

VIA AFRIKA DIGITAL EDUCATION ACADEMY

Microsoft 365

SESSION 7

Keeping things together using Microsoft OneNote

CLASS NOTES



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

In partnership with the Department of Basic Education.



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Course content

Microsoft 365

- Session 1: Producing written documents using Microsoft Word, Part 1
- Session 2: Producing written documents using Microsoft Word, Part 2
- Session 3: Producing written documents using Microsoft Word, Part 3
- Session 4: Processing numerical data using Microsoft Excel, Part 1
- Session 5: Processing numerical data using Microsoft Excel, Part 2
- Session 6: Preparing presentations using Microsoft PowerPoint
- Session 7: Keeping things together using Microsoft OneNote
- Session 8: Mastering online and mobile Microsoft Apps for classroom success

Microsoft 365

Session 7: Keeping things together using Microsoft OneNote

Class Notes



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Outcomes and content

Outcomes of the session

By the end of the session, the participant will be able to:

- identify the purposes of note-taking and note-taking apps
- identify the benefits of using Microsoft OneNote
- explain the differences between OneNote and OneNote for Windows 10
- identify which version of the app is being used and install OneNote if necessary
- explain the structure of Microsoft's OneNote
- identify and explain the use of the various tabs in OneNote
- create a notebook
- organise a notebook including adding, moving and deleting sections and notes in it
- edit sections and notes
- create notes using the keyboard, handwriting and dictation
- install the Learning Tools Tab
- tag notes
- insert spaces, images, documents, audio and video
- create audio and video recordings
- use existing templates and create others
- share a notebook or note
- explain what Microsoft OneNote in Education can be used for
- extract text from images
- sync notes among multiple devices
- use OneNote on the web

Content of the session

This session will focus on:

- the purposes of note-taking and note-taking apps
- the benefits of using Microsoft OneNote
- the differences between OneNote and OneNote for Windows 10
- the structure of Microsoft's OneNote
- creating and editing notebooks, sections and notes
- creating and editing notes using the keyboard, handwriting and dictation
- installing the Learning Tools Tab
- tagging notes
- inserting space, images, documents, audio and video
- creating audio and video recordings
- using existing templates and creating others
- sharing a notebook or note
- explaining what Microsoft OneNote in Education can be used for
- extracting text from images
- syncing notes among multiple devices
- using OneNote on the web

Overview

Welcome to **Session 7: Keeping things together using Microsoft OneNote**. This session will explore how to maintain a digital notebook using the OneNote App. It provides useful tips and tools for enhancing your teaching, and for increasing your administrative productivity.

Using note-taking apps

Introduction to note-taking apps

The average teacher has to juggle several different things at any given moment: lesson preparation, marking, teaching, admin ... the list seems endless. Most of us have a diary or a notebook in which we keep track of everything. In this session, we will explore how to move all this onto your laptop in a note-taking app, and how to work more efficiently with a digital notebook.

Note-taking apps allow us to integrate word processing, data processing and presentation apps. We will work with Microsoft OneNote because it blends so easily with the other Microsoft apps to which you were introduced during Sessions 1 to 6 of this course.

Reflection

- Make notes in your PD Journal.
- How do you keep track of everything you have to do in your role as a teacher? Do you have a diary or a physical notebook in which you organise your professional and personal life?

Why Microsoft OneNote?

Microsoft OneNote is similar to a paper notebook you would keep, except that it goes much further. Instead of just being able to key in all your notes, you can also copy and paste text from other Microsoft apps in which you are working. You can insert images, voice recordings and video recordings. And you can use handwriting, too, in some circumstances.

You don't have to carry your laptop with you all the time to use OneNote. Although you are likely to work mostly in the desktop app on your laptop, you can download a mobile app for OneNote too. It works perfectly on a smartphone and on a tablet device. This makes it easy for you to do things while you are on the go, and then sync the mobile app with the desktop version on your laptop later.

OneNote looks similar to other Microsoft apps, such as Word, Excel and PowerPoint. It uses many of the same tabs, groups and commands from the other Microsoft apps with which you are already familiar.

Reflection

- Make notes in your PD Journal.
- Would you find it useful to work in a multimedia notebook to which you could add other documents, videos, audio and more?

The differences between OneNote and OneNote for Windows 10

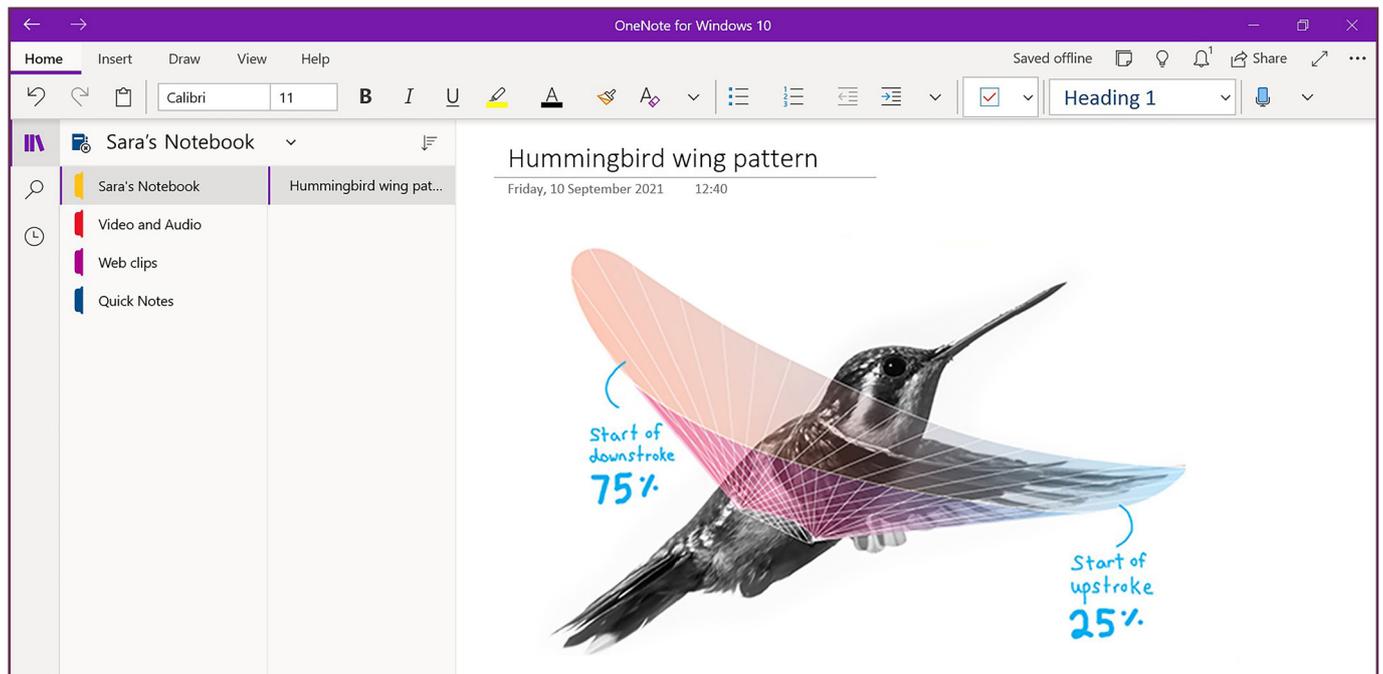
There is more than one version of Microsoft OneNote. The one is just called OneNote. It has no version number.

The other one is called OneNote for Windows 10. Also, if you have used OneNote before, it is possible that you have used OneNote 2013 or OneNote 2016.

In this session, we will work in the app called OneNote, with no version name included.

