

# Instructions for using Microsoft OneNote 2010

Follow the article below to learn how to use Microsoft OneNote 2010

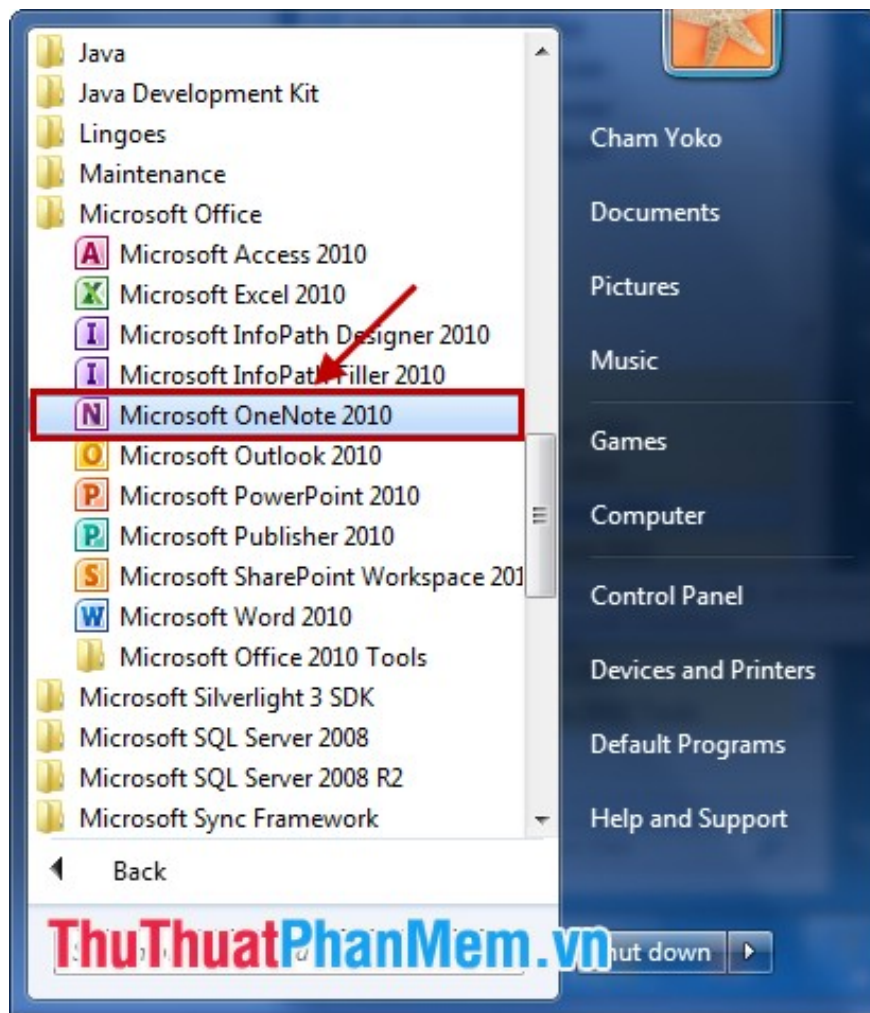
You often work with Word and Excel to compose and process data calculations. But in the Office suite there are many other applications, you have opened OneNote but do not know how this application uses?

Follow the article below to learn how to use Microsoft OneNote 2010.

