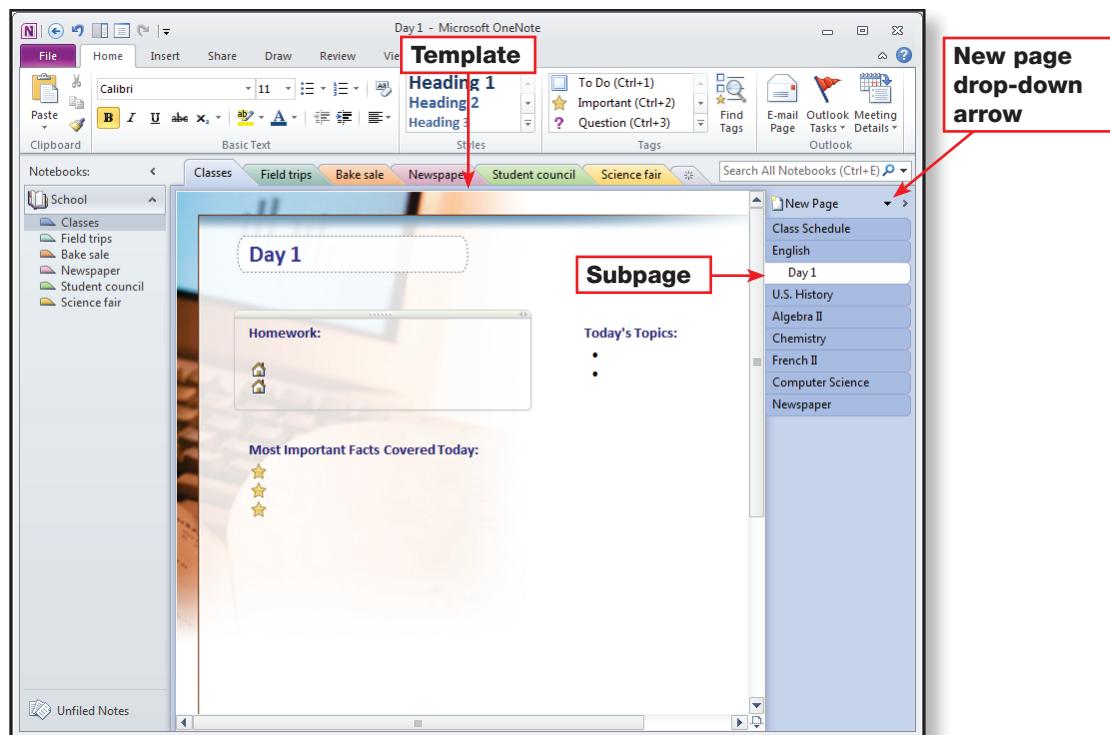
OneNote

Exercise 5 Apply a Template and Make a Subpage

OneNote 2010 includes built-in templates for organizing and adding visual interest to the pages of a notebook. The templates in OneNote are categorized as academic, blank, business, decorative, and planners. You can apply a template only to a new page. You cannot apply a template to an existing page.

1. In your **School** notebook, on the **Classes** tab, click the **New Page** drop-down arrow and select **Page Templates**. In the **Templates** pane, click **Academic**. In the list that appears, click **Simple Lecture Notes**. A new page appears as the last page in the section.
2. Click on the tab for the new page and drag it up until you see a thick black line at the bottom of the tab for the **English** page. Release. Close the **Templates** pane.
3. Right-click on the new page in the Page Tabs and select **Make Subpage**.
4. On the new subpage, select **Title**. Key: **Day 1** and press **Enter**.
5. Your screen should look similar to Figure 8.

Figure 8



Fun Fact

Instead of applying one of OneNote's built-in templates, you can access additional templates at Office Online or create your own template.

OneNote

Exercise 6 Add Content to a Template

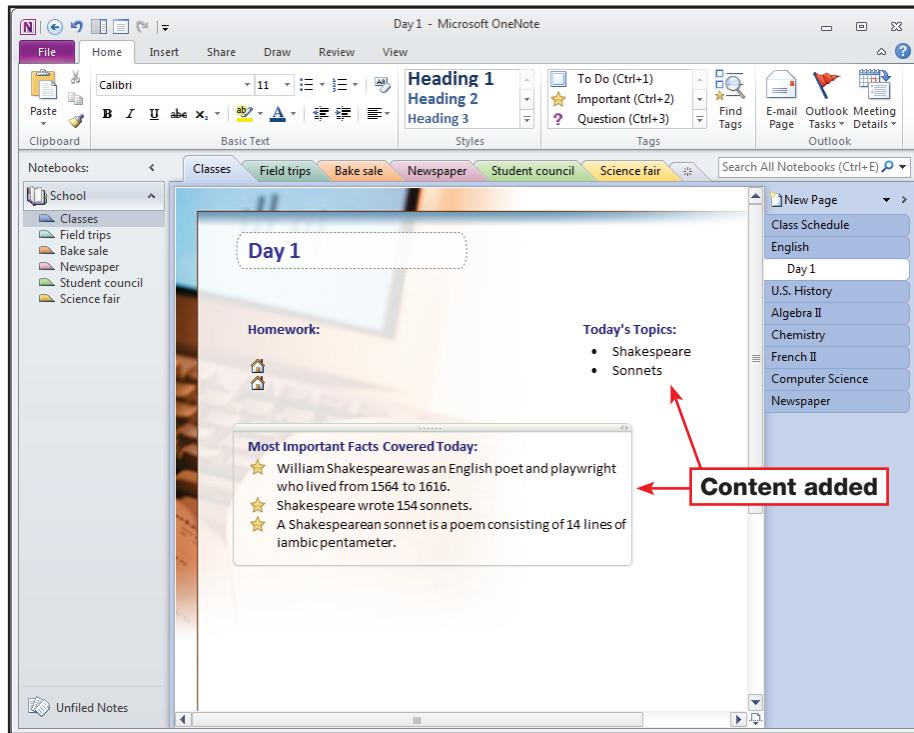
OneNote's page templates may include insertion points for text and placeholder text that can be modified or replaced.

1. In your **School** notebook, on the **Classes** tab, on the **Day 1** subpage, under **Today's Topics:**, click to the right of the first bullet. Key: **Shakespeare**. Click to the right of the second bullet and key: **Sonnets**.
2. Under **Most Important Facts Covered Today:**, click to the right of the first bullet. Key: **William Shakespeare was an English poet and playwright who lived from 1564 to 1616**.
3. Repeat Step 2 to add the following text next to the second and third bullets:

Shakespeare wrote 154 sonnets.
A Shakespearean sonnet is a poem consisting of 14 lines of iambic pentameter.

4. Your screen should look similar to Figure 9.

Figure 9



Fun Fact

To modify general and many specific options for working with OneNote, go to File>Options.

OneNote

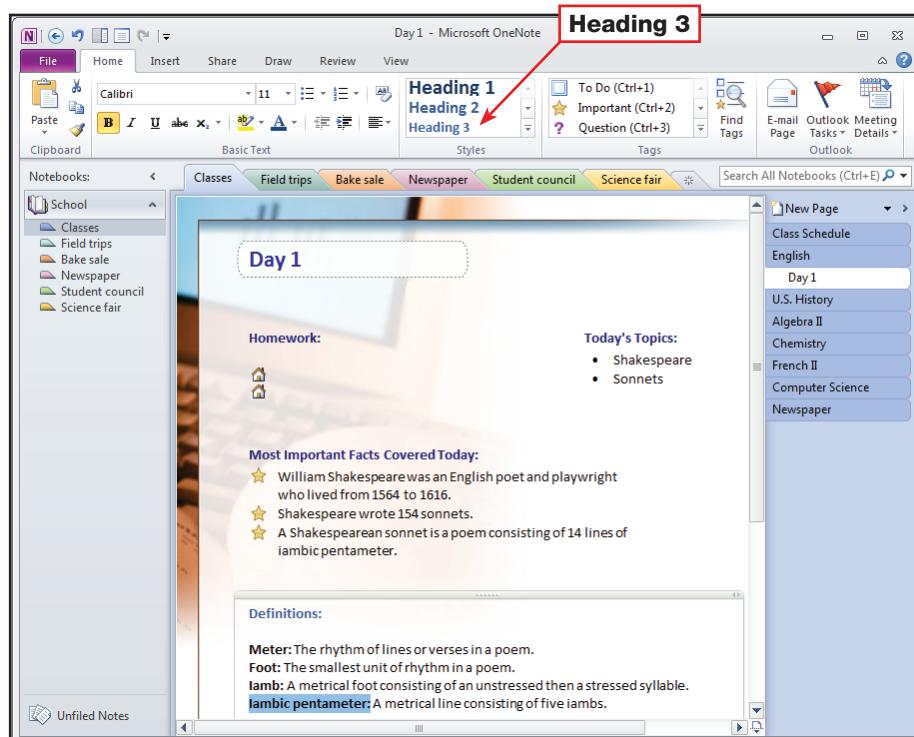
Exercise 6

5. Click below the bottom note frame and key: **Definitions:**. Select **Definitions:**. On the **Home** tab, in the **Styles** group, select **Heading 3**. Click after **Definitions:** and press **Enter** twice.
6. Key: **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**.
7. Repeat Step 6 to add and style the following text:

Foot: The smallest unit of rhythm in a poem.
Iamb: A metrical foot consisting of an unstressed then a stressed syllable.
Iambic pentameter: A metrical line consisting of five iambs.

8. Your screen should look similar to Figure 10.

Figure 10



OneNote

Exercise 7 Tag a Note

When you work with a large notebook or with several notebooks, tags provide an option for locating information. Any piece of content can be tagged. For example, you might tag notes that are to-do items, contacts, or Web sites to visit. Tagged content appears with a special symbol or formatting indicating the specific tag that has been applied. OneNote tags can be searched and sorted.

1. In your **School** notebook, on the **Classes** tab, on the **Day 1** subpage, select **Meter: The rhythm of lines or verses in a poem**.
2. Click the **Home** tab. Click the **Tags** drop-down arrow to display the various default tags available. Select **Definition**. The text has now been tagged as a definition.
3. Repeat Step 2 to tag the other three definitions.
4. On the **Home** tab, in the **Tags** group, click the **Find Tags** button. In the **Tags Summary** pane, notice the links to the recently tagged definitions.

Fun Fact

In OneNote, you can create a custom tag or modify an existing tag's symbol, font color, or highlight color.

