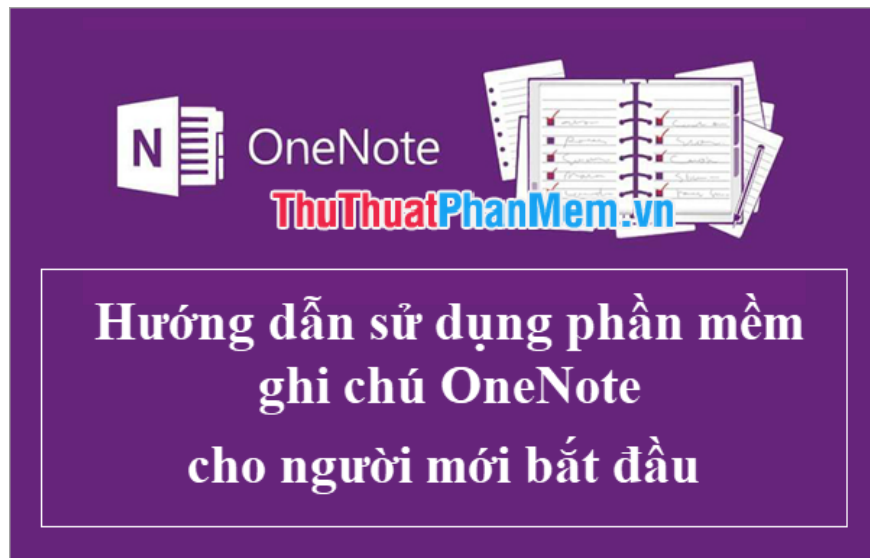


Instructions for using OneNote note software for beginners

You want to learn and use OneNote note software to save personal information, important information to note. But you don't know how to start? So please see the OneNote notes software for beginners in the article below.

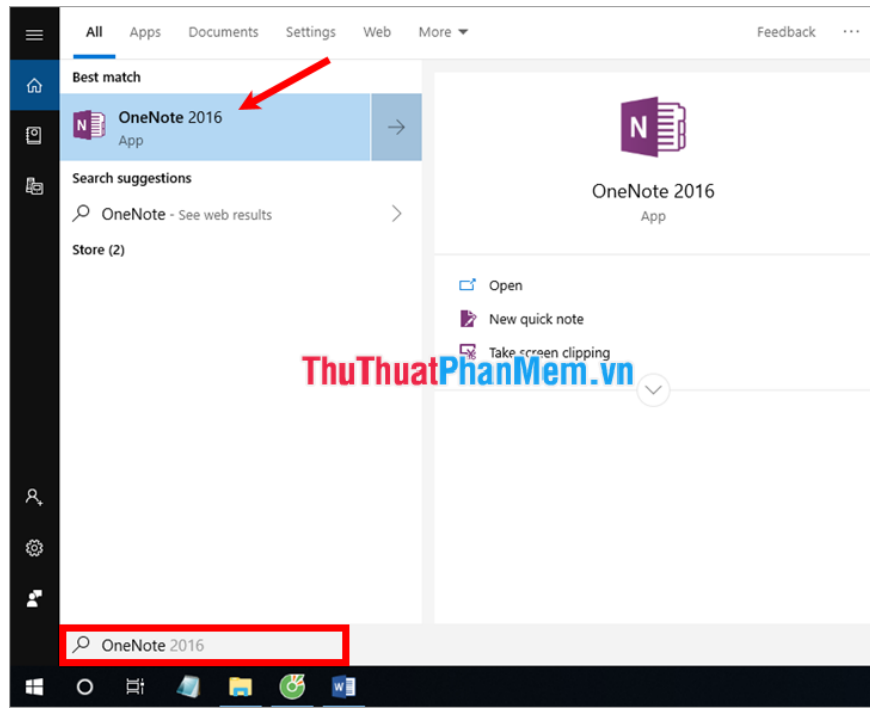
You want to learn and use OneNote note software to save personal information, important information to note. But you don't know how to start? So please see the OneNote notes software for beginners in the article below.



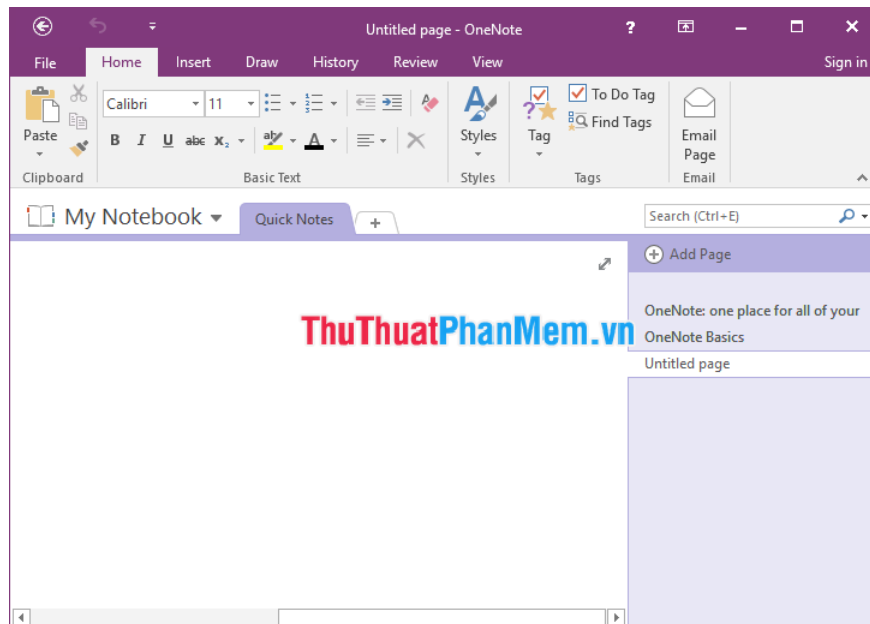
Here TipsMake.com shows you how to use OneNote note software for beginners, please follow along.

Open OneNote

OneNote is the software in the Microsoft Office suite, if you use Microsoft Office and you have it installed during the Office installation process, you just need to select the **Start Menu** and navigate to **OneNote** to open it.



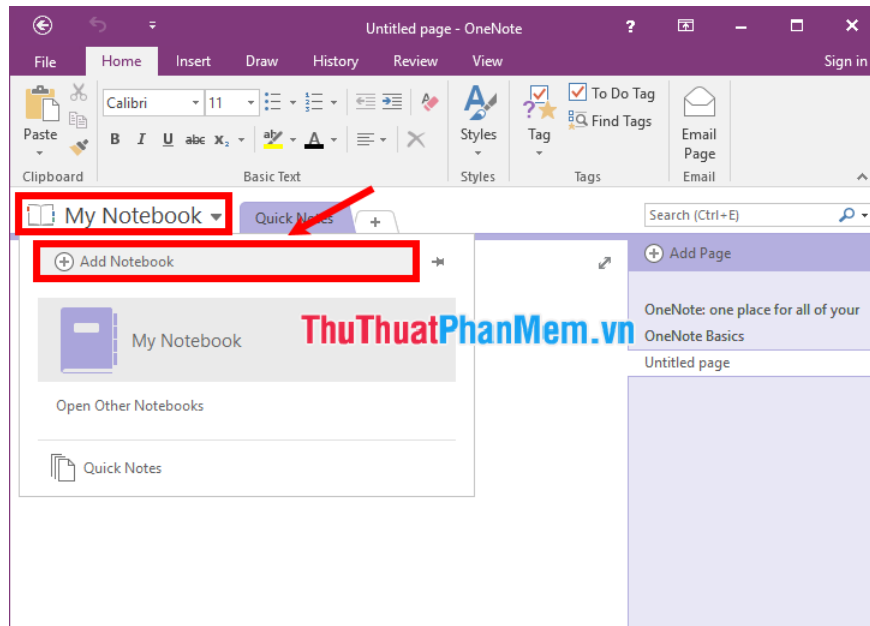
The interface of OneNote is similar to that of Word or Excel, which is very intuitive, friendly and easy to use.



