Microsoft

Getting to know

Microsoft OneNote

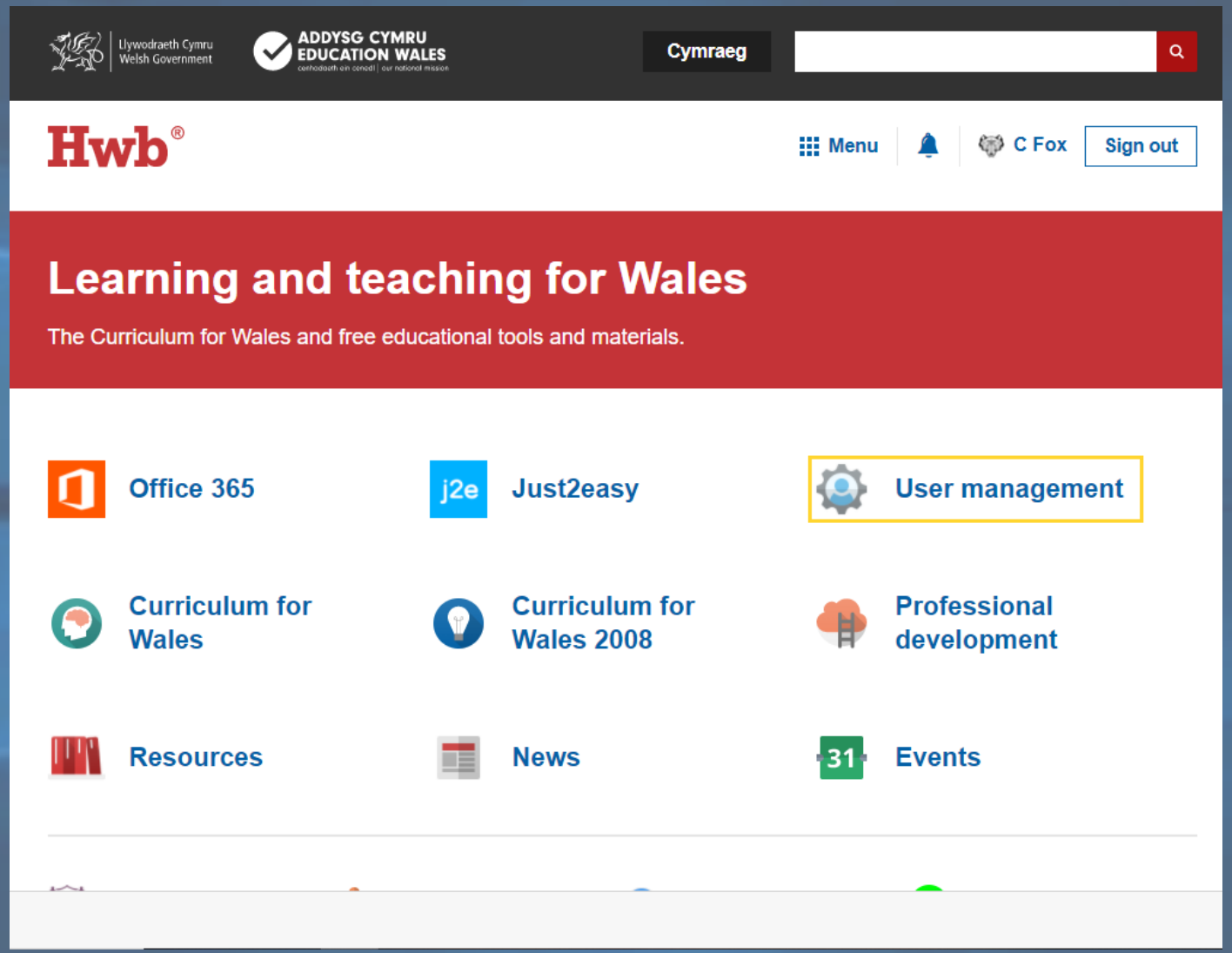


Please note, this is only for the online version available for Office 365 on HWB

How to Start

To begin with, sign into your HWB account as normal and you will be sent to your HWB homepage.

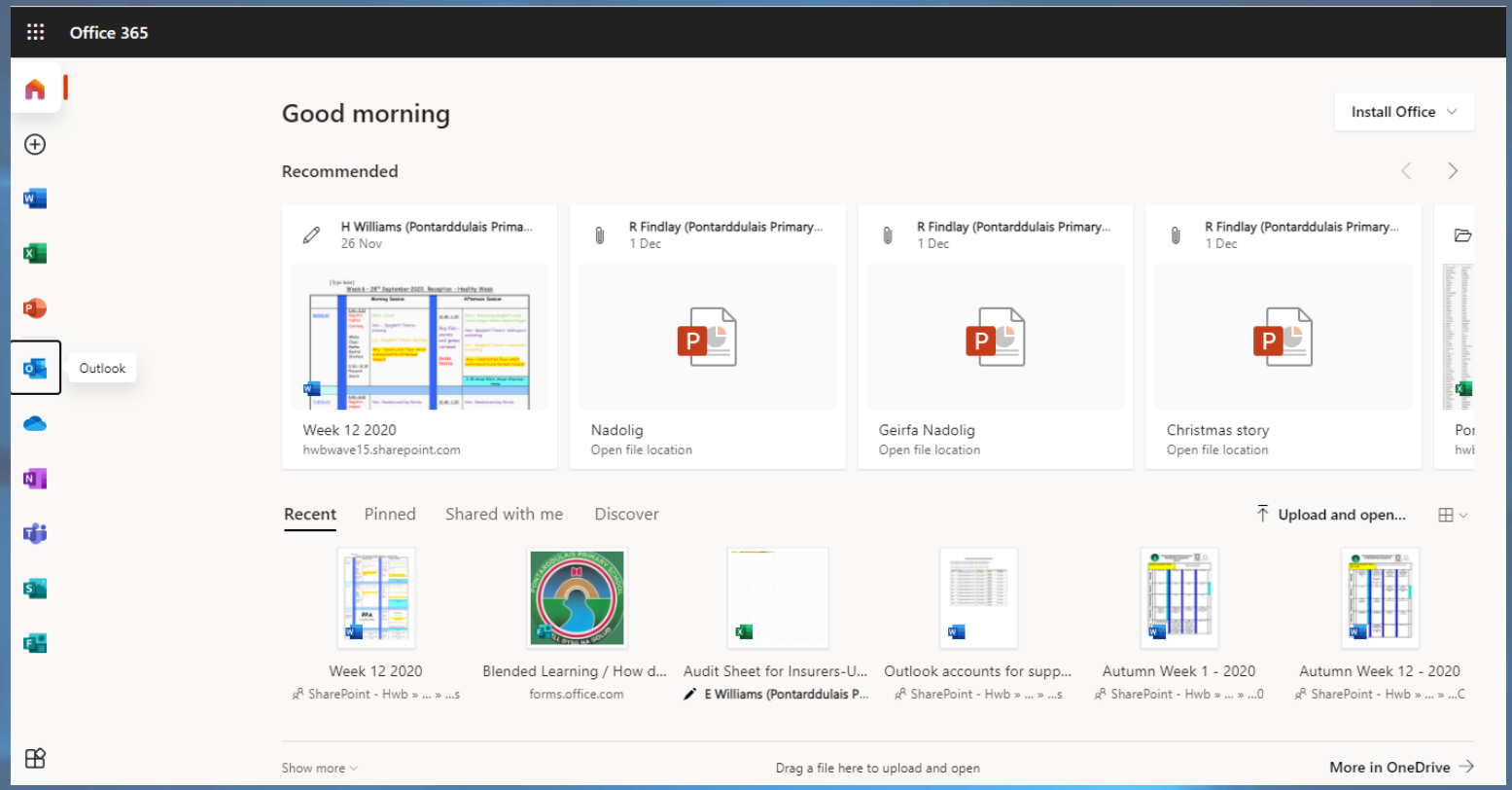
(NB Pupil Homepages look slightly different to mine, but it follows similar rules)