Shortcuts

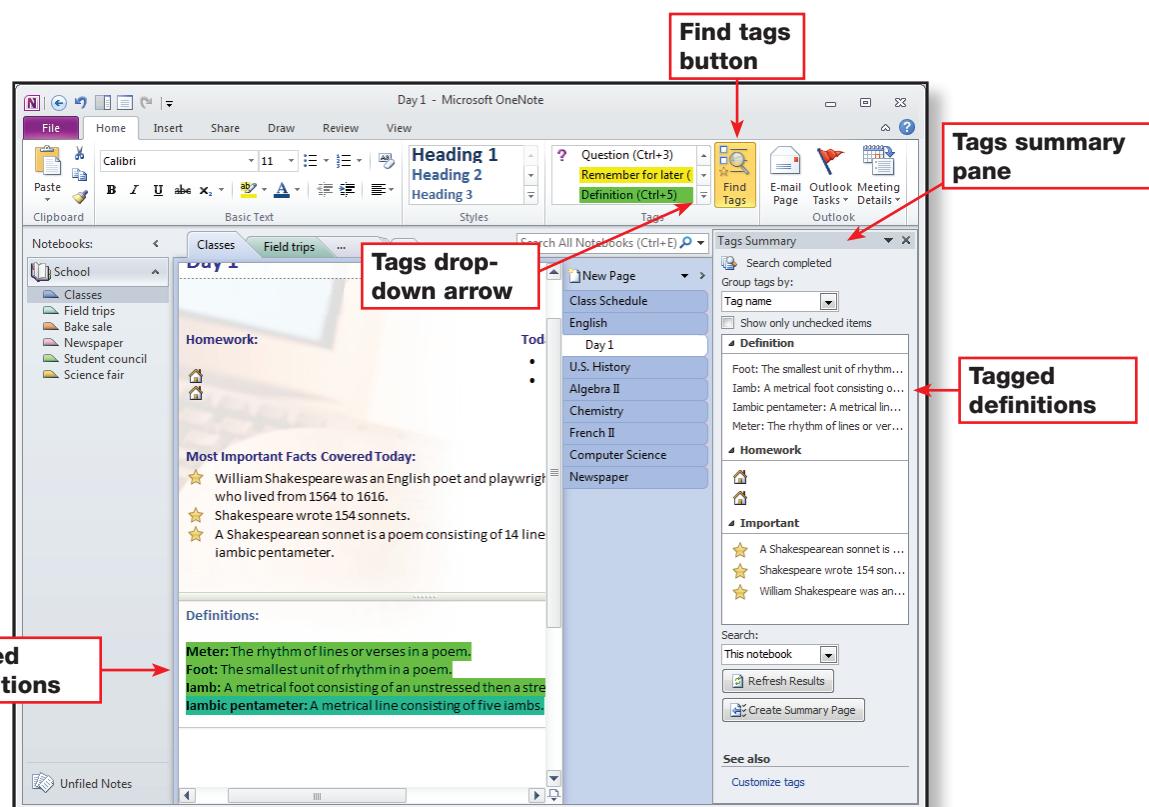
You can tag a to-do item in OneNote by pressing Ctrl + 1. You can tag a contact by pressing Ctrl + 7.

OneNote

Exercise 7

5. Your screen should look similar to Figure 11.
6. Close the Tags Summary pane.

Figure 11



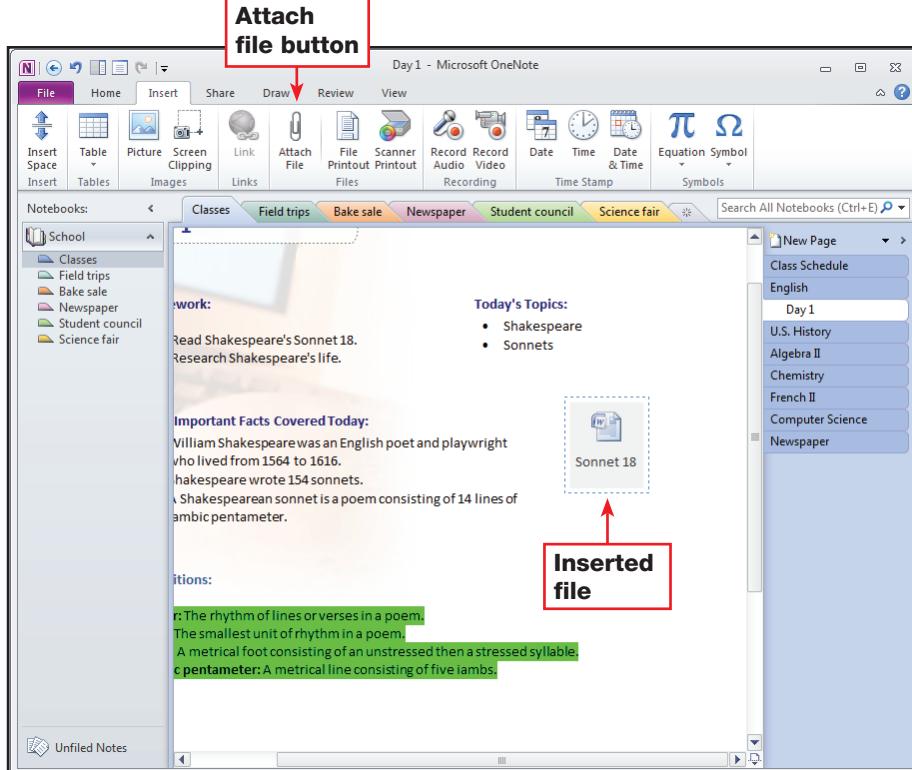
OneNote

Exercise 8 Insert a File and a Link

The information you need to manage often exists in many places and formats. You can centralize files by inserting them in a OneNote notebook, where they can be opened in their native applications. Another way to organize scattered information is to insert hyperlinks to files, documents, Web pages, and even other locations in OneNote.

1. In your **School** notebook, on the **Classes** tab, on the **Day 1** subpage, under **Homework:**, click to the right of the first bullet. Key: **Read Shakespeare's Sonnet 18**. Click to the right of the second bullet. Key: **Research Shakespeare's life**.
2. Click to the right of the note frame for **Most Important Facts Covered Today:**. On the **Insert** tab, click the **Attach File** button.
3. In the **Choose a file or a set of files to insert** dialog box, navigate to the **OneNote** student data files. Select the **Sonnet 18** Word document. Click **Insert**.
4. Double-click the **Sonnet 18** icon to open the file. Close the Word document.
5. Your screen should look similar to Figure 12.

Figure 12

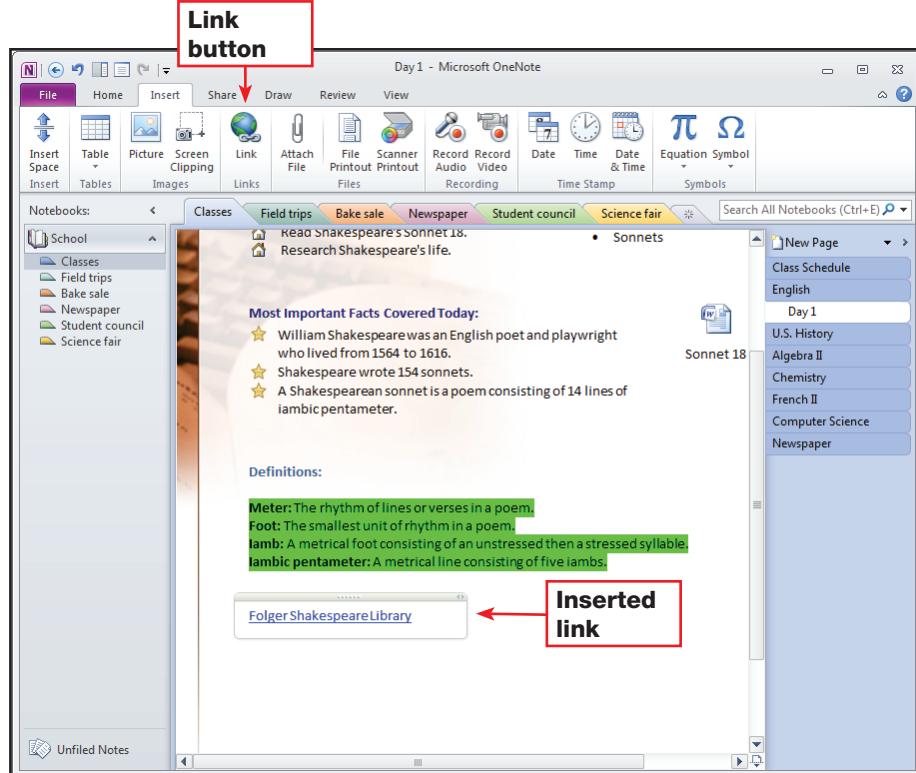


OneNote

Exercise 8

6. Click below the definitions. On the **Insert** tab, click the **Link** button.
7. In the **Link** dialog box, in the **Text to display** box, key: **Folger Shakespeare Library**. In the **Address** box, key: **http://www.folger.edu**. Click **OK**.
8. Click the link. The Web site opens in your default Web browser. Close the browser window.
9. Your screen should look similar to Figure 13.

Figure 13



Fun Fact

The ability to easily create links in OneNote to other notebooks, sections, and pages (called "wiki linking") is new in OneNote 2010.

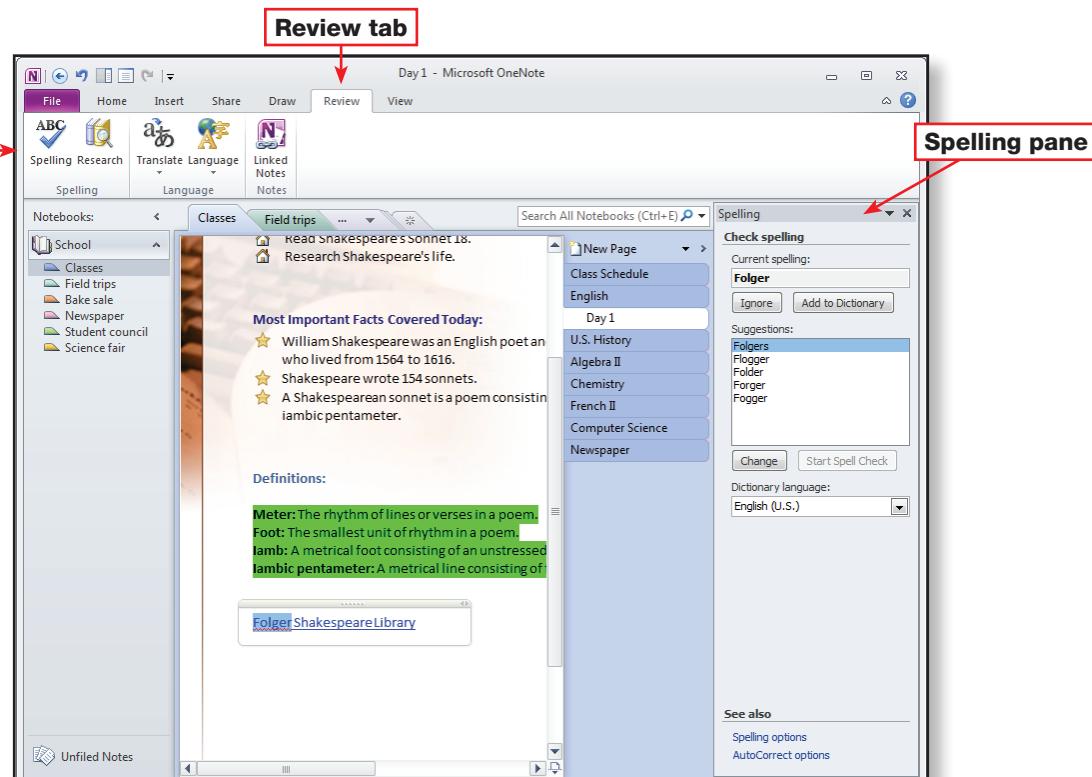
OneNote

Exercise 9 Check Spelling

OneNote lets you include a limitless amount of text, and it is important that the text be spelled correctly. Like other Microsoft applications, OneNote offers an AutoCorrect feature that fixes common mistakes as you type. In addition, you can run a full check of the spelling on a page.

1. In your **School** notebook, on the **Classes** tab, on the **Day 1** subpage, click the **Review** tab. Click the **Spelling** button. The **Spelling** pane opens at the right of the page.
2. Your screen should look similar to Figure 14.
3. For each word identified, either ignore the suggested spellings or correct the spelling.
4. Click **OK** in the box indicating that the spelling check is complete. The **Spelling** pane closes.

Figure 14



Shortcuts

To enable the Math AutoCorrect function in OneNote, go to File>Options>Proofing, click AutoCorrect Options, click the Math AutoCorrect tab, and check Replace text as you type.

Academic Skills

The keyboard shortcut for checking spelling is F7.