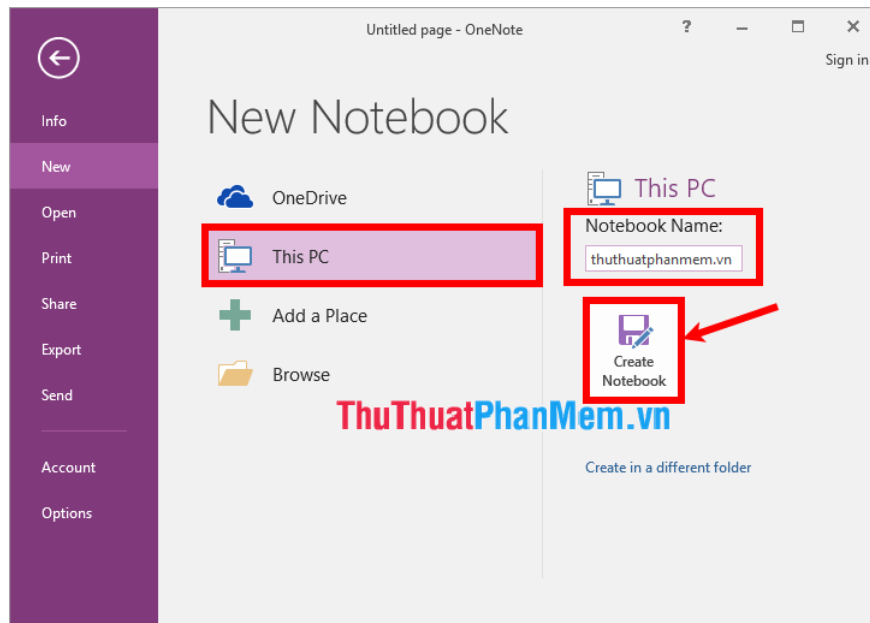
If not, then you need to install OneNote on your computer.

Create a new notebook on OneNote

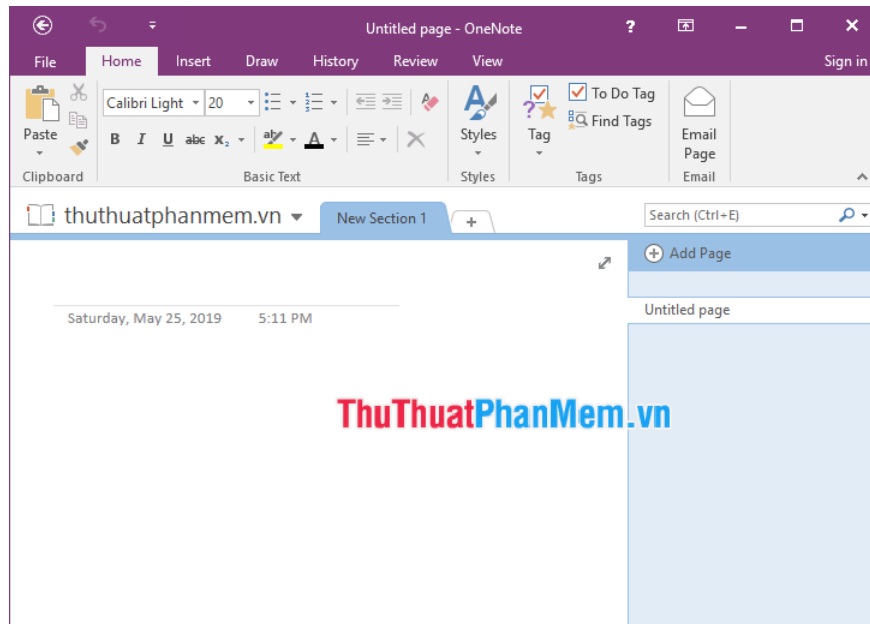
On the OneNote interface, select the **My Notebook** icon -> **Add Notebook** (or you can choose **File** -> **New**).



In the New Notebook section, you choose where to save Notebook (OneDrive, This PC), for example, you want to save to your computer, select **This PC** , then enter a new note name in the *Notebook Name* box , and finally select **Create Notebook** .

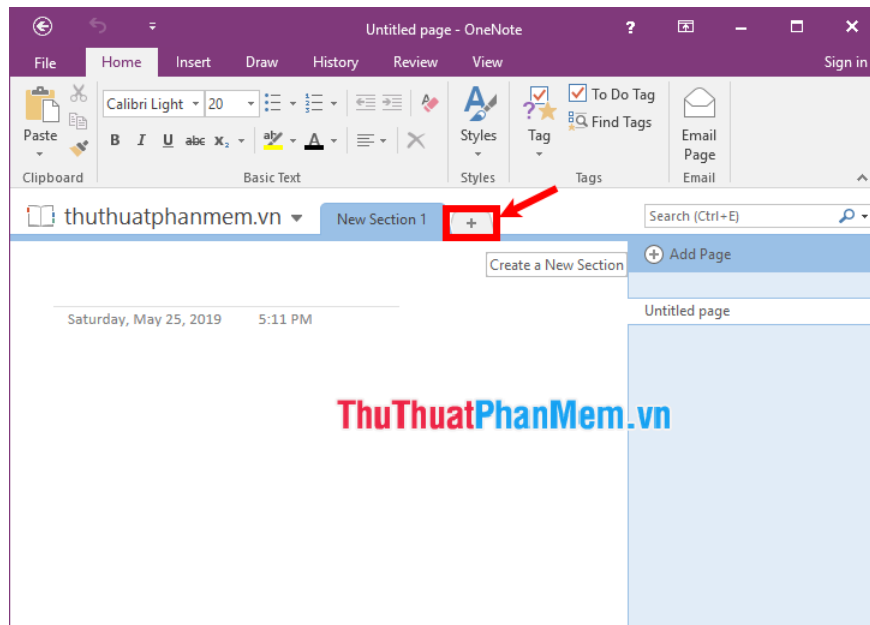


So you've created a new notebook on OneNote.

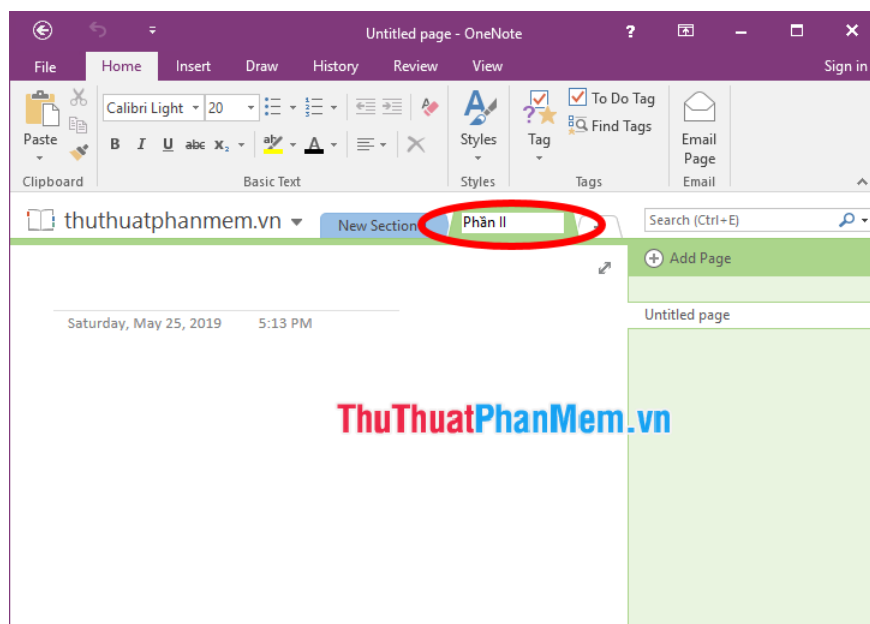


Add section in notebook

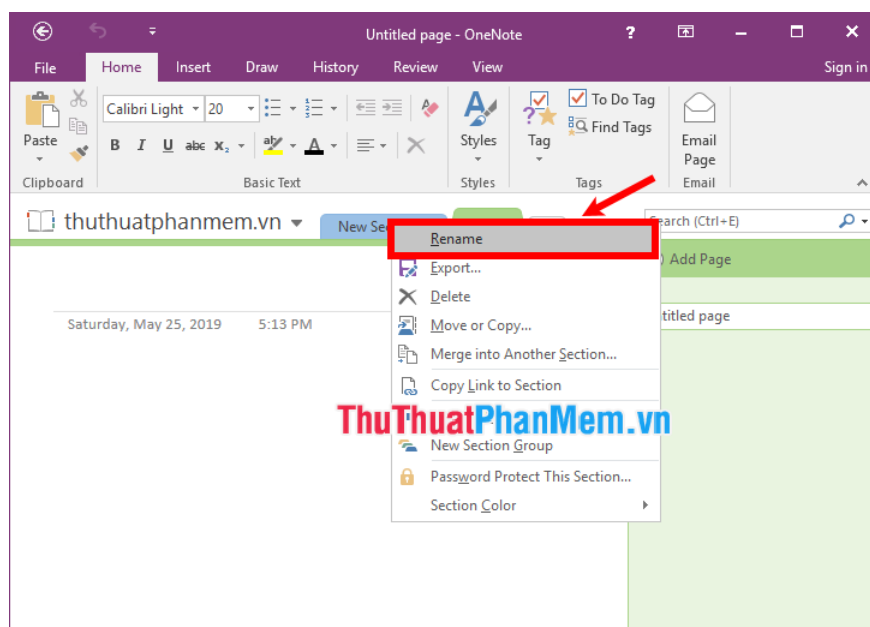
In a notebook will be able to create multiple **Sections** , by clicking on the + icon next to **New Section 1** as shown below.