Finding your Office

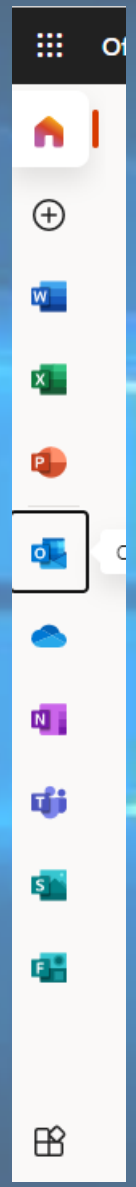
Click on Office 365 and you will be sent to your main Microsoft Office Page. Here you can access all forms of the Office Package such as Word, Excel, PowerPoint, Onedrive, Outlook, Forms, Teams.

In the top right, you can see Install Office. Being on HWB, your child has a free licence to the whole Office 365 package to install on your home devices.



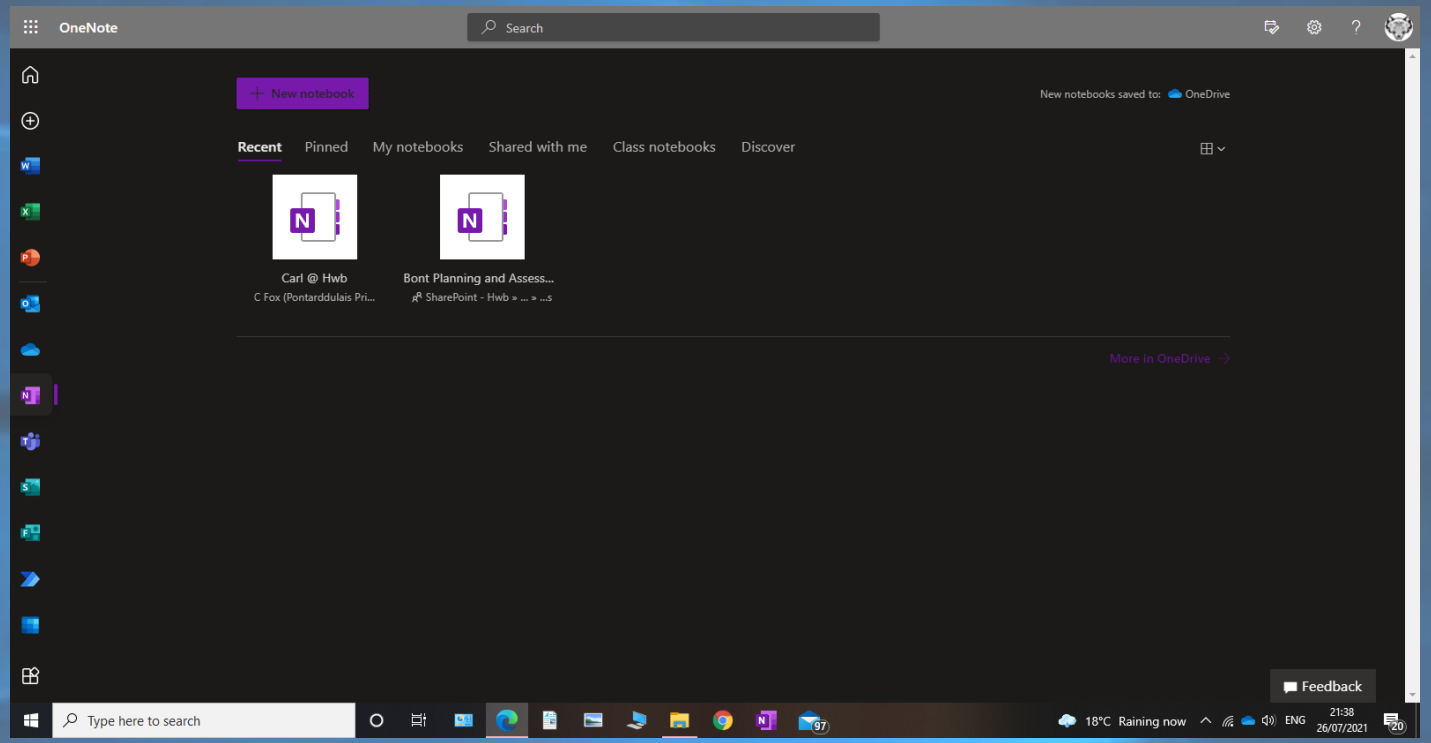
Make a Note

OneNote is found near Teams with a purple page with an N.