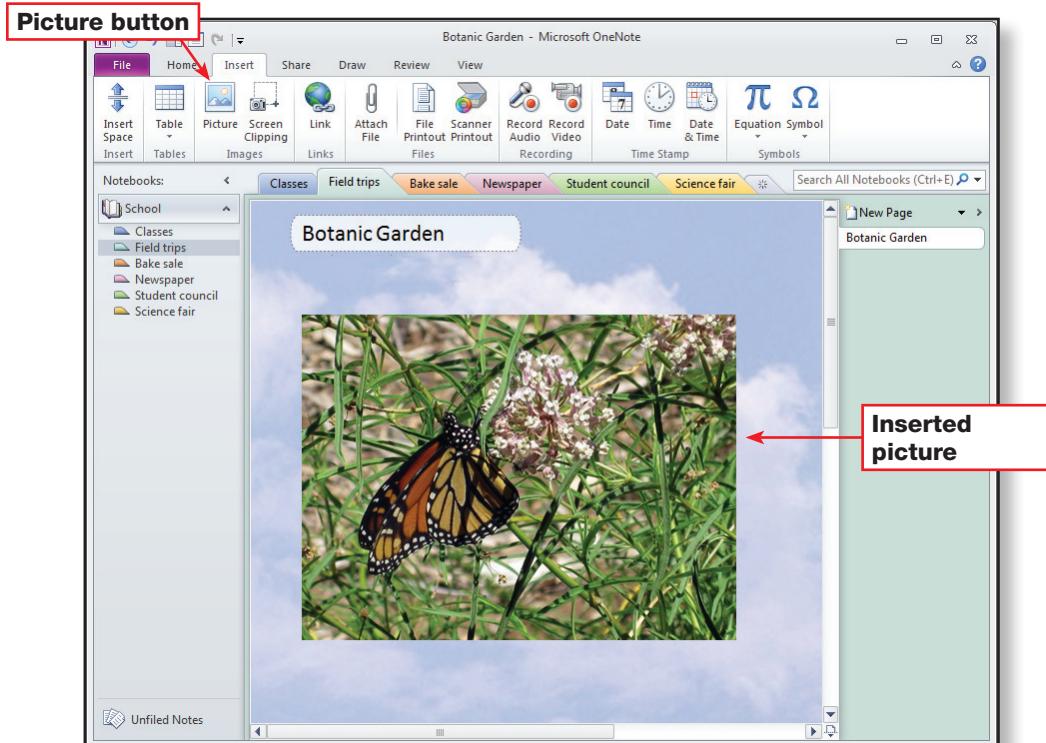
OneNote

Exercise 10 Delete a Page and Insert Pictures

Files, including picture files, can be inserted directly into a OneNote page. Once placed, images can be resized and repositioned.

1. In your **School** notebook, on the **Field trips** tab, click the **New Page** drop-down arrow and select **Page Templates**. In the **Templates** pane, click **Decorative**. Click **Blue Clouds**. Close the **Templates** pane.
2. To name the page, key: **Botanic Garden** and press **Enter**.
3. In the **Page Tabs**, right-click on **Untitled** page. In the drop-down menu, select **Delete**.
4. On the **Botanic Garden** page, the cursor should be blinking in a note frame below the title. On the **Insert** tab, click the **Picture** button. Navigate to the **OneNote** student data files. Select the **butterfly** image file. Click **Insert**. Click on the page.
5. Your screen should look similar to Figure 15.

Figure 15



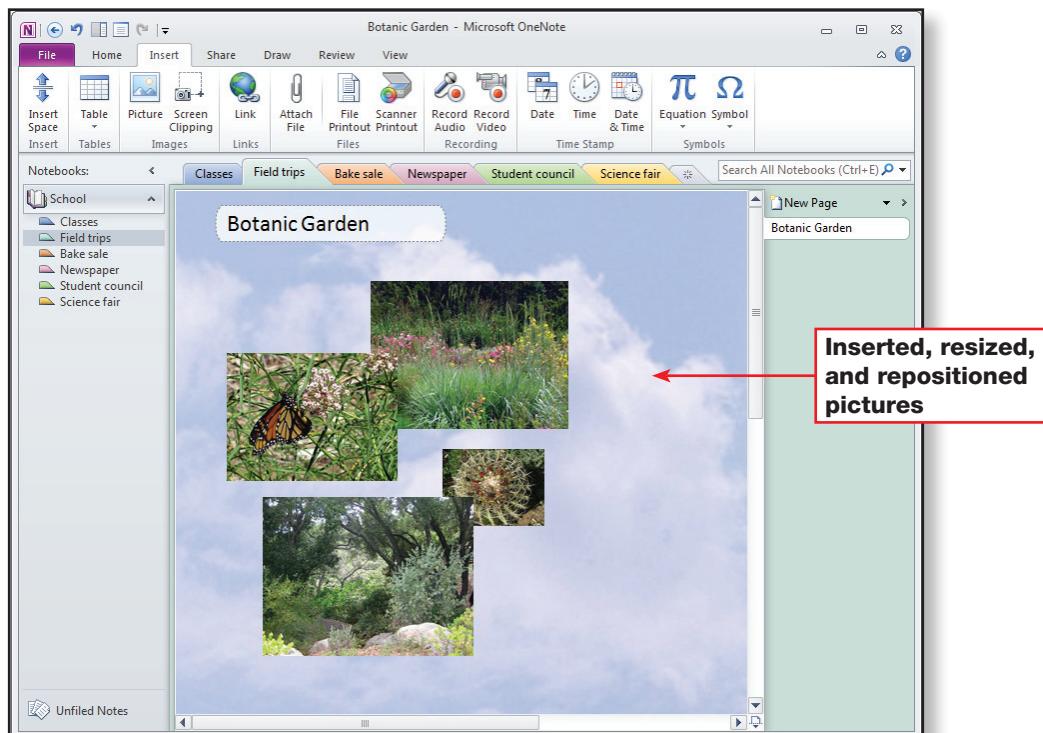
6. Navigate to the **OneNote** student data files. Repeat Step 5 to insert the **cactus**, **trees**, and **wildflowers** image files. (You will adjust the placement of the images later.)

OneNote

Exercise 10

7. Click the butterfly image to select it. Click the double-arrow over the bottom right corner. Drag to make the image smaller or bigger, as desired. Adjust the sizes of all four images as desired.
8. 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 four images as desired.
9. Your screen should look similar to Figure 16.

Figure 16



Fun Fact

An extensive list of popular and lesser-used graphics formats can be added to OneNote, including JPEG, PNG, GIF, BMP, PICT, TIFF, and even CorelDraw files.

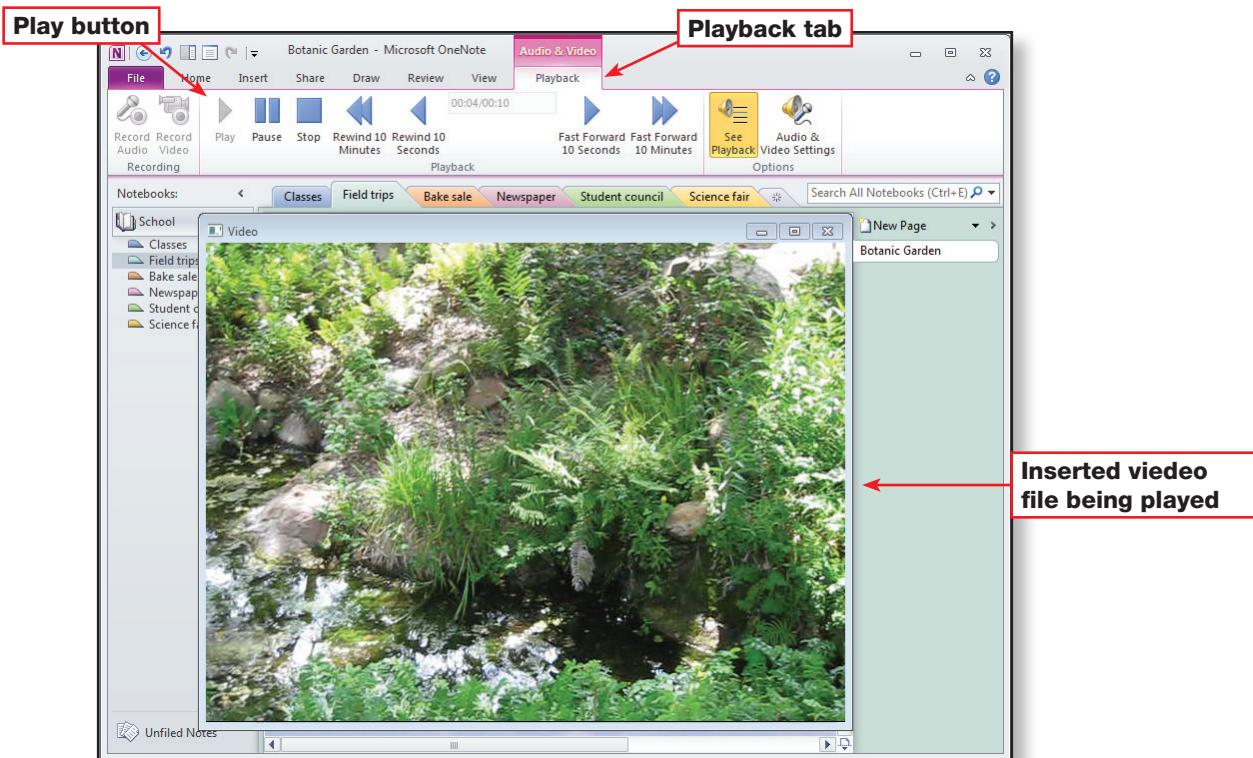
OneNote

Exercise 11 Insert Video

You can record video using a camera built into or connected to your computer and insert the clip directly into OneNote, where it can be played back. A handy feature is that notes taken while recording video are linked to it. Clicking such a note plays the part of the video that was recorded when the note was taken. In this exercise, you will insert a prerecorded video.

1. In your **School** notebook, on the **Field trips** tab, on the **Botanic Garden** page, click in an open spot.
2. On the **Insert** tab, click the **Attach File** button. Navigate to the **OneNote** student data files. Double-click the **pond video** file.
3. On the **Botanic Garden** page, select the **pond video** icon.
4. On the **Playback** tab, click the **Play** button. The video opens and plays in a new window.
5. Your screen should look similar to Figure 17.

Figure 17



Fun Fact

Go to **File>Options>Audio & Video** to modify OneNote's video recording settings.

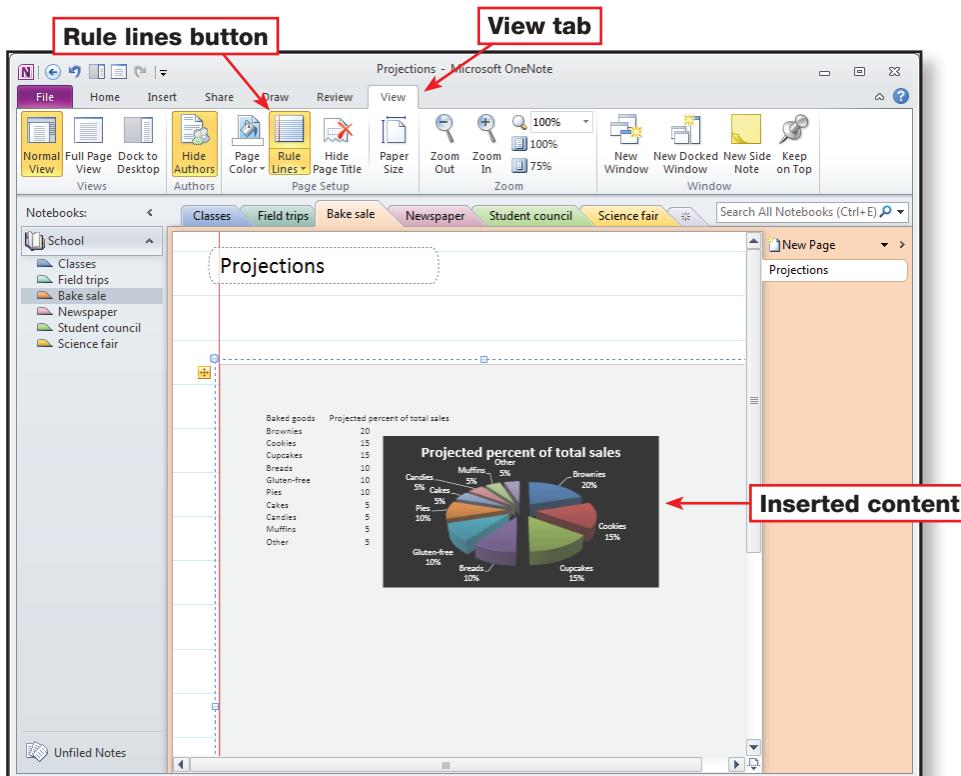
OneNote

Exercise 12 Send to OneNote & Change Background

A very convenient feature of OneNote is the “Send to OneNote” printer option. This functionality makes it easy to insert text, charts, and other content from a Web site or a Microsoft application directly into a OneNote page. Keep in mind that content inserted using this technique can be resized and repositioned but not modified. In OneNote, various styles of rules and grids can be added to a page to facilitate writing and drawing. You will learn how to write on a OneNote page in the next exercise.