And enter a name for the newly added **Section** .

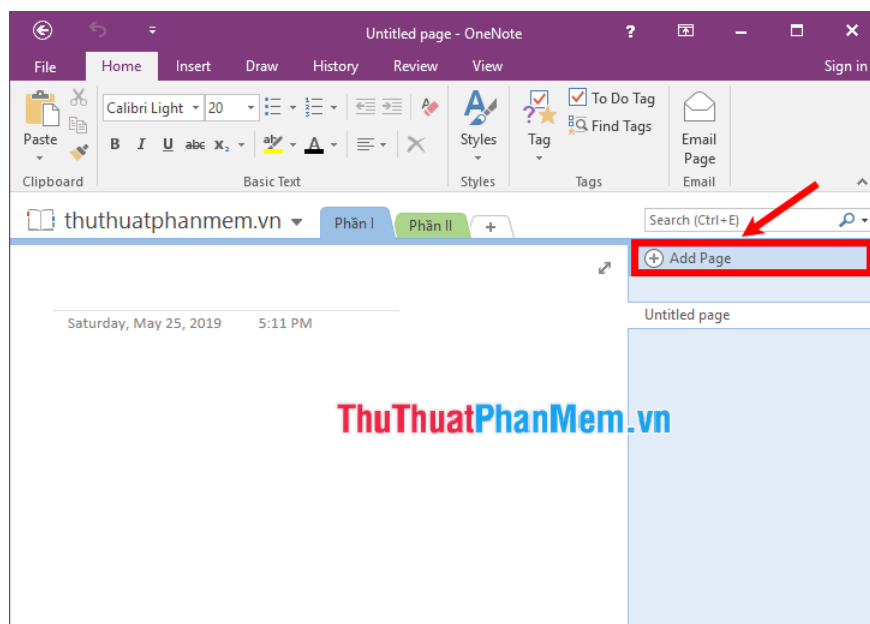


To edit the name of a section, right-click the **section** and select **Rename** , then enter the name you want.

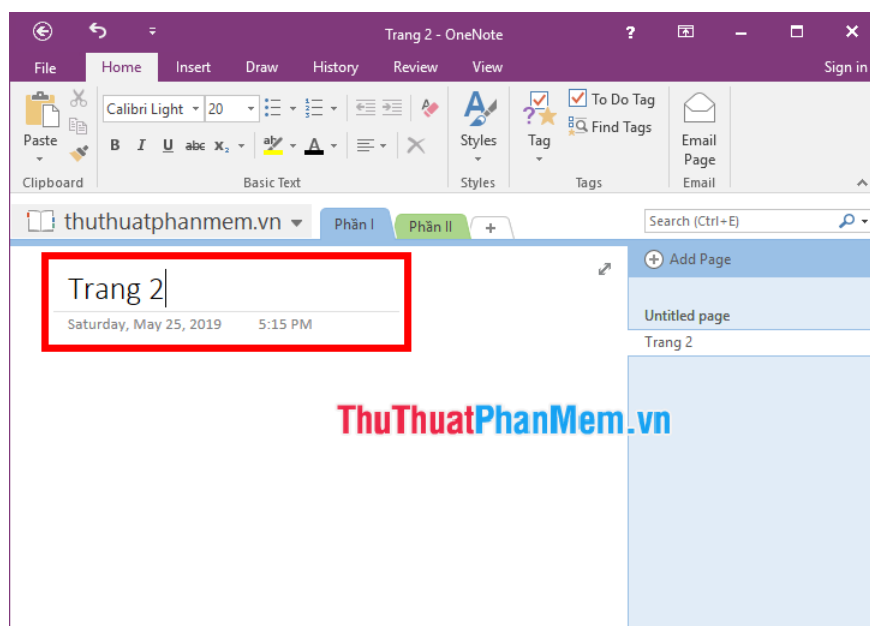


Add page in section

In each Section, you can create multiple pages, to add a new page for the Section, select **Section** , then select **Add Page** to the right of the Section.

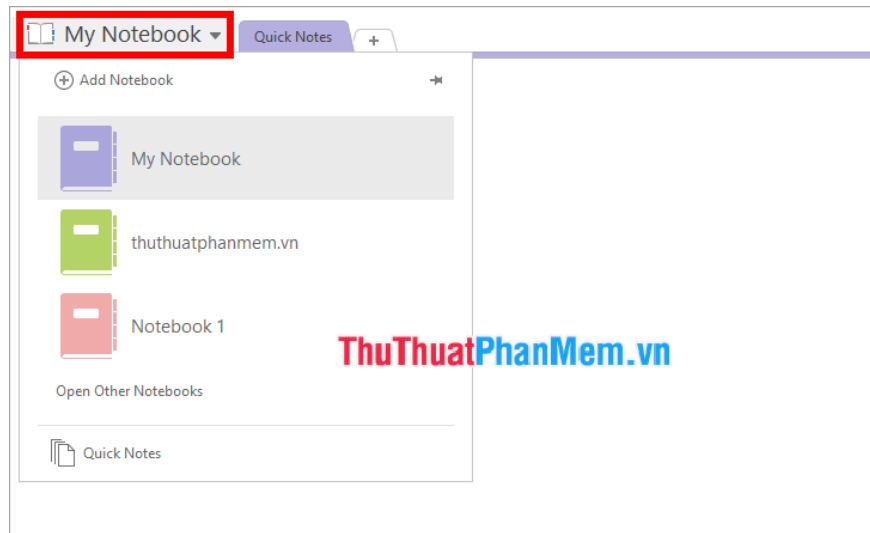


So you have added a new page for Section, to name the page you enter the name in the box above the page creation date and time.



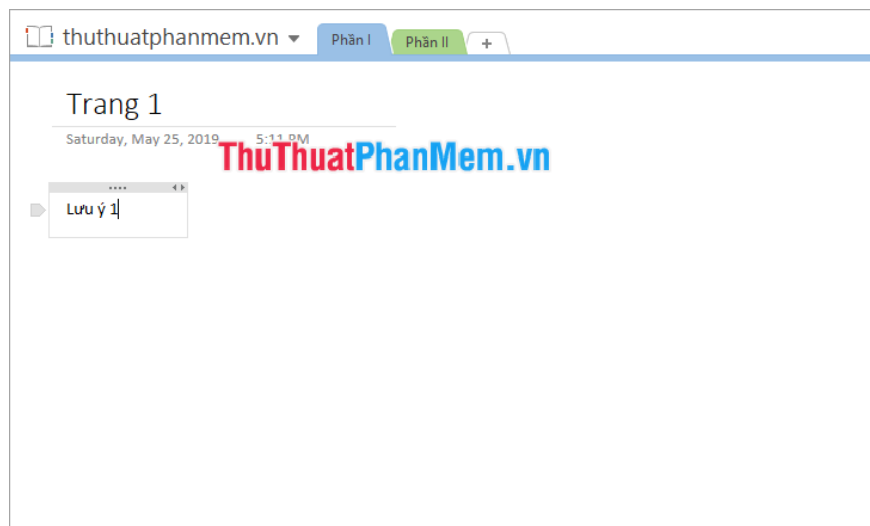
Move back and forth between the notebooks

By default, OneNote will have a My Notebook, which you can immediately write to this notebook or other notebooks. To switch between notebooks, select the notebook's name above and select the notebook you want to open.