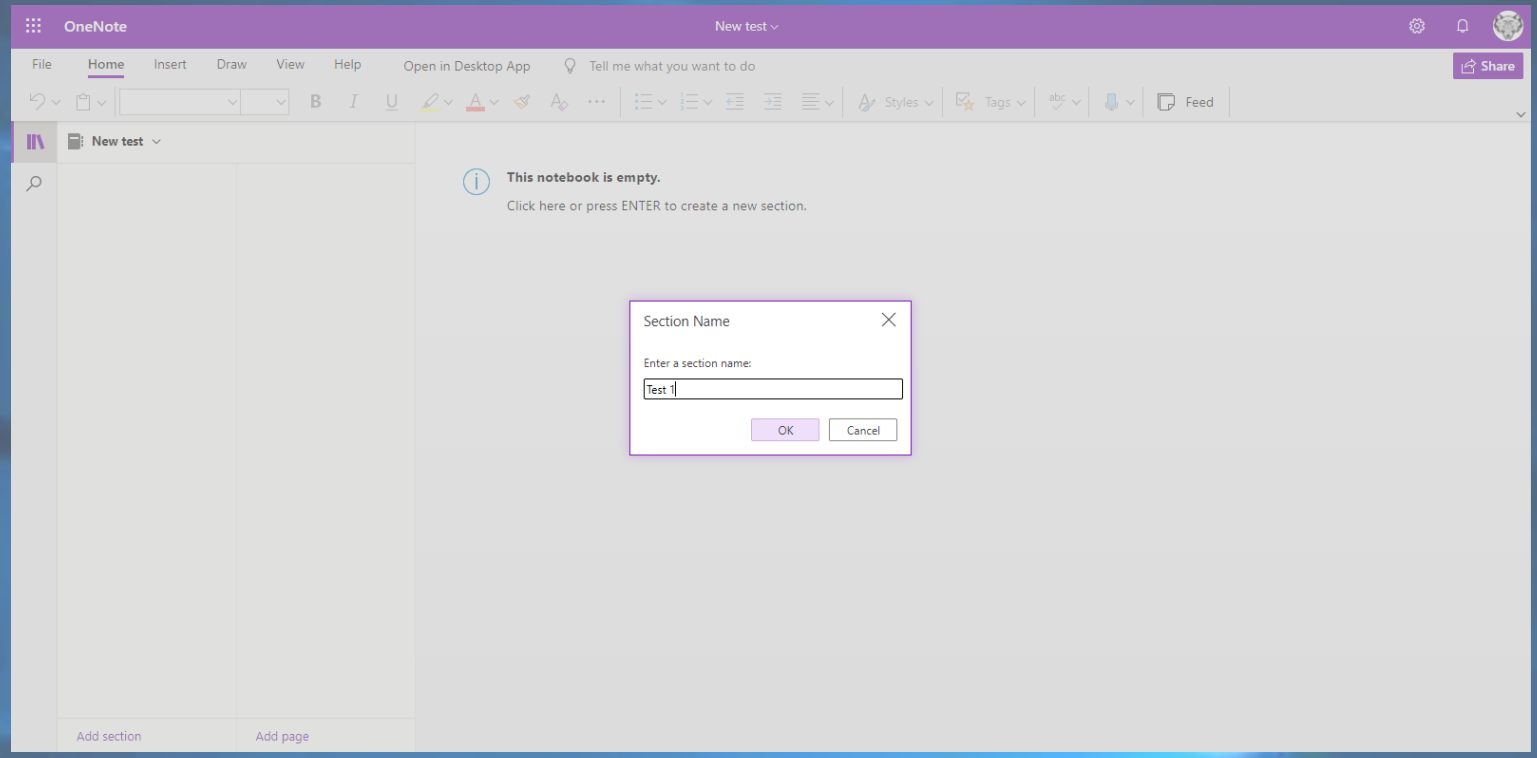
OneNote Homepage

This is your OneNote homepage. You can select a new notebook, choose a template, find work you have done or have been shared to you. In the top right you will see that all your work is saved to your OneDrive. You can also access the other apps by selecting one of the icons, or the waffle at the top (this will open another tab)



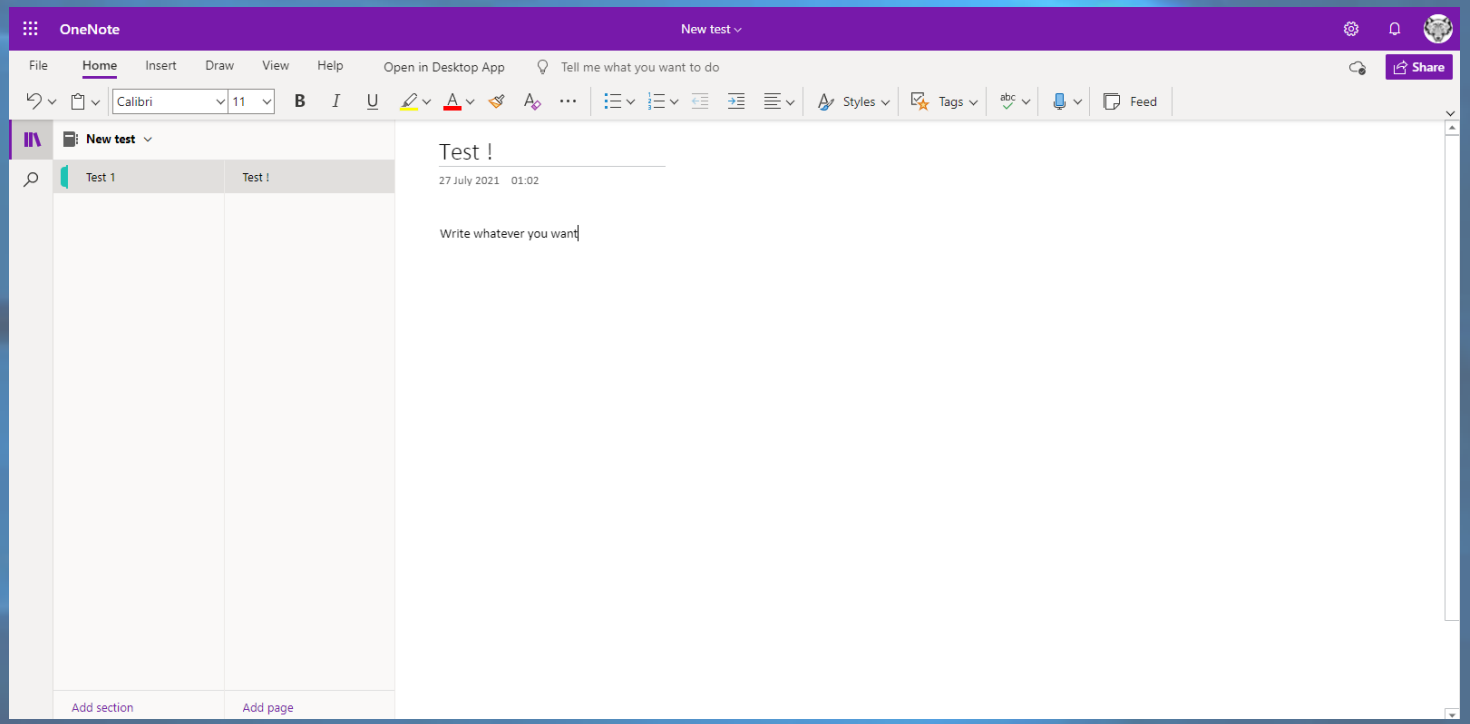
Taking Notes

When you start a Notebook, you will need to create a section to start. You can create more with the buttons at the bottom of the left pane.