OneNote for Windows 10

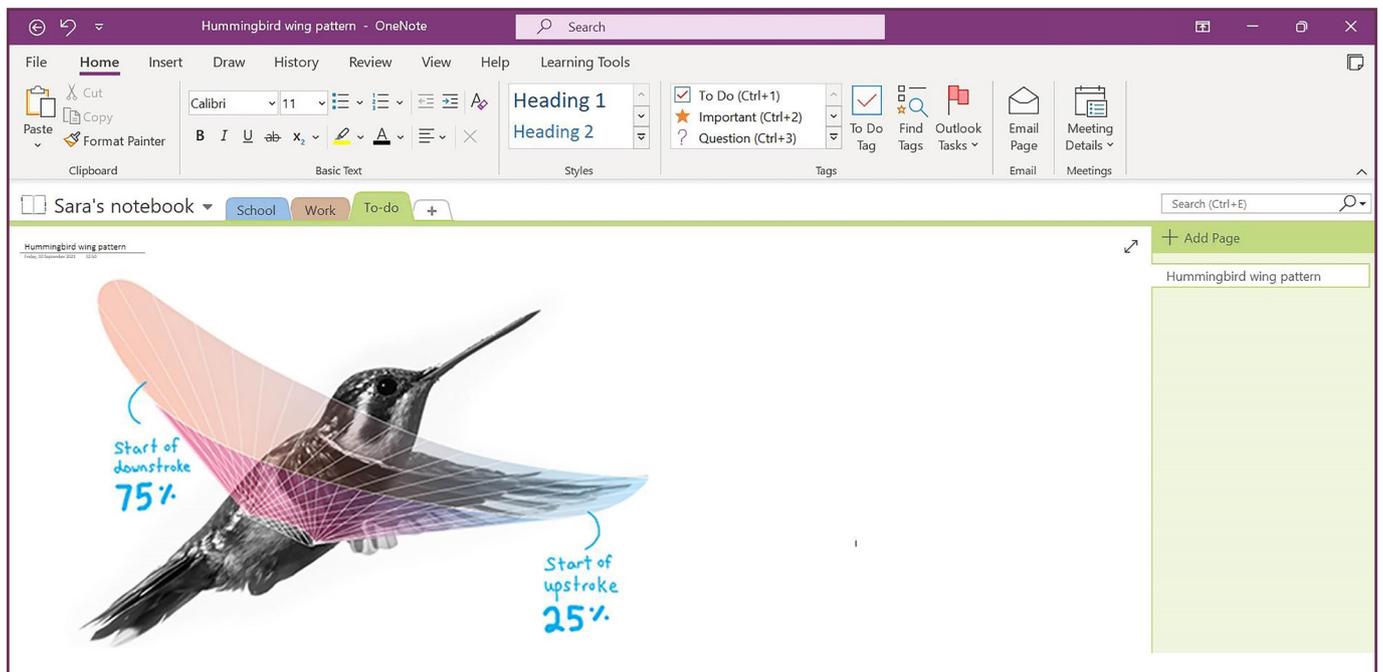
The screenshot on the next page shows some of the functions of OneNote for Windows 10. You will notice that the Ribbon is a little different to the Ribbons you've seen in Microsoft Word, Excel and PowerPoint. The tools are similar, but there are quite a few differences too.



OneNote

The screenshot below is from OneNote, with the Home Tab open. You will see that the Home Tab Ribbon (and the groups with commands) looks exactly like the Ribbons you used in Sessions 1 to 6 of this course when we learned about Microsoft Word, Excel and PowerPoint. You already know how to use most of the tools in this Ribbon.

OneNote



Which version are you using?

All computers that use Windows 10 automatically have OneNote for Windows 10 installed. If you have a subscription to Office 365, you will also have OneNote installed or available to download.

You can download OneNote.

1. Go to the OneNote web page. The address is www.onenote.com/Download
2. Sign into your Microsoft Office account and click on Download OneNote.
3. Follow the installation steps.
4. Check your apps in the Start Menu. You will have both OneNote and OneNote for Windows 10 on your computer now.
5. Remember to work **only** in OneNote for this session and **not** in OneNote for Windows.

Task

- Check if you have OneNote installed on your laptop.
- If not, download and install it.

Working with OneNote

Understanding OneNote's structure

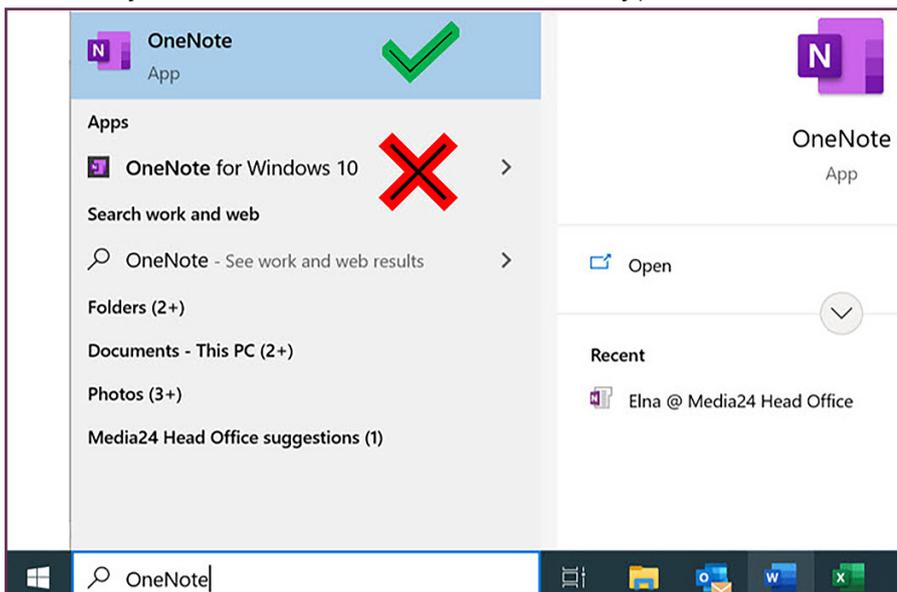
OneNote is like having a whole bag full of notebooks – except that they are much lighter!

With OneNote, you will be able to create any number of notebooks and keep all of them together in one space. OneNote's structure makes the app very useful for increasing your productivity and efficiency.

Opening OneNote

You can open OneNote.

1. Go to the Windows Start Menu.
2. Click your cursor in the Search Box and type in OneNote.



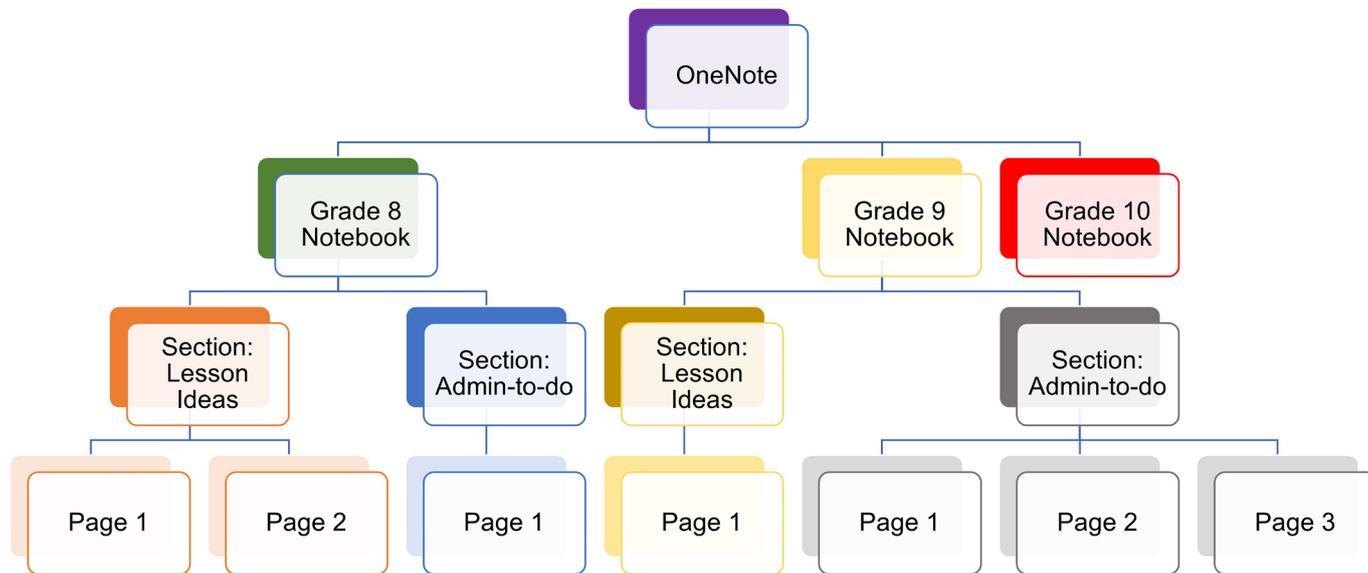
3. Open OneNote (not OneNote for Windows 10).
4. You will have the first OneNote notebook open.

