Ribbon Basics

Taking your note on the OneNote Online software can be a productive way to keep yourself organized. OneNote keeps track of all your documents by separating them into sections, times, dates, and Notebooks. Whether that be for Classes, Ideas, Cooking, or Scheduling.

Insert Tab

When jotting down information it may be important to add a photo, link, or table to better understand your note taking.

Under the Insert tab click the Table icon. Using the grid that appears below, choose the number of rows and columns you want your table to have.

A window that will say > DESIGN LAYOUT, will then allow you to color your table or add a special design.

Notes

In the Section tab, you can add a note book for each class, idea, or any desired segment. Choose a color scheme to separate the sections in a more organized way.

On the day that you add to a section it will date each part with a day, month, year, and time.

Each Notebook contains it's own sections. You can have multiple notebooks with multiple sections.
If you are **printing from the library**, click **Print**, then enter your Ohio User Name (ex. AL180417) or if you are a community member, enter the number on the bottom right of your printer card. Click **Yes** on next window and swipe your OU card/Printer card at the designated printer. Press **Print** on the touch screen.

---

**Inserting a Form**

OneNote has a convenient option to insert a Office Form/quiz right into your notes. The quiz/form will also be interactive in the notes which could be handy for studying for a class or collecting data.

Under the **Insert Tab**, click on the **Form** button, this will give you a window that will appear on the right hand side of your browser. From there, you select which form/quiz you would like to enter.

A window like this will appear on your notes. Here, you can scroll down to see the rest of the question to answer. You can even make notes beside the quiz/form to discuss the importance of the matter.