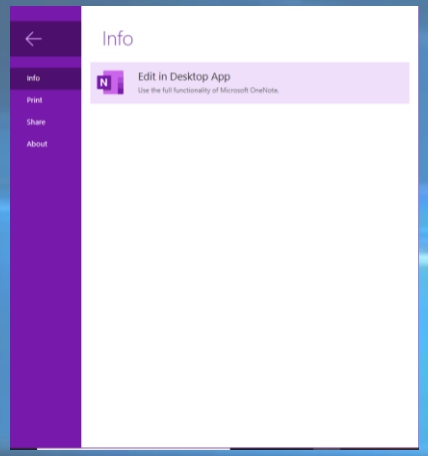
Pages and Pages

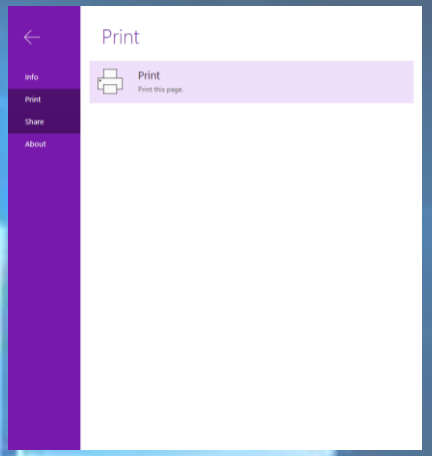
Each section can have as many pages you want with whatever content you want. Click on the down arrow next to your title to load other Notebooks

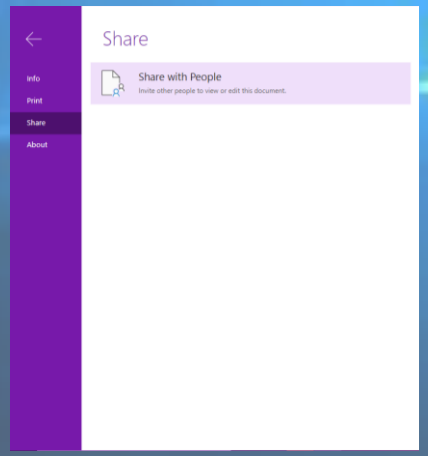


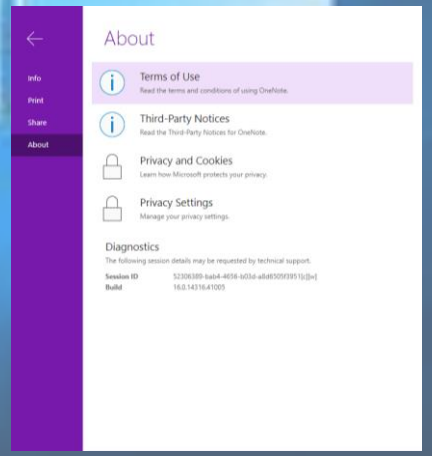
File

In File you have various options to further your Notebook.



