

ACE Quick Guide to OneNote

What is OneNote?

OneNote is a **digital notetaking application** which resembles a physical notebook with pages and colour-coded 'chapters'. It allows you to **take notes, create to-do lists, and embed drawings, screenshots, and files.**

You can create separate 'chapters' for different modules and organise your notes in pages, according to different subjects or tasks – managing all of the information you will need throughout your apprenticeship.



Benefits and Useful Features

1	OneNote seamlessly integrates with Microsoft 365 and Outlook.
2	To help track and measure progress , you can include checkboxes and 'flag' tasks for completion within a specific timeframe.
3	You can insert tables and embed links, images, videos, and files.
4	You can convert handwritten notes to digital transcripts using the 'Ink to Text' function.
5	Using 'Drawing Tools', you can annotate and sketch diagrams by hand.
6	When using the 'Dictate' function, OneNote will also convert speech to text.
7	' Immersive Reader ' provides additional options to assist with reading and comprehension, allowing you to listen to your notes read aloud or adjust how they appear by modifying font, spacing, and colour.
8	As notebooks are stored online, they can be accessed from any device!
9	You can share notebooks with colleagues for real-time collaboration.
10	As OneNote is a digital notetaking application, your notebooks will never run out of pages!

For more information and tutorials on how to use these features, see **Additional Resources!**

