Lesson 4 Contents (Text and Tags)

Adding Contents.

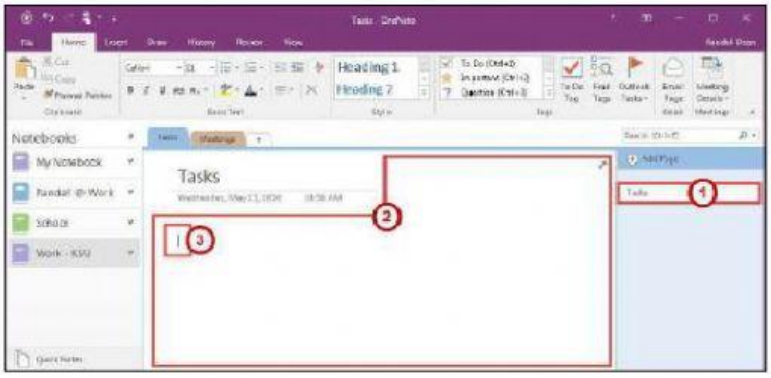
With OneNote, you can add different types of content onto a page such as text,links,tags,screen clippings,pictures, audio and video recordings, and drawings.

Text

Text can be added anywhere on the page. You can also change the formatting of the text.

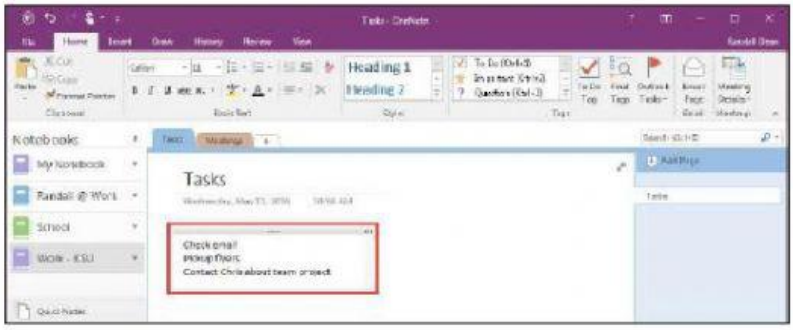
Ending Text

1. Click where you want to enter text on the page **. 1**
2. Left-click anywhere on the page.**1**
3. When you see a *cursor flashing*, type your text**. 1**



1

4. After you start typing, you will see a text placeholder.2

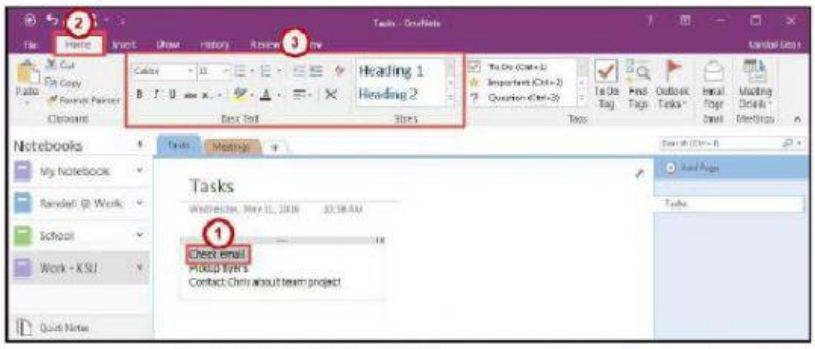


2

LIVEWORKSHEETS

Formatting Text.

1. Select the text you wish to change the *formatting* for. 1
2. Click the **Home** tab. 1
3. Now make your *formatting* changes using the **Basic Text or Styles group**.



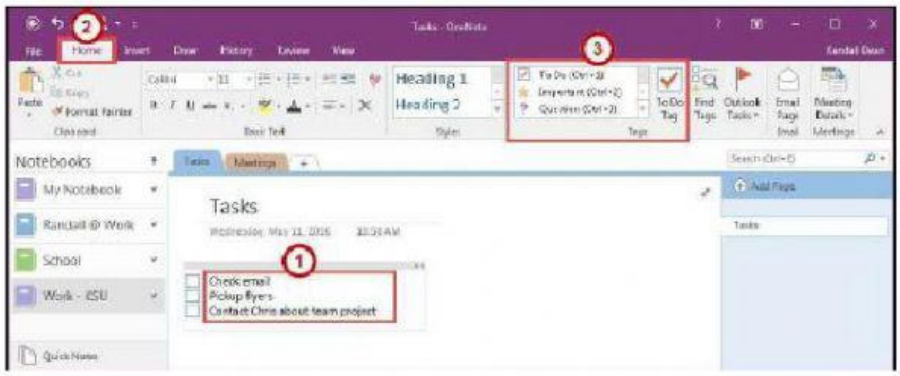
1

Tags

You can mark your notes with tags, Tags help you to make checklists,mark for follow up, highlight, and make your own custom tags.