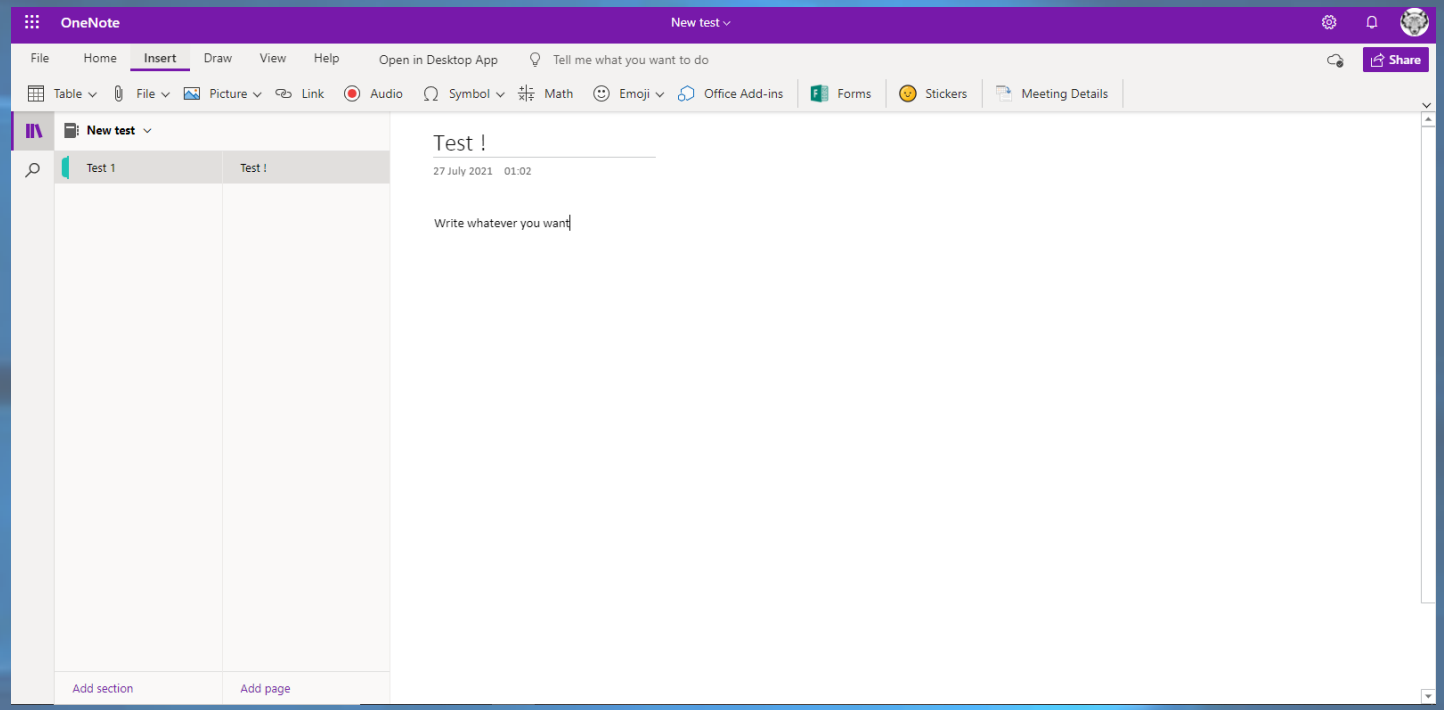






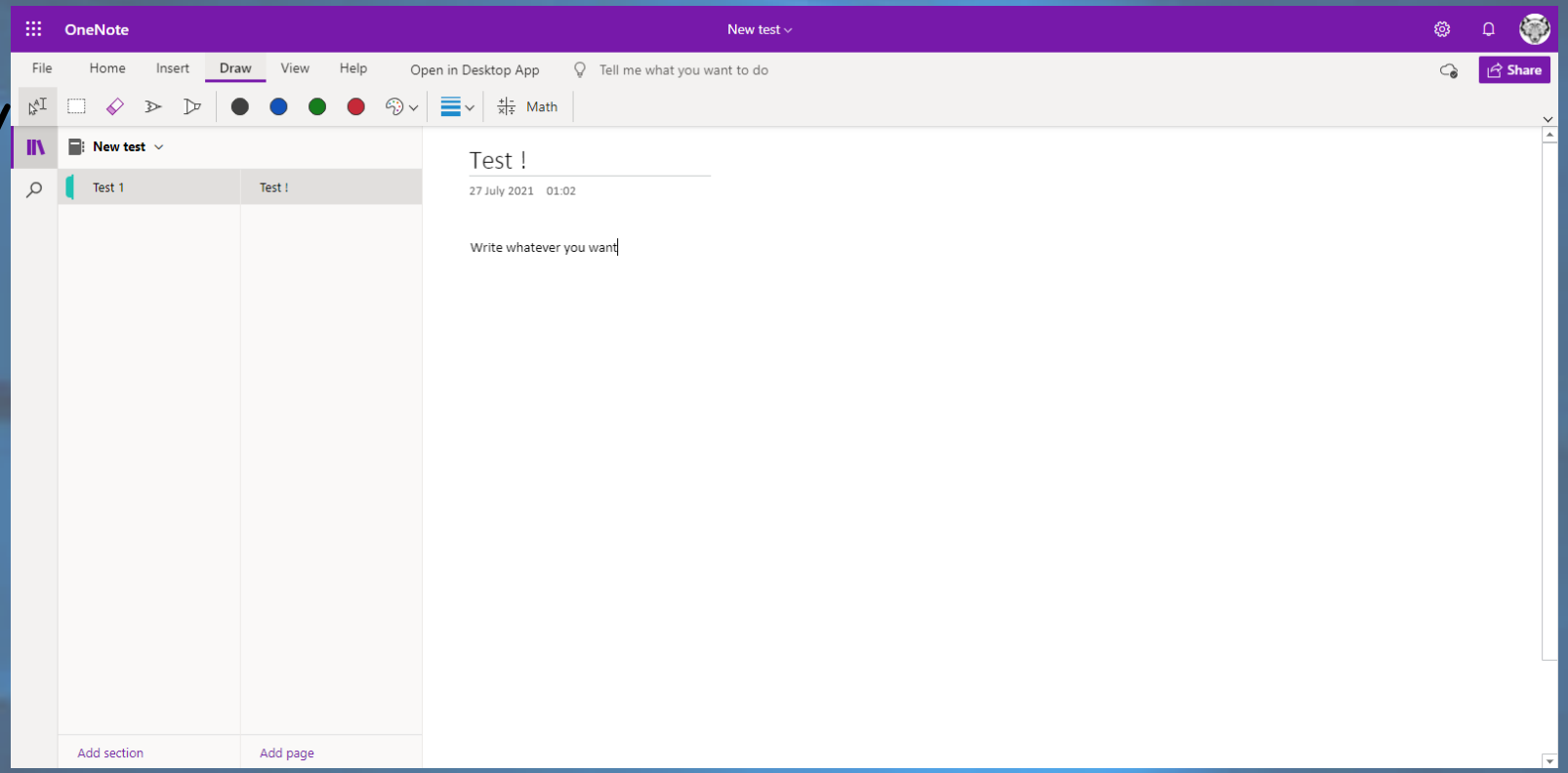
Insert

Click on insert to add in any other form of media, including hyperlinks to websites or other documents, and edit them here. You can also add in forms and stickers.



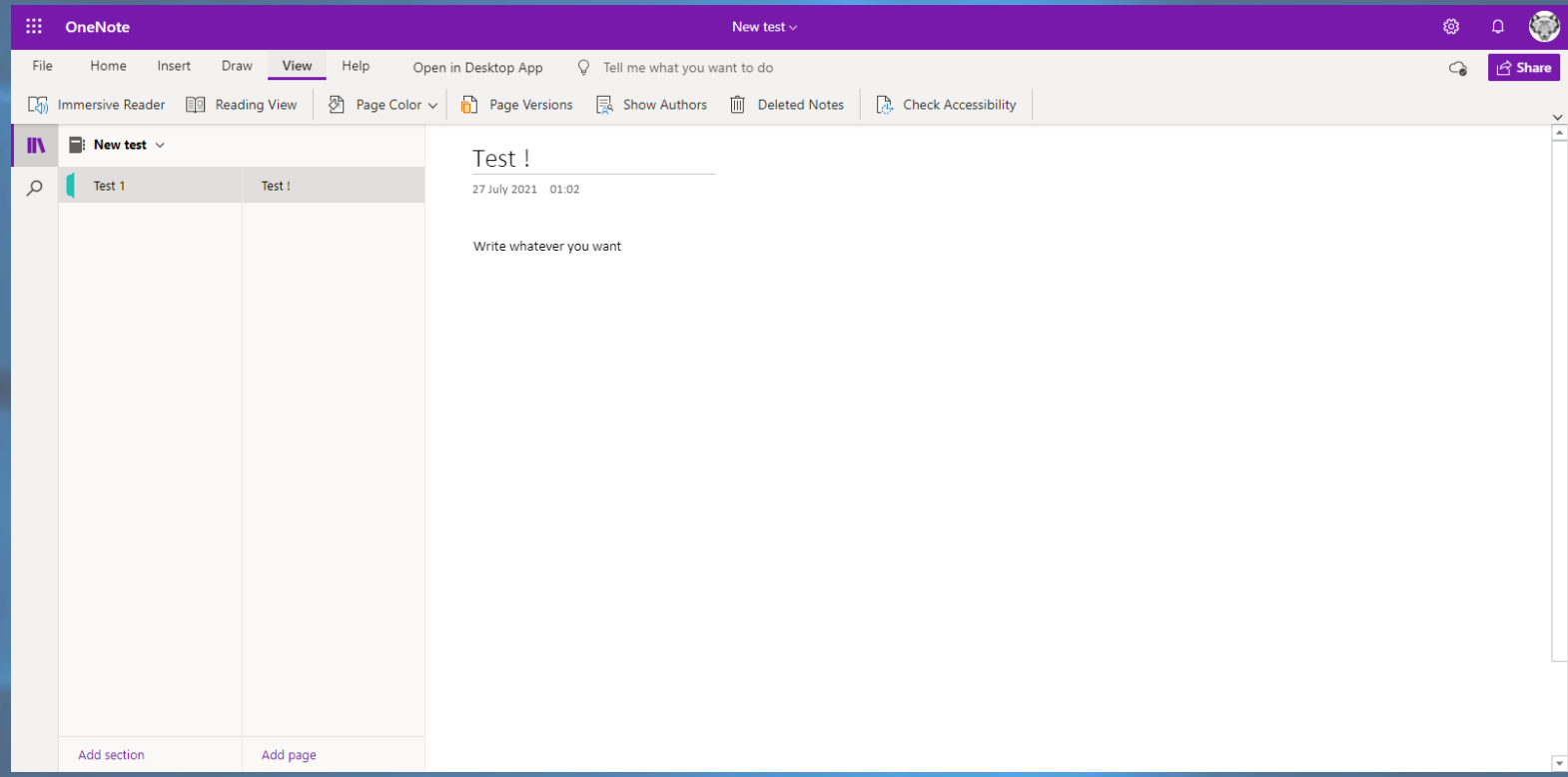
Drawing

Drawing gives you many drawing tools to draw any content in your notes.