1. In your **School** notebook, click the **Bake sale** tab. To name the page, key: **Projections** and press **Enter**.
2. Navigate to the **OneNote** student data files. Open the **bake sale** Excel file. On the **File** tab, click **Print**. In the **Printer** menu, select **Send To OneNote 2010**. Click the **Print** button.
3. In **OneNote**, in the **Select Location in OneNote** dialog box, click **Projections (current page)**. Click **OK**. Close the Excel file.
4. Select the new content. At the bottom right corner, click and drag the double-arrow to make the frame smaller.
5. On the **View** tab, click the **Rule Lines** drop-down arrow. Select **Standard Ruled**.
6. Your screen should look similar to Figure 18.

Figure 18



Fun Fact

For color-coding and visual appeal, OneNote lets you choose a color for the background of a page. You can also set an inserted graphic as the background.

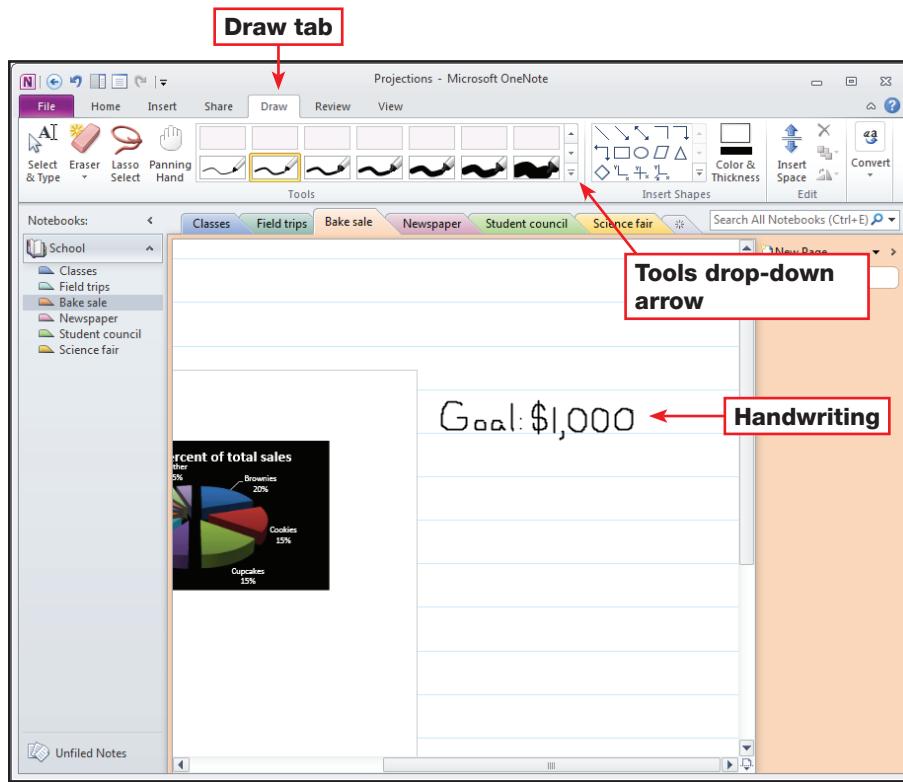
OneNote

Exercise 13 Use Pen Mode & Convert Handwriting

Using a tablet PC or a tablet attached to your computer, 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.

1. If you have a computer tablet and pen, attach the tablet to your computer for this exercise. Otherwise, you can use your mouse or trackpad.
2. In your **School** notebook, on the **Bake sale** tab, on the **Projections** page, click the **Draw** tab. Click the **Tools** drop-down arrow and select **Black Pen (0.5 mm)**.
3. Next to the inserted content, 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.
4. Your screen should look similar to Figure 19.

Figure 19

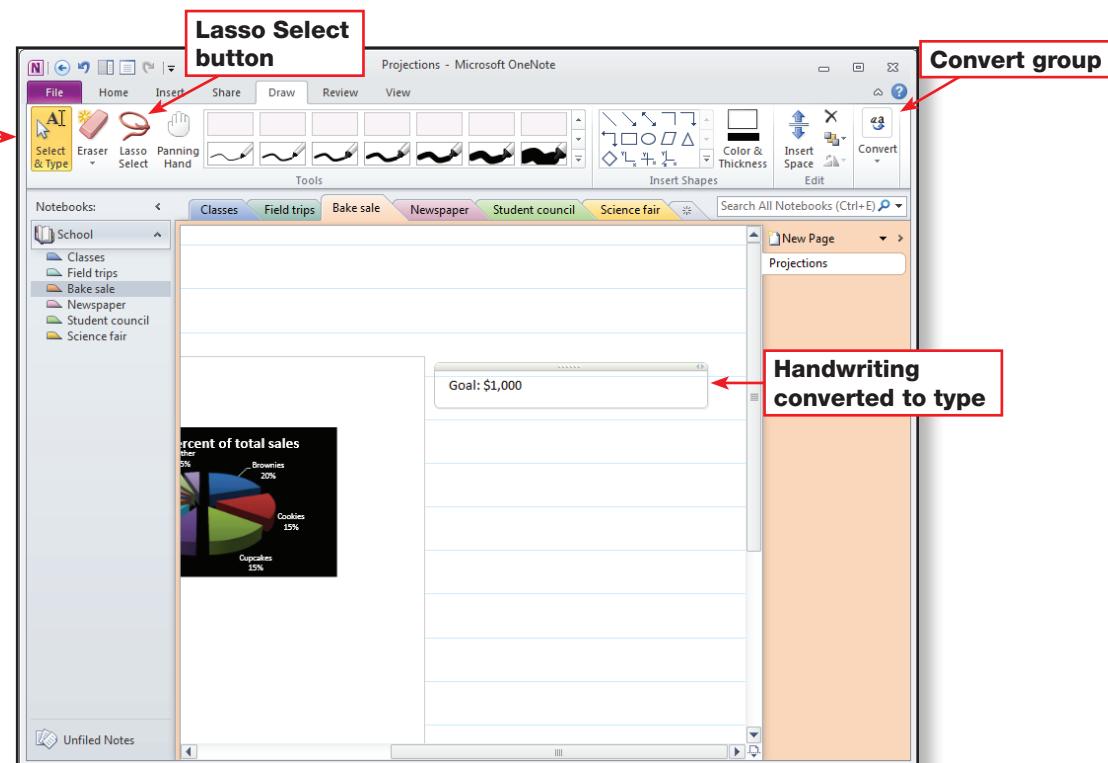


OneNote

Exercise 13

5. On the **Draw** tab, click the **Lasso Select** button. Click and drag around **Goal: \$1,000** to select the entire handwritten item.
6. On the **Draw** tab, in the **Convert** group, click the **Ink to Text** button.
7. Click the **Select & Type** button and correct any errors in the conversion.
8. Your screen should look similar to Figure 20.

Figure 20



Fun Fact

The default Pen Mode is Create Both Handwriting and Drawings. Other modes include Create Drawings Only, Create Handwriting Only, and Use Pen as Pointer.

Academic Skills

In OneNote, you can convert a handwritten mathematical expression to text by selecting the handwritten item and clicking the Ink to Math button on the Draw tab.

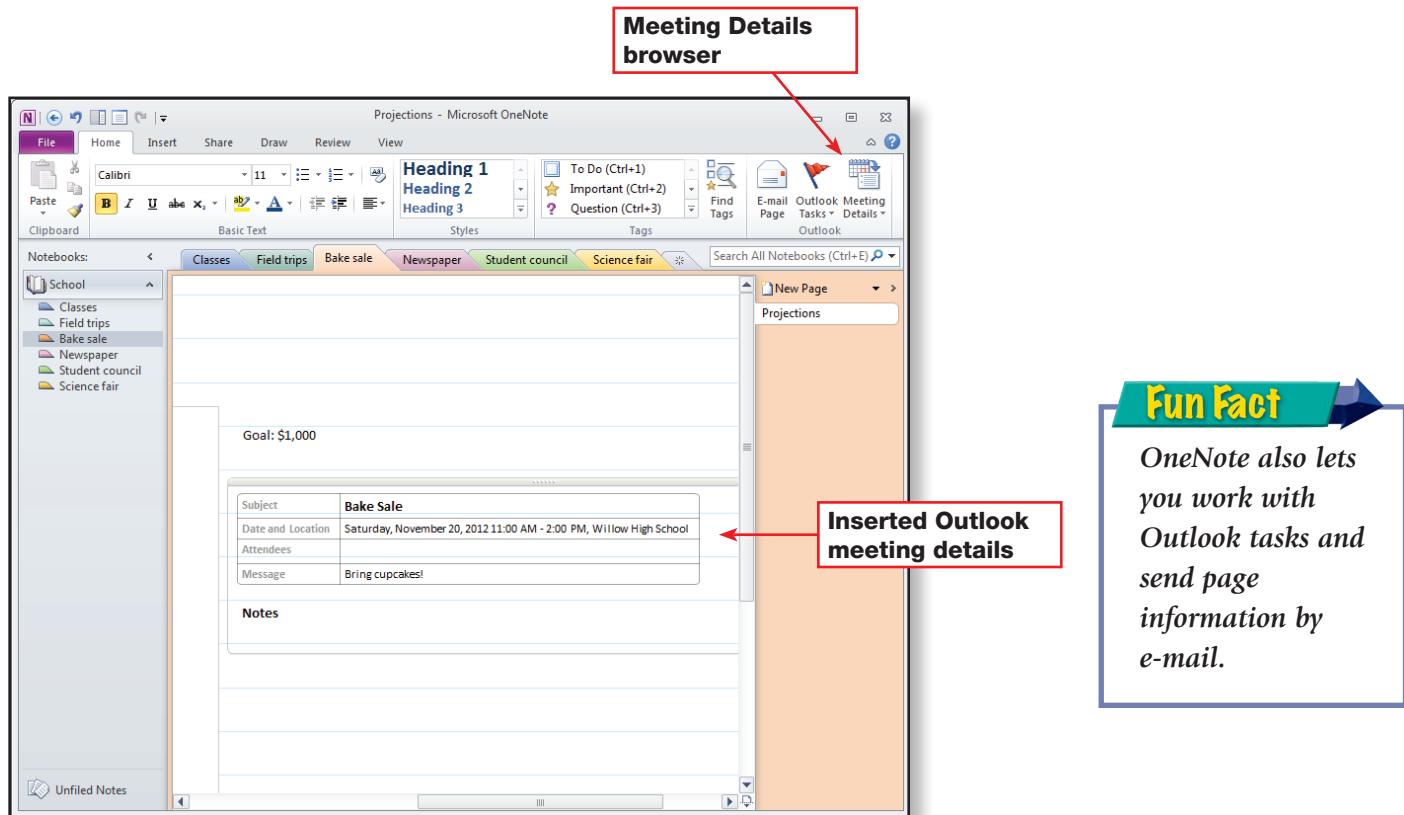
OneNote

Exercise 14 Insert an Outlook Meeting

OneNote integrates closely with Microsoft Outlook. OneNote can track meetings and appointments that are set up in your Outlook calendar. In this exercise, you will insert the details of an Outlook meeting into OneNote.