Creating Your Notebook

1. To create a new notebook, click 'Add Notebook'.

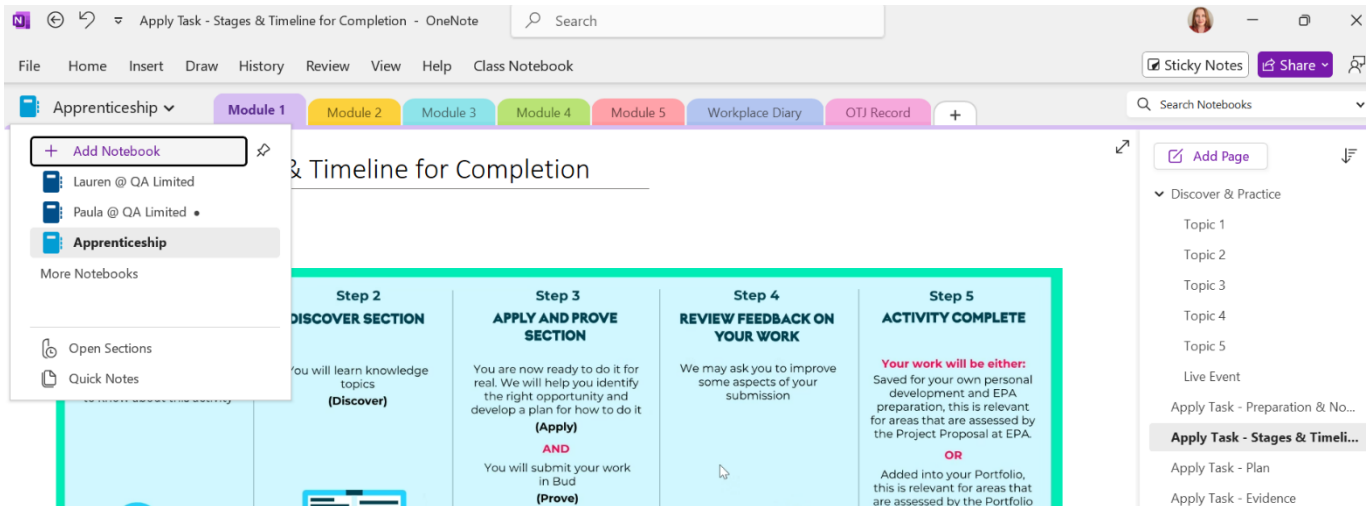


Figure 1: Creating a Notebook

2. You can then **save** and **name** your notebook.

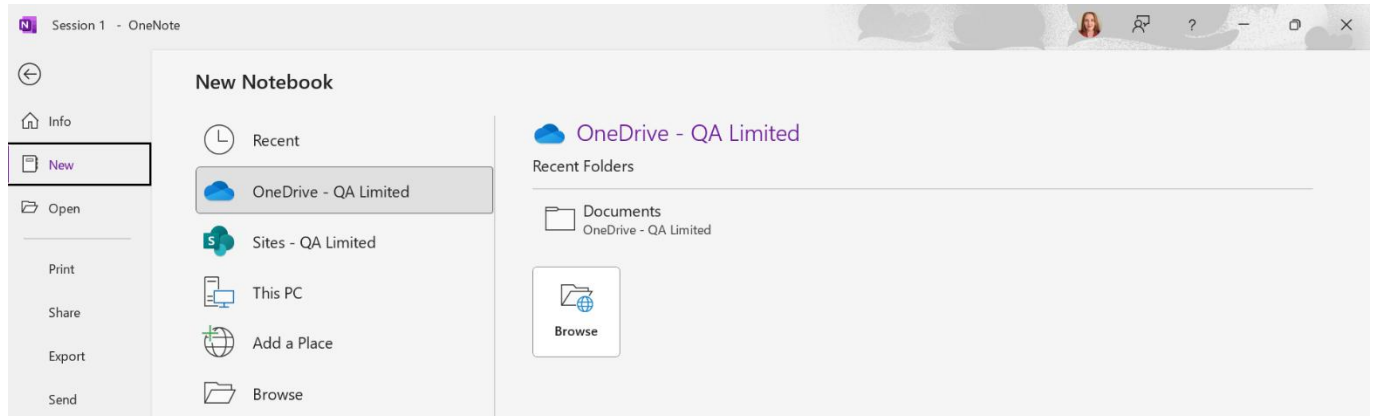


Figure 2: Saving a Notebook

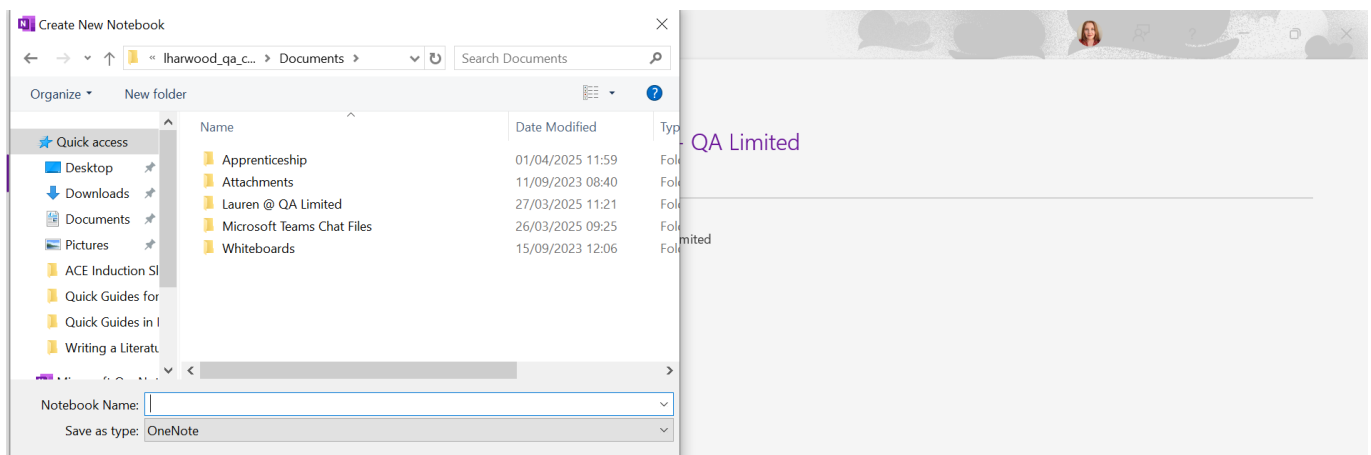


Figure 3: Naming a Notebook

The Layout of Your Notebook

Notebooks:

Like a physical book, they contain all of your work on a particular topic.

Chapters:

Colour-coded dividers within the notebook for different subjects or tasks.

Search:

Searches all notebooks.