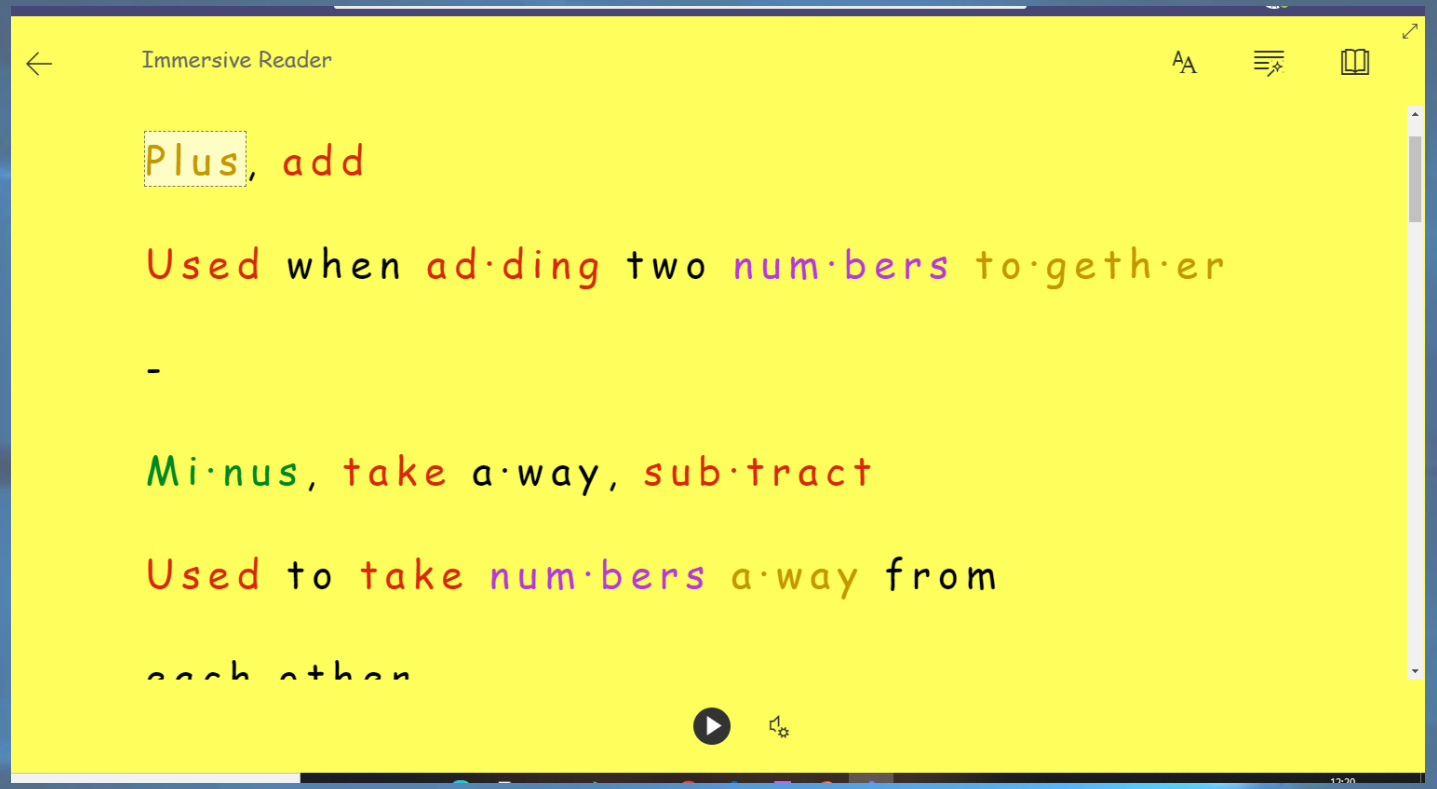
View

View helps you change the look of your notebook, and also access Immersive Reader.



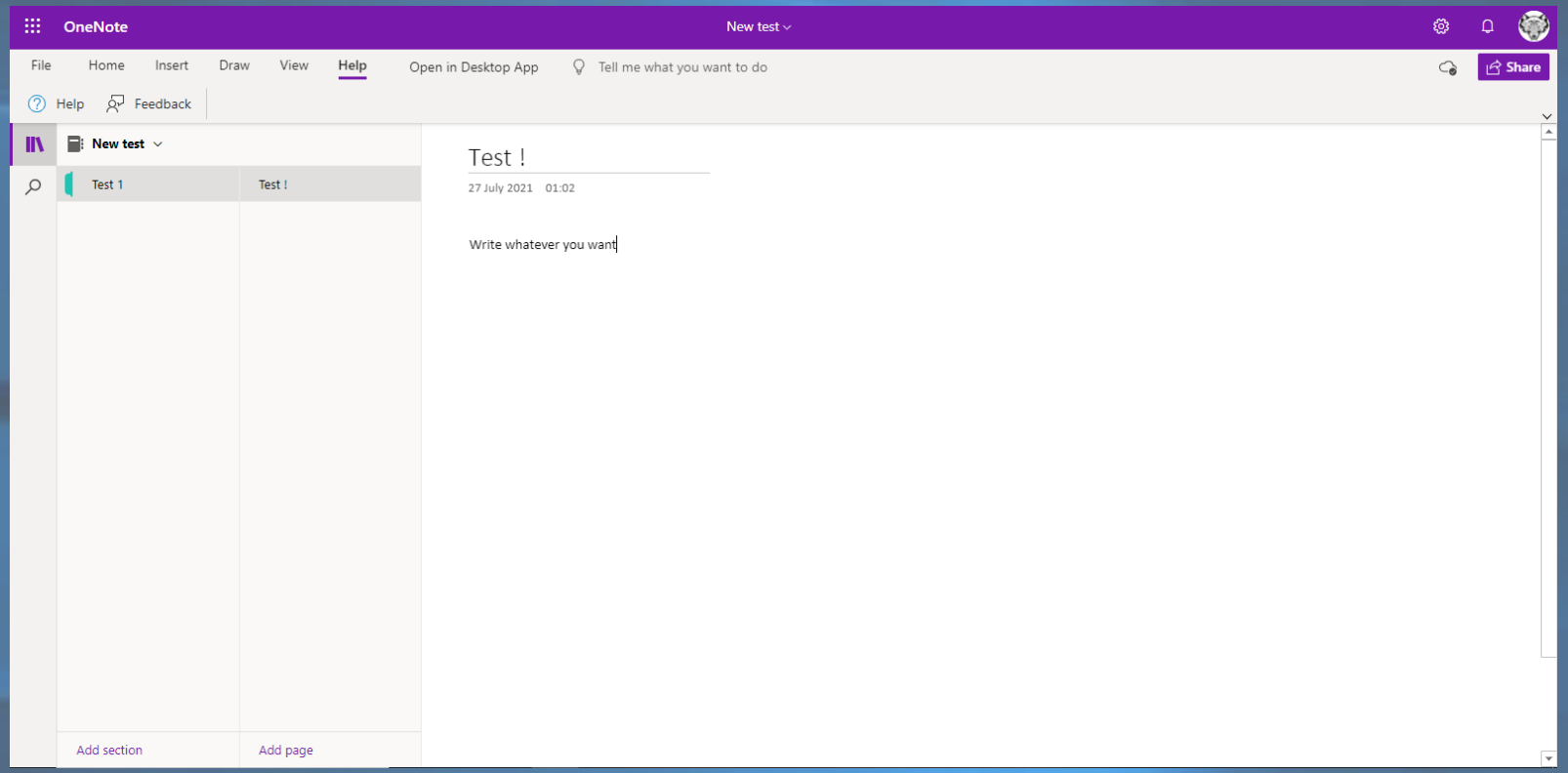
A Little Help

Here you can break the words up into syllables, show what are nouns, verbs etc, change the background colour and font, change everything into a different language and even have the document read to you.



