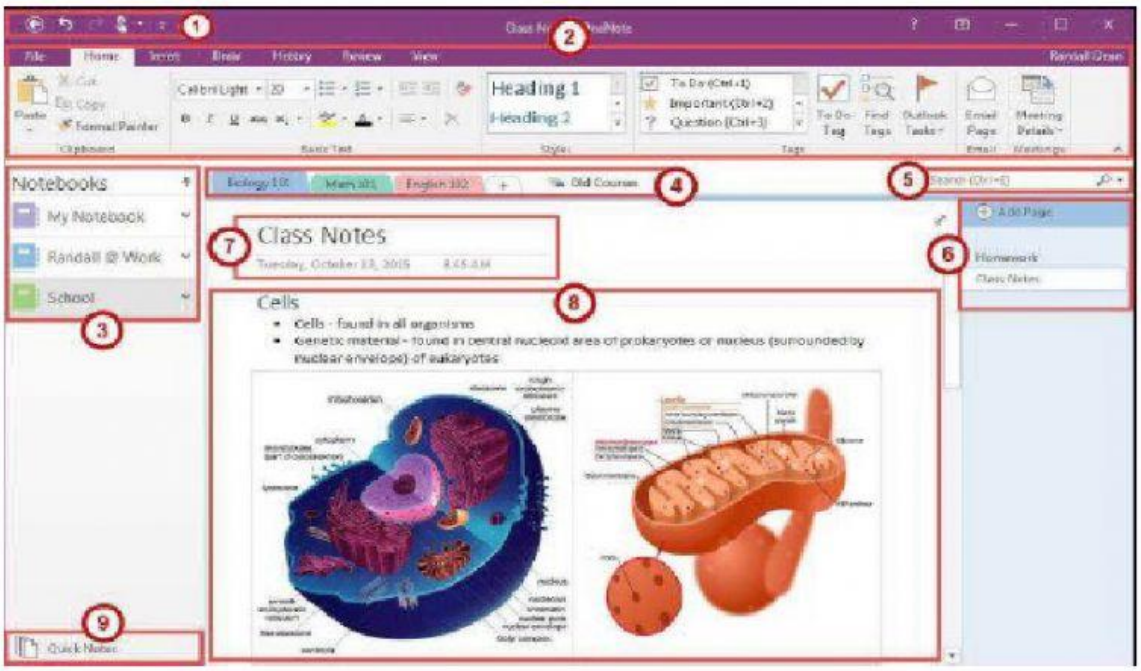
Lesson 1 Introduction to OneNote

Welcome to OneNote . OneNote has become very popular and many users prefer this to Microsoft Word.

These lessons are from OneNote 2016. The interface differs from previous versions. The interface is as following:-

1. Quick Access Toolbar
2. Ribbon
3. Notebook
4. Sections
5. Search
6. Pages
7. Page Title
8. Note Taking area
9. Quick Notes.



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The Quick Access Toolbar

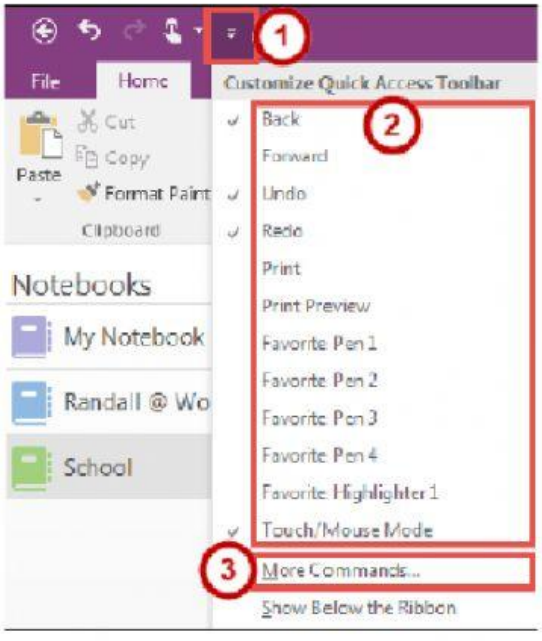
The **Quick Access to**olbar is a small toolbar at the top left of the application window that you can customize to contain buttons for the functions that you use most often. **1**



1

Customize the Quick Access Toolbar

1. *Click* the drop-down arrow on the far right.
2. *Click* any listed command to add to the **Quick Access Toolbar**. **2**
3. *Click* **More Commands** to choose from a comprehensive list of commands.**2**



