University Information
Technology Services

Introduction to OneNote 2013

Microsoft Office 2013

University Information Technology Services

Training, Outreach, Learning Technologies & Video Production

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Introduction

This booklet is the companion document to the OneNote 2013 workshop. OneNote is an application that will let you take notes and store them in a digital notebook. This booklet will show users how to navigate the interface, create, format, edit, insert content, organize notebooks, and easily find content.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Identify the components of the OneNote 2013 interface
- Create a new notebook, sections, and pages
- Add and change the formatting of your notes
- Insert different types of content
- Use the draw tools
- Review your notebook with the history and review tools
- Easily search your notebooks to find your notes

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