


The Basics


Create a New Notebook

- Click the **Notebook name**, Click **Add Notebook**

Create a New Section

- Click the  in the tabs of the notebook

Create a New Page

- Click  **Add Page** in the notebook you want it

Create a Subpage

- Right-click the page and select **Make Subpage**

Open an Active Notebook

- Click the Notebook name, select one

Add a Note

- Click anywhere, start typing

Reposition a Section, Page or Note

- Select it and drag

Move or Copy a Section or Page

- Right-click **Page** tab or Section, select Move or **Copy** . . .


Print a Page

- Click **File**, Select **Print**, go through options


Delete a Note

- Select the note and press **Delete**


Get Help

- **F1** or  **Help**

Undo or Redo

- Click  Undo(Ctrl + Z) or Redo(Ctrl + Y)

Searching

- Enter a keyword in the search bar 

Store a Page, Section, or Notebook in a Different Format

- Click **File**, select **Export**, make the selection and follow the prompts

Store a Notebook in a Different Location

- Right-click the **Notebook name**, Click **properties**, click **Change Location**

OneNote 2016

This Pamphlet Online

<https://its.niagaracollege.ca/>

How to Guides on the following topics

Blackboard

Windows 10

Office 365

OneDrive

Skype for Business

<https://its.niagaracollege.ca/>

Install OneDrive Mobile and Desktop App

Visit <https://onedrive.live.com/>
click the download tab on your mobile device or desktop

Niagara College Help Desk

Monday-Thursday 8:30am to 10:00pm
Friday 8:30am to 4:30pm
Phone: 905-735-2211 ext. 7642
<https://its.niagaracollege.ca/>

OneNote 2016

Contents

- Symbols
- Keyboard Shortcuts
- Basics
- Manage Files
- Share Files



**Niagara
College
Canada**



APPLIED DREAMS.

Niagara College Help Desk



Monday-Thursday 8:30am to 10:00pm
Friday 8:30am to 4:30pm
Phone: 905-735-2211 ext. 7642
<https://its.niagaracollege.ca/>

Tasks Linked Notes

Creating a Task

- Click Home, click  **Outlook Tasks**
- Right click, select  **Task** button


Marking a Task as Complete

- Click the  **Flag** icon next to the task, it will change to a  **Check Mark**

Delete a Task

- Right click the  **Flag** and select Delete

Remove a Tag


- Right click the  **Flag** and select **Delete Tag** in Outlook

Find Tasks


- Click the  Find Tags

Attachments and Printouts

Attachments


- Select the Page you want to attach a file, Click the **Insert** tab, and click  **File Attachment** in the Files group.
- Attach as a **File** or **Insert Printout**

Printouts

- Place the cursor where you want the Printout. Click **Insert** tab, select  **File Printout**

Sharing Notebooks


Email a Note

- Click **Home** tab, select  **Email Page**

Export your Notes

- Click **File**, select **Export**, follow prompts

Share a Notebook

- Right-click the **Notebook name**, Select  **Share This Notebook** **Share This Notebook** (Invite People, Get a Link etc.)


Working with Images



Inserting an Image

- Click **Insert** tab, select an option (**Screen Clipping**, **Pictures**, **Online** etc.)

Taking a Screen Clipping

- Click **Insert** tab, select  **Screen Clipping**, click and drag the cursor over what you want


Resizing Images

- Select the image and drag the corners in and out


Tagging Notes



Applying tag

- Click the **Home** tab and select the preferred tag in the options 

View Tag

- Click  **Find Tags** in the **Home** tab

Remove a Tag

- Right-click the tagged note, select **Remove Tag**



Modify a Tag

- Right-click Tag, select **Customize Tag**, click **Modify Tag...**, when done click **OK**

Create your own Tag


- Right-click Tag, select **Customize Tag**, click **New Tag...**, when done click **OK**

Create a Summary of Tags

- Click the  **Find Tags** button, Select  **Create Summary Page** **Create Summary Page**

Integration


Insert Outlook Meeting Details

- Select the Page, in the **Home** tab click  **Meeting Details**,

Use Linked Notes

- In **Review** tab, Click  **Linked Notes**

Insert Tables and Excel Spreadsheets

- In **Insert** tab, Select  **Spreadsheet**, insert **New Excel Spreadsheet** or **Existing Excel Spreadsheet**

Keyboard Shortcuts

Keys	Task
Ctrl + O	Open a Notebook
Ctrl + M	New OneNote Window
Ctrl + T	New Section
WIN + Alt + N	New Quick Note
Alt + N + F	Insert File
Alt + N + S	Insert picture from Scanner
WIN + Shift + S	Insert Screen Clipping
Alt + Shift + D	Insert Current Date
Alt + Shift + T	Insert Current Time
F11	Switch between Normal/Full Screen
F9	Sync all Notebook
Ctrl + Shift + E	Send Page via Email
Ctrl + Shift + 1	Create Task for Today
Ctrl + Shift + 2	Task for Tomorrow
Ctrl + Shift + 3	Task for this Week
Ctrl + Shift + 4	Task for Next Week
Ctrl + Shift + 5	Task with no date
Ctrl + Shift + K	Open Current Tasks
Ctrl + Shift + 9	Mark Task as Complete
Ctrl + Shift + 0	Delete Selected Task