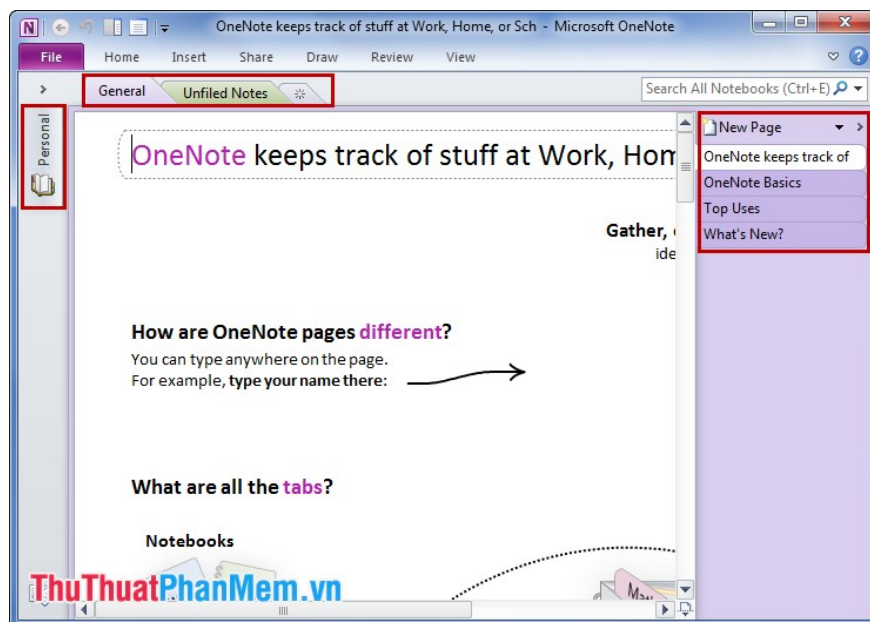


If you have installed the full version of Microsoft Office 2010, then Microsoft OneNote is also installed on the computer.

**Step 1:** You can open Microsoft Office's **OneNote** in the **Start Menu** .

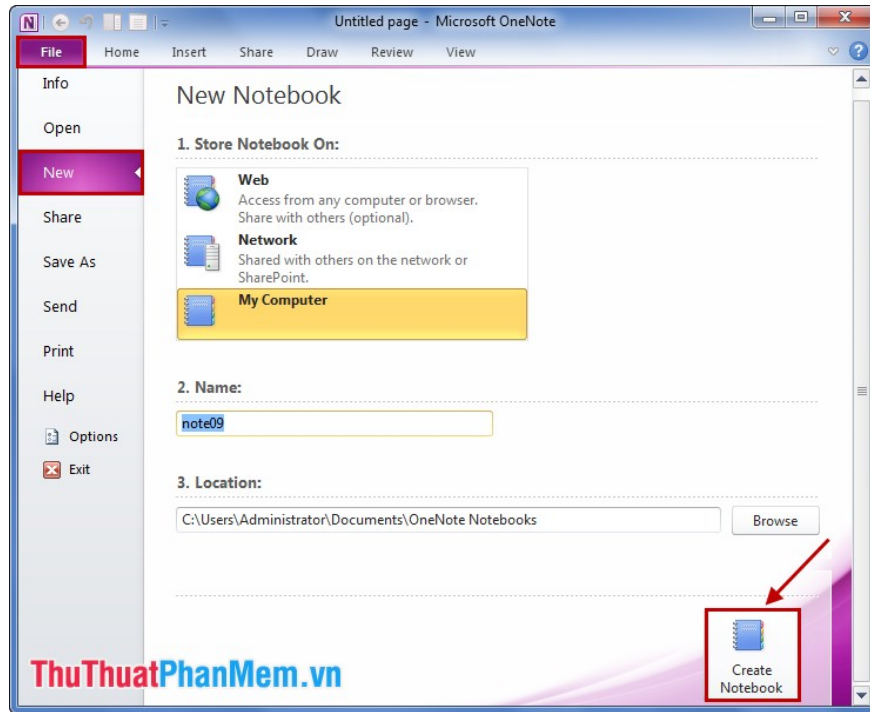


OneNote program interface: the left side is the **Notebooks** , the **sections** above the tabs (tags), the **pages** on the right.

