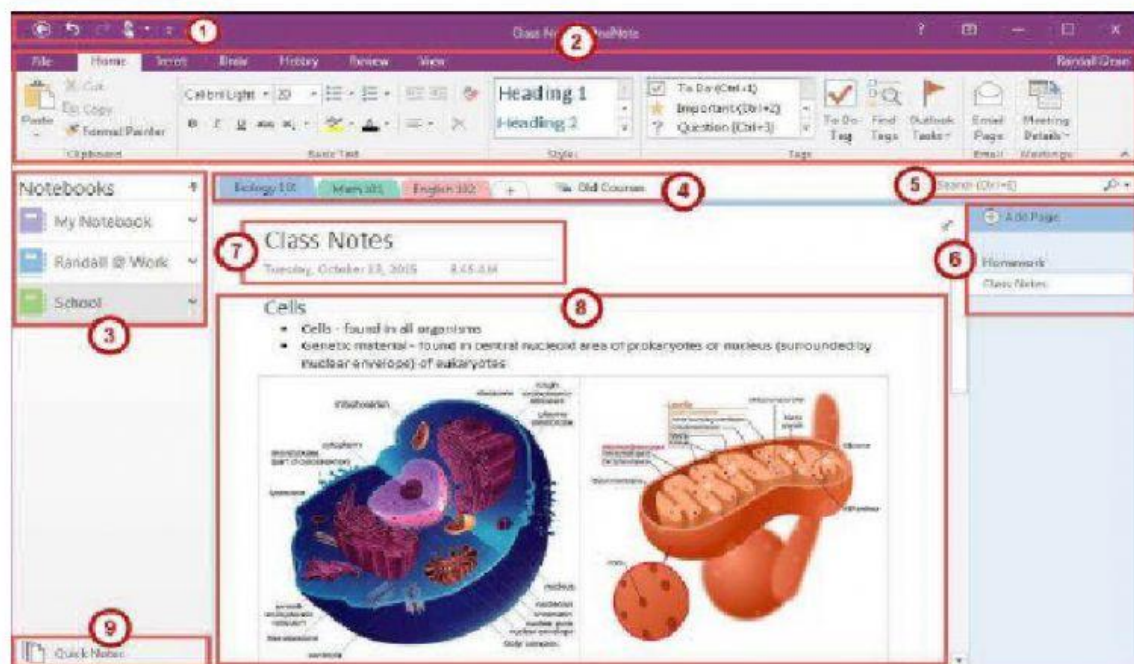


Lesson 1 Introduction to OneNote

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.



The Quick Access Toolbar

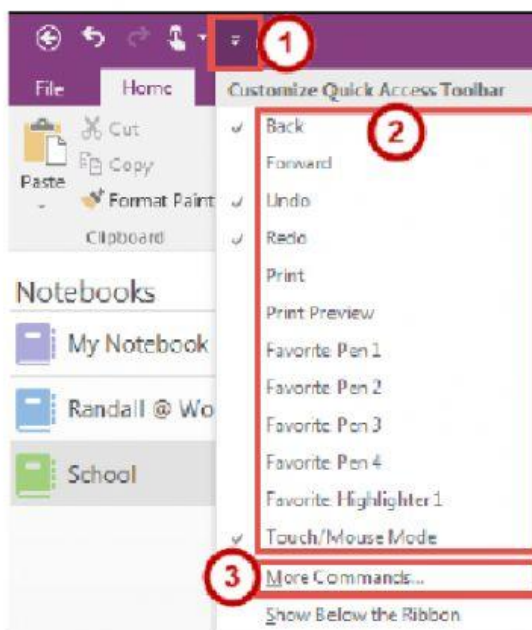
The **Quick Access** toolbar is a small toolbar at the top left of the application window that you can customize to contain buttons for the functions that you use most often. 1