Structure in the OneNote app

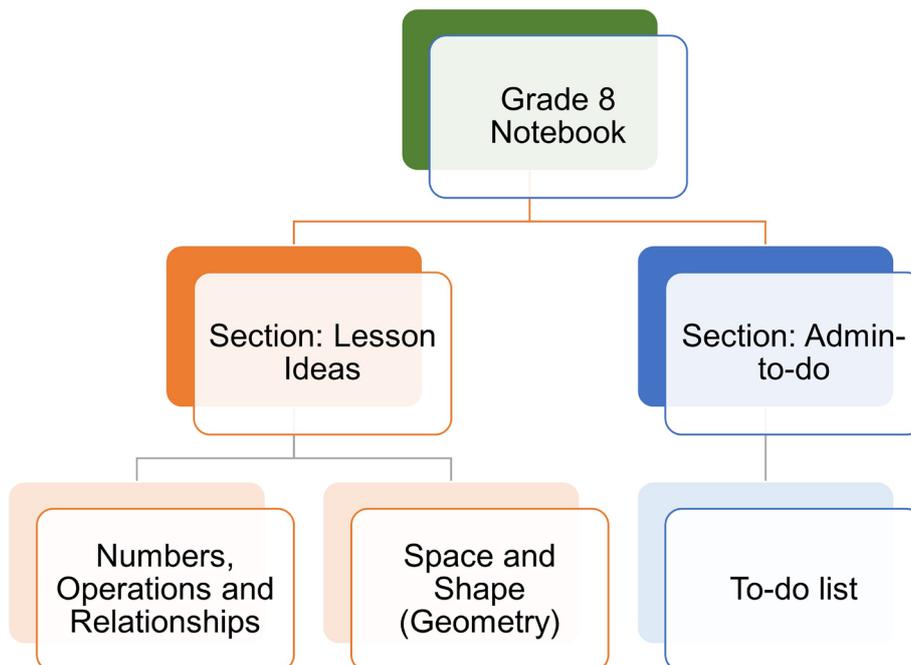
One app can contain several notebooks. Each notebook can have different sections, and every section can contain however many pages you want in it.

Here is an example of a Maths teacher's OneNote app that contains three notebooks. Each notebook has one or more sections in it, and each section has one or more pages in it.

Three notebooks with subsections



Each page has its own topic



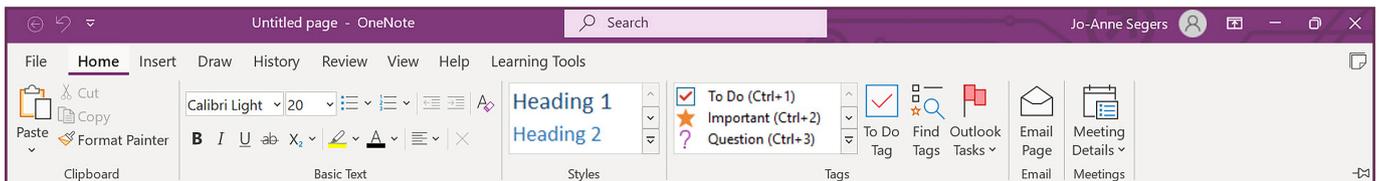
Reflection

- Now that you know a little bit about OneNote, can you think of a few ways in which you would be able to use it in your teaching?
- Make notes in your PD Journal.

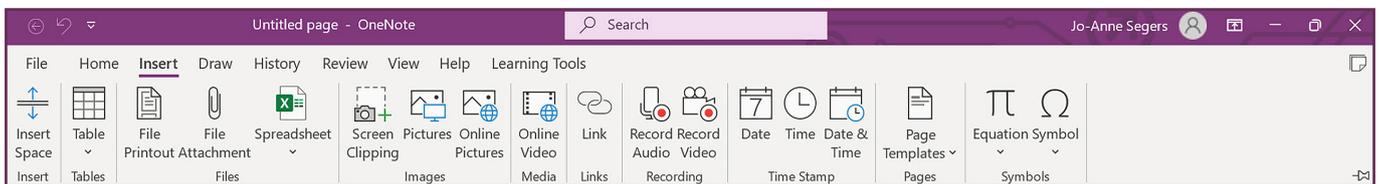
Tabs in the OneNote app

Once a notebook is open in OneNote, you can see that this app falls into the family of Microsoft apps.

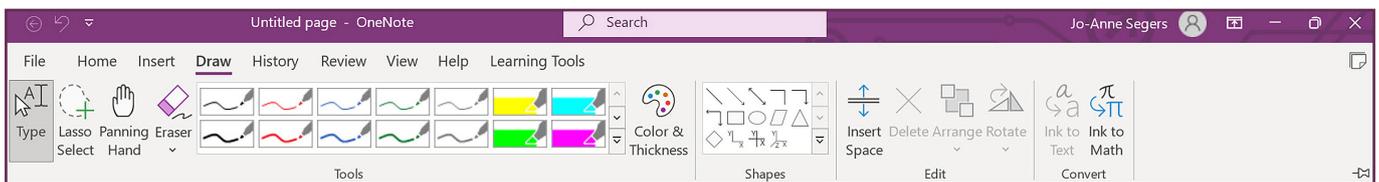
1. Home Tab: This tab is common to Word, Excel and PowerPoint. We have already covered the Clipboard, Basic Text and Styles Groups. We will cover Tags, Email and Meetings in this session.



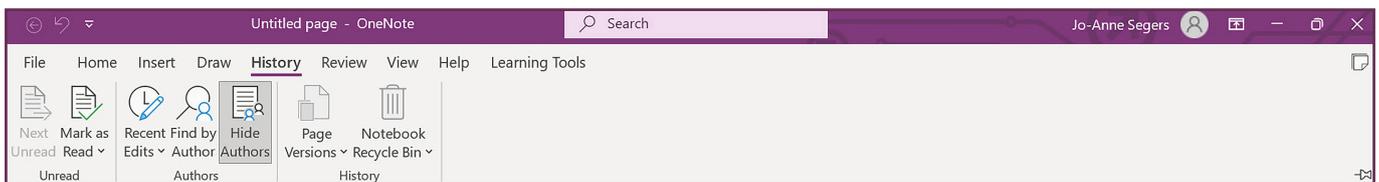
2. Insert Tab: This tab is common to Word, Excel and PowerPoint.



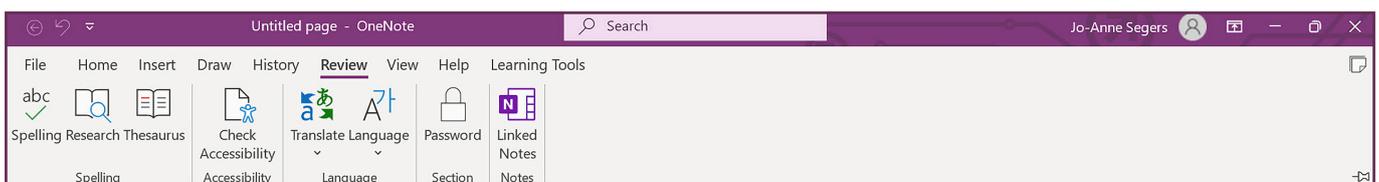
3. Draw Tab: This tab contains tools to use handwriting, and to draw and edit shapes.



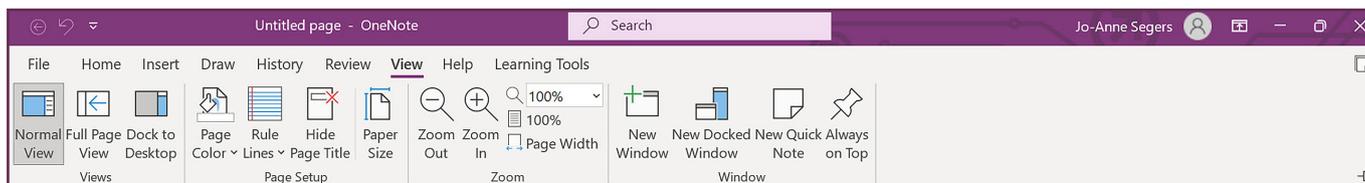
4. History Tab: This tab contains tools to enable you to work with past notebooks. We will not explore this tab in our session.



