Microsoft

A QUICK GUIDE TO ONENOTE

NEW FEATURES

Created by @miss_aird

WHAT ARE THE NEW FEATURES IN ONENOTE DESKTOP?

OneNote desktop is a note-taking app that runs on Windows. It has a full Office ribbon interface and allows you to create and organize notebooks, sections, and pages. OneNote desktop is good for education because it helps you to organize your lesson plans and course content in your own digital notebook. OneNote desktop also lets you capture and embed web content, audio, and video to create interactive lessons for students.

MATH ASSISTANT & PRACTICE

Write or type any math problem and Math Assistant in OneNote can solve it for you.



In the **Draw tab**, write or type your equation. Then select **Math**.

Click or tap the **Select an action** box and then choose the action you want Math Assistant to take.

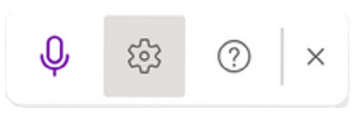
Click **Show steps** to see step-by-step instructions that help you learn how to reach the solution on your own.

Select '**generate practice quiz**' to get practice on similar questions.

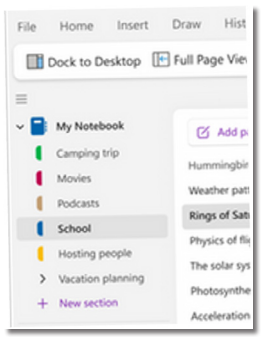
DICTATION

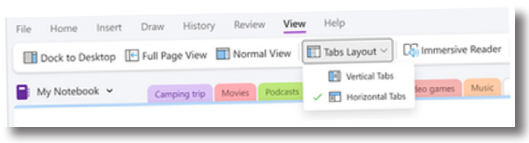
Dictation lets you use speech-to-text to author content in Office with a microphone. It's a quick and easy way to create drafts, capture notes, and make comments.

1. Go to **Home** > **Dictate** while signed into Microsoft 365 on a mic-enabled device.
2. Wait for the **Dictate** button to turn on and start listening
3. Start speaking to see text appear on the screen.



VERTICAL TABS





With the **Vertical Tabs** layout option you can change your OneNote experience to the same left-sided layout on OneNote for Windows 10, Web, Mac, and iPad.

Click the **View Tab** > **Tabs Layout** > **Select Vertical Tabs**.

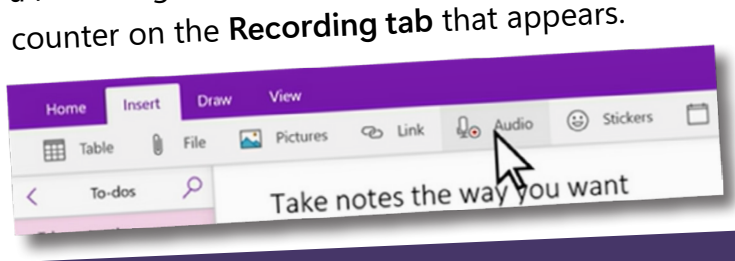
INTERACTIVE CONTENT

You can embed a wide variety of content from other sources into OneNote — such as documents, videos, audio clips, quizzes, sways and more — by inserting, pasting, or linking to such content right in your notes.

AUDIO NOTES

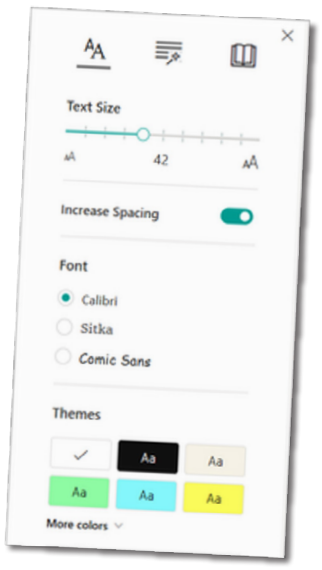
To begin an audio recording in your notes, do the following:

1. Click a location on the current page where you want to start the audio recording.
2. On the Insert tab, click **Audio**.
3. OneNote begins recording immediately. To verify that a recording is in progress, note the increasing time counter on the **Recording tab** that appears.



IMMERSIVE READER

Immersive Reader, included in OneNote Learning Tools, is a full screen reading experience to increase readability of content in OneNote documents.



To use **Immersive Reader** in OneNote, open OneNote and select **View Tab** > **Immersive Reader.**

To hear the paragraphs read out loud, select **Play**.

To listen from a certain point on your page, select that word.

VISIT THE RESOURCE CENTER FOR QUICK START GUIDES, HOW-TOS, AND EXPERT TIPS.