1. Create a **Microsoft Outlook** appointment for a bake sale on an upcoming date. Refer to the **Outlook 2010** tutorial if you need help.
2. In your **School** notebook, on the **Bake sale** tab, on the **Projections** page, click in an open spot.
3. On the **Home** tab, in the **Outlook** group, click the **Meeting Details** button. Click **Choose a Meeting from Another Day**.
4. In the **Insert Outlook Meeting Details** dialog box, click the right arrow to navigate to the date of the bake sale. Select the **bake sale** appointment. Click **Insert Details**.
5. Reposition of the text frame containing the meeting details as desired.
6. Your screen should look similar to Figure 21.

Figure 21



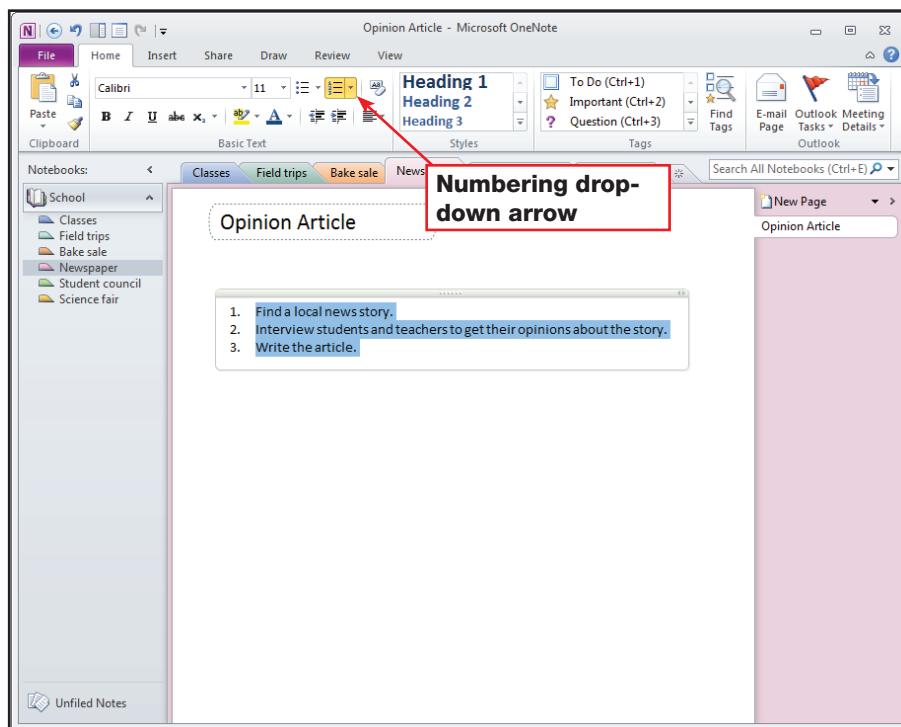
OneNote

Exercise 15 Format a List & Insert a Screen Clipping

Creating a numbered list in OneNote is as simple as picking a format from the Numbering Library. 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.

1. In your **School** notebook, click the **Newspaper** tab. At the blinking cursor, key the page title: Opinion Article and press **Enter**.
2. In the note frame that appears, key: **Find a local news story**. Press **Enter**. Key: **Interview students and teachers to get their opinions about the story**. Press **Enter**. Key: **Write the article**.
3. Select the text you just entered. On the **Home** tab, in the **Basic Text** group, click the **Numbering** drop-down arrow. From the **Numbering Library**, select the format showing numbers followed by periods.
4. Your screen should look similar to Figure 22.

Figure 22



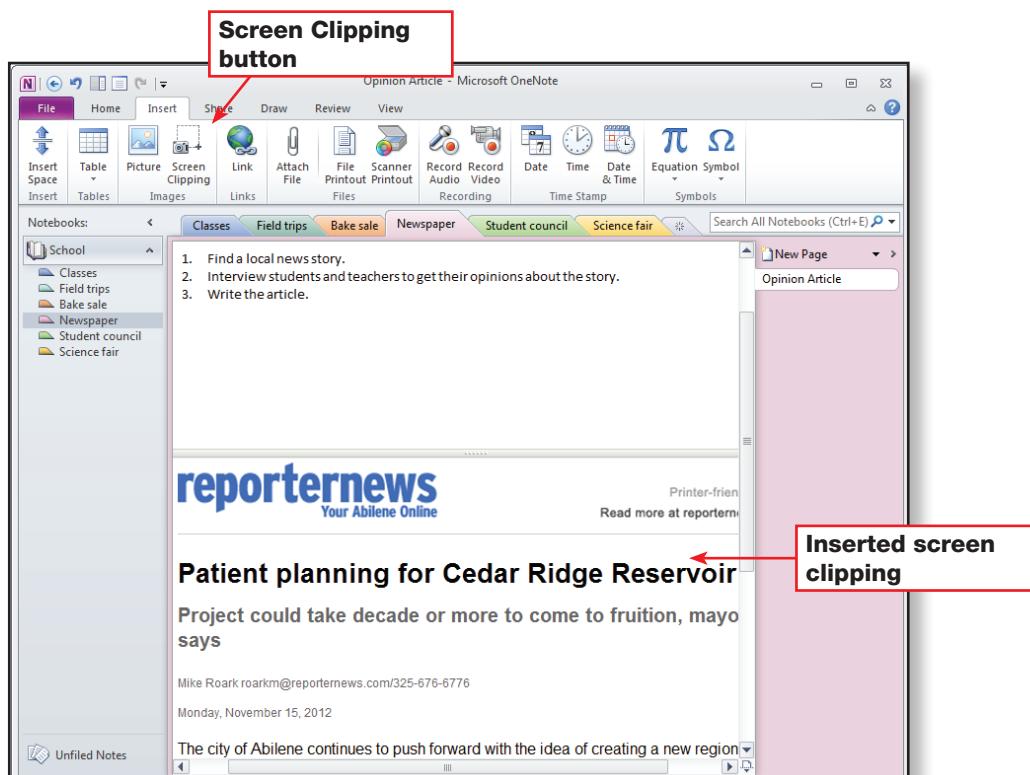
5. Open a Web browser window and go to http://www.msnbc.msn.com/id/3098358/ns/local_news-local_news. Navigate to the news about your city or town. Alternately, you can go to another Web site containing local news. Find a local news story that interests you.

OneNote

Exercise 15

6. Keeping the Web browser window open, return to **OneNote**. Click below the text frame containing the numbered list.
7. On the **Insert** tab, in the **Images** group, click the **Screen Clipping** button.
8. Click and drag over all or part of your chosen news story to select it.
9. Your screen should look similar to Figure 23. Close the browser window.

Figure 23



Shortcuts

Pressing Windows + S is equivalent to clicking the Screen Clipping button. It lets you copy part of the current screen to insert as an image on a OneNote page.

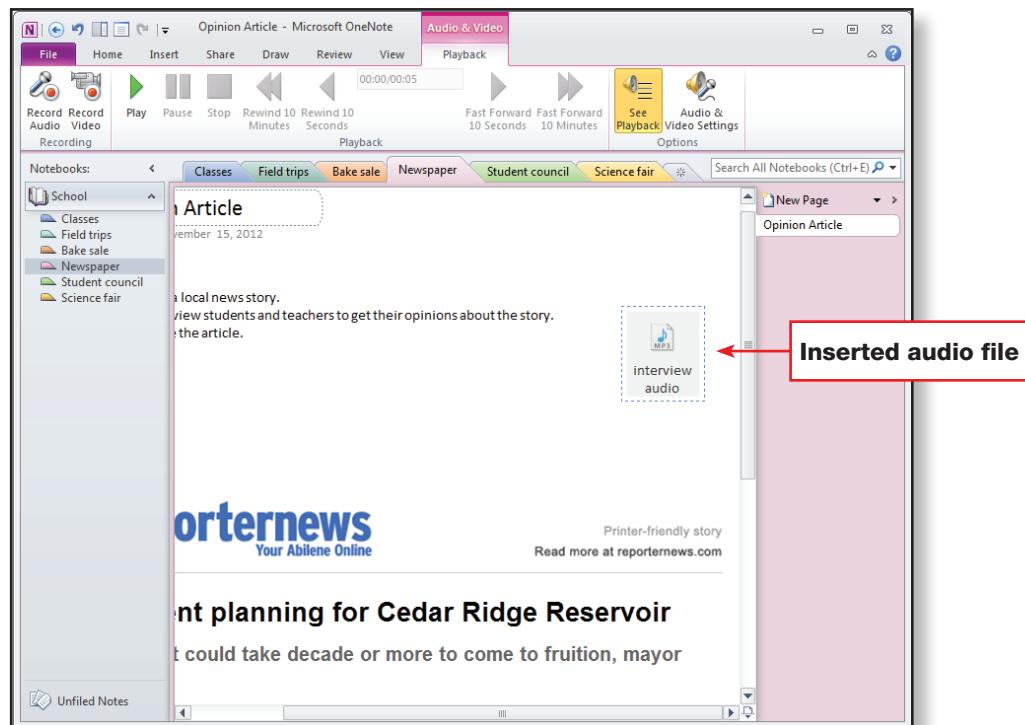
OneNote

Exercise 16 Insert Audio

You can record audio using a microphone built into or connected to your computer and insert the clip directly into OneNote, where it can be played back. As with video, notes taken while recording audio are linked to it. Clicking such a note plays the part of the audio that was recorded when the note was taken. In this exercise, you will insert a prerecorded sound clip.

1. In your **School** notebook, in the **Newspaper** section, on the **Opinion Article** page, click to the right of the text frame containing the numbered list.
2. On the **Insert** tab, click the **Attach File** button. Navigate to the **OneNote** student data files. Double-click the **interview audio** file.
3. On the **Opinion Article** page, select the **interview audio** icon.
4. On the **Playback** tab, click the **Play** button. The audio plays.
5. Your screen should look similar to Figure 24.

Figure 24



Fun Fact

Go to File>Options>Audio & Video to set the number of seconds to rewind from the start of the paragraph when playing linked audio.