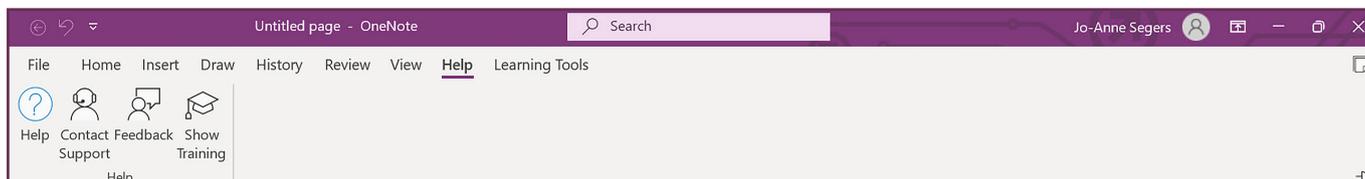
5. Review Tab: This tab is common to Word, Excel and PowerPoint.



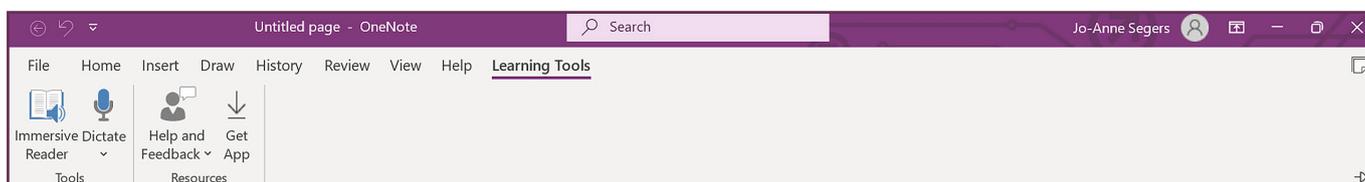
6. View Tab: This tab is common to Word, Excel and PowerPoint.



7. Help Tab: This tab is common to Word, Excel and PowerPoint.



8. Learning Tools Tab: This tab contains tools to let you dictate notes and use the Immersive Reader. It also contains a way for you to get help and give feedback about the app. You may need to install this tab.



Creating a notebook

Creating a new notebook

You can create a notebook.

1. Click on File and select New.
2. Click on Browse.
3. In the Save Dialogue Box, choose a name for the notebook and where to save it.
4. Click Create.
5. The app saves your notebook and then automatically sets you up to start working.

Note

You will see a little Notebook Icon under the Ribbon, at the top left-hand side of your screen. When you click on this, a drop-down menu will appear. One of the options in this menu is the Quick Notes Option. It's better not to use this option too often. When you use Quick Notes, the note will not be categorised. This makes it more difficult to find it.

Naming a section

The notebook can be structured into sections to make it easier to file your notes and to find them.

You can name a section.

1. Find the New Section 1 Tab next to the notebook name.
2. Right-click on the new section's tab and click on Rename.
3. Rename the section.
4. Press Enter.

Adding sections

It is easy to create many sections in a notebook so that you can keep similar notes together.

You can add a section.

1. Find the plus sign next to the first section's name.
2. Click the plus sign to create a new section.
3. Right-click on the tab and rename it.
4. Press Enter.

Naming a page

You can name a page.

1. Click on the line above the Date and Time in the top left-hand corner of your note.
2. Key in the name of the page.
3. Press Enter.
4. The name appears on the line, and it also appears on the Page List on the right-hand side of the screen.

Adding a page

You can add a page.

1. Click on +Add Page on the right of the screen above the first page on the Page List.
2. Click on the line above the Date and Time.
3. Key in the name of the page.
4. Press Enter.
5. The new page now has a new page listed under the first page you created and named on the right of the screen.

Task

- Create a notebook for an area that is useful to you. It might be a notebook for one of the subjects or grades you teach, for example, or a notebook for a school club or sport of which you are in charge.
- Add at least two sections to the notebook and then three pages to each section.

Making useful notes

It is possible to create notes by keying in the information as you would for a Word document.

Keying in text

OneNote works a little differently to the way a word processing app like Word does. In a word processing app, the cursor will always start off at the top of the page against the left margin. You can then use the Tab Key or Control E or Control R to move the cursor to a tab, centre or right-hand side of the page. When you want to go lower down on the page, you have to press the Enter Key.

However, OneNote is like using a notebook in which you can choose to start anywhere on a page.

You can key text into a note.

1. Start with an open notebook.
2. Click your cursor on the page and key in your text.
3. A little box or container appears around the text.
4. If you want to move it to another place on the page, move your cursor over the blue bar above the text. When the cursor changes into a cross with an arrow, click and hold down the Left Touchpad Button. Now move the box to where you would like it to be on the page.

Handwriting notes

If your laptop has a touchscreen, you can use OneNote to handwrite notes instead of keying them in. Most people write faster than they can type when they just start using digital devices. As you develop your keying-in skills, however, you may find that you type faster than you can write.

You can take handwritten notes (if you have a touchscreen laptop).

1. Open the Draw Tab.
2. In the Tools Group, you can choose to type (click the Type Button) or handwrite (click one of the Pen Blocks).
3. Click on the More Down Arrow on the scrollbar for a list of pens to choose from.
4. Select the pen of your choice and start writing. (Note, you can 'write' like this by holding down the Left Touchpad Button and using your finger on the touchpad.)
5. To go back to typing, click the Type Button.

Converting writing to text

OneNote converts (almost) all writing into text.

You can convert neatly written handwriting to text.

1. Click on the Lasso Select Button in the Tools Group on the Draw Tab.
2. Drag the lasso over the handwriting.
3. Click on Ink to Text in the Convert Group on the Draw Tab.

Note

Remember, you must proofread your text – artificial intelligence has limitations and it may misread some people's handwriting. The Review Tab has a Spelling Group to help you with this, but do check the grammar too.

Installing the Learning Tools Tab

OneNote has a set of Learning Tools that allow you to dictate notes and to use Immersive Reader. If you do not have a tab called Learning Tools you can easily install it.

You can install the Learning Tools Tab.

1. In the Search Bar, key in Edge and click to open the Microsoft Edge Browser.
2. Key 'Microsoft Learning Tools - Microsoft OneNote' into the Search Bar.
3. Press Enter.
4. Click on the first search result **Microsoft Learning Tools - Microsoft OneNote | The digital ...**
5. Scroll to the bottom of the page and click on DOWNLOAD ADD IN.

6. The file will automatically download.
7. When the download is complete, click on it and it will open.
8. When you are asked to close OneNote, do so.
9. Read and then agree to the licence terms and conditions and click on the Install Button. (You may get a pop-up message asking your permission to go ahead with the installation. If you do, click on Yes.)
10. The Learning Tools Add-in will install, and when it is done, you can click on the Launch OneNote Button.
11. OneNote will open again now, and it should open in the notebook in which you worked previously.
12. Check for the Learning Tools Tab on the far-right, next to the Help Tab.

Dictating a note

OneNote can take dictation, thus allowing you to dictate your notes rather than keying in the text. To do this, you must have the Learning Tools Tab installed. The app will use the built-in microphone on your laptop to capture your voice. You must be connected to the internet for this to work.

You can dictate a note.

1. Open the Learning Tools Tab.
2. In the Tools Group, click on the Dictate Button.
3. A little red dot will appear next to the Microphone Icon.
4. Dictate your note. Remember to say the punctuation as well as the text you want. Speak clearly and at a reasonable speed.
5. To end, click the Dictate Button again.

The limitations of dictating a note

Although dictation can be very useful, doing so has certain limitations.

Transcriptions are not always perfect. You must check them thoroughly for errors. Unfortunately, as you will see when you click on the Down Arrow under the microphone, this feature is limited to English in South Africa. Because of the incredible amount of internal processing resources it takes to transform your voice into text, this can work only when you are online and connected to the internet.

Despite these limitations though, it is a very useful way to create a note.