1

Customize the Quick Access Toolbar

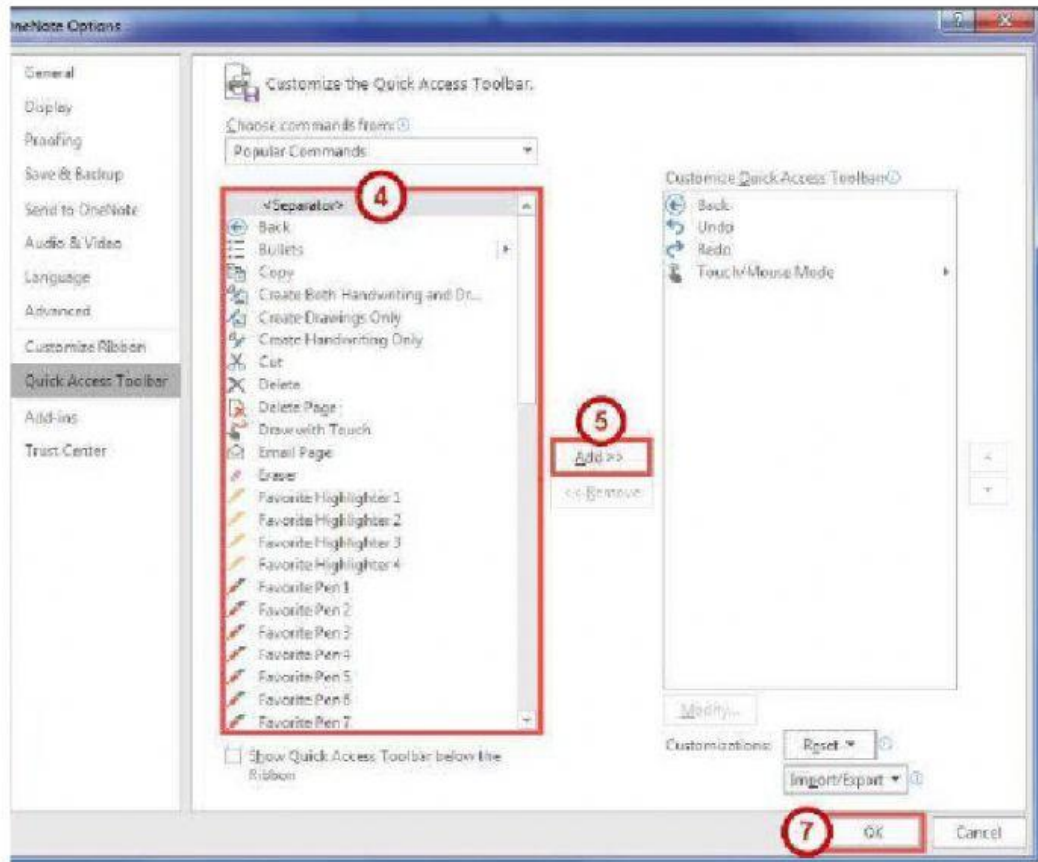
1. Click the drop-down arrow on the far right.
2. Click any listed command to add to the **Quick Access Toolbar**.
3. Click **More Commands** to choose from a comprehensive list of commands.



2

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

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



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:

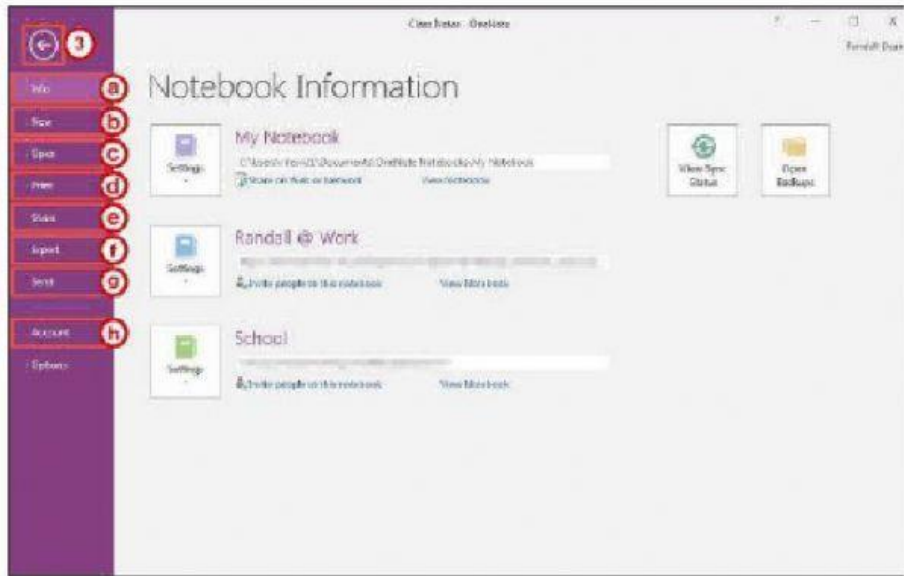
1. Click the File tab.



5

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*.



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?