

OneNote App vs. 2016 Desktop Version

OneNote Notebook vs. Class Notebook

- These notes are divided by the section of OneNote with new elements highlighted. Email dkoble@wanee.org with any questions. Several desktop items are not included or highlighted here.
- Search OneNote and choose app. Desktop 2016 through July.
- In the OneNote: creating, opening, closing, moving sections/pages
- Deleting: through OneDrive only
- Right click/drag

Navigating Views/Options

- Syncs to cloud, maintained online, mobile device
- Recent notes, Setting options: default size, font, Quick Notes
- Lightbulb, notifications, share

Home

- Undo, redo, paste, bold, italics, underline, highlight, font format, clear formatting, bullets, numbers, indent, alignment.
- Tags: options, create a new tag, headings, microphone for dictation

Insert

- Table, file, printout, picture, online video, link, audio [no video like '16]
- Meeting details
- Symbols, math, stickers
- Researcher, Forms

Draw

- Pens, pencils, highlighters
- Select object/text, Lasso
- Shapes, ink to shape, ink to text
- Ruler, Math

View

- New window, Immersive Reader, zoom, page color, rule lines, deleted notes
- Translate, check accessibility, replay, hide authors

Class Notebook

- Distribute page, section, copy to content library
- Review student work, lock pages
- Create Class Notebook, add/remove students/teachers
- Manage Notebook: share with parents, add teacher only, lock collaboration space, make groups in collaboration space