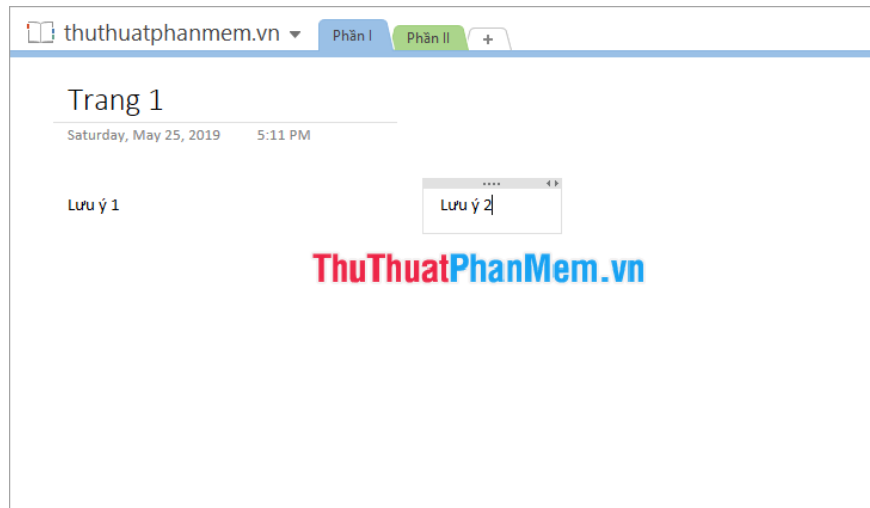


Enter or write notes

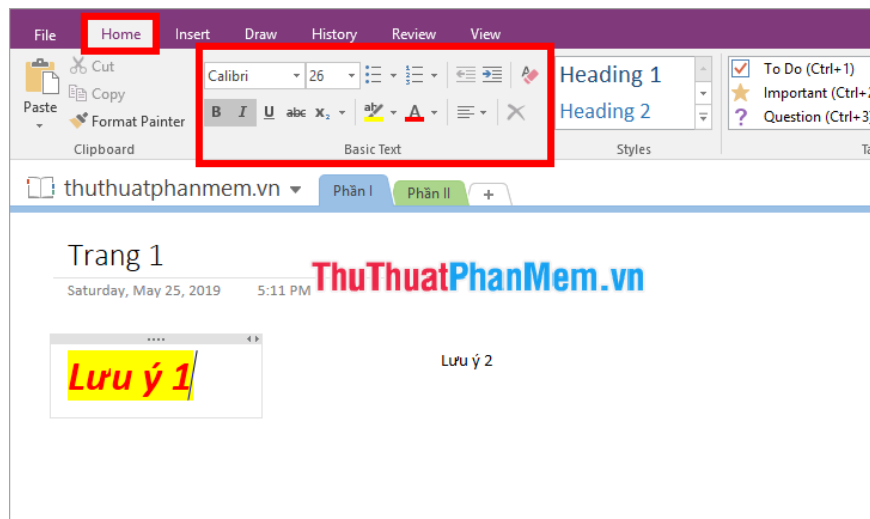
Select **Section** and select the page where you want to write a note, then click or click anywhere on the page to enter the note.



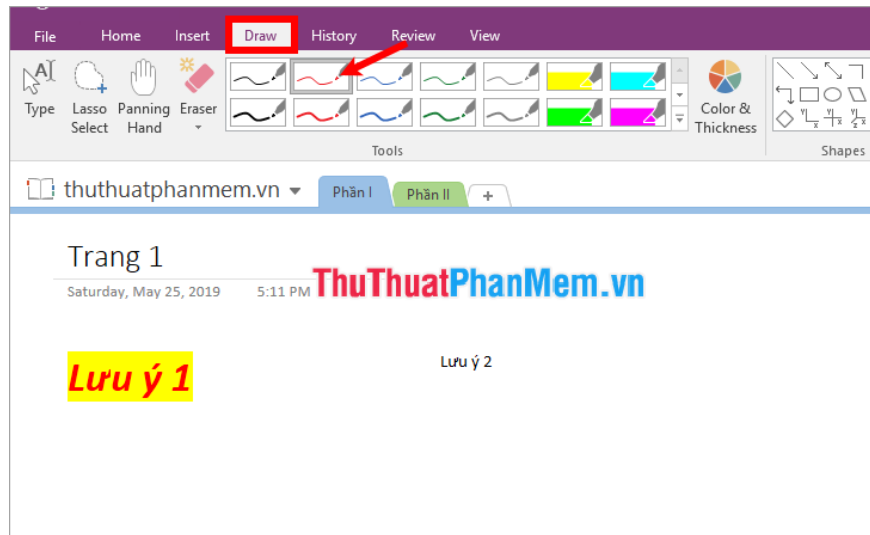
To enter other notes, click another location to write another note, each note will be enclosed in a frame, you can move, expand this frame.



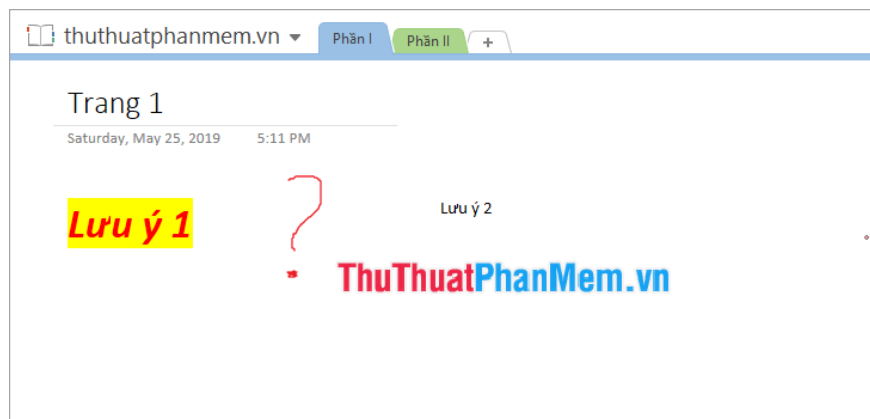
To format the text you've just entered, select the note you want to format and select the **Home** tab , in the **Basic Text** section, you can format the font style, font size, font color, fill the background color for the text.



You can also draw notes directly by selecting **Draw** and choosing the stroke style.

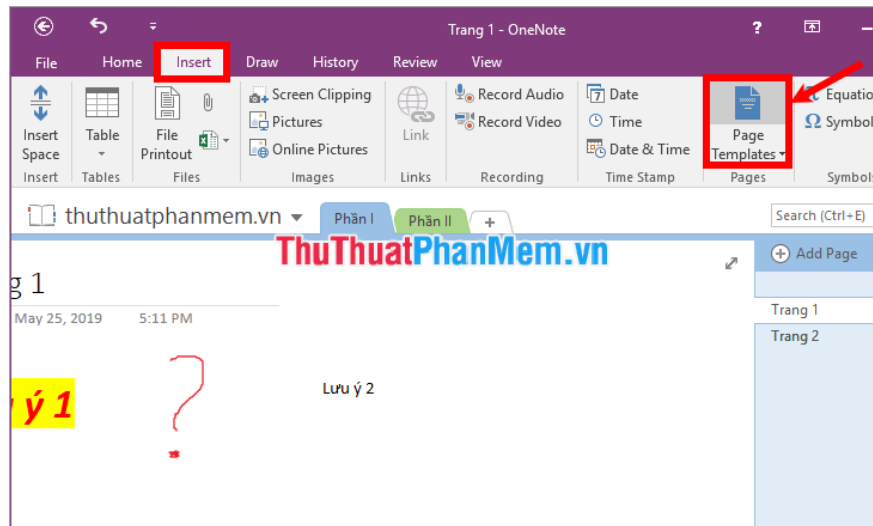


You can then draw directly to the page.