Task

- Dictate a note using the Dictate Tool.
- Use the Review Tab to proofread the note and to correct any errors.

Organising notes

In a paper notebook, we have the disadvantage of never being able to reorganise notes. We can add in bookmarks, or even tear out pages and staple them in where we want them. But this does not look very neat or organised. In OneNote though, organising notes is easily done.

Moving notebook pages and sections

You can move pages in a OneNote Notebook.

1. Look at the Pages Pane on the right.
2. To move a page, click on the page you want to move and then drag it up or down.
3. Remember, click on Add a Page to add one. If you want to remove a page, right-click on the page, and select Delete from the drop-down menu.

You can move sections in a OneNote Notebook.

1. Look at the Sections Tabs Pane on the top, just below the Ribbon.
2. To move a section, click on the section you want to move, and then drag it left or right.
3. Remember, click on the plus sign (+) next to the tabs to add a section, and right-click on Delete to remove a section.

Tag and prioritise notes

The Tags Group on the Home Tab allows you to tag notes and to categorise it. This means you can quickly find all related notes, even if they are in different parts of the notebook.

You can even tag parts of a note. You could do this to remind you to do something or to point out that something is important or that you need to find out something.

When you add a tag, you can choose from the list of suggested tags or you could customise your own tag.

Adding a tag

You can add an existing tag to a piece of text (or page or section) in a note.

1. Identify the text you want to tag.
2. Click the cursor anywhere on the line where the item is.
3. Scroll through the list of tags in the Tags Group on the Home Tab and select the tag you want from the category options.
4. Click on the category.
5. Microsoft OneNote will automatically tag the item in the text with an icon, or a highlight.

You can add a customised tag to a piece of text (or page or section) in a note.

1. Identify the text you want to tag.
2. Click the cursor anywhere on the line on which the item appears.
3. Click the More Arrow on the list of tags and select Customise Tags.
4. In the Customise Tags Dialogue Box, click the New Tag Button.
5. Give your new tag a Display Name and choose how you want OneNote to display it. You can select from a Symbol, Font Colour or Highlight Colour.
6. Click OK.
7. You can now find this tag in the tags list.

Finding a tag

You can find a tag.

1. Click on the Find Tags Button in the Tags Group on the Home Tab.
2. The Tags Summary Pane opens.
3. Click on any tag, and OneNote will take you straight to the note page where the item is.

Note

If you have more than one item tagged in the same way in other notebooks you will be able to search for it.

You can search for a tag in all notebooks.

1. Open the Tags Summary Pane.
2. At the bottom of the pane, create a search from one of the options in the drop-down menu.

You can create a summary of every tag in all your notebooks.

1. Open the Tags Summary Pane by clicking on the Find Tags Button in the Tags Group on the Home Tab.
2. The Tags Summary Pane opens.
3. At the bottom of the pane, click on Create Summary Page.
4. You will find this summary page in the Page List. It will be named after the first tag on the list.
5. This summary page will appear in the notebook in which you did the search.

Task

- Tag three pieces of text in your notebook as Important.
- Create a Summary Page.

Inserting space, images, documents, audio and video

Using the Insert Tab, you can insert a variety of items into your notes.

Inserting space

If you need more space on a note page because you want to add something, you can add space.

You can add space in a note.

1. Work in the Insert Tab. Click on the Insert Space Button (it is on the far-left on the Insert Tab's Ribbon).
2. Move the cursor over the notebook page to show the Insert Space line.
3. Click and hold the Left Touchpad Button where you want the space to start and drag down. When you have enough space, release the Left Touchpad Button.

Inserting tables, images and symbols

The Insert Tables, Images and Symbols Groups work in the same way they do in Word, Excel and PowerPoint.

Inserting a file printout

The Files Group allows you to bring together various files into your notebook.

Inserting a File Printout prints and places an image of a file (or document) into your note. It looks exactly as if the document has been printed. When you use the Search Function in OneNote, it reads the text too.

You can insert a file printout.

1. Position the cursor where you want to place the external file.
2. Click on the File Printout Button in the Files Group on the Insert Tab.
3. OneNote will open the Choose Document To Insert Dialogue Box.
4. Find the file you wish to insert and click the Insert Button.
5. The file will be placed at that point in your note. It will look like the original file.

Inserting a file attachment

You can also attach a file (such as a Microsoft Word document) to a page in OneNote. Using the File Attachment Button, you can insert an icon of the file or document into your note. In other words, it will not look like the printed document, but will be displayed as an icon. To open the file, you can just click on the icon.

You can insert a file attachment.

1. Position the cursor where you want to place the file attachment.
2. Click on the File Attachment Button in the Files Group on the Insert Tab.
3. OneNote will open the a Dialogue Box, giving you the option to choose a file or a set of files to insert into your notebook.
4. Find the file you want to insert and click the Insert Button.
5. You are given the option to insert the file as an Attachment or as a Printout. Select Attachment.
6. An icon of the file will be placed at that point in your note.
7. To open the attachment, double-click on the icon.
8. If you know where the document comes from you can ignore the security warning and click on OK.
9. The attachment will open up as a document in the same type of app as the attachment.

Inserting a spreadsheet

It is possible to insert an existing spreadsheet into your note page.

You can insert an Excel spreadsheet.

1. Position the cursor where you want to place the spreadsheet.
2. Click on the arrow on the Spreadsheet Button in the Files Group on the Insert Tab.
3. Click on the Existing Excel Spreadsheet option.
4. OneNote will open the Choose Document To Insert Dialogue Box.
5. Find the spreadsheet file you wish to insert and click the Insert Button.
6. The file will be placed at that point in your note.
7. Click Edit in the top-left corner of the spreadsheet to open it. It will open in Excel. Any changes you make will update in the spreadsheet.

You can create a new spreadsheet and insert it into OneNote from the Spreadsheet Button.

1. Position the cursor where you want to place the spreadsheet.
2. Click on the arrow on the Spreadsheet Button in the Files Group on the Insert Tab.
3. Click on the New Excel Spreadsheet option.
4. The file will be placed at that point in your note.
5. Click Edit in the top-left corner of the spreadsheet to open it. It will open in Excel. Any changes you make will update in the spreadsheet.

Inserting media and links

On the Insert Tab, the Media Group and the Links Group enable you to insert a link to information you have found on the internet into your note.

The Online Video Button can be used to insert something from YouTube, for example. The Link Button allows you to insert any link from the internet.

The process is exactly the same as inserting anything else we have covered.

Inserting a recording

The Recording Group on the Insert Tab allows you to make an audio note or a video recording of yourself using the built-in camera and microphone on your laptop. Once recorded, the audio or video file will become part of your note.

Making an audio recording

You can make an audio recording.

1. Open the Insert Tab.
2. Click on the Audio Recording Button in the Recording Group.
3. OneNote automatically opens another tab called Playback and inserts the Audio Recording Icon into your note. It has already started recording. You can see this by looking at the Playback Group time counter.
4. You can control the recording by using the Pause, Record Video and Stop Buttons.
 - To pause the recording, click on the Pause Button.
 - To continue recording, click on the Record Audio Button.
 - To stop recording, click on the Stop Button.
5. Your audio recording is available to listen to or share now.
6. To listen to your audio recording, either click the Play Button in the group or click on the Audio Recording Icon in the note and the Play, Pause, and Stop Buttons will appear there.

Note

Once you have stopped a recording you cannot go back into it and continue. Use the Pause Button when you wish to stop and think for a moment and then continue by using the Record Audio Button. Then you can click Stop.

Making a video recording

You can make a video recording.

1. Open the Insert Tab.
2. Click on the Video Recording Button in the Recording Group.
3. OneNote automatically opens another tab called Playback and inserts the Video Recording Icon into your note. You will see a small screen of yourself being video recorded in a pop-up window at the top of your screen. It has already started recording.
4. You can control the recording by using the Pause, Record Video and Stop Buttons.
5. Your video recording is available to watch or share now.
6. To watch your video recording, either click the Play Button in the group or click on the Video Recording Icon in the note and the Play, Pause, Stop Buttons will appear there.

Note

Once you have stopped a recording you cannot go back into it and continue. Use the Pause Button when you wish to stop and think for a moment and then continue by using the Record Video Button. Then you can click Stop.

