University Information
Technology Services

Microsoft Office
OneNote 2016 for Windows

Introduction to OneNote

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

Copyright © 2016 KSU Division of University Information Technology Services
This document may be downloaded, printed, or copied for educational use without further permission of the University Information Technology Services Division (UITS), provided the content is not modified and this statement is not removed. Any use not stated above requires the written consent of the UITS Division. The distribution of a copy of this document via the Internet or other electronic medium without the written permission of the KSU - UITS Division is expressly prohibited.

Published by Kennesaw State University – UITS 2016
The publisher makes no warranties as to the accuracy of the material contained in this document and therefore is not responsible for any damages or liabilities incurred from UITS use.

Microsoft product screenshot(s) reprinted with permission from Microsoft Corporation.

Microsoft, Microsoft Office, and Microsoft OneNote are trademarks of the Microsoft Corporation.

University Information Technology Services

Microsoft Office: OneNote 2016 for Windows
Introduction to OneNote

Table of Contents

Introduction 5
Learning Objectives 5
OneNote 2016 Interface 6
The Quick Access Toolbar 7
Customize the Quick Access Toolbar 7
The Ribbon 8
The File Tab 9
Creating a Notebook 10
Notebook 10
Section 11
Create a Section 11
Rename a Section 12
Move a Section 13
Delete a Section 13
Pages 14
Create a Page 14
Name a Page 14
Move a Page 15
Delete a Page 15
Page Templates 16
Adding Content 18
Text 18
Entering Text 18
Formatting Text 19
Tags 19
Add Tags 19

Find Tags 20
Remove Tags 21
File Attachment 21
Images 23
Screen Clipping 23
Pictures 24
Links 25
Typing a Website URL 25
Hyperlinking Text 25
Linking to Another Section or Page 26
Recording Audio or Video 27
Record Audio 27
Record Video 29
Drawing 31
History 32
Recent Edits 32
Page Versions 33
Notebook Recycle Bin 34
Searching 35
Additional Help 36

Introduction

This booklet is the companion document to the OneNote 2016 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 2016 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

Click here to download full PDF material