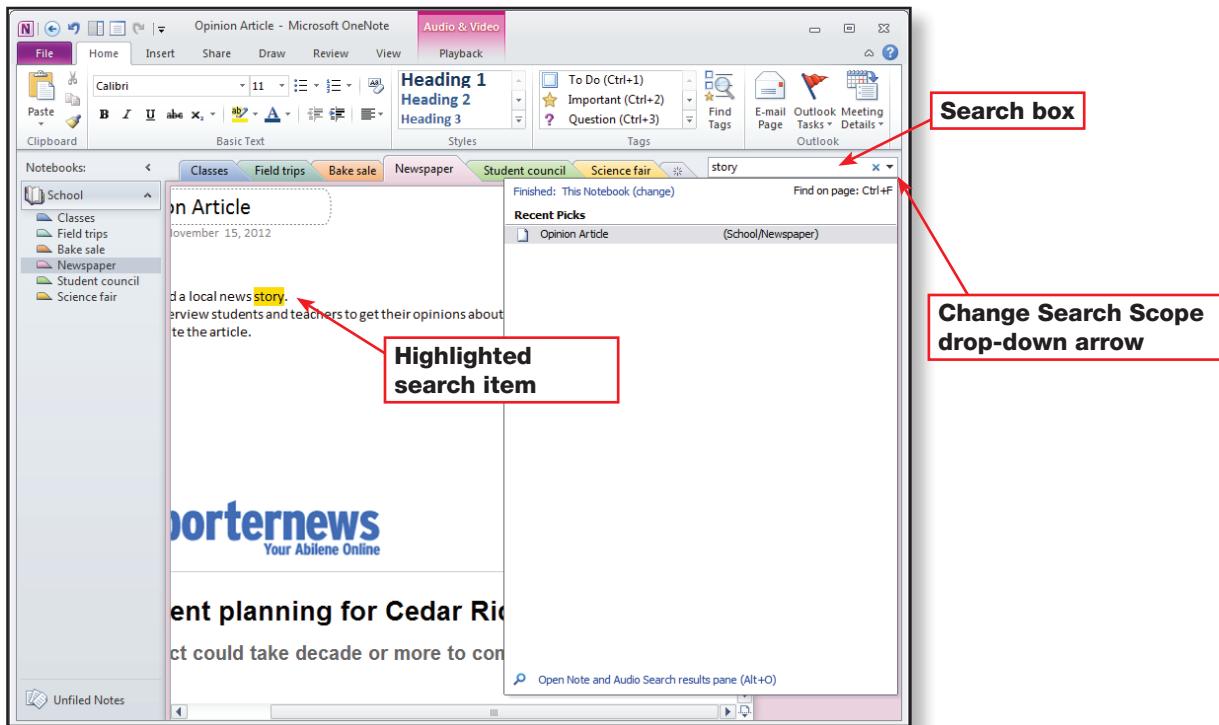
OneNote

Exercise 17 Search a Notebook

OneNote offers search capabilities that let you quickly find specific content within a selected search scope, such as a notebook. As you type more characters in the search box, the results narrow. Links within the search results take you to the pages on which the search item appears.

6. In your **School** notebook, on any page, in the search box above the **Page Tabs**, key: **English**. Click the **Change Search Scope** drop-down arrow and select **This Notebook**.
7. In the search results, click **Day 1**. Notice that **English** is highlighted on the **Day 1** page.
8. In the search results, click **Class Schedule**. Notice that **English** is highlighted on the **Class Schedule** page.
9. In the search box, key: **story**. Click the **Change Search Scope** drop-down arrow and select **This Notebook**.
10. In the search results, click **Opinion Article**. Notice that **story** is highlighted on the **Opinion Article** page.
11. Your screen should look similar to Figure 25.

Figure 25



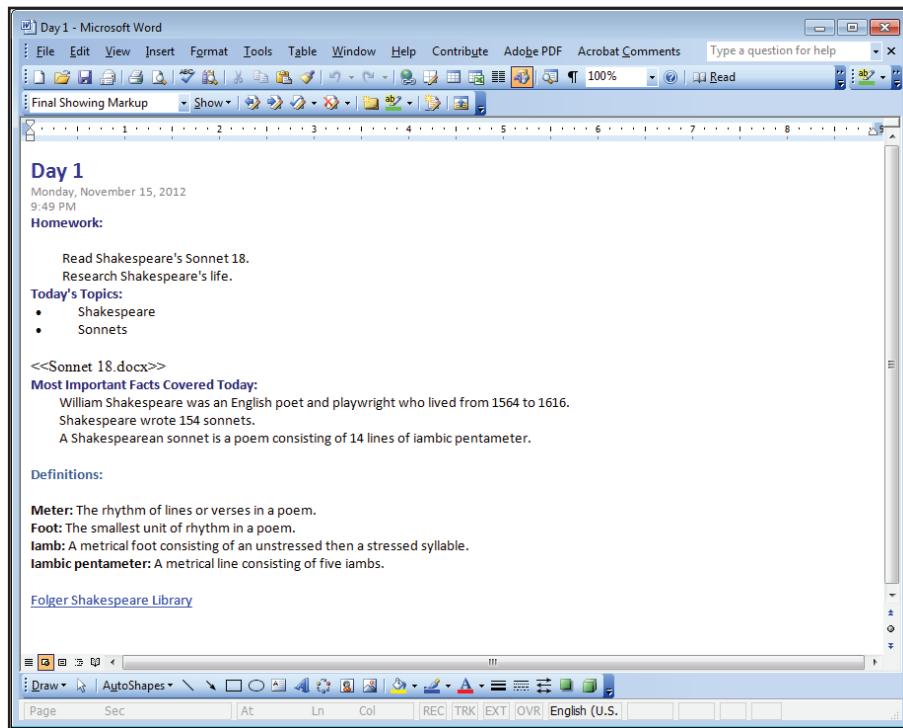
OneNote

Exercise 18 Save to Different Formats

You can share a OneNote 2010 notebook, section, or page with someone who does not have OneNote 2010 by saving it in another format. Depending on the recipient's resources, you might convert a OneNote 2010 notebook back to OneNote 2007 or save it as a Word document, PDF file, XPS file, or single-file Web page.

1. In your **School** notebook, on the **Classes** tab, on the **Day 1** subpage, click the **File** tab.
2. Click **Save As**. In Step 1, select **Page**. In Step 2, select **Word 97-2003 Document (*.doc)**.
3. Click **Save As**. In the **Save As** dialog box, select the location specified by your teacher. Click **Save**.
4. Open the Word document you just created.
5. Your screen should look similar to Figure 26. Close the Word document.

Figure 26

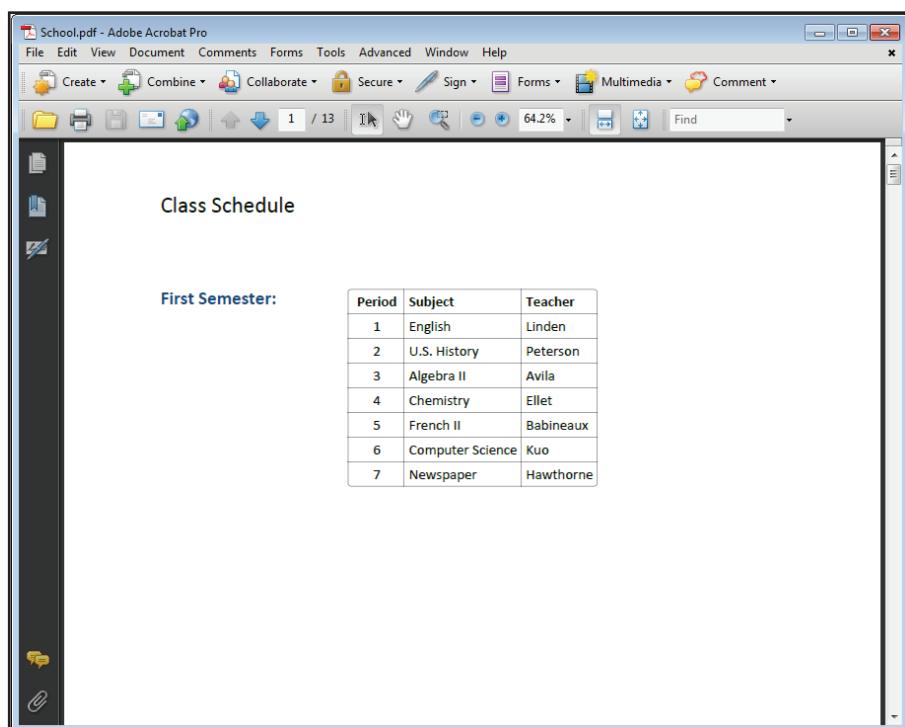


OneNote

Exercise 18

6. Back in OneNote, on the File tab, click Save As. In Step 1, select Notebook. In Step 2, select PDF (*.pdf).
7. Click Save As. In the Save As dialog box, select the location specified by your teacher. Click Save.
8. Open the PDF file you just created.
9. Your screen should look similar to Figure 27. Close the PDF file.

Figure 27



Fun Fact

OneNote provides indicators for contributions to a notebook made by different authors.

Fun Fact

An XPS file is Microsoft's alternative to Adobe's PDF file.

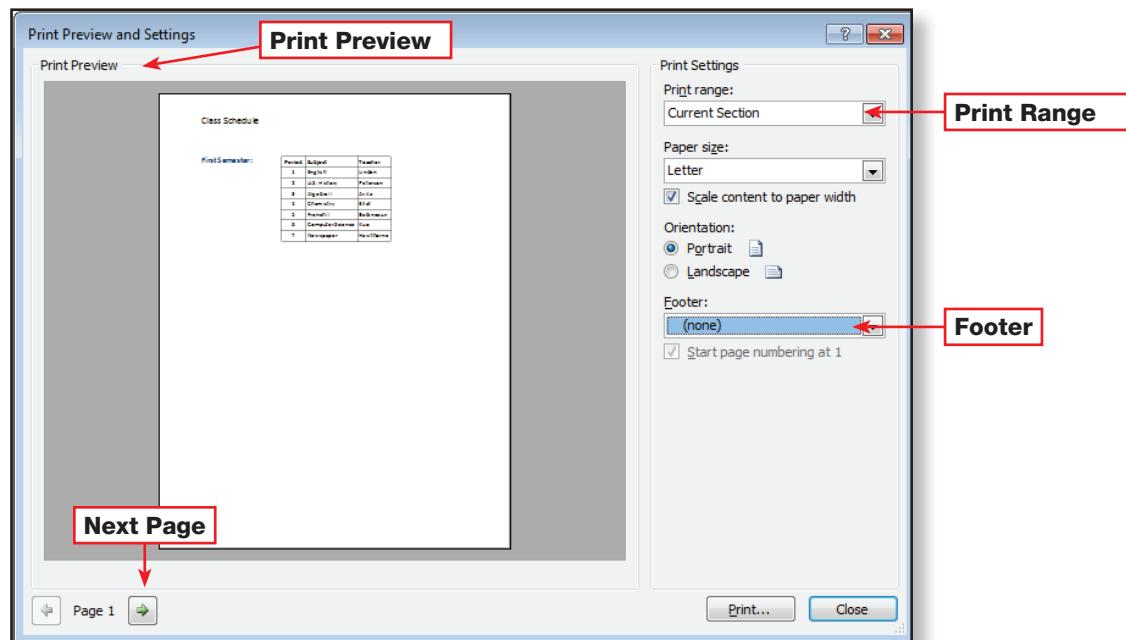
OneNote

Exercise 19 Print from OneNote

Before printing content from OneNote, it is important to check the Print Preview to make sure the desired content will print correctly on the selected paper size, with the chosen orientation. You can print the current section, page, or page group (a page and its subpages). Because OneNote pages can be of infinite width, you would typically select to scale the content to fit the paper width. OneNote offers several footer choices when printing, including no footer.

1. In your **School** notebook, in the **Classes** section, on any page, click the **File** tab. Click **Print**.
2. Click **Print Preview**. In the **Print Preview and Settings** dialog box, click the **Print range** drop-down arrow and select **Current Section**.
3. Make sure the **Scale content to paper width** box is checked.
4. Review the remainder of the selections under **Print Settings** for appropriateness.
5. Click the **Footer** drop-down arrow and select **(none)**. The footer disappears in the **Print Preview**.
6. Your screen should look similar to Figure 28.
7. Click **Next Page** to scroll through all the pages to be printed.
8. Unless your teacher instructs you to print the pages, click **Close**.