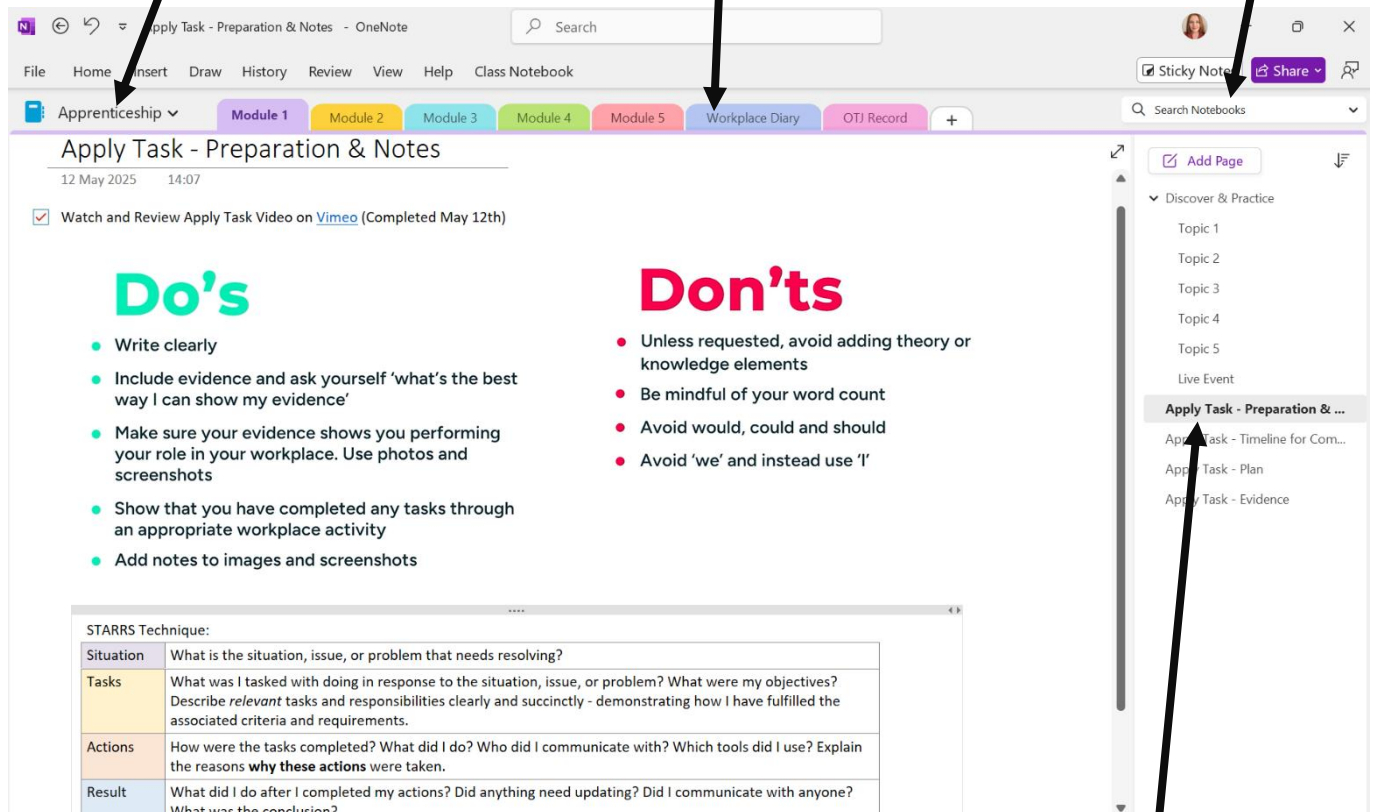


Figure 4: The Layout of a Notebook

Pages and Sub-Pages:

Here you can organise your notes, create to-do lists, and embed images, links, screenshots, and files.

Changing the Layout of Your Notebook

1. The structure of your notebook can be adjusted according to preference by selecting **'View'** and then **'Tabs Layout'**.

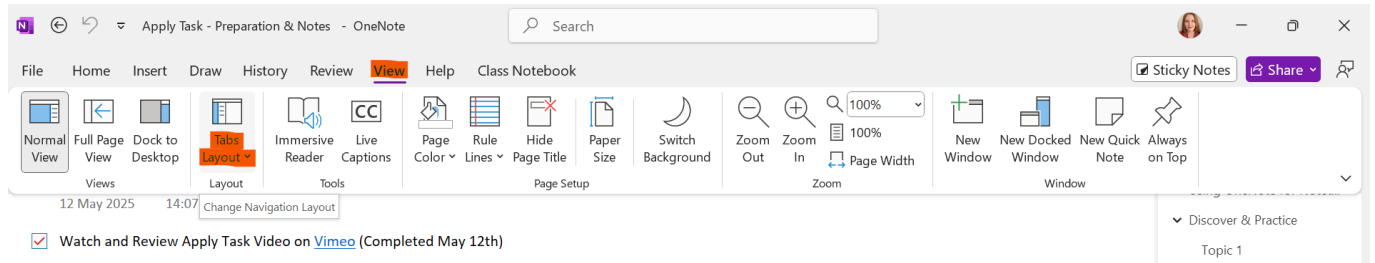


Figure 5: Navigating the 'View' and 'Tabs Layout' Options.