Using audio and video recordings

Videos and audio notes can be used for different purposes.

It is often quicker to leave a short video note or audio note for yourself if you don't want to key in the text. It is more accurate than a dictation transcription.

Videos and audio notes can be a useful reminder of a meeting or a way of recording a discussion (with the other person's permission, of course).

You can use audio notes for teaching. For example, you might record a passage for your learners for a listening comprehension activity. You can then play it to the class, rather than read it aloud. This is useful if you need to be away and someone else is standing in for you.

You can use a video recording for teaching. For example, you might record yourself teaching a difficult concept and then make it available for your learners to watch as a revision activity. Or perhaps you could use it to teach one group of learners in class while you work with another group.

Inserting a time stamp

The Time Stamp Group is useful if you want to remember exactly when you made a note.

You can insert a time stamp.

1. Open the Insert Tab.
2. Click Time, Date or Date and Time in the Time Stamp Group.
3. Microsoft OneNote inserts the information automatically in your note.

Task

- Create an audio recording of a meeting with a colleague. (Remember to get permission first.)
- Create a short video of yourself teaching a difficult concept with your class.

More than just notes

Speed things up with templates

A template is a pre-formatted document or file. For example, a marksheet that you have created and then saved is a template for the learners' marks. Whenever you open a new document in Word, PowerPoint or Excel, you are opening up Microsoft's Normal Template. It means that the file is set up in a way that most people would want to use. You have the power to change that though.

Templates save time because you do not have to recreate a structure each time you use the same type of document.

Using an existing template in OneNote

OneNote comes with several built-in page templates from which you can choose, including Decorative Page Backgrounds, Meeting Notes, Lecture Notes and To-do lists.

You can open an existing template.

1. In a notebook, open the Insert Tab.
2. Click on Page Templates in the Pages Group.
3. The Template Pane will open on the right of the screen.
4. Browse through the options by clicking on the Down Arrow next to each category to select the template you need.
5. Click to open the template you want to use.
6. Double-click the existing title of the template and rename it as you need to.
7. Click at the appropriate spot in the template to key your own text into the template structure.
8. When you are finished you can close the notebook.

Editing a template

You can edit an existing template.

1. Open the template you wish to edit.
2. Before using the template, make the changes you need. You can add elements, delete elements and change the layout.
3. If it is not already open, click on Templates in the Pages Group on the Insert Tab to open the Template Pane.

4. At the bottom of the pane, click on Save current page as a template (you will find it under the heading 'Create new template').
5. In the Save As Template Dialogue Box, give the template a revised name and click Save.
6. In the Template Pane, click the Down Arrow on the right of My Templates. Your revised template is ready to open in the future.

We can choose to make all the new pages in the section have the same template.

You can create a section with the same template for each new page.

1. Open the new section and name it.
2. Click on Templates in the Pages Group on the Insert Tab to open the Template Pane.
3. At the bottom of the pane under the heading Always use a specific template, choose a template from the drop-down menu.
4. Each time you open a new page in that section your selected template will be ready for you to work in it.

OR

5. Once you have edited an existing template or created a new one (see below), you can make that the template for each new page in the section.
6. At the bottom of the Template Pane, click on Save current page as a template.
7. In the Save As Template Dialogue Box, give the template a revised name.
8. Click the box next to Set a default template for new pages in the current section.
9. Click Save.
10. Each time you open a new page in that section your selected template will be ready for you to work in it.

Creating a template

It is easy to create your own template if Microsoft OneNote does not have what you need.

Remember that you must create the page before you make notes. You cannot take a page with notes and then try to force it into the format of a template.

You can create a template.

1. Create a notebook and start with a blank page.
2. Create the structure of the template you wish to use. This will include the headings along with space to write and so on. Using a table is a useful way to get the structure right.
3. Format the template using basic styles.
4. Open the Insert Tab.
5. Click on the Pages Group, and then on Page Templates to open the Template Pane.
6. At the bottom of the pane, click on Save current page as a template.
7. In the Save As Template Dialogue Box, give the template a name and click on Save.
8. Check your template in the same way you would open a Microsoft OneNote template.

Sharing a notebook

If you want to share your notebook, it is important that the notebook is shared in a cloud service, for example OneDrive.

You can invite people to see your notebook with an email message that OneNote will create.

You can share a notebook.

1. Open the File Tab.
2. Click on Share.
3. Click on Share with People.
4. Enter the email addresses of the people with whom you want to share.
5. Select whether you want them to be able to edit the notebook or only to view it.
6. Add a note to the recipients to explain why you are sharing this notebook.
7. Click on Share. Only the people whom you invited will be able to open this notebook.

Sharing a page from a notebook

It is possible to share only a page from your notebook rather than the whole notebook.

You can share a page from a notebook.

1. Open the Home Tab.
2. Click on Email Page in the Email Group.
3. OneNote will automatically open Outlook and you can send the page by email to anyone you choose.

Task

- Create and save a lesson plan template in your notebook for your personal use.
- Share a notebook with a colleague as Read Only.
- Check that they received it and can open it.

A brief introduction to Microsoft OneNote in Education

Microsoft's OneNote for Education allows you to make use of OneNote as a meaningful teaching tool. We are aware that your learners may not have access to technology, and that you might be the only one in the class with a laptop or tablet device. Even if that is the case, it's still worthwhile to be aware of this useful tool. If you cannot use it immediately, you may be able to do so in the future.

You can watch an introductory video here.
<https://education.microsoft.com/en-us/course/e597ca7b/0>

Reflection

- Think about what you've learned so far and jot down your ideas in your PD Journal.
- Which elements of OneNote Class Notebook would you like to use?
- Is there anything you did not like?

Useful OneNote tips

Extracting text from images

With OneNote you can extract the text from an image. This is particularly useful after a training session during which the whiteboard or flipchart has been used for taking notes.

Extracting text from a single picture

This process is not always perfect, especially if the picture is complex, or the handwriting is not clear, or when there is too much text. However, with some editing it can be useful and can save you time.

Once you have the text you can paste it into a page in a notebook or any Microsoft Office file that uses text.

You can extract text from a picture.

1. Right-click on the picture.
2. Select Copy Text from Picture from the menu.
3. Place the cursor where you want to place the text and press Control V to paste.

Extracting text from a file printout

OneNote considers a File Printout to be an image, so you can work with it as if it were an image. Once you have the text you can paste it into a notebook page or into any Microsoft Office file that uses text.

You can extract text from a file printout.

1. Right-click on the file printout.
2. Select either Copy text from this page of the printout or Copy text from all the pages of the printout, depending on what you need.
3. Place the cursor where you want to place the text and press Control V to paste.

Task

- Insert a photograph of text into a notebook.
- Extract the text.
- Experiment with more and more complex images to find the limits of this tool.

Syncing notes among multiple devices

You won't always have your laptop with you, but you may still wish to take some notes. If you have your smartphone with you, you can still use OneNote. You will need to have access to the internet on all the devices.

You can sync OneNote among multiple devices.

1. You will need to have OneNote on your smartphone (or tablet device) as well as on your laptop, and to be signed into Microsoft on all the devices.
2. Take any notes on your smartphone or tablet device while you are away from your laptop.
3. OneNote will automatically sync your notes.
4. When you get back to your laptop, everything you did in OneNote on your smartphone or tablet device will be reflected in OneNote on your laptop.

Task

- Download the mobile app to your smartphone and/or tablet device.
- Sign in.
- Check if the notebooks you created on your laptop are there.

OneNote on the web

Even if you are working on a device that does not have the OneNote app downloaded on it, you can still access the app on the web.

You can access OneNote on the web.

1. Open the web browser on whatever device you are working on and type in onenote.com
2. The web app will open.
3. Sign in on the app and into your Microsoft account as you would on your laptop.
4. All your notebooks will be accessible.
5. When you shut down, the notebooks will sync to your laptop (and smartphone or tablet device) when you log in there.

Task

- Go to onenote.com and sign in.
- Create a new notebook.
- Sign out.
- Check if the notebook you created on the web is in the OneNote app on your laptop.

About the Final Assessment



At the end of this training session, you will be asked to complete the Final Assessment.