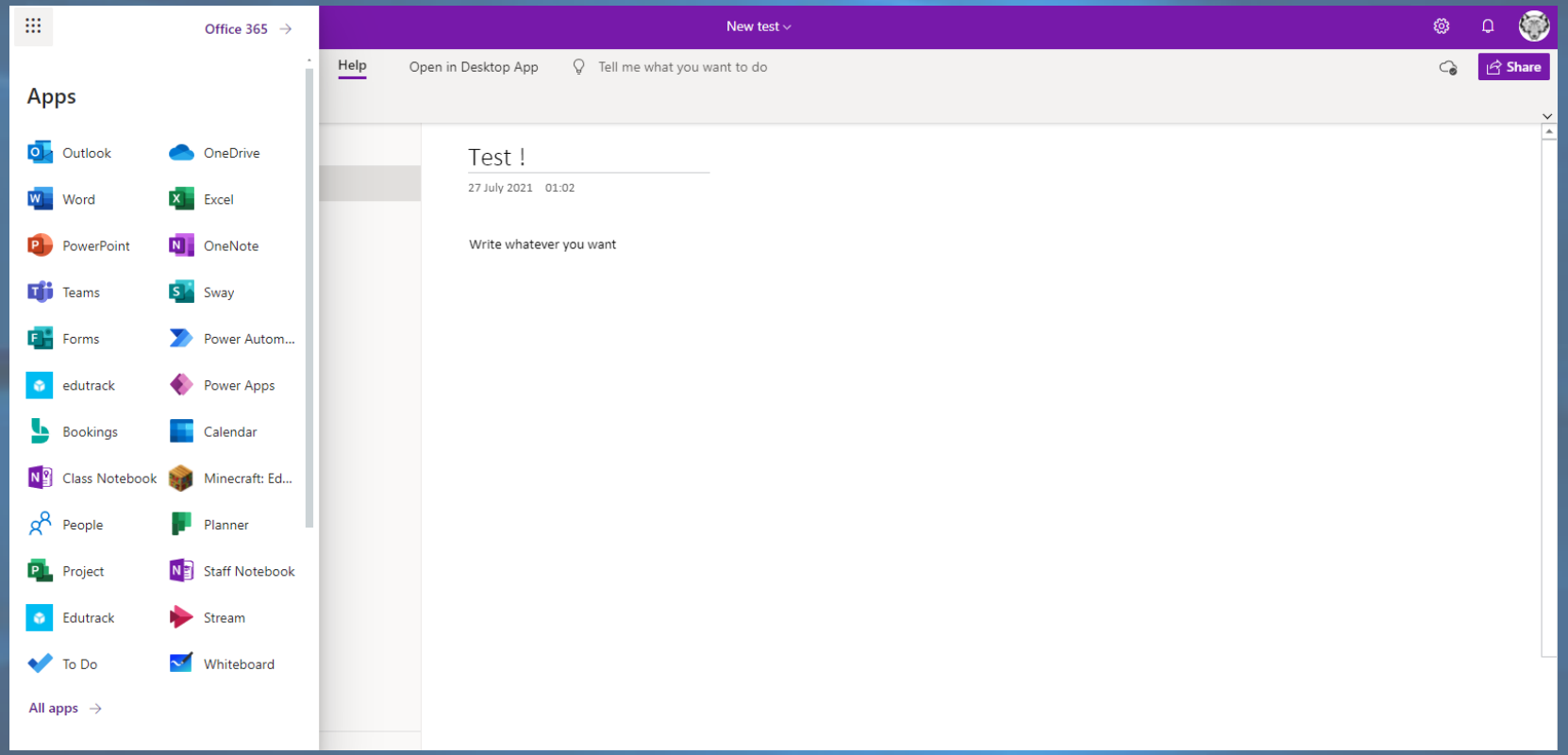
A Little More Help

You can always contact Microsoft for further advice and leave feedback.



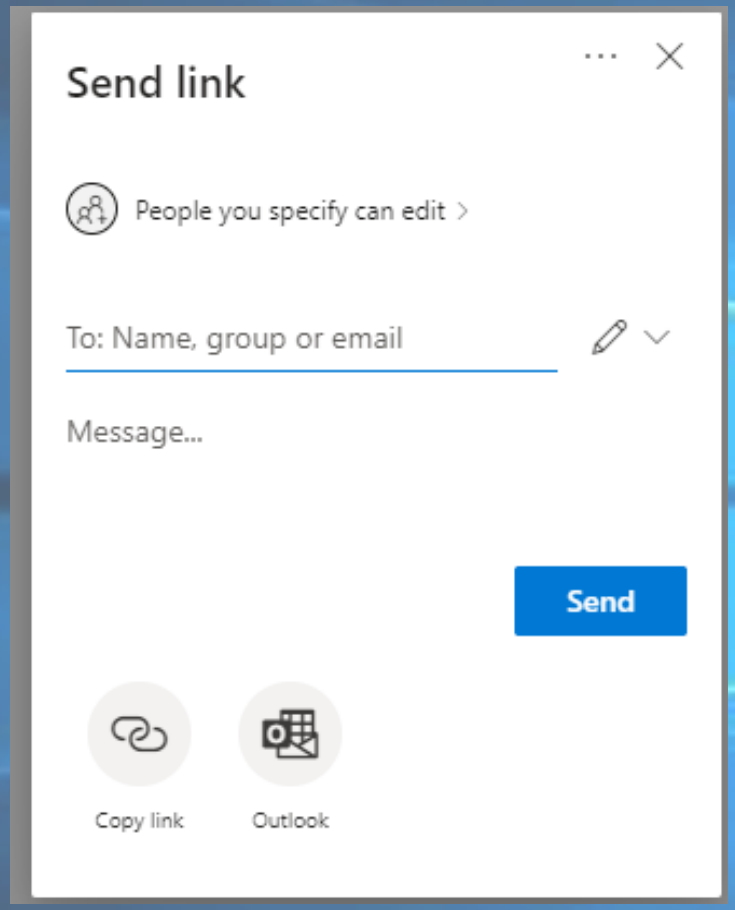
More Apps

Click on the Waffle at the top to access more apps or documents quickly.