2. You can subsequently choose between **'Vertical Tabs'** or **'Horizontal Tabs'** (shown in Figure 4).

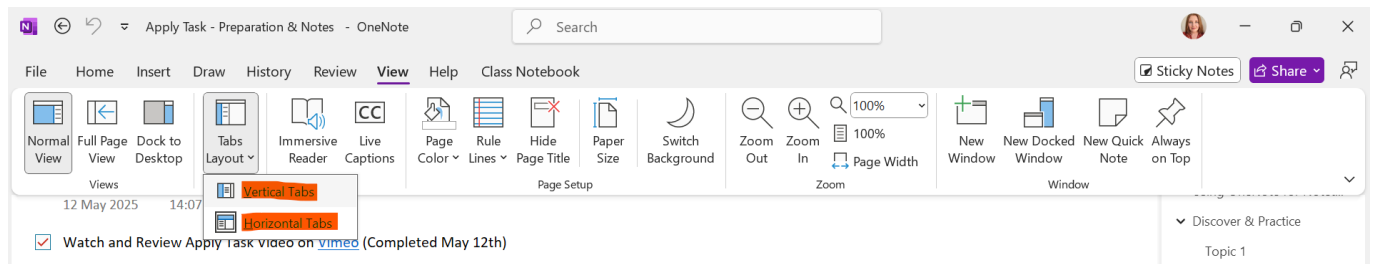


Figure 6: Selecting 'Vertical' or 'Horizontal' Tabs

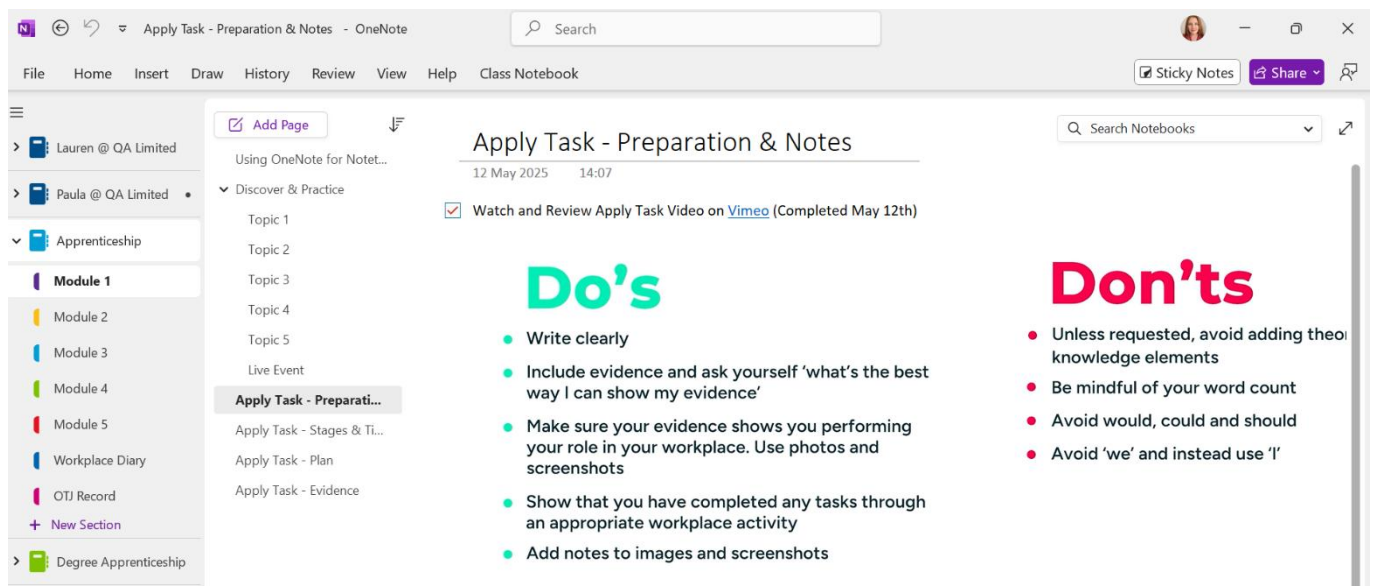


Figure 7: A Notebook with 'Vertical Tabs'