If you complete the Final Assessment successfully, you will qualify for your virtual badge and certificate (refer to the sample certificate and sample badge on this page).



Final Assessment

Say if each statement is TRUE or FALSE.

| | |
|-------|--|
| 1 | OneNote is like using a notebook because you can choose to start keying in text, inserting an image or writing anywhere on a page. |
| True | |
| False | |
| | |
| 2 | On the View Tab, the Media Group and the Links Group enable you to insert a link to information you have found on the internet into your note. |
| True | |
| False | |
| | |
| 3 | Inserting a File Printout prints and places an image of a file (or document) into your note. It looks exactly as if the document has been printed. |
| True | |
| False | |
| | |
| 4 | The Tags Group on the File Tab allows you to tag notes to categorise it. This means you can quickly find all related notes, even if they are in different parts of the notebook. |
| True | |
| False | |
| | |
| 5 | The Review Tab is common to Word, Excel and PowerPoint. |
| True | |
| False | |
| | |
| 6 | The Draw Tab contains tools to use handwriting, and to draw and edit shapes. |
| True | |
| False | |

Final Assessment (continued)

Say if each statement is TRUE or FALSE.

| | |
|-------|---|
| 7 | The History Tab contains tools to remind you to record videos, insert documents and print files. |
| True | |
| False | |
| | |
| 8 | The Home Tab in OneNote has unique groups on it and has nothing in common with any of the other Microsoft apps. |
| True | |
| False | |
| | |
| 9 | The Learning Tools Tabs contains tools to let you dictate notes and use the Immersive Reader. You may need to install this tab. |
| True | |
| False | |

Indicate the ONE correct response for each question.

| | |
|----|--|
| 10 | You can download OneNote by following these steps in the correct order. |
| a | <p>(1) Go to the OneNote web page internet browser. The address is www.onenote.com/Download</p> <p>(2) Sign into your Microsoft Office account and left-click on download OneNote.</p> <p>(3) Check your apps in the Start Menu. You will have both OneNote and OneNote for Windows 10 now.</p> |
| b | <p>(1) Go to the OneNote web page internet browser. The address is www.onenote.com/Download</p> <p>(2) Sign into your Microsoft Office account and right-click on download OneNote.</p> <p>(3) Check your apps in the Start Menu. You will have both OneNote and OneNote for Windows 10 now.</p> |
| c | <p>(1) Sign into your Microsoft Office account and left-click on download OneNote.</p> <p>(2) Go to the OneNote web page internet browser. The address is www.onenote.com/Download</p> <p>(3) Check your apps in the Start Menu. You will have both OneNote and OneNote for Windows 10 now.</p> |

Final Assessment (continued)

Indicate the ONE correct response for each question.

| | |
|----|--|
| 11 | You can name a section in OneNote by following these steps in the correct order. |
| a | (1) Find New Section 1 next to the notebook name. (2) Right-click on the new section's tab and left-click on Rename. (3) Rename the section. (4) Press Enter. |
| b | (1) Find New Section 1 next to the notebook name. (2) Right-click on the new section's tab and left-click on Rename. (3) Press Enter. (4) Rename the section. |
| c | (1) Right-click on the new section's tab and left-click on Rename. (2) Rename the section. (3) Find New Section 1 next to the notebook name. (4) Press Enter. |
| | |
| 12 | Select the option that will complete these sentences best. You can dictate a note. (1) Open the ____ Tab. (2) In the Tools Group, left-click on the ____ Button. (3) A little red dot will appear next to the ____ Icon. (4) Dictate your note. (5) To end, left-click the Dictate Button again. |
| a | Drawing Tools, Dictate, Microphone |
| b | Learning Tools, Dictate, Microphone |
| c | Learning Tools, Dictate, Record |
| | |
| 13 | Select the option that will complete these sentences best. You can find a ____. (1) Left-click on the Find Tags Button in the ____ Group on the Home Tab. (2) The Tags Summary Pane opens. (3) ____ -click on any one tag, and OneNote will take you straight to the note page where the item is. |
| a | page, Tags, Left |
| b | tag, Tags, Right |
| c | tag, Tags, Left |

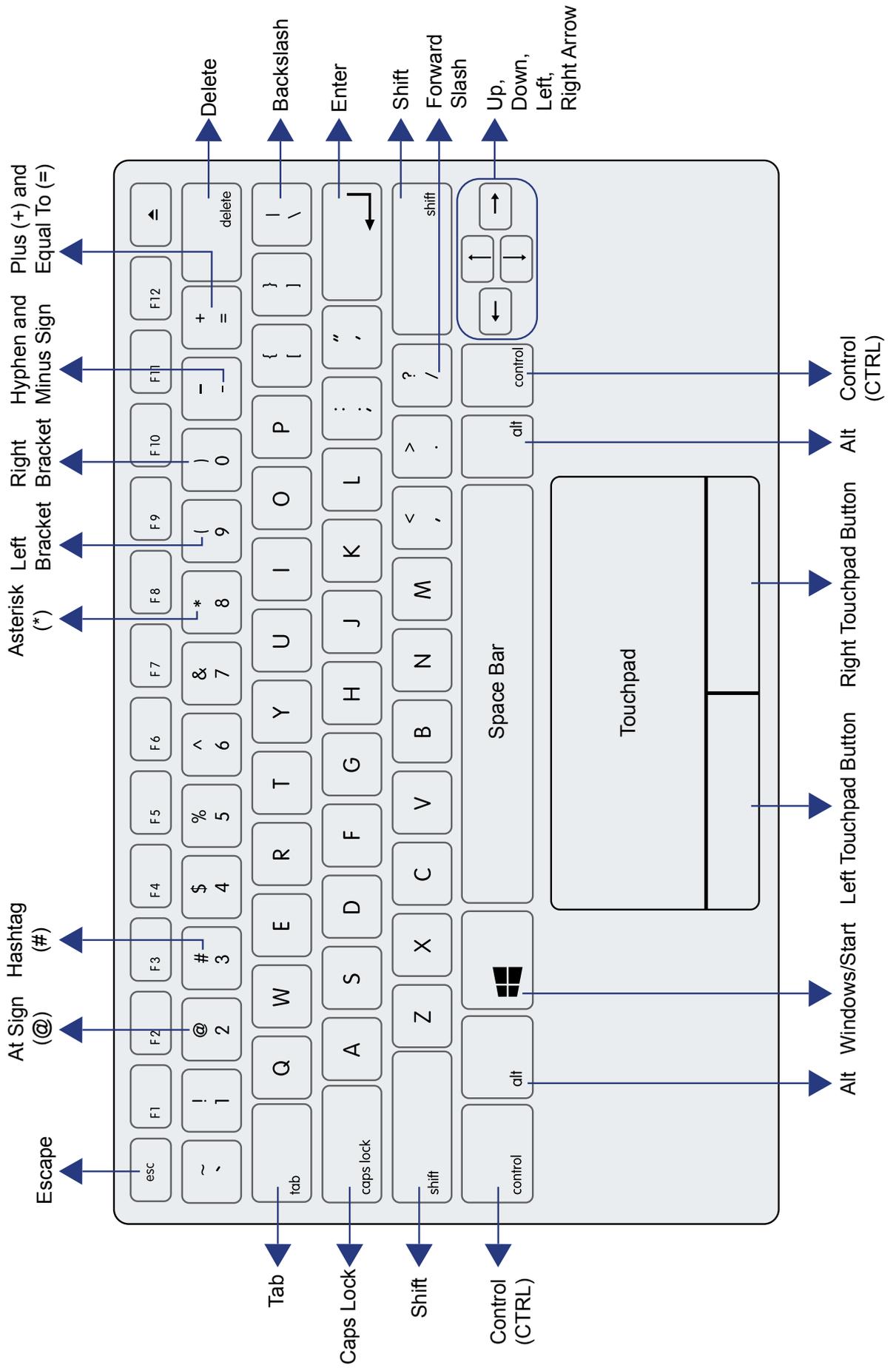
Final Assessment (continued)

