



University Information
Technology Services

Microsoft Office OneNote 2016 for Mac

Introduction to OneNote

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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Microsoft Office: OneNote 2016 for Mac Introduction to OneNote

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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
- Easily search your notebooks to find your notes

Note: This document frequently refers to right-click. If your set-up does not include a mouse with two buttons, Mac users can configure their single-button mouse to do a right-click by accessing the *System Preferences > Mouse* settings and setting the right-button to **Secondary Button**. Right-click can also be enabled by holding **Control** + **click** (See Figure 1).

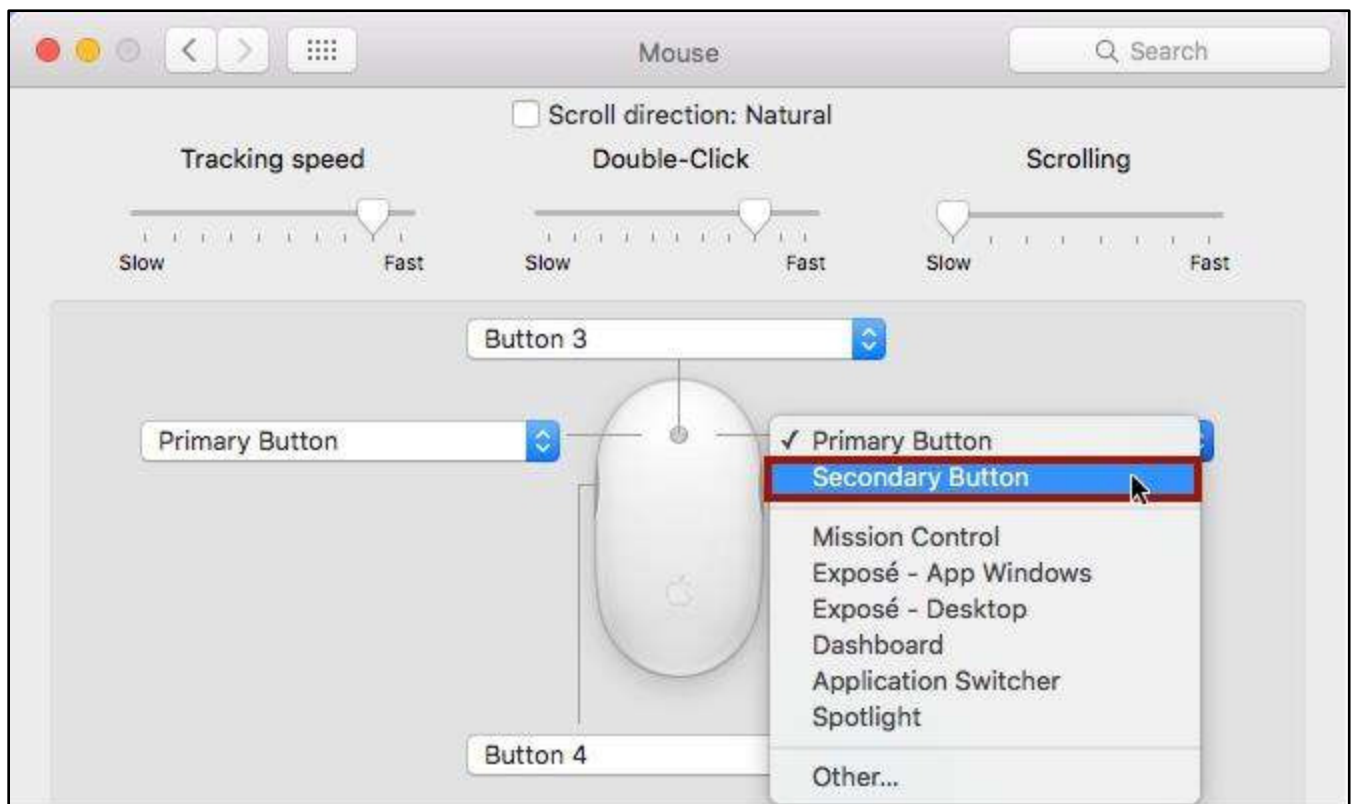


Figure 1 - Setup Right-Click on a Mac

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