Embedding Files and Documents

1. Once you have downloaded and saved a relevant document, you can **embed it on a related page of your notebook by selecting 'Insert'.**

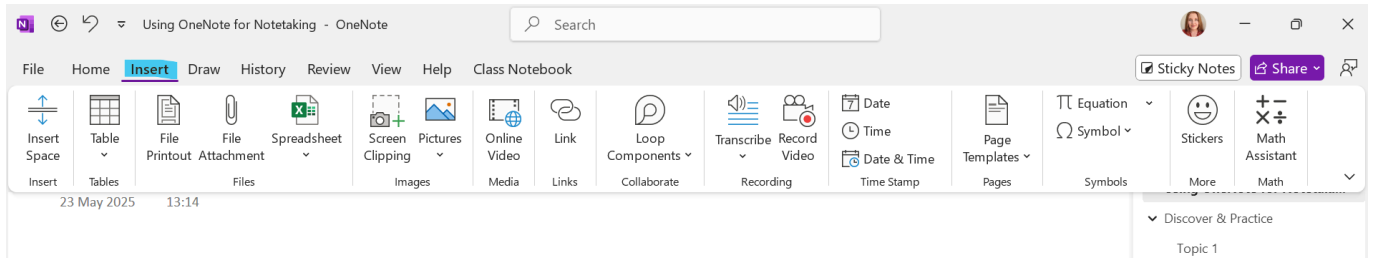


Figure 8: Locating the 'Insert' Function

2. To embed a full, readable copy of the document, select the **'File Printout'** option.

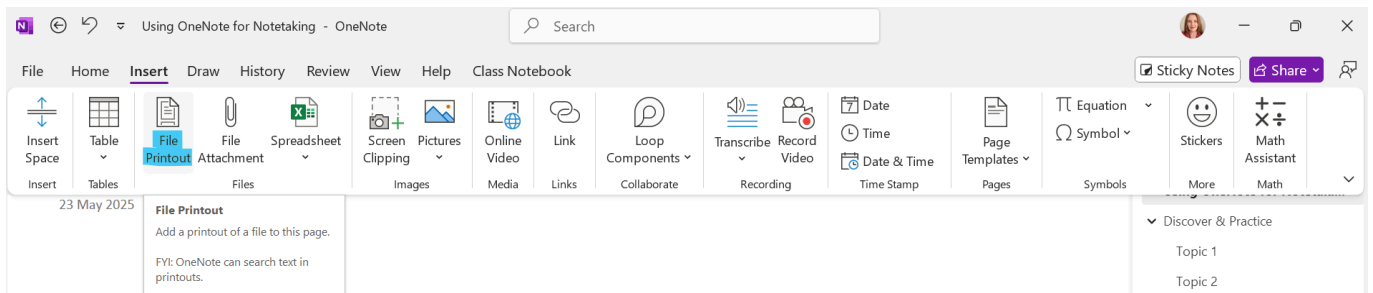


Figure 9: Selecting the 'File Printout' Option

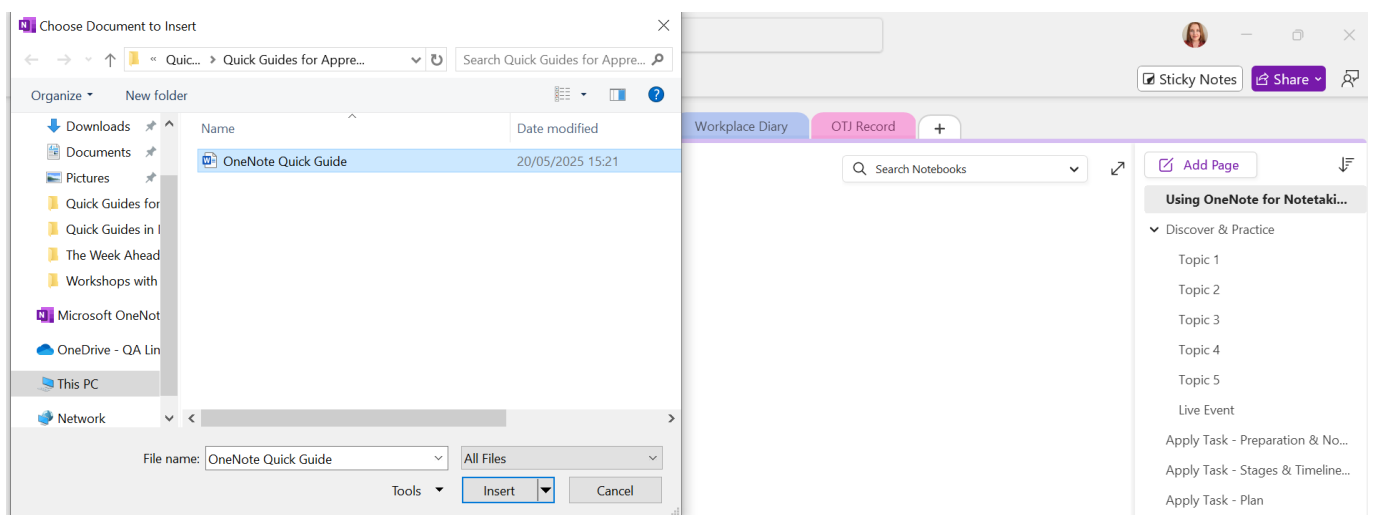