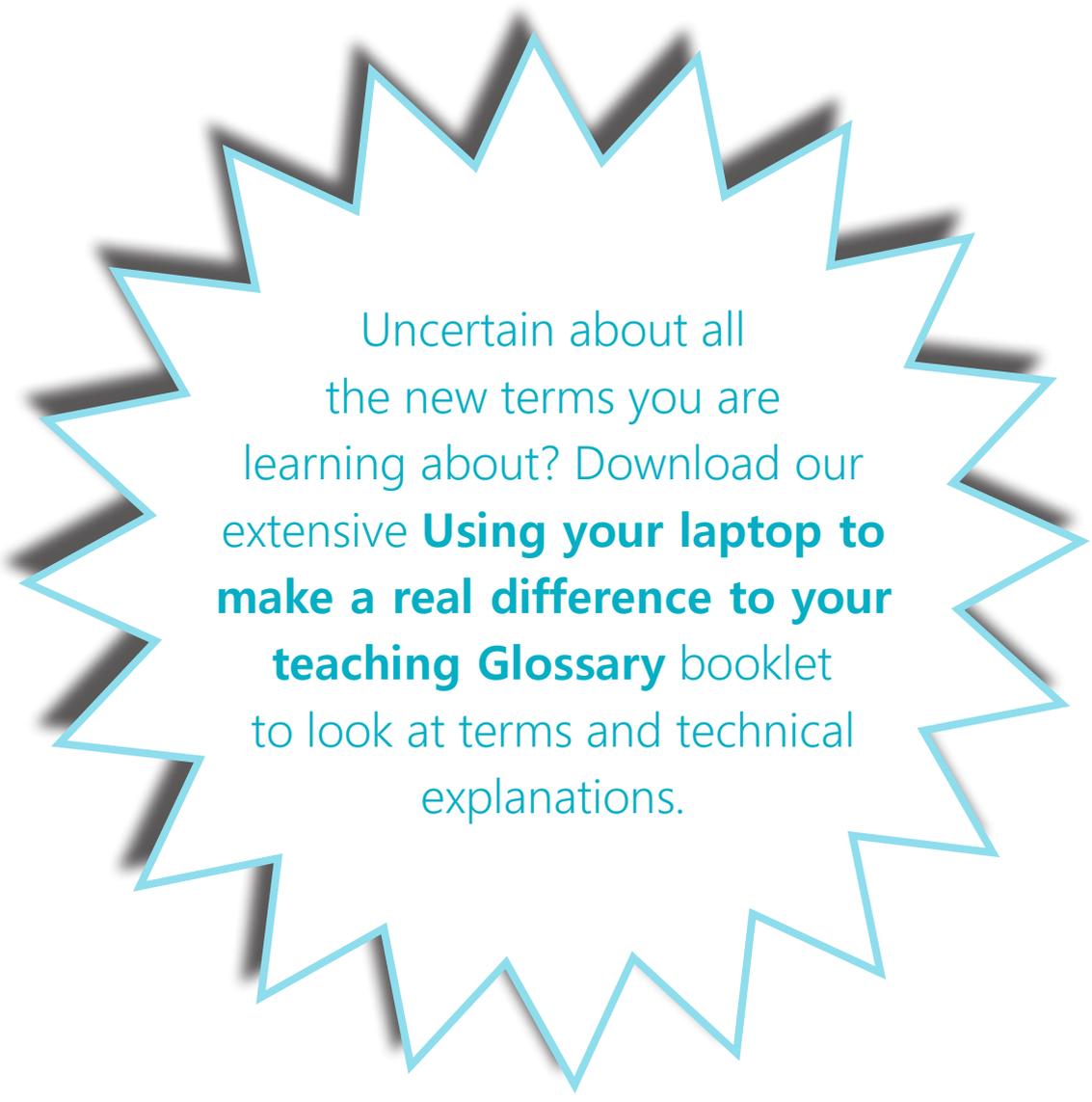
Indicate the ONE correct response for each question.

| | |
|----|--|
| 14 | You can add a page in OneNote by following these steps in the correct order. |
| a | <ol style="list-style-type: none"> (1) Left-click on +Add Page on the right of the screen above the first page tab. (2) Left-click on the line above the Date and time. (3) Key in the name of the page. (4) Press Enter. (5) The new page now has a tab under the first page you created and named on the right of the screen. |
| b | <ol style="list-style-type: none"> (1) Right-click on +Add Page on the right of the screen above the first page tab. (2) Right-click on the line above the Date and time. (3) Key in the name of the page. (4) Press Enter. (5) The new page now has a tab under the first page you created and named on the right of the screen. |
| c | <ol style="list-style-type: none"> (1) Left-click on the line above the Date and time. (2) Left-click on +Add Page on the right of the screen above the first page tab. (3) Press Enter. (4) The new page now has a tab under the first page you created and named on the right of the screen. (5) Key in the name of the page. |
| | |
| 15 | <p>Select the option that will complete these sentences best.</p> <p>You can ____ text from a picture.</p> <ol style="list-style-type: none"> (1) ____ -click the picture. (2) Select Copy Text from Picture from the menu. (3) Place the cursor where you want to place the text and press ____ to paste. |
| a | extract, Left, Control V |
| b | extract, Right, Control V |
| c | extract, Right, Control X |

The keyboard of a laptop

Additional Resources





Uncertain about all
the new terms you are
learning about? Download our
extensive **Using your laptop to
make a real difference to your
teaching Glossary** booklet
to look at terms and technical
explanations.

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Video Acknowledgement

| | |
|--------------------|---|
| Title of the work: | OneNote Class Notebook: A teacher's all-in-one notebook for students |
| Found at: | https://education.microsoft.com/en-us/course/e597ca7b/0 |
| Created by: | Microsoft |



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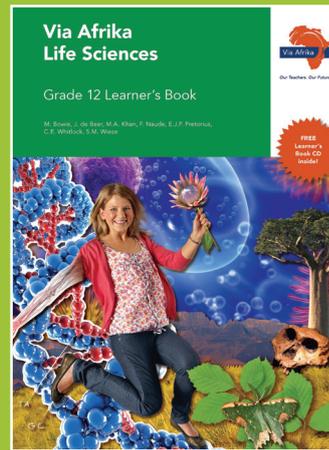
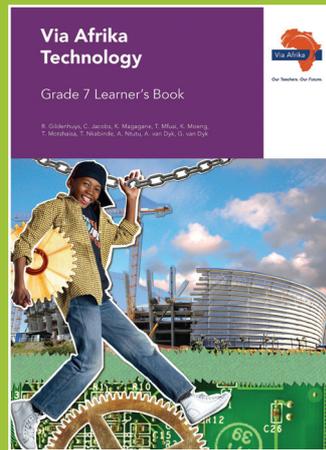
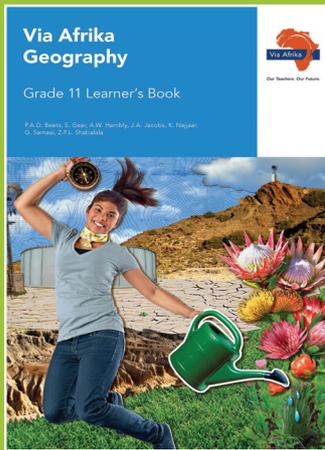
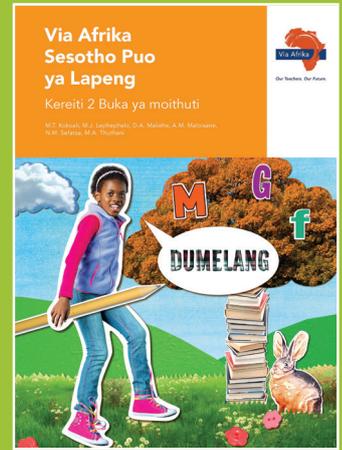
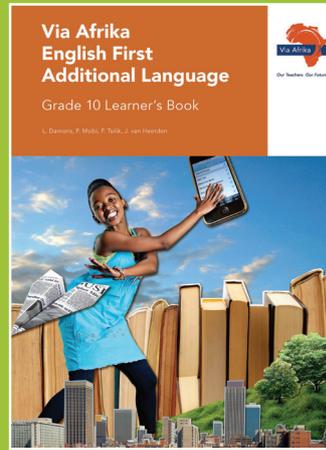
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Notes

A series of horizontal dashed lines for writing notes.

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