



# HOW TO CREATE A NEW MS ONENOTE

Date: 26<sup>th</sup> July 2023



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## How to Use MS OneNote

The best way to describe OneNote is Microsoft's answer to a real paper notebook, it allows you to take notes, manage personal information like you would do with a real notebook. OneNote functions for the collection, organization and sharing of digital information.

### Advantages of Using One.

OneNote is a great application for arrange notes, this digital notebook allows user to store and organise date and allows user to share this data with others. OneNote comes with several pages which can be colour coded making them standout more, you can place anything on the pages for example, Word document, Excel spreadsheets, videos, photos and audio recording, to name just a few.

### Step 1: Opening OneNote.

1. Click on Windows Start button.

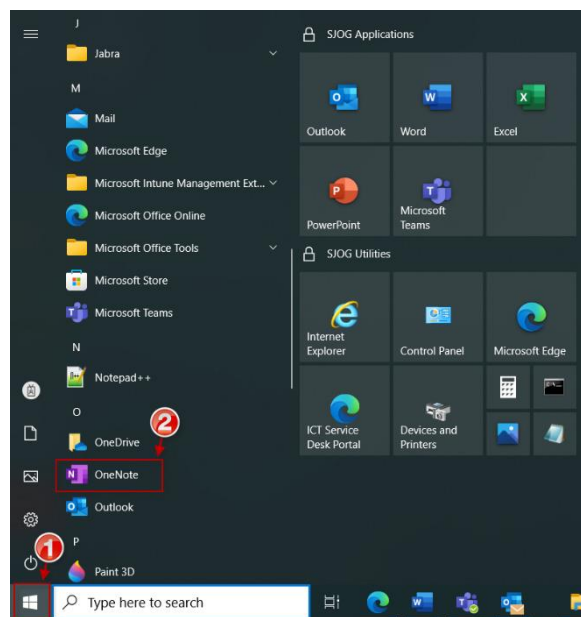


Figure 1: Opening OneNote

2. Scroll to and Click on OneNote.



### Step 2: Backstage View.

- 3. Most commonly used for File and OneNote management commands.

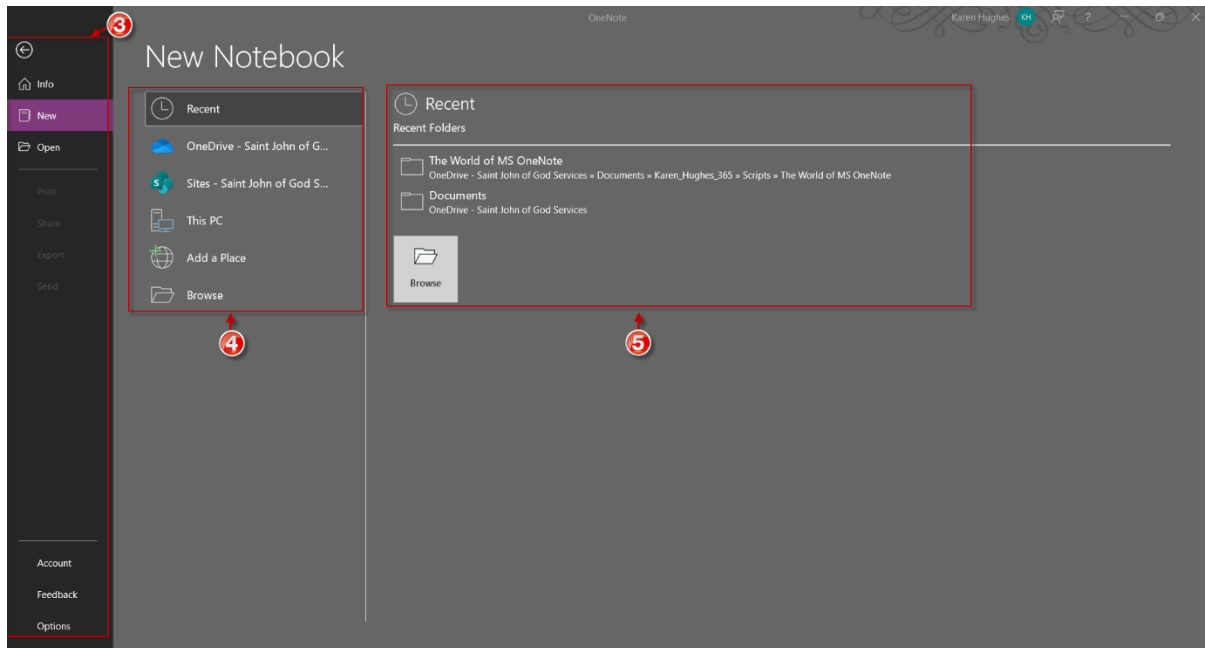


Figure 2: OneNote Backstage View

- 4. In the recent section you will find links to OneDrive, This PC and Browse
- 5. In recent this is where all your notebooks.

### Step 3: OneNote Interface

The initial feeling you get when opening any Microsoft applications, is the familiarity and user-friendly interface which enables you to work quickly. With OneNote you will see a lot of tools available, and we will cover creating the first notebook and how to arrange them to make them look as required.