Figure 10: Selecting a Document

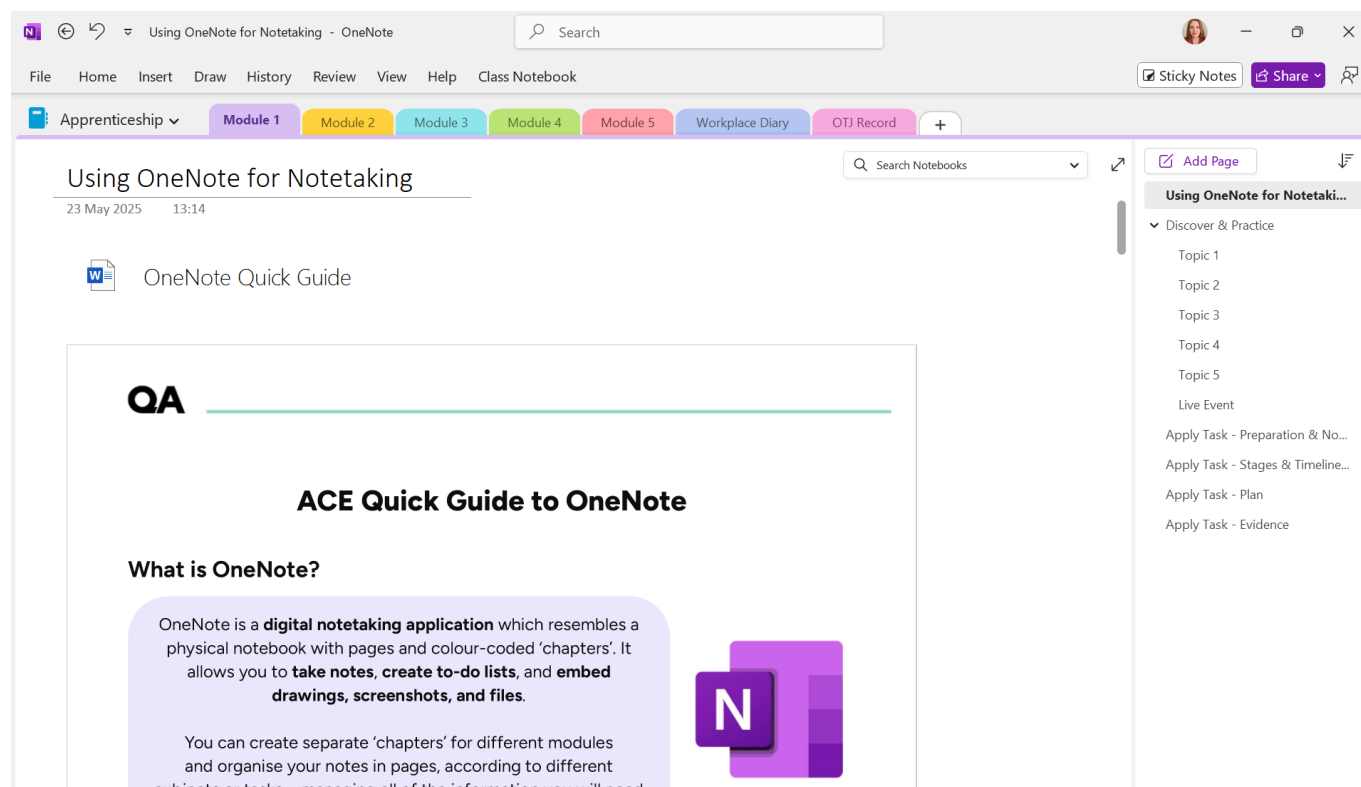


Figure 11: A Full, Readable Version of the Document is Embedded

- To embed it as a clickable file, choose the '**File Attachment**' option before selecting the document (see Figure 10).

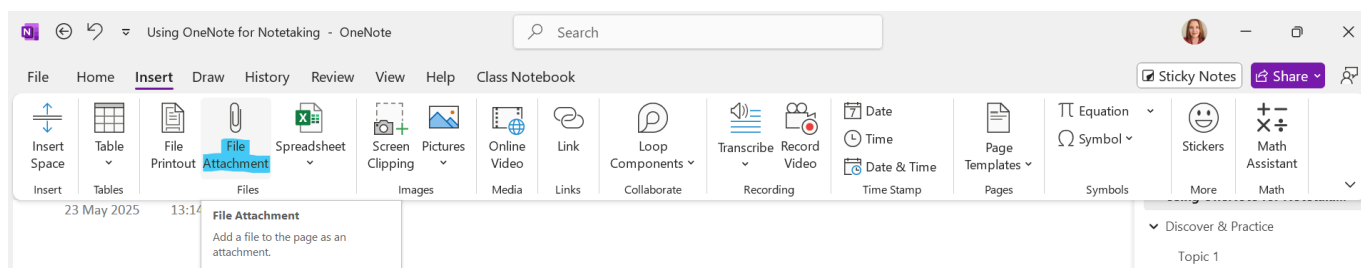


Figure 12: Choosing the 'File Attachment' Option

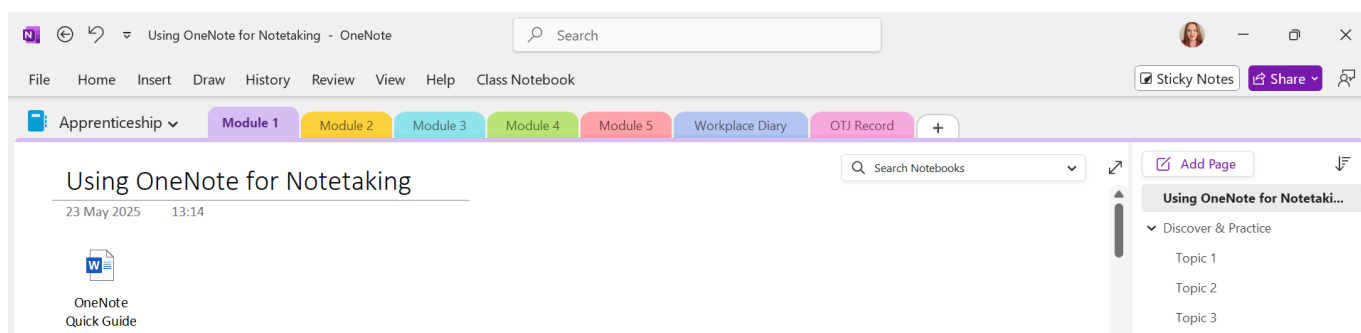


Figure 13: A Clickable File is Embedded

Additional Resources

Microsoft Tutorials:

1. [Introducing OneNote](#)
2. [How to use OneNote's 'Ink to Text' function](#)
3. [How to use OneNote's 'Dictate' function](#)
4. [How to use OneNote's 'Immersive Reader' function](#)
5. [Creating a checklist in OneNote](#)
6. [Flagging a task in OneNote](#)
7. [Inserting a table in OneNote](#)
8. [Drawing in OneNote](#)

Video Guides:

1. [OneNote Tutorial for Beginners](#)



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