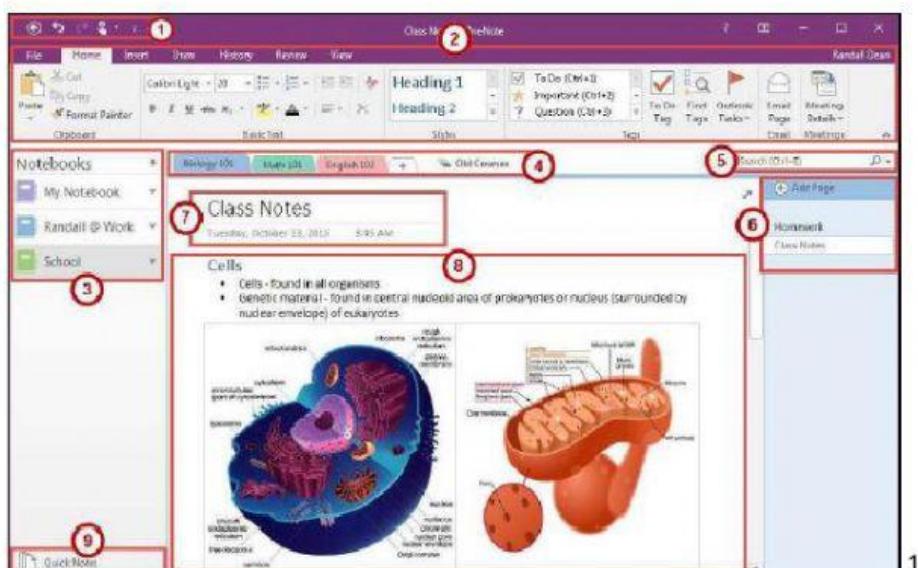


## Lesson 1 OneNote Interface

The OneNote 2016 Interface is different from previous versions of OneNote. The following illustrates the interface and where OneNote features are located. 1

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



## The Quick Access Toolbar

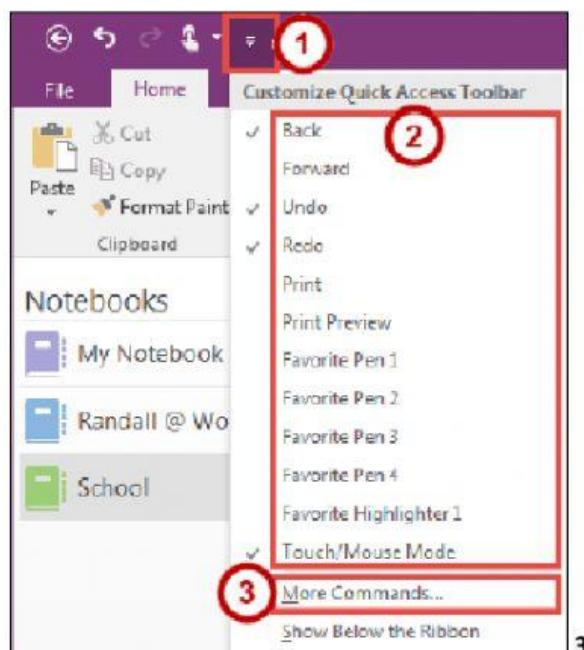
The Quick Access Toolbar is a small toolbar at the top left of the application window that you can customize to contain buttons for the functions that you use most often. **2**