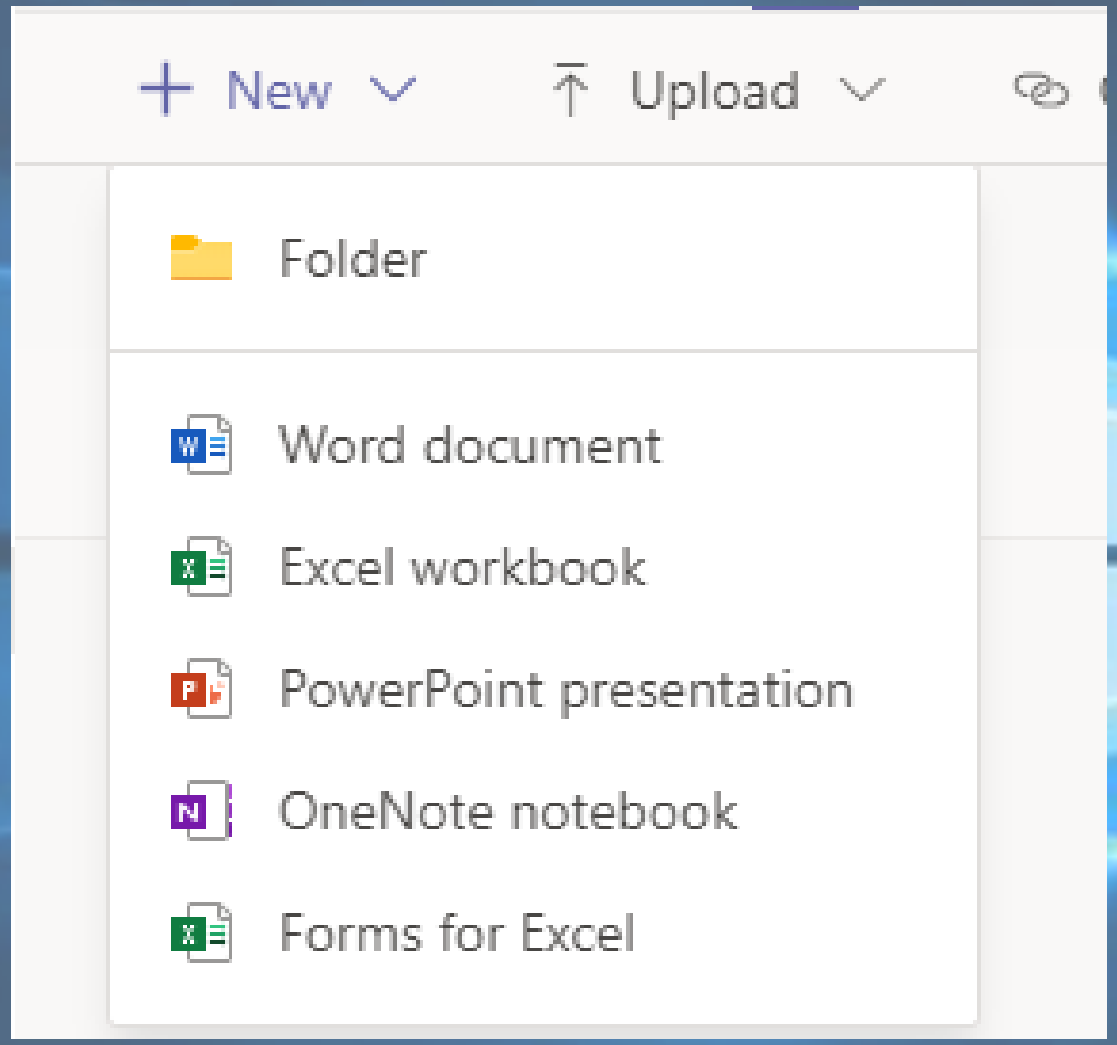
Sharing

When you click on share, you can allow other people to work on your notebook. Type in their email address and send a message. In the email, there will be a link, and once that is pressed, access is granted. You can set restrictions to what that person does. Once collaborated, and you allow them to edit, you can see them editing as they do so.



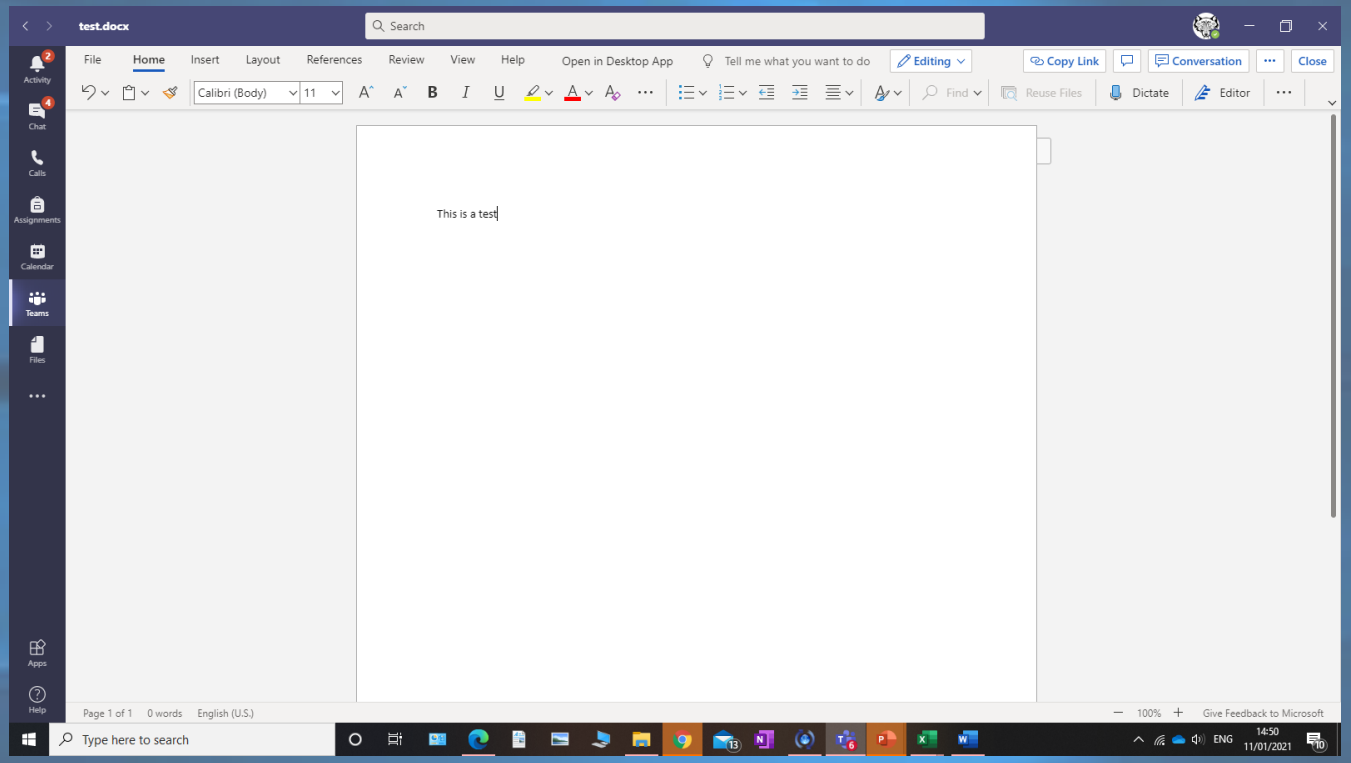
Saving Time

To save time in uploading, you can create a Notebook within your Teams without having to use the main Office homepage by selecting New in the Files section.



Saving Time 2

It works exactly the same as if working on it separately, yet you can still view what is happening in Teams. Also, this saves directly into the Files section of your team.



Microsoft

PONTARDDULAIS PRIMARY SCHOOL

GWELL DYSG NA GOLUD