Laptop Essentials

PRACTICAL ADVICE FOR HUNTER CENTRAL COAST TEACHERS

Visit our **Laptop Support** COW

The Laptop Support COW is part of the Hunter Central Coast Regional COW's (Collaborative Online Workspaces).

Access

Access the COW's via the link on the HCC Regional Intranet:

https://detwww.det.nsw.edu.au/regions/hunter_ccoast/

Login with your DET portal username with the suffix @det

e.g. Jennifer.Wise@det

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An Introduction to Microsoft OneNote 2010

Microsoft OneNote is a versatile software application that can be used to organise notes, ideas, diagrams, pictures, video and audio. The best way to describe OneNote is as an electronic version of a paper notebook which is divided into sections and pages. Microsoft refers to these using the same terminology.

This issue of Laptop Essentials will discuss the basics of using OneNote. Instructions in this guide refer to Microsoft OneNote 2010.

Creating your first OneNote Notebook

1. Open Microsoft OneNote from > All Programs > Microsoft Office > Microsoft OneNote 2010
2. To create your first Notebook, click on the *File* menu followed by '**New**'.
3. For now we will create a Notebook that is stored on your computer only. Click on '**My Computer**' in the *New Notebook* window that appears.
4. Give your Notebook a name
5. Choose a location for your Notebook (you can leave this as the default if you wish)
6. Click the Create Notebook icon to create the Notebook.

Adding Sections to your Notebook

Sections can be used to divide your Notebook into topics, subjects, terms, weeks and so on. Your new Notebook will already have one section (probably called New Section 1). To rename this section, right click on the section tab and choose **Rename**.

To add a section to your Notebook, click on the **Create a New Section** tab (see below) and give the section a name.
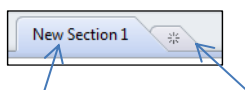
Above: A Notebook section and **Create a Section** tab

Adding Pages to your Notebook

Pages can be added to Notebook Sections by clicking on the New Page option in the page tabs list (to the right of your Notebook page). Give each page a name by typing in the area of the new page. As new pages are added, a list of pages will appear on the page tabs list.

Adding Notes to a Page

Notes can be added to a Notebook Page by clicking on the page where you want the notes to appear and then typing. OneNote automatically creates a 'container' for each block of text that you type. These containers can be moved to different places on the page by clicking and dragging the container.

> If Antarctica's ice sheets melted, the worlds oceans would rise by 60 to 65 metres

Above: Example of a OneNote container

Using the Screen Clipping tool

The Screen Clipping tool can be used to capture screenshots of your computer screen. This allows users to capture content quickly onto a Notebook page – e.g. images and webpage content.

To take a 'Screen Clip':

1. Open the page that contains the information you want to capture (e.g. webpage, document, etc.)
2. Open the OneNote page where you would like to insert the screen clip and click on the page where the screen clip will be added
3. Select the Screen Clipping icon from the Insert toolbar in OneNote (this will minimise OneNote and display the last active window)
4. Draw a rectangle by clicking and dragging around the content that you would like to 'clip'. Release the mouse button to 'clip' the required content. Clipped content will appear on your OneNote page with a date and time stamp.

Above: The Screen Clipping icon

Other OneNote features to try

- Insert a table to organise information on a page
- Insert a picture from a file on your computer
- Create a link on a OneNote page to a website or other OneNote page
- Make an Audio or Video Recording and insert it onto a OneNote page
- Insert an equation

Further help

A guide to 'Using Microsoft OneNote ' is available for download on the Laptop Support COW. Also see the '*Tools 4U:* **Microsoft OneNote**' on TALE.

Next Issue: Creating a simple podcast

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