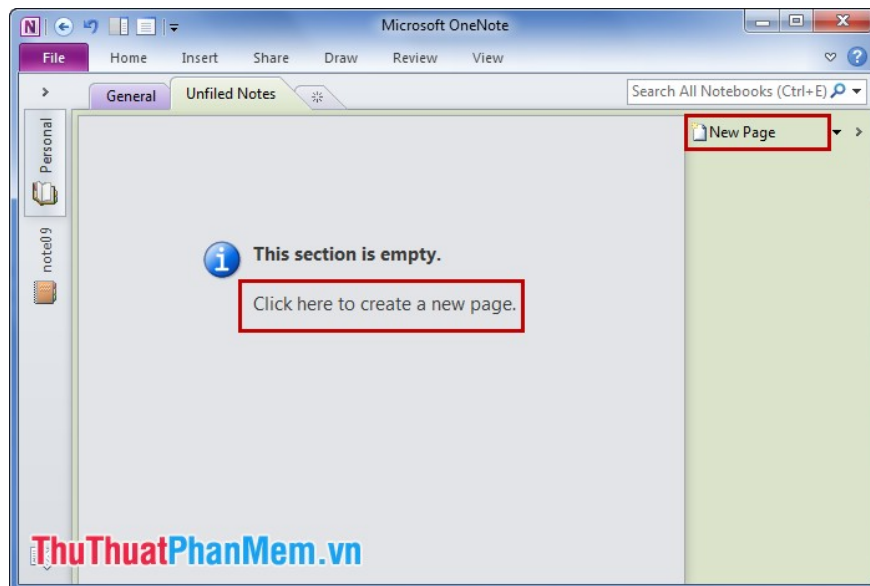


**Step 2:** Create a new notebook.

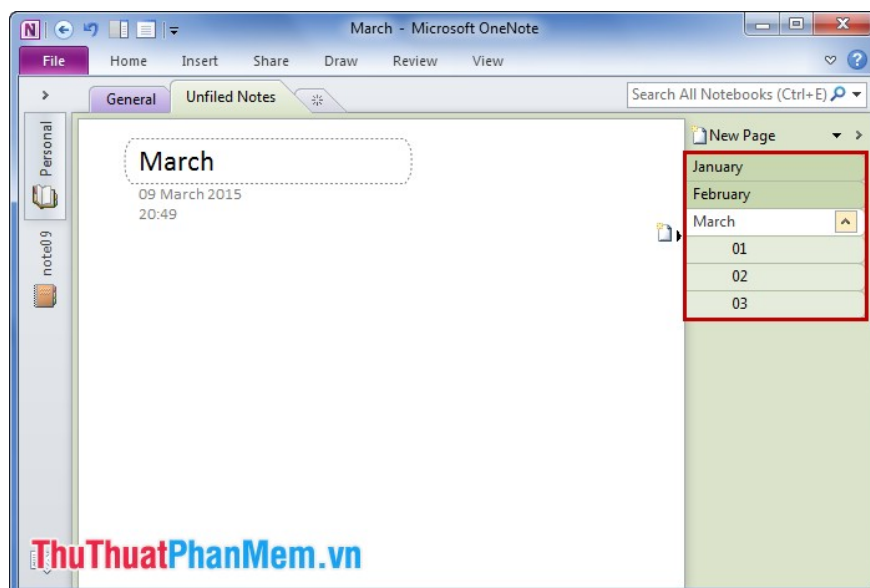
- Choose **File** -> **New** , select **My Computer** to save the notebook on the computer and name the notebook in the **Name** section . Then click **Create Notebook** to create.



- You can also choose to tab **Unfiled Notes** and click the words **Click here to create a new page** , or click **New Page** on the right to create a new notebook.