The user interface includes tabs, menus, ribbons, groups, note title bar, navigation pane and of course our notebook.

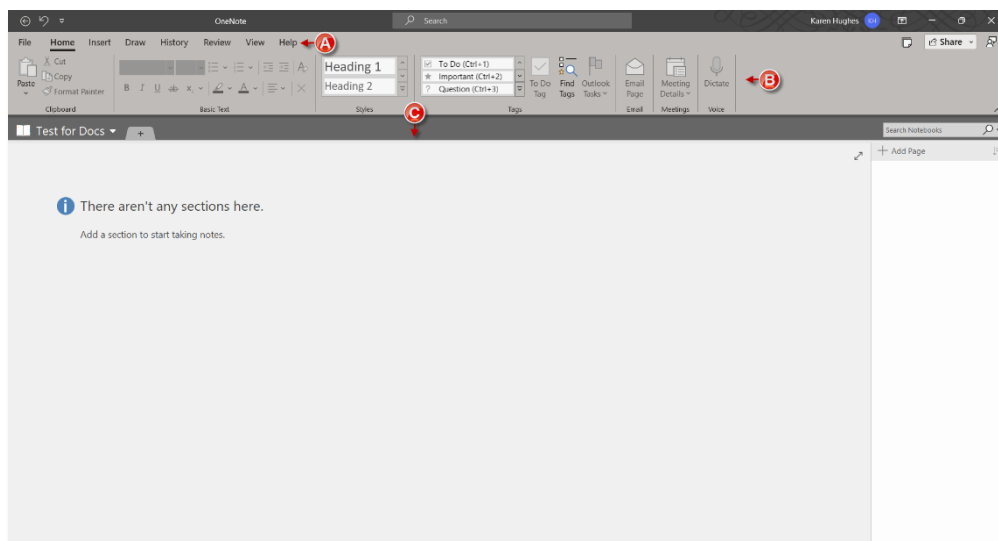


Figure 3: Work Area



- A. Menu bar: When you click on each menu option you will expose the ribbon for that menu.
- B. Ribbon: when you click on the menu options, you will the ribbon with the function relation to the menu options.
- C. Notebook: The area shows you a list of sections and pages as well as the current page for the open notebook.