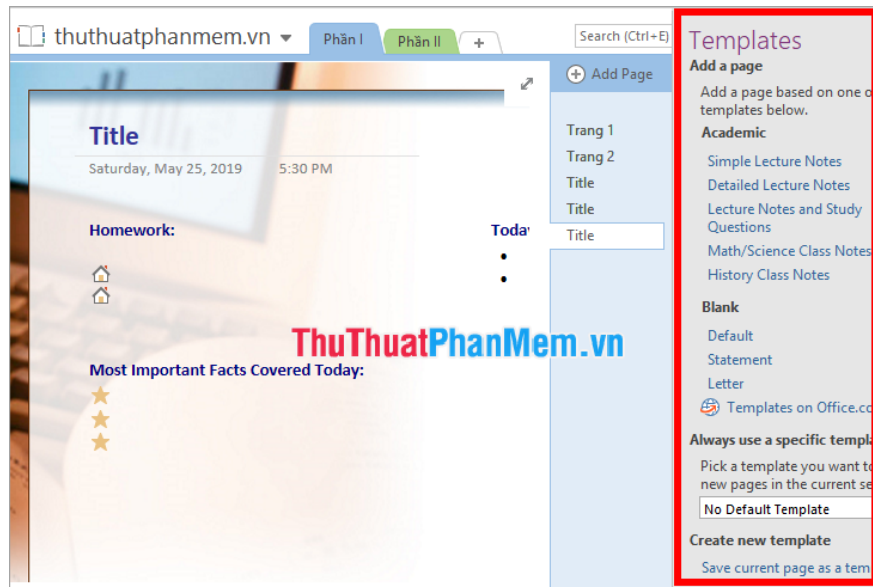


Add templates to the page

Select **Insert** -> **Page Templates** .



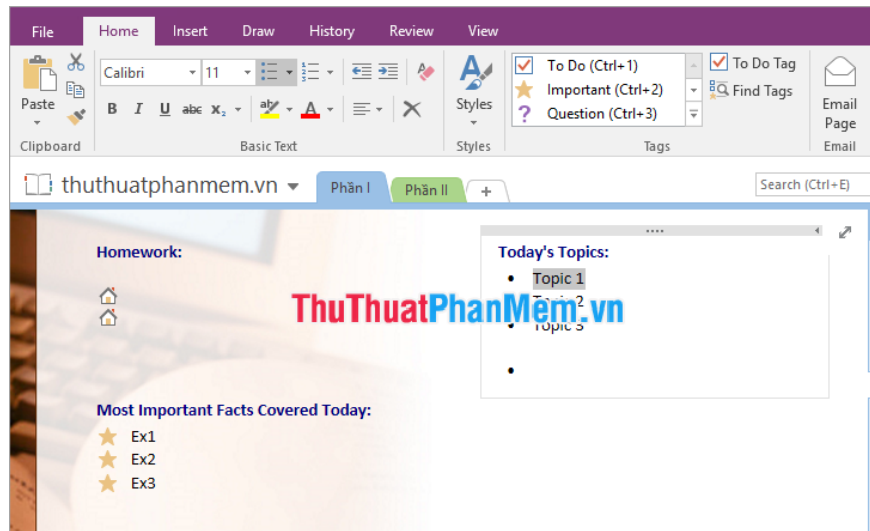
The **Templates** menu on the right of OneNote appears, select the templates you want.



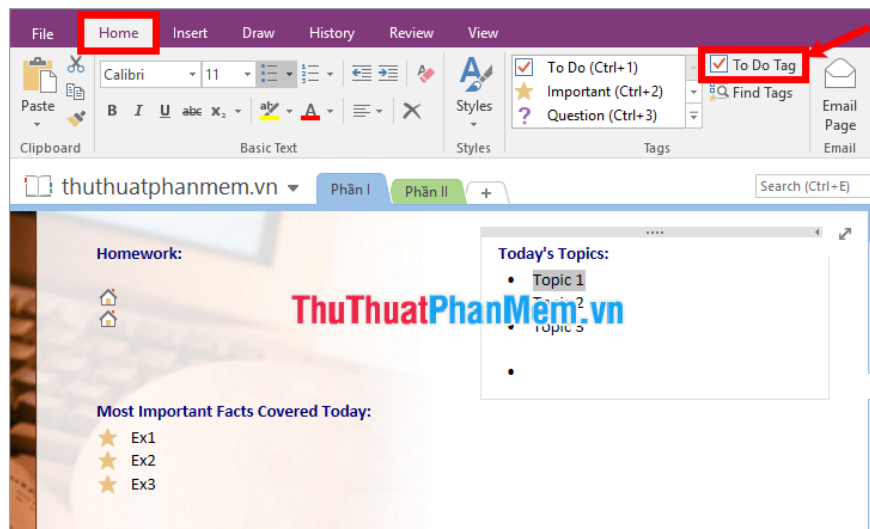
Add a tag

Add tags to visually mark and prioritize important notes for easy tracking by:

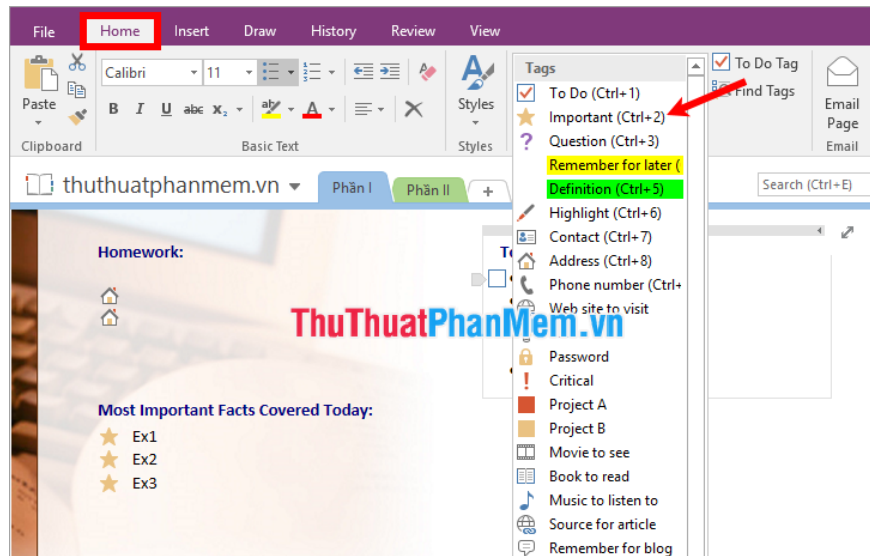
Step 1: Select the line of text in the note to which you want to add the tag.



Step 2: Select the **Home** tab -> select **To Do Tag** to add a check box before the note line you have selected.

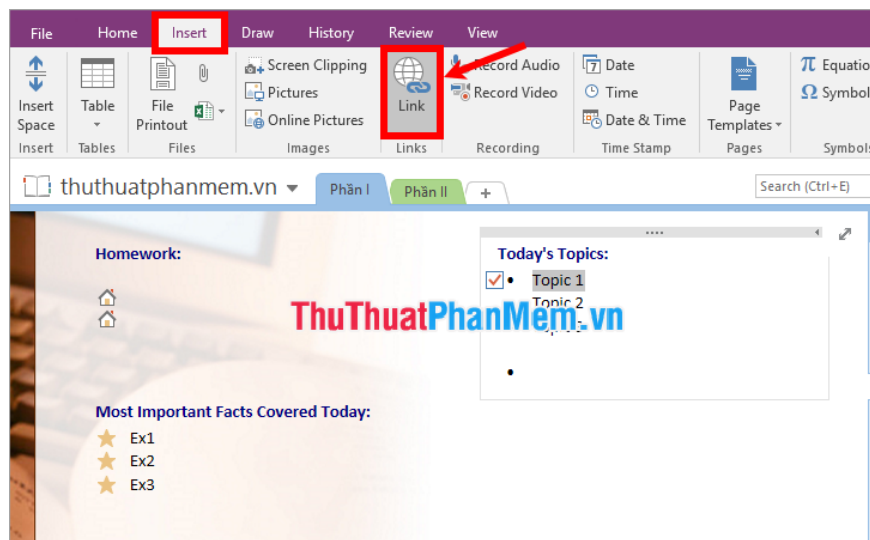


Or you can choose the extended arrow icon next to **To Do Tag** and select one of the other bookmark accordingly (important, questions, memos, contacts, addresses, phone numbers . .).