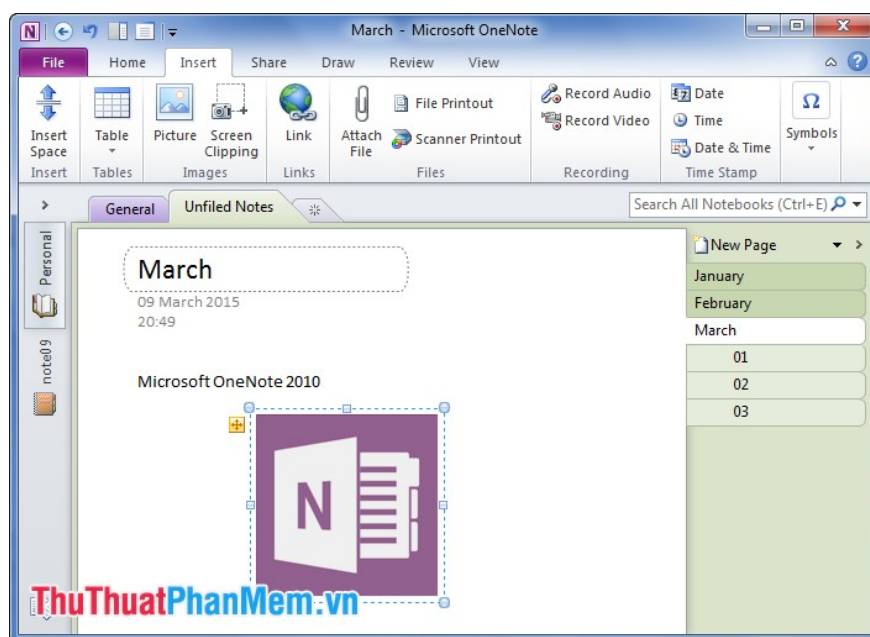


**Step 3:** You can move pages, create pages in other pages for easy management.



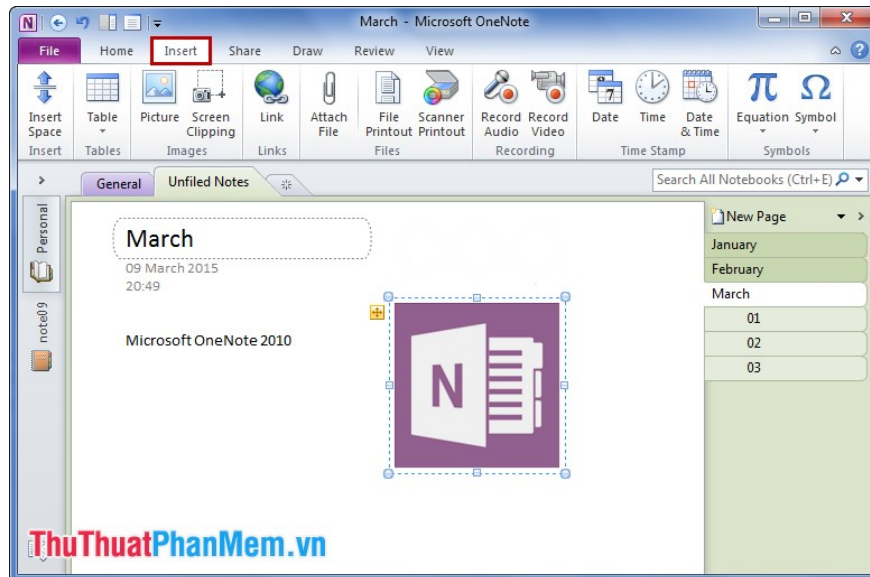
**Step 4:** Record information on the notebook.

You can record text, add images . each recorded content can be moved on the page, you can arrange as you like.

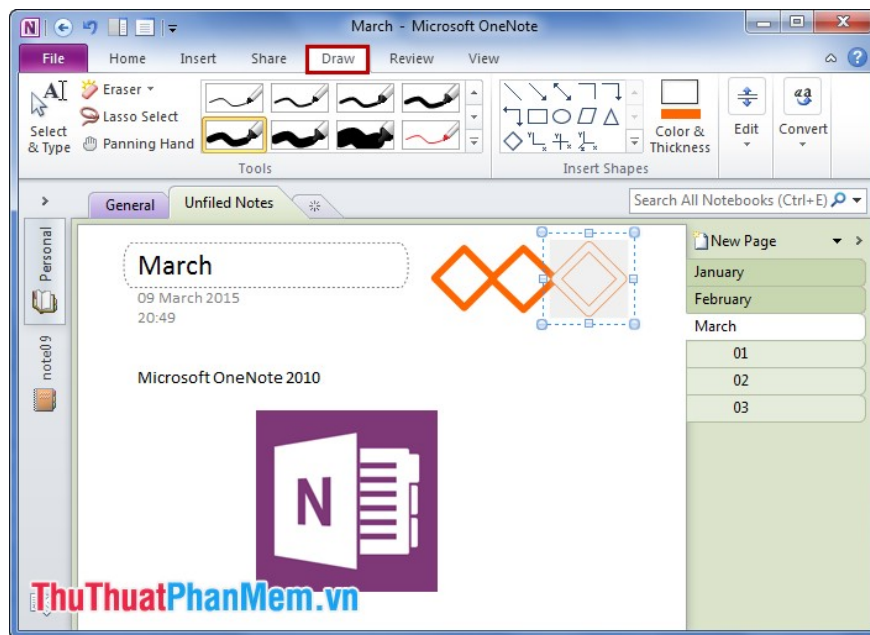


Use the editing tools, add photos, take photos on the **Ribbon** .

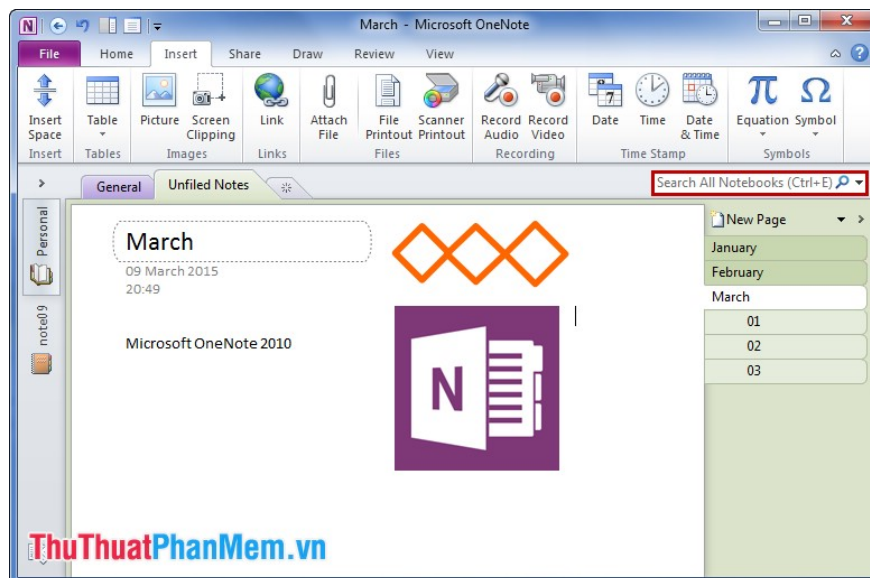
You can record, add attachments to notes in the **Insert** tab .