Add Tags

1. Click on the *beginning* of a line where you want to place a *tag*. 1
2. Click the **Home** tab. 1
3. Now select the tag you wish to add from the **Tags group**.1



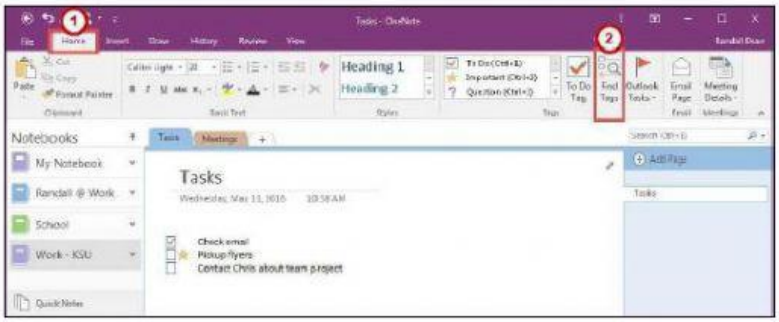
1

LIVEWORKSHEETS

Find Tags

1. Click the **Home** tab.

2. In the *Tags group,* click **Find Tags. 2**



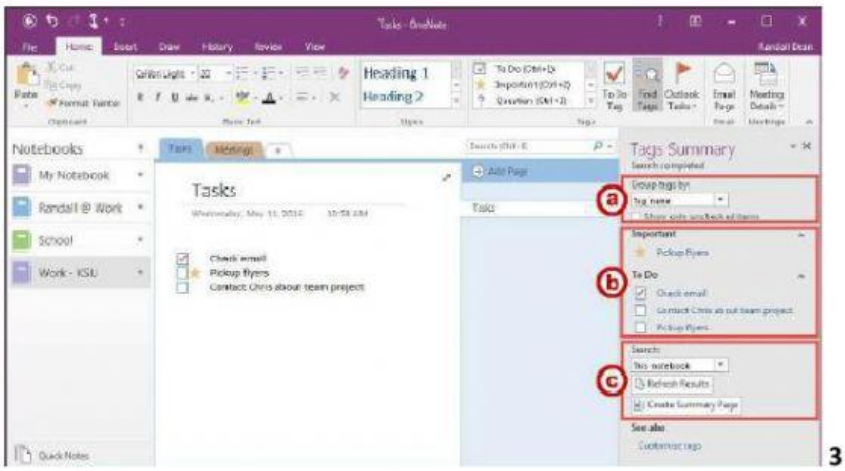
2

3. In the *Tags Summary pane,* you can do the following :

   a. **Group Tags by-** Sorts the tags in the Tag List**. 3**

   b. **Tag List -** Shows the tags created. Selecting a tag will display that tag in your notebook. **3**

   c. **Search -** Change how you want to search for tags.**3**



3

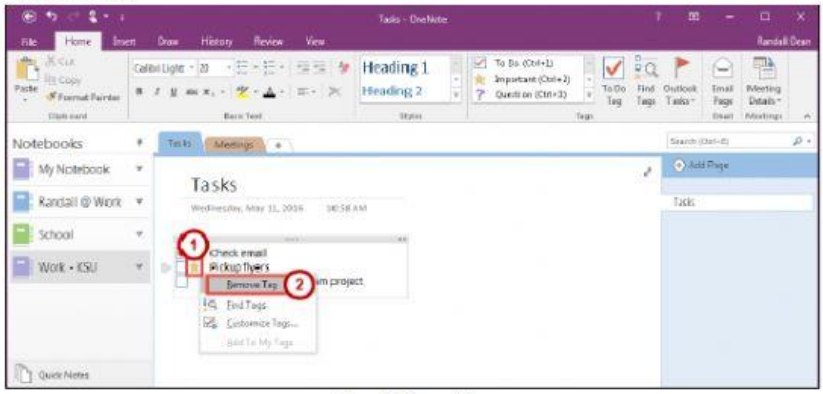
Remove Tags

1. *Right-click* on the tag, you want to *remove*. **1**

2. Click **Remove** Tag. **2**

LIVEWORKSHEETS

Remove tag



1

Questions

1. **Give the steps of how to add tags, find tags and remove tags.**

2, **How is text formatted explain the tags?**

LIVEWORKSHEETS