### Customize the Quick Access Toolbar.

1. Click the drop-down arrow on the far right.3
2. Click any listed command to add it to the Quick Access Toolbar.3

3. Click More Commands to choose from a comprehensive list of commands .3

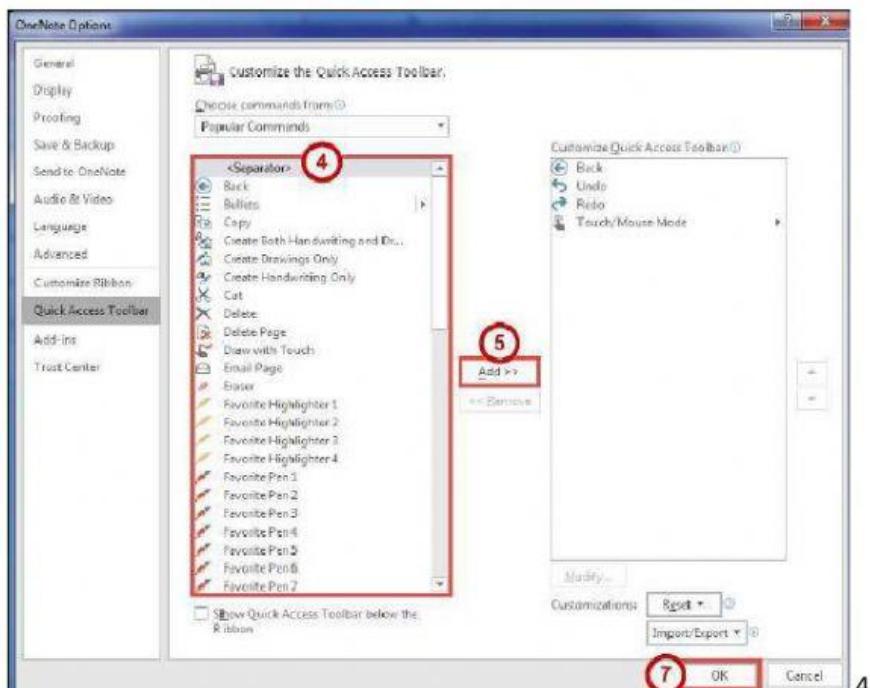


4. Select a command from the list by clicking on it. 4

5. Click the Add button. 4

6. Repeat steps 4 & 5 to add additional commands. 4

7. Click the OK button to confirm your selection.4



## The Ribbon

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



## The File Tab

The file tab takes you to a centralized location called the *Microsoft Office Backstage view*. *QWhat* This is where you can open, create, share, and print your notes. You can also change your account setting here.

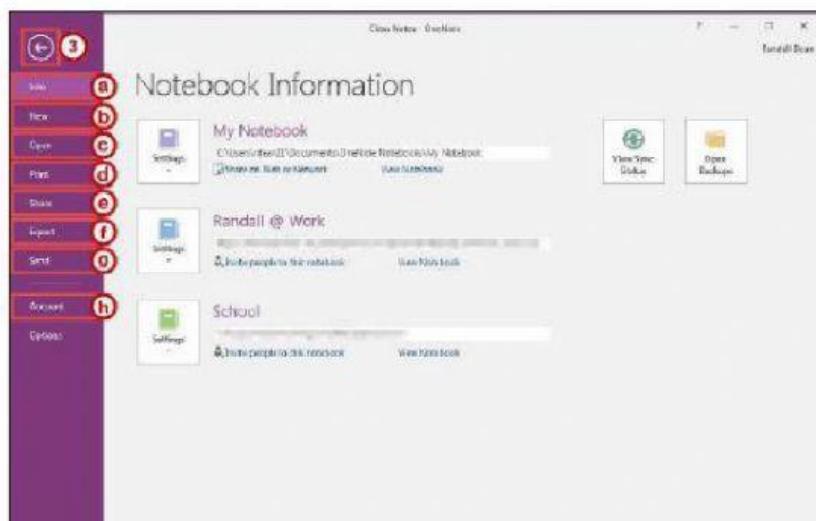
1. Click the **File** tab.



2. You can do the following from the *Backstage view*.<sup>2</sup>

- 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 Office 2016 account information.

3. To leave the *Backstage view* and return to your notebook, click the **left arrow** button above.<sup>2</sup>



3

## Questions

1. Explain the steps to customize the Quick Access Toolbar

2. What are all the features in the File tab?