There is also a **Draw** tool , which allows you to draw on your notes.

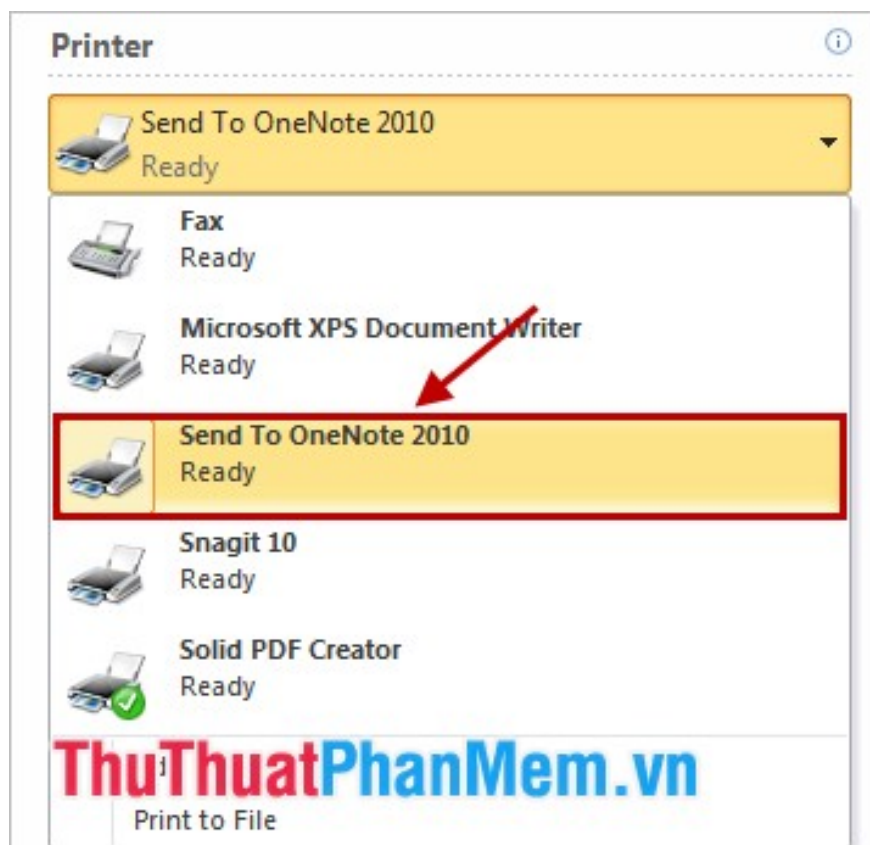


**Step 5:** Search for characters in the note and images by typing the characters you want to search into the **Search All Notebooks** section .



**Step 6:** Send data to OneNote.

OneNote has a virtual printer installed, so you can send to OneNote information from any program by selecting **Send To OneNote 2010** in the printer dialog.