#### Step 4: Creating a new notebook.

1. Click the drop-down arrow.

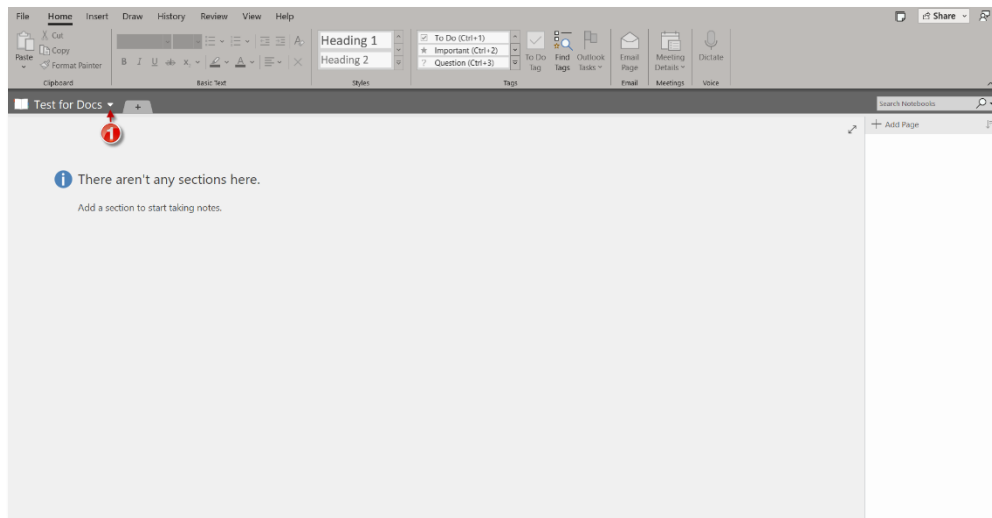


Figure 4: Selecting Notebook

2. Click on Add Notebook.

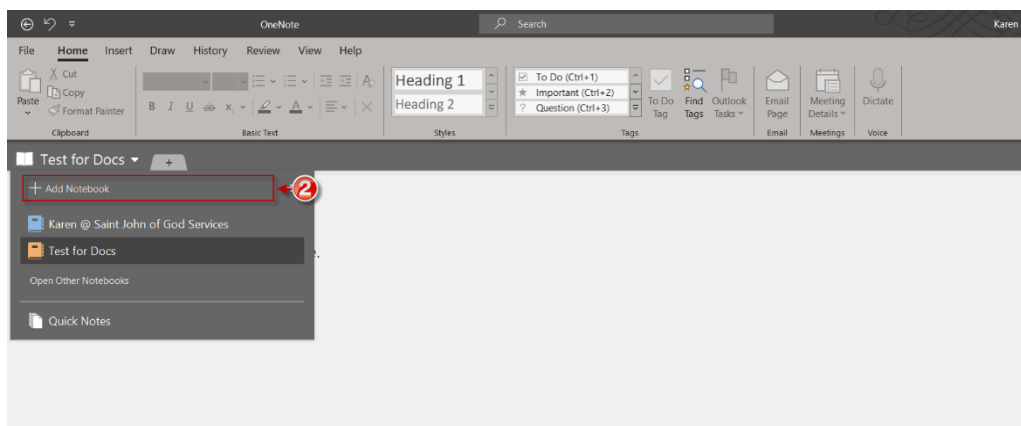


Figure 5: Adding Notebook



3. Select OneDrive to save the notebook.

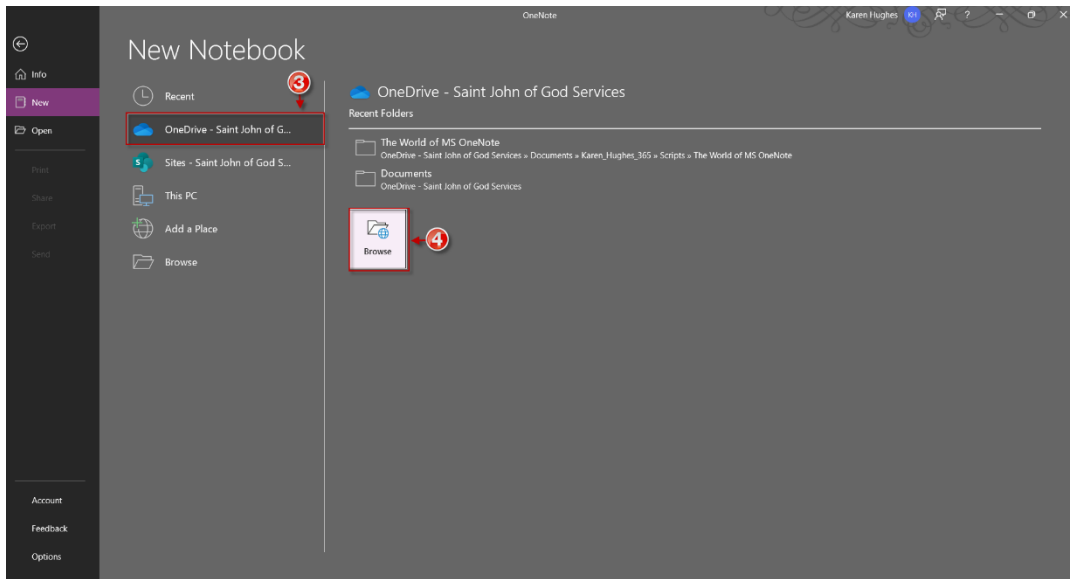


Figure 6: Backstage View

4. Click on Browse to choose the folder you wish to save the notebook in.

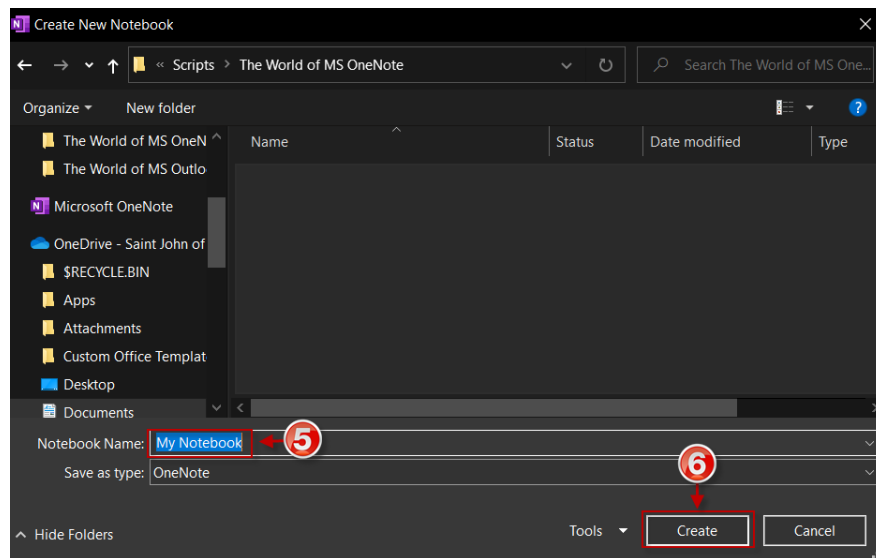


Figure 7: Saving Notebook

5. Give you notebook a name for example My Notebook.

6. Click create when done.



Please note: A popup may appear stating that your notebook has been created, and whether you would like to share this notebook with other people.

7. Click on Not now.

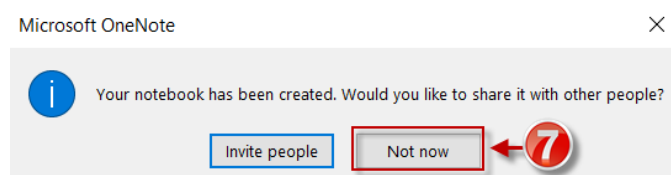


Figure 8: Popup message



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