Figure 28



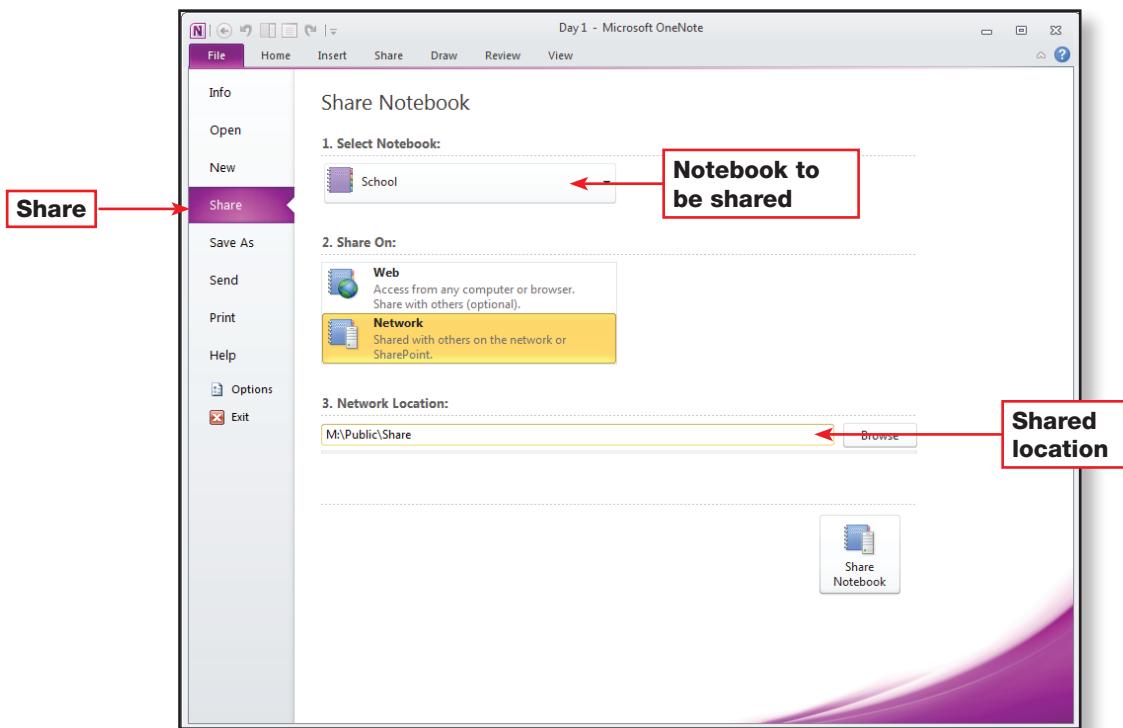
OneNote

Exercise 20 Share a Notebook

The ability to create a shared notebook is a big advantage of OneNote over traditional note-taking systems. Many people can access the same OneNote notebook at the same time. Any changes or additions they make are saved automatically. OneNote notebooks can be shared on the Web using Windows Live or via a network. When you share a notebook, OneNote prompts you to send e-mail messages to the people who now have access to it.

1. In **OneNote**, on the **File** tab, click **Share**.
2. In Step 1, select your **School** notebook. In Step 2, select **Network**. In Step 3, browse to the network location specified by your teacher and click **Select**.
3. Your screen should look similar to Figure 29.

Figure 29

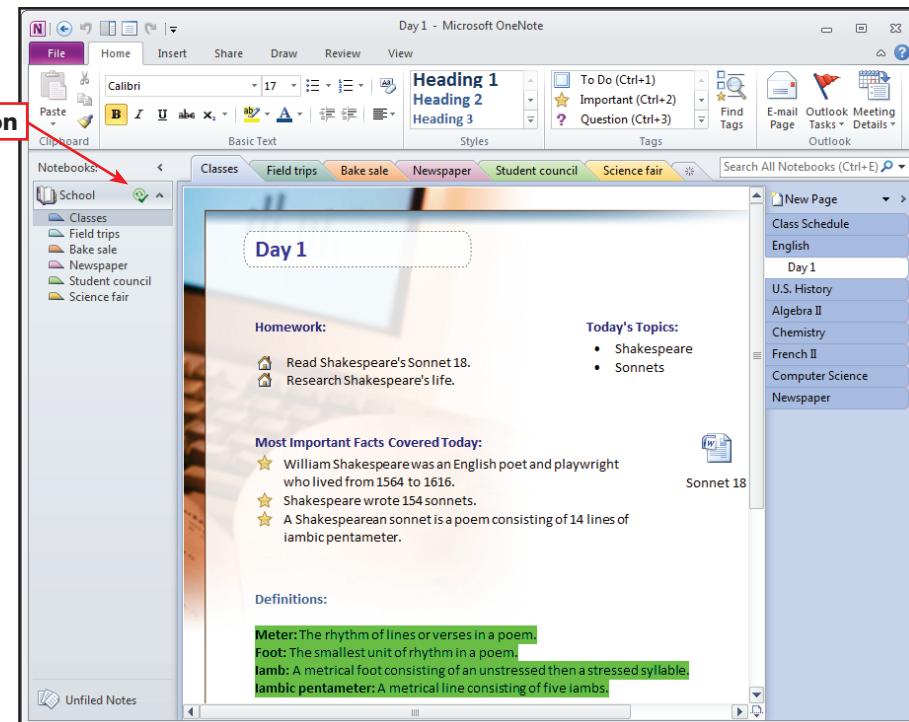


OneNote

Exercise 20

- Click **Share Notebook**. If a **Microsoft OneNote** message box about syncing the notebook appears, click **OK**.
- In the **Microsoft OneNote** message box about sending an e-mail to people who now have access to the notebook, click **No, Thanks**.
- Notice that the sync icon now appears next to the notebook's name in the **Navigation Bar**.
- Your screen should look similar to Figure 30.

Figure 30



Fun Fact

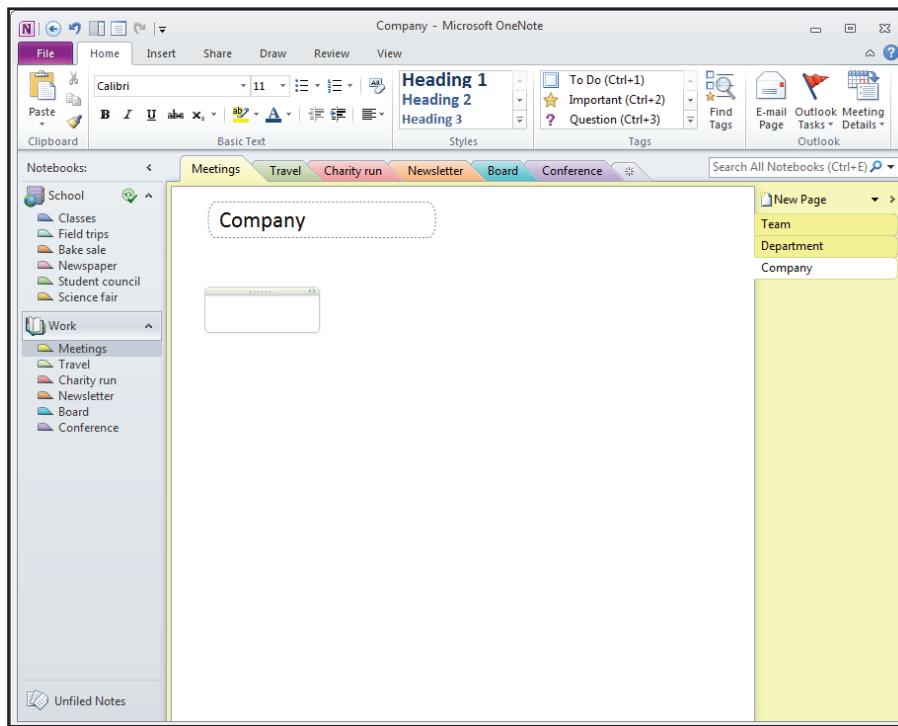
OneNote lets you password-protect a section, which is especially helpful when sharing a notebook. Only those who have the password can view the content of a protected section.

OneNote Practice It Activities

Activity 1 Create a Notebook, Sections, and Pages

1. Launch OneNote. On the File tab, select New.
2. Under New Notebook, in Step 1, select My Computer. In Step 2, key: **Work**. (Ask your teacher if the name of your notebook should also include your first and last names.) In Step 3, select the location specified by your teacher. Click **Create Notebook**.
3. Rename the first tab **Meetings**. Add tabs for the following five sections: **Travel**, **Charity run**, **Newsletter**, **Board**, and **Conference**.
4. Click the **Meetings** tab. Name the first page **Team**. Add the following two pages: **Department** and **Company**.
5. Your screen should look similar to Figure 31.

Figure 31

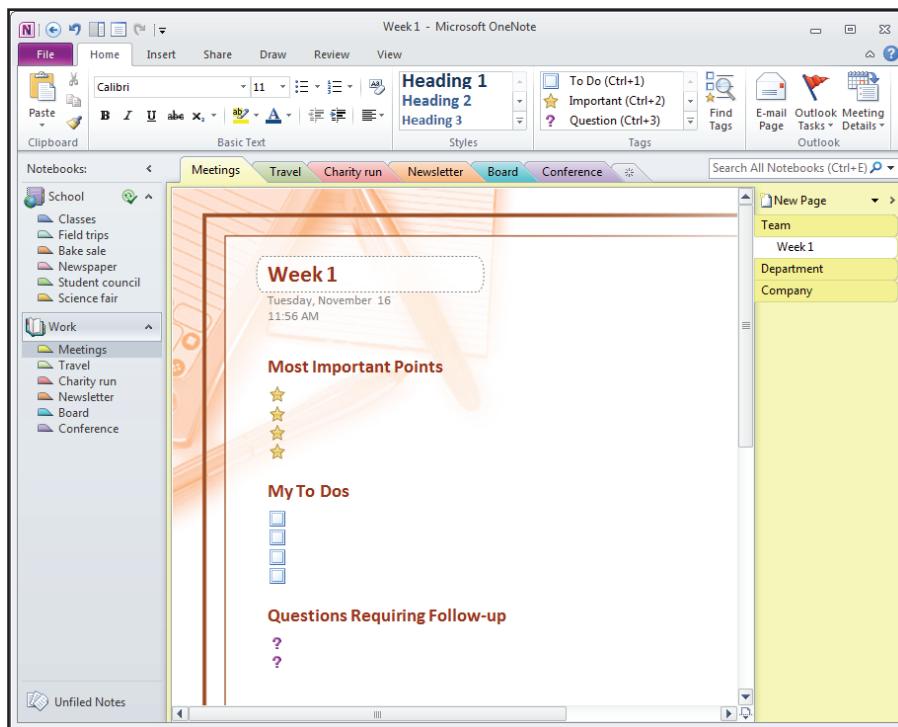


OneNote Practice It Activities

Activity 2 Apply a Template and Make a Subpage

1. In your **Work** notebook, on the **Meetings** tab, click the **New Page** drop-down arrow and select **Page Templates**.
2. In the **Templates** pane, click **Business**. In the list that appears, click **Personal Meeting Notes**.
3. Click on the tab for the new page and drag it up until you see a thick black line at the bottom of the tab for the **Team** page. **Release**. Close the **Templates** pane.
4. Right-click on the new page in the **Page Tabs** and select **Make Subpage**.
5. On the new subpage, select **Meeting Title**. Key: **Week 1** and press **Enter**.
6. Your screen should look similar to Figure 32.