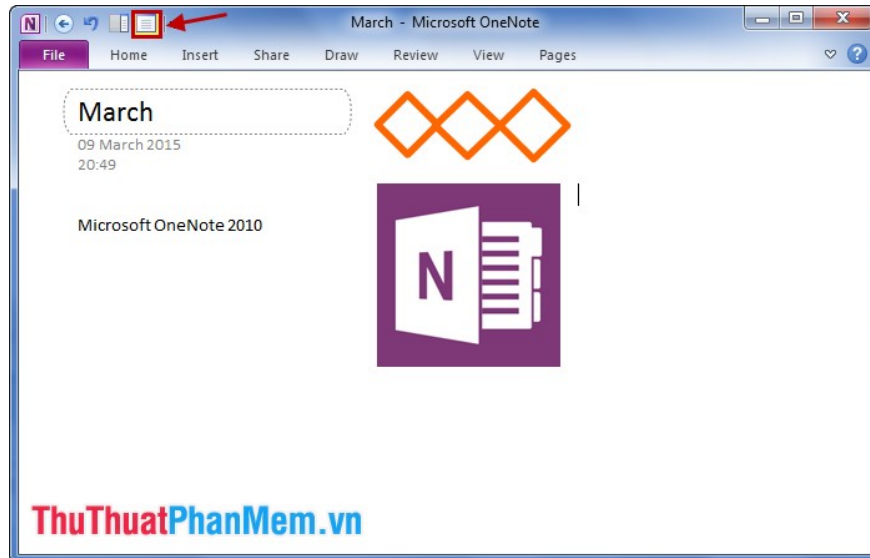


If you use Outlook, you can add email content to OneNote by selecting **Home -> OneNote** .

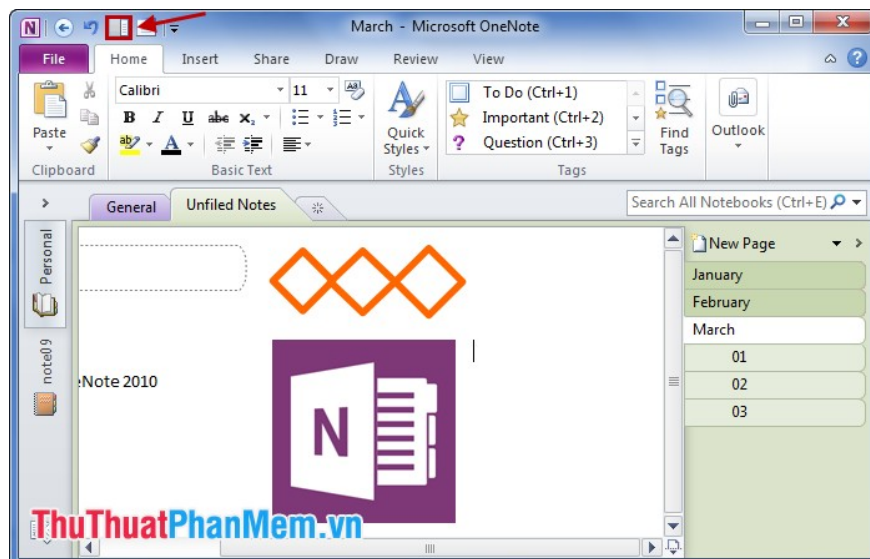


**Step 7:** Select a screen mode for OneNote.

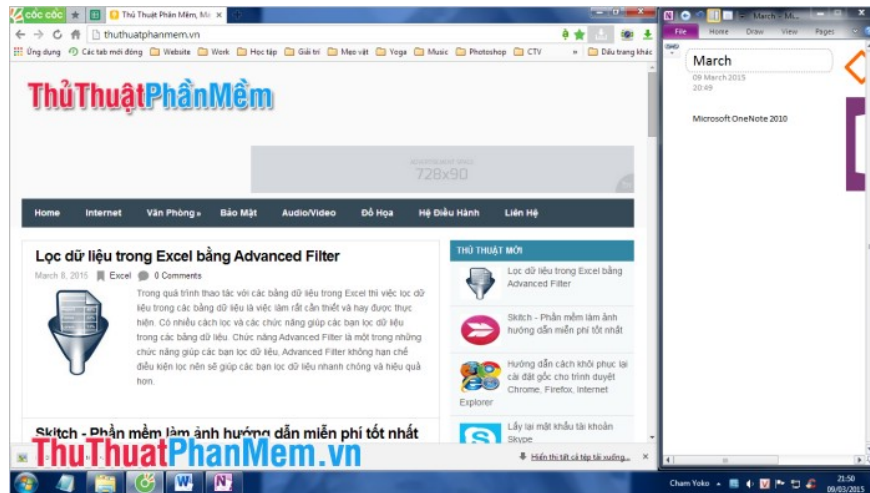
- Select **Full Page View** mode (F11) to open full screen mode of the current page.



- Select the **Dock to Desktop** mode ( **Ctrl + Alt + D** ) to keep OneNote on the right of the Desktop.



Computer screen after you choose the **Dock to Desktop** mode :



So, after this article, you can know more an application in the Office suite, this application helps you can record everything you want quickly and simply. Good luck!

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