Add links for notes in OneNote

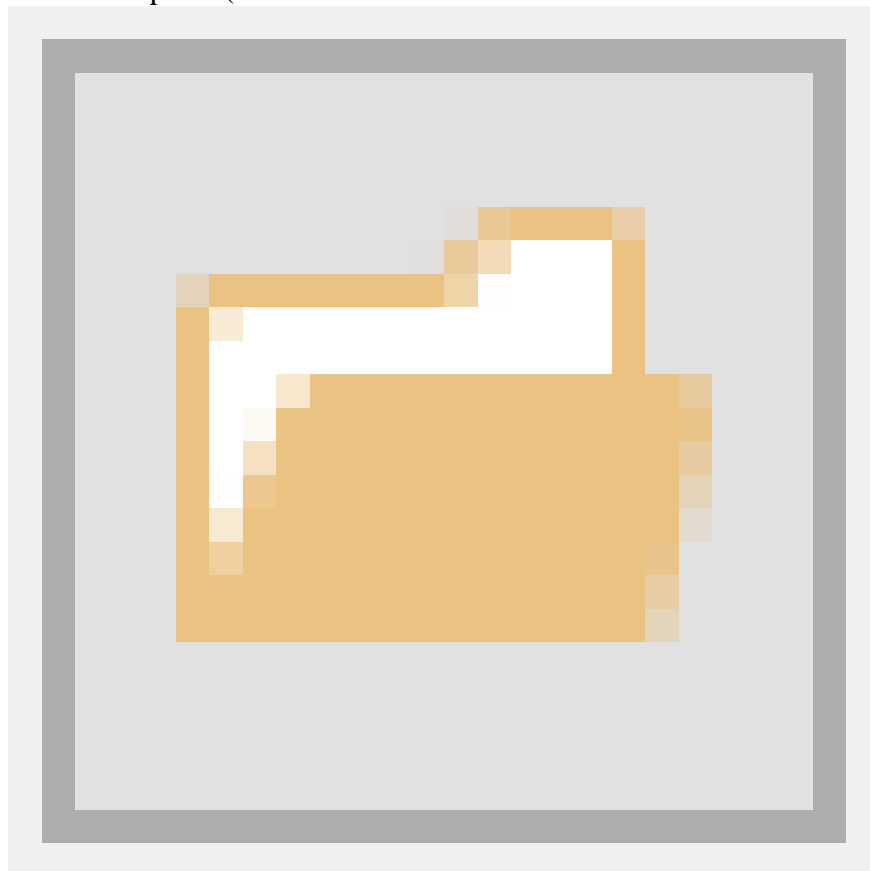
Step 1: Select the note you want to insert the link, then select the **Insert** tab -> **Link** .



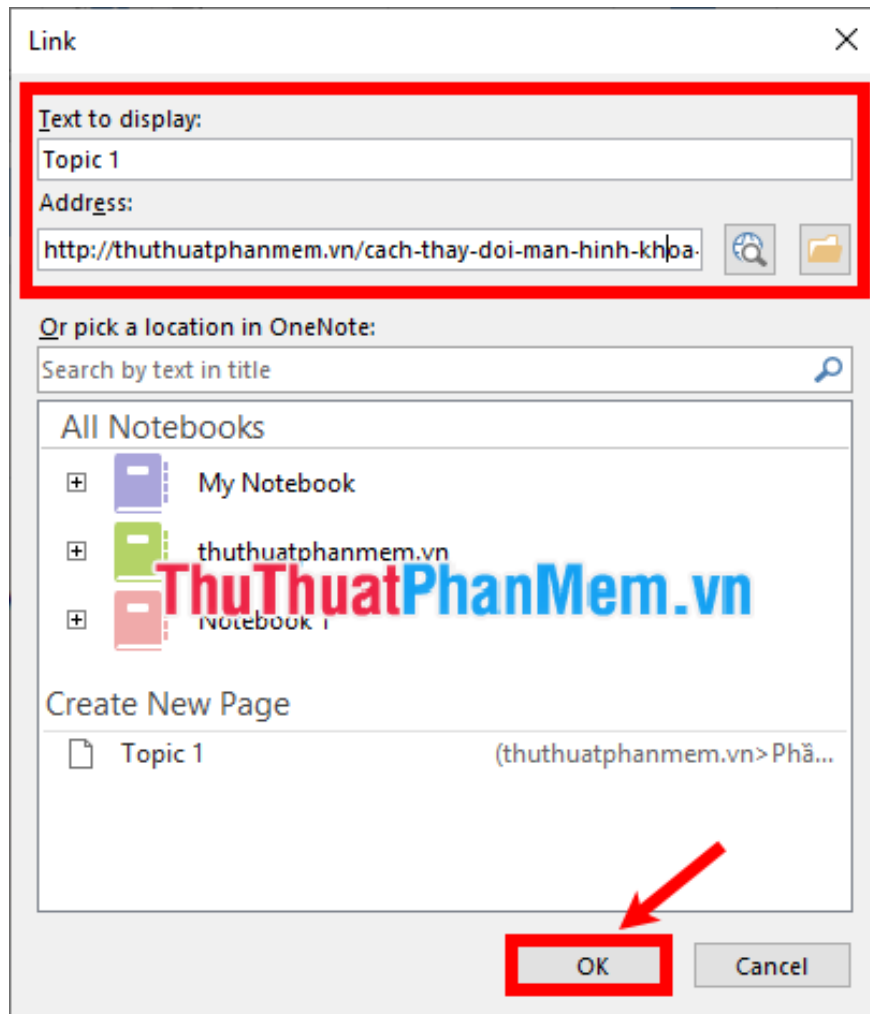
Step 2: The Link dialog box appears, you can change the text displayed in the **Text to display** section . And in the **Address** section, paste the address you need to link, can search for the link address on the web (



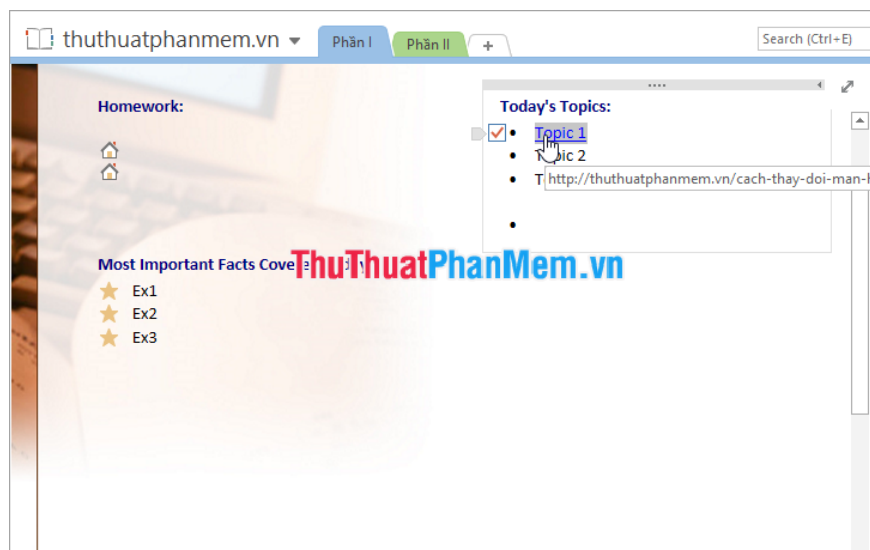
) or the link to the file on the computer (



). Then click **OK** to add the link.



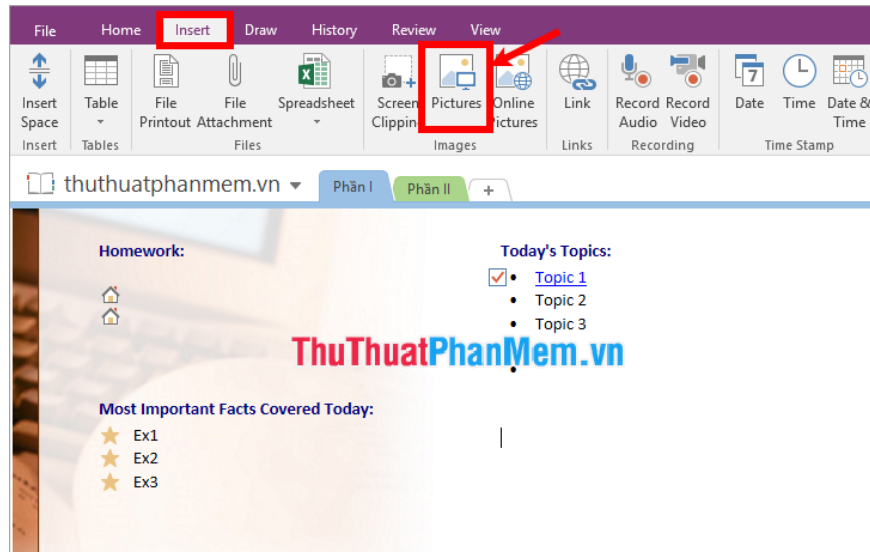
So the text you have chosen is linked, when clicking on it the link will appear.