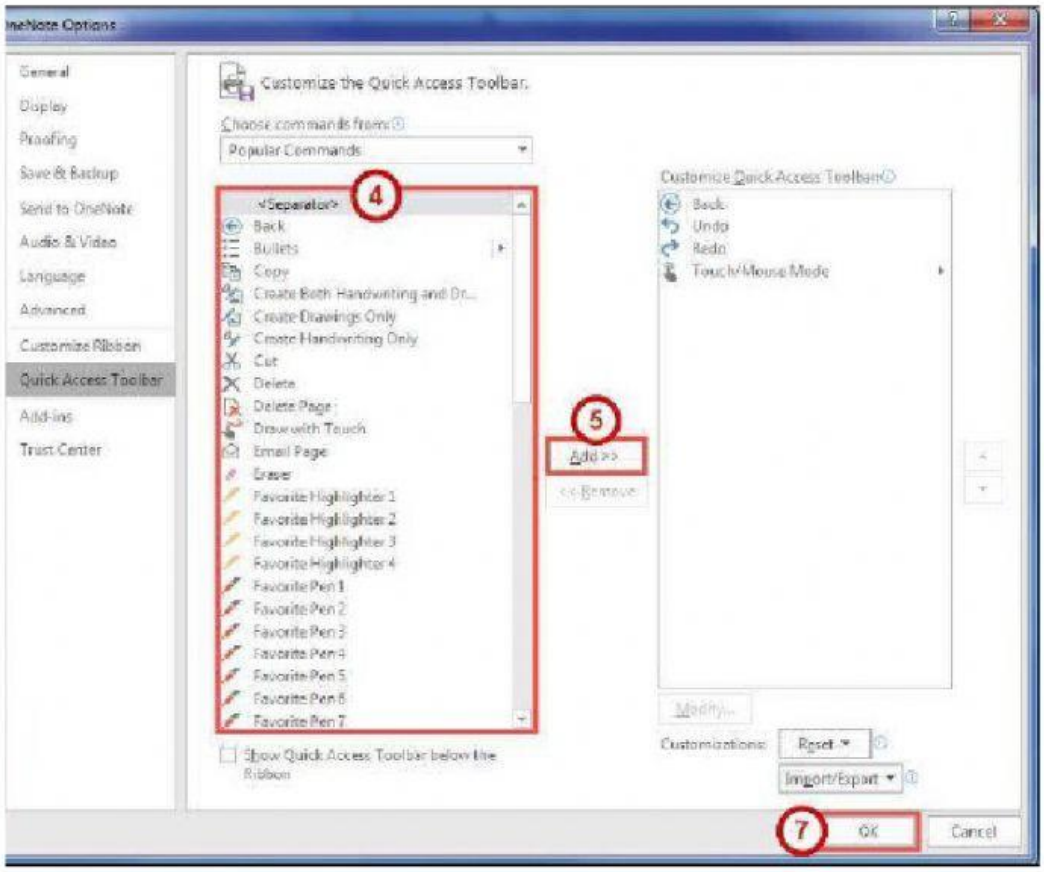
2

4. Select a command from list by clicking on it.
5. Click the Add button.

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6. Repeat steps 4 and 5 to add additional commands.**3**

7. Click the OK button to confirm your selection .



3

The Ribbon

The **Ribbon** is a panel that contains **functional groupings** of buttons and drag-down lists organised by tabs. The ribbon is designed to help you quickly find the commands that you need to complete a task. **4**



4

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Then File Tab

The file tab takes you to a centralised location called the Microsoft Office Backstage view. This is where you can open, create,share, and print your notes.. You can change your account settings here:

1. Click the File tab.**5**



5

2. You can do the following from the Backstage view.

a. **Info** -Obtain information about your notebooks.

b. **New** - Create new notebooks.

c. **Open** - Open existing notebooks..

d. **Print** - Print notebooks and see a preview of your notebook.

e. **Share** - Share notebooks with people.

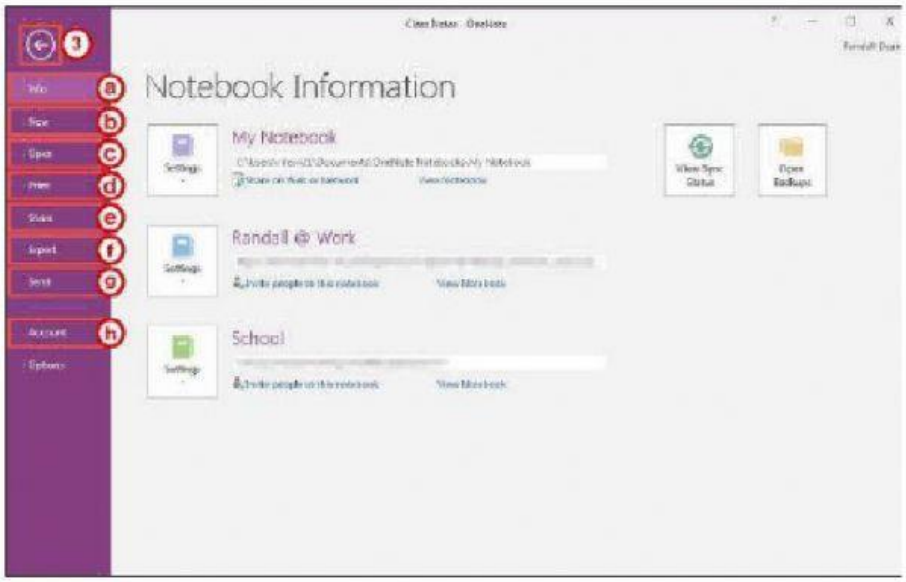
f. **Export** - Export pages, sections,or notebooks to different file formats.

g. **Send** - Send notebooks to people through email.

h. Account - Access your Microsoft account information.

3. To leave the **Backstage** view and return to your notebook, click the left arrow button above *info*.

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6

Questions

1. **What are some of the tabs that OneNote has on the interface?**

2. **What all is on Backstage view name and describe 4?**

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