Figure 32

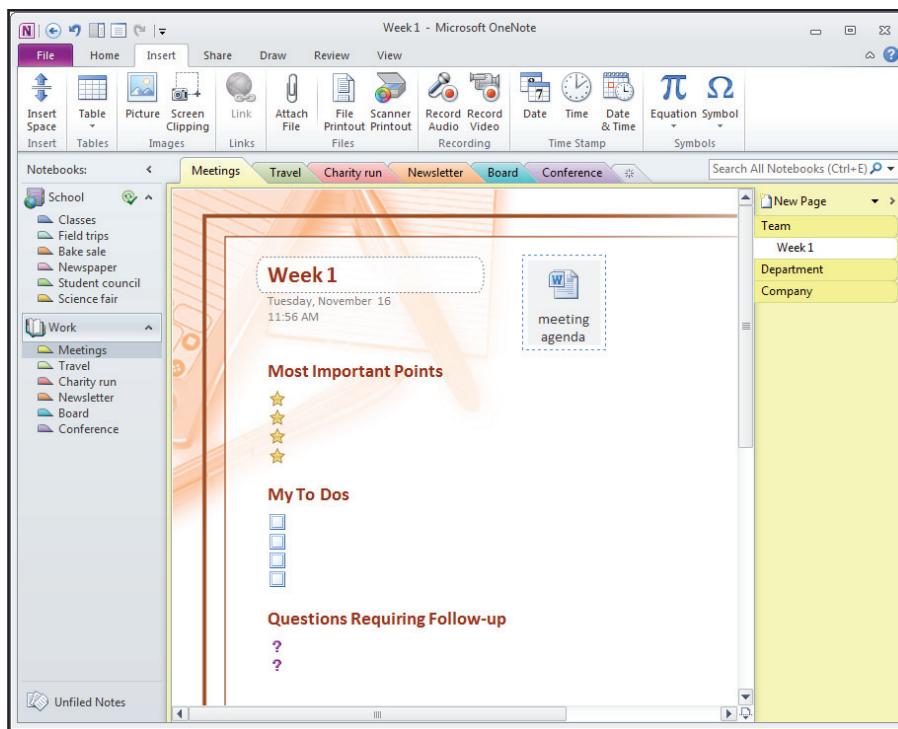


OneNote Practice It Activities

Activity 3 Insert a File

1. In your **Work** notebook, in the **Meetings** section, on the **Week 1** subpage, click to the right of the page title. On the **Insert** tab, click the **Attach File** button.
2. In the **Choose a file or a set of files to insert** dialog box, navigate to the **OneNote** student data files. Select the **meeting agenda** Word document. Click **Insert**.
3. Double-click the **meeting agenda** icon to open the file. Close the Word document.
4. Your screen should look similar to Figure 33.

Figure 33

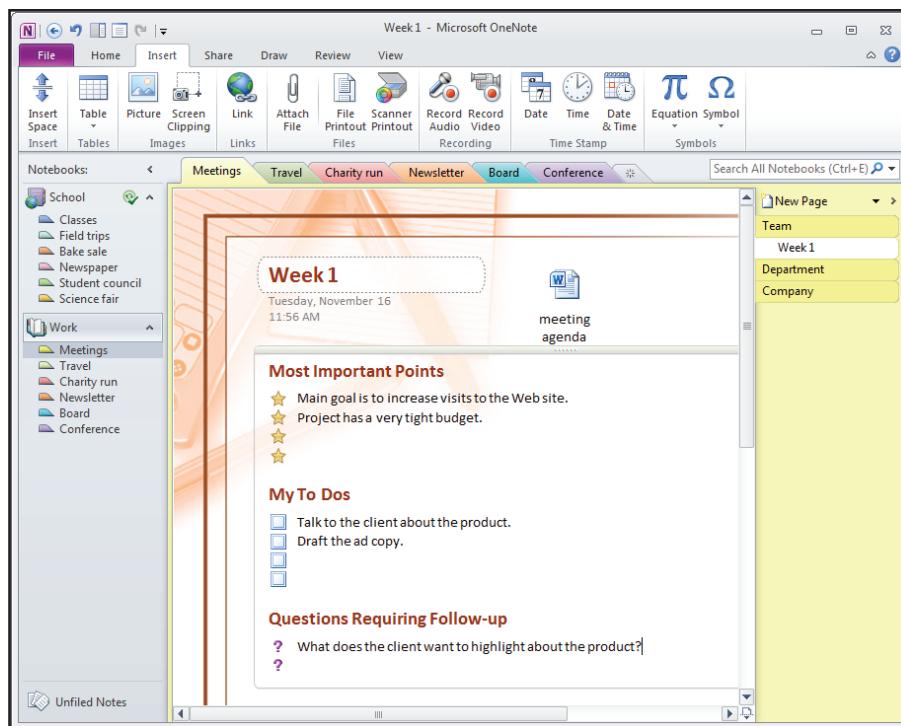


OneNote Practice It Activities

Activity 4 Add Content to a Template

5. Under **Most Important Points**, click to the right of the first bullet. Key: **Main goal is to increase visits to the Web site.** Click to the right of the second bullet and key: **Project has a very tight budget.**
6. Under **My To Dos**, click to the right of the first bullet. Key: **Talk to the client about the product.** Click to the right of the second bullet and key: **Draft the ad copy.**
7. Under **Questions Requiring Follow-up**, click to the right of the first bullet. Key: **What does the client want to highlight about the product?**
8. Your screen should look similar to Figure 34.

Figure 34



OneNote Practice It Activities

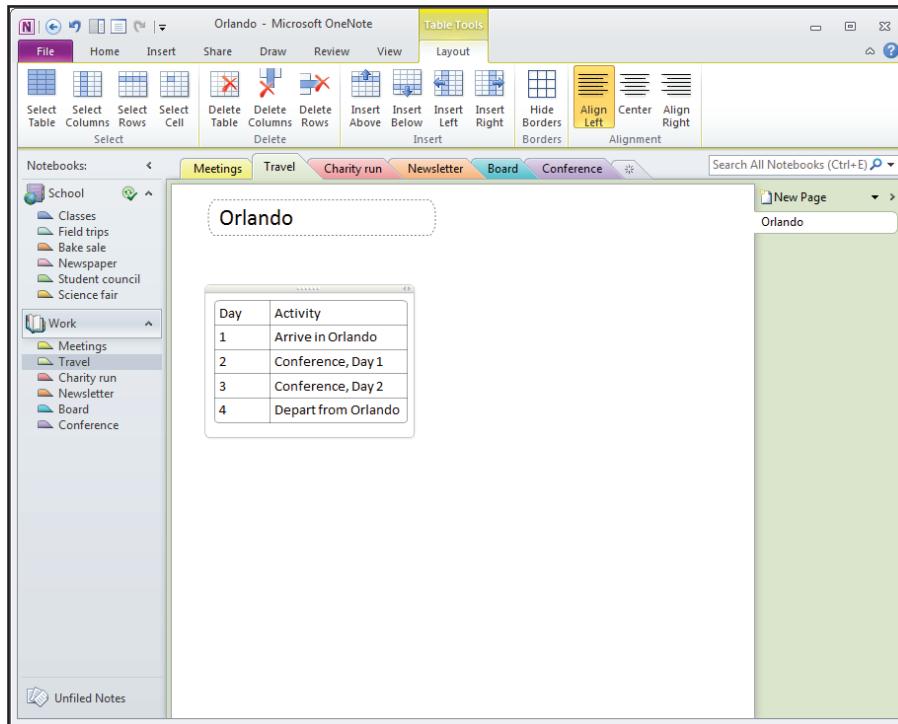
Activity 5 Insert a Table

1. In your **Work** notebook, click the **Travel** tab. In the page title box, key: **Orlando** and press **Enter**.
2. On the **Insert** tab, click the **Table** button. In the **Insert Table** box, move the cursor over the boxes to select **2x2 Table**.
3. In the first cell of the first row, key: **Day**. Press **Tab**. Key: **Activity**. Press **Tab**.
4. In the first cell of the second row, key: **1**. Press **Tab**. Key: **Arrive in Orlando**. Press **Tab**.
5. Repeat Step 4 to add the following information to the table:

Day	Activity
2	Conference, Day 1
3	Conference, Day 2
4	Depart from Orlando

6. Your screen should look similar to Figure 35.

Figure 35



OneNote Practice It Activities

Activity 6 Modify a Table

1. In your **Work** notebook, on the **Travel** tab, on the **Orlando** page, position the cursor anywhere in the first column of the table. On the **Layout** tab, click the **Insert Right** button.
2. Click in the top row of the new column. Key: **Day of the Week**. Press the down arrow.
3. Repeat Step 2 to add the following information to the table:

Day	Day of the Week
1	Friday
2	Saturday
3	Sunday
4	Monday

4. Select all the cells in the first column of the table. On the **Layout** tab, click the **Center** button.
5. Select all the cells in the first row of the table. On the **Home** tab, click **Bold**. Click outside the table.
6. Your screen should look similar to Figure 36.

Figure 36

The screenshot shows the Microsoft OneNote application window titled "Orlando - Microsoft OneNote". The ribbon tabs are Home, Insert, Share, Draw, Review, and View. The Home tab is selected. The left sidebar shows notebooks: School (Classes, Field trips, Bake sale, Newspaper, Student council, Science fair) and Work (Meetings, Travel, Charity run, Newsletter, Board, Conference). The Travel notebook is selected. The right sidebar shows a list of pages: Orlando (selected), New Page, and Unfiled Notes. The main content area displays the "Orlando" page with a table:

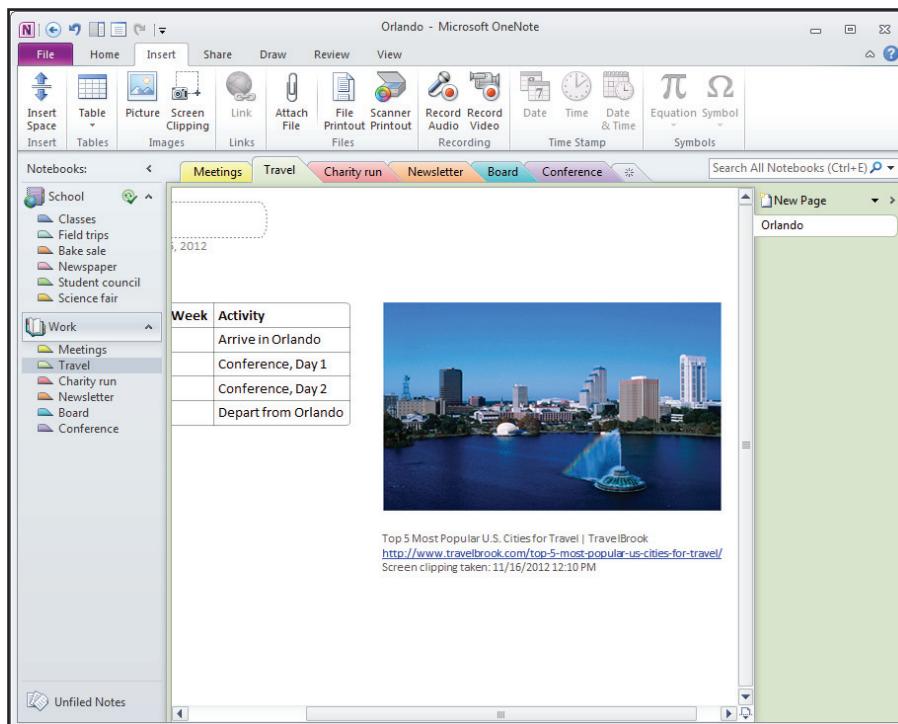
Day	Day of the Week	Activity
1	Friday	Arrive in Orlando
2	Saturday	Conference, Day 1
3	Sunday	Conference, Day 2
4	Monday	Depart from Orlando

OneNote Practice It Activities

Activity 7 Add a Screen Clipping

1. In your **Work** notebook, click the **Travel** tab.
2. Open a Web browser window and search for a small photo of Orlando, Florida.
3. Keeping the Web browser window open, return to **OneNote**. Click to the right of the table on the **Orlando** page.
4. On the **Insert** tab, click the **Screen Clipping** button.
5. Click and drag over the photo to select it. Close the browser window. Adjust the size of the clipping as desired.
6. Your screen should look similar to Figure 37.

Figure 37



OneNote Practice It Activities

Exercise 8 Send to OneNote

1. In your **Work** notebook, on the **Travel** tab, on the **Orlando** page, click below the table and the screen clipping.
2. Navigate to the **OneNote** student data files. Open the **travel expenses** Excel file.
3. In Excel, on the **File** tab, click **Print**. In the **Printer** menu, select **Send To OneNote 2010**. Click the **Print** button.
4. In **OneNote**, in the **Select Location in OneNote** dialog box, click **Orlando (current page)**. Click **OK**. Close the Excel file.
5. Adjust the size and position of the placed content as desired.
6. Your screen should look similar to Figure 38.

Figure 38