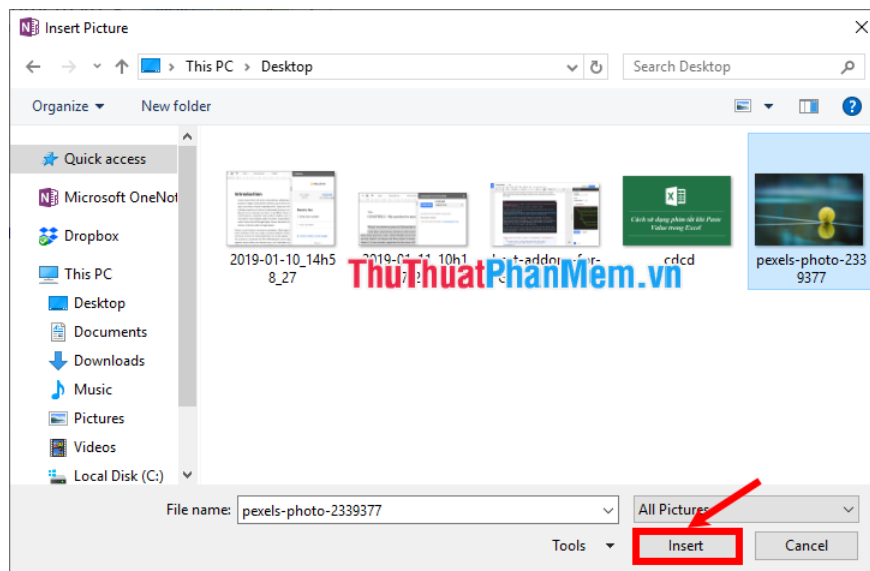
Insert photos

To insert pictures into OneNote you do the following:

Step 1: Click on any location on the page you want to add the image to, next select **Insert** -> **Pictures** (if inserting pictures online, select **Online Pictures**).



Step 2: The **Insert Picture** window appears, navigate to the folder containing the images and select the image to be inserted then click **Insert** .



So the image has been added to your page, to move the image you click on the image, move the mouse over the image when the mouse cursor appears 4-dimensional arrow, you hold and drag to the desired location.

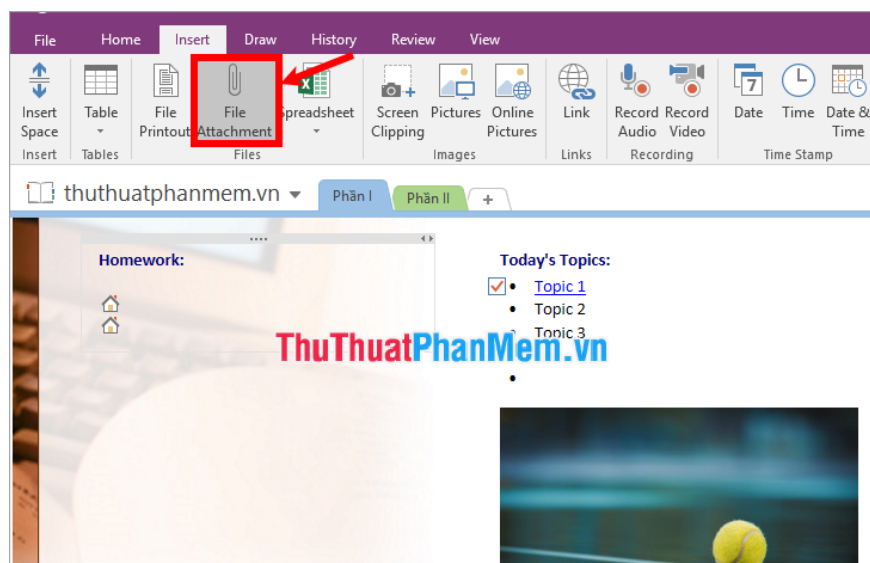


To reduce or enlarge the image you select the image, the image will appear the knobs around the image, you just need to move the mouse on those buttons when the mouse pointer appears as a two-way arrow then hold down the mouse button and drag it to zoom in, drag it in to zoom out.

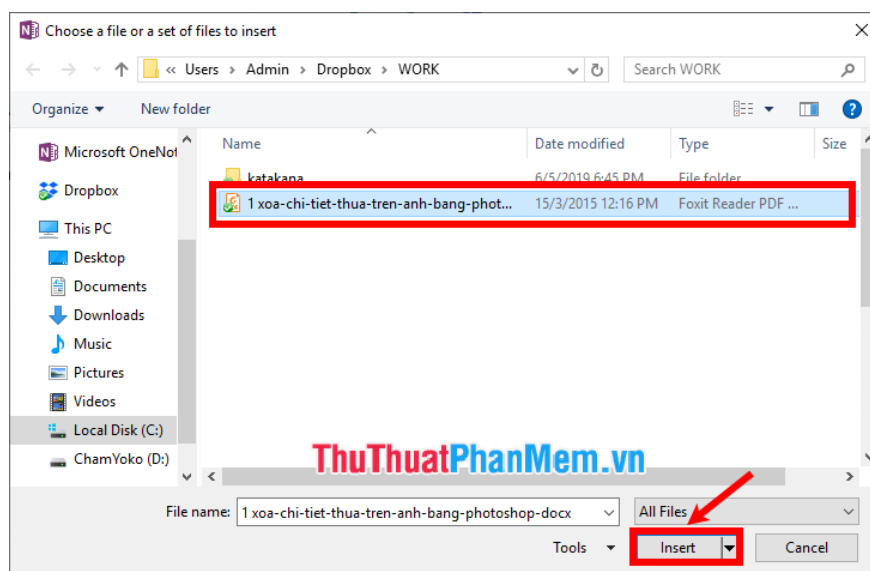


Add documents and files to notes

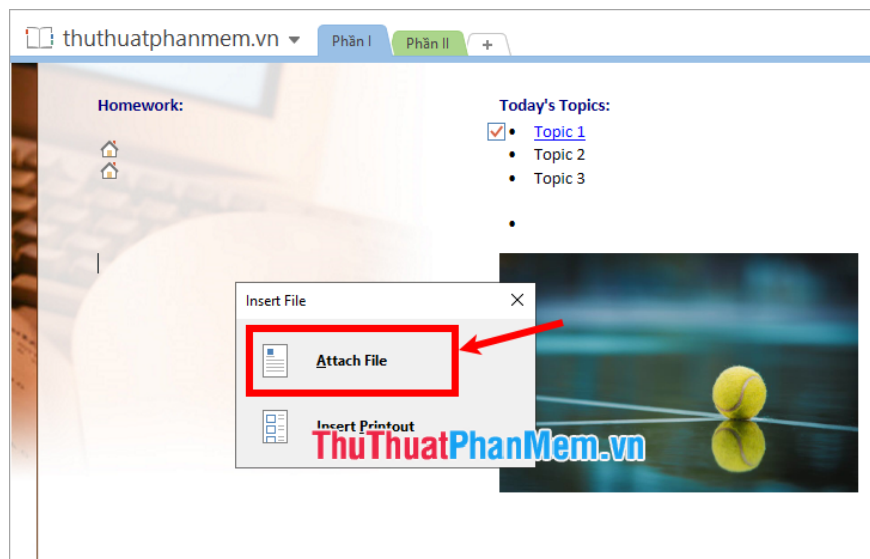
Step 1: Click and click anywhere on the page you want to add the document. On the menu bar, select **Insert** -> **File Attachment** .



Step 2: The **Choose a file or a set of files to insert** window appears, select the document to be added and select **Insert** .



Step 3: The **Insert File** appears, you can insert the document as an attachment (**Attach File**) or directly insert the document into the note (Insert....).

