

OneNote 2013 Tip Sheet



New to OneNote 2013? This document gives the answers to common OneNote 2013 questions

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What is OneNote 2013?

OneNote is an online notebook that functions much like a paper notebook. You create Notebooks, and in each notebook you create Tabs, and in each Tab you create individual Pages.

This is my first time in OneNote. Where are the margins?

OneNote is free form, there are no margins. Just start typing anywhere in the Notes area on the screen.

Where is the Save Button?

No Save Button. OneNote automatically saves as you work.

OK - I took some notes. Now I want to send them so someone.

Click the File Tab and then you can either use the Share or Send functions to send the notes to someone else.

I like formatted text. Can I format in OneNote?

Yes. Go to the Home Tab to apply formatting.

Can I insert photos, videos and links in OneNote?

Yes. Go to the Insert Tab and click the appropriate commands.

I'm entering Notes all over the place. Can OneNote search?

Yes. OneNote has a search tool that will find the note you need. Look just below the ribbon on the far right of your OneNote window.

When I write notes, I'm in a hurry and pay no attention to Spelling. Where is Spellcheck?

Click the Review Tab for Spellcheck.

Can I share notes with others?

Yes. You can share or export notes.

Can I insert Tables in OneNote?

Yes. You can even add color to you tables and designate a Header Row. You can sort and convert a Table into an Excel 2013 Spreadsheet.