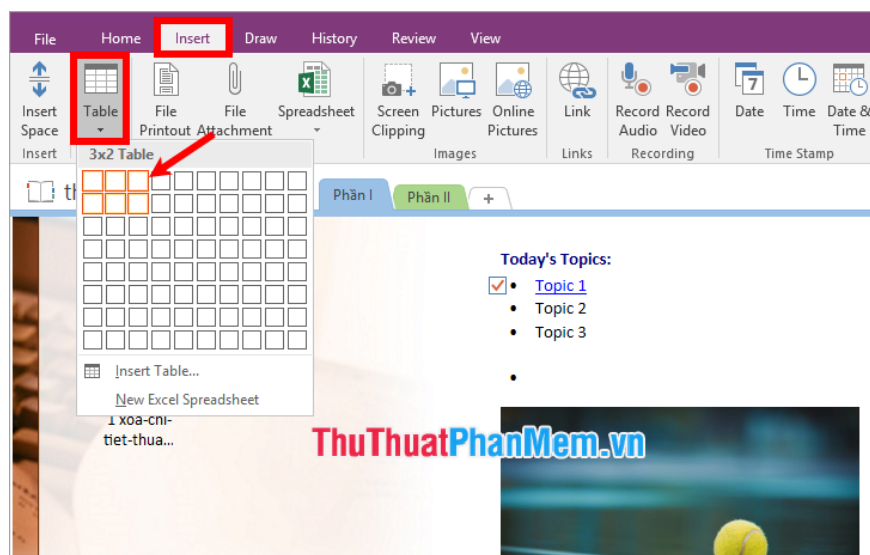


If you choose **Attach File** , the file will be added as an attachment as shown below.

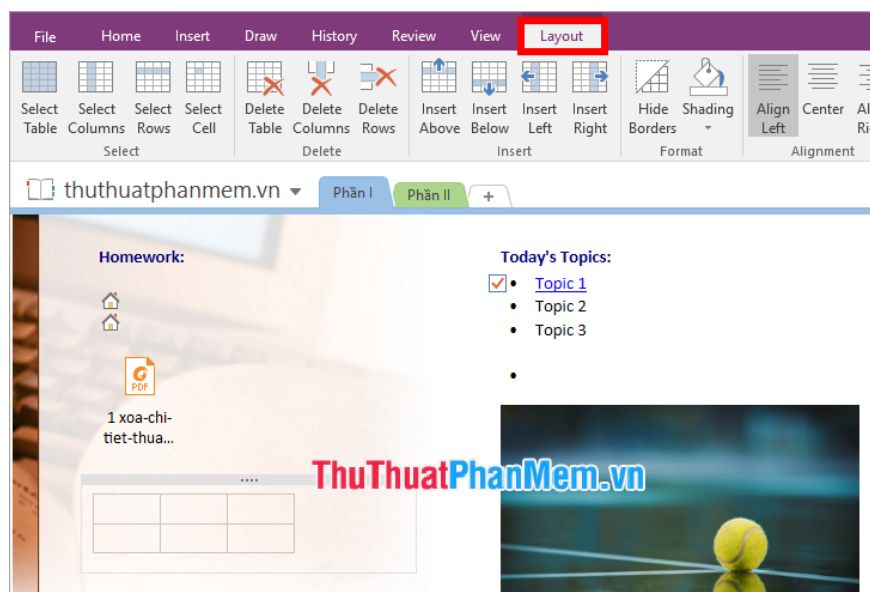


Create a table in a notebook

To create a table in the notes you make very simple, just select the position to insert the table, then choose **Insert** -> **Table** -> select the number of rows and columns of the table.

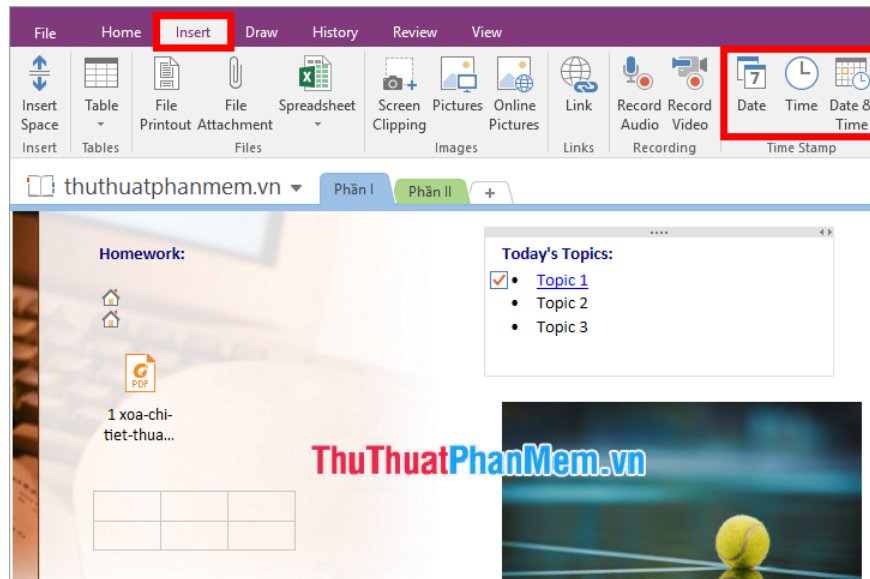


So the table has been inserted in the notes, you can work with tables similar to tables in Word, Excel, customize the table in the **Layout** tab of **Table Tools** .



Add date and time to OneNote

OneNote supports you to add date and time to the notes page, you just need to select the location to add and select **Insert -> Date** (to add the current day, month, year), **Insert -> Time** (to add the current time) or **Insert -> Date & Time** (to add days, months, years and hours).



Immediately the date and time you inserted will be added to the page.



Save the notebook

OneNote in Windows 10 does not have a Save button, because OneNote automatically saves and dynamically everything you manipulate, change, or edit on OneNote.

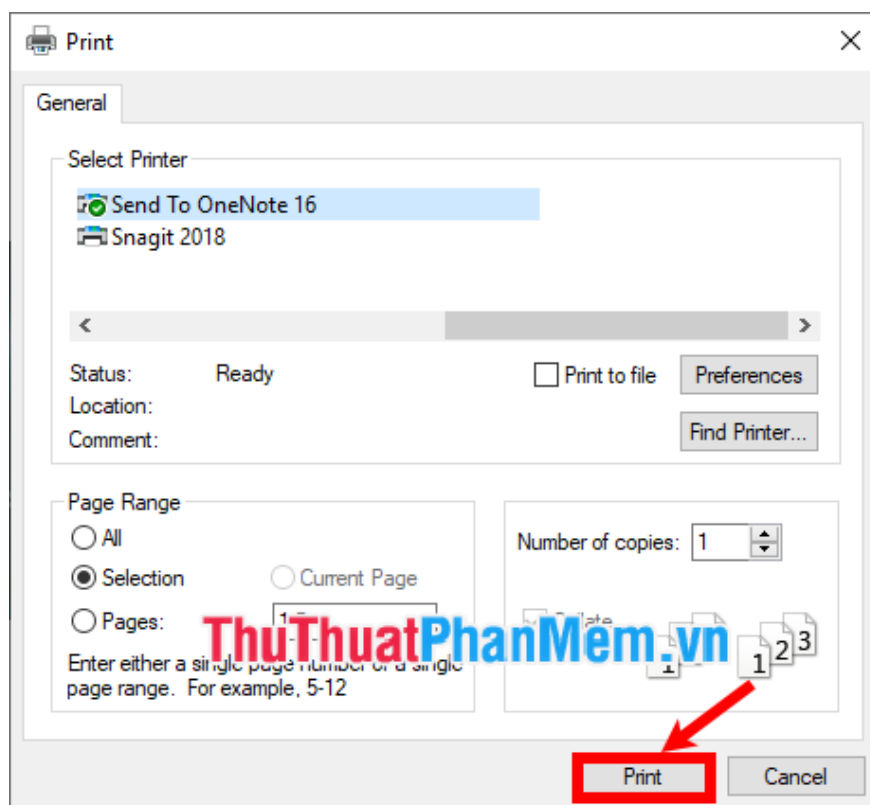
Print a notebook

If you need to print any page in OneNote then you do as follows:

Step 1: Open the page you want to print, select **File** -> **Print** -> **Print** (or press **Ctrl + P**) to open the **Print** dialog box .



Step 2: On the **Print** dialog box, select the printer and print page settings then click **Print** to print.



Above the article has instructed you to use OneNote note software for beginners, after regular use you will have the experience of creating notes quickly, easy to understand and manipulate many useful functions. Other utilities that OneNote supports. Good luck!

You finished reading the article "**Instructions for using OneNote note software for beginners**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.