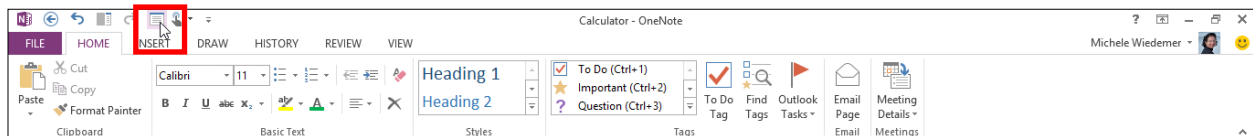## Module Ten: Reviewing Your Notes

This module explains the different views available for OneNote, as well as how to check your spelling and use the thesaurus. You'll also learn how to time stamp items.
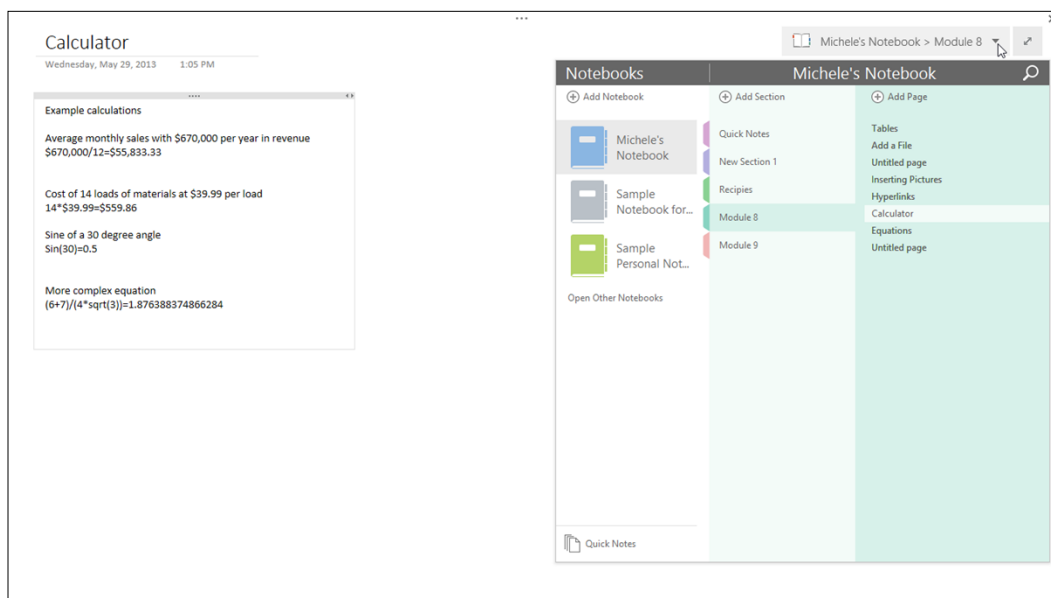
Using OneNote Views

Learn about the different options for viewing your notes.

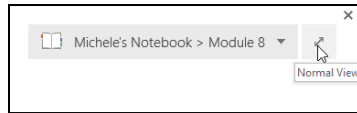To use Full Page View, use the following procedure.

1. Select the **Full Page View** icon from the Quick Access Toolbar.

2. Notice that you can access the other pages and notebooks from the Notebook/section menu on the right.
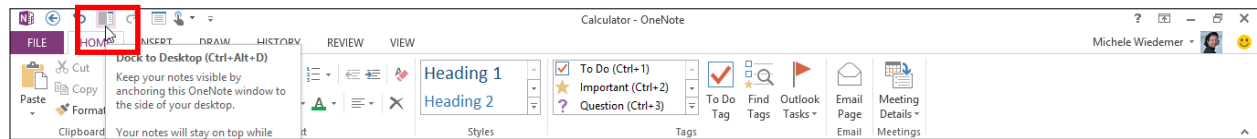
3. Click at the top of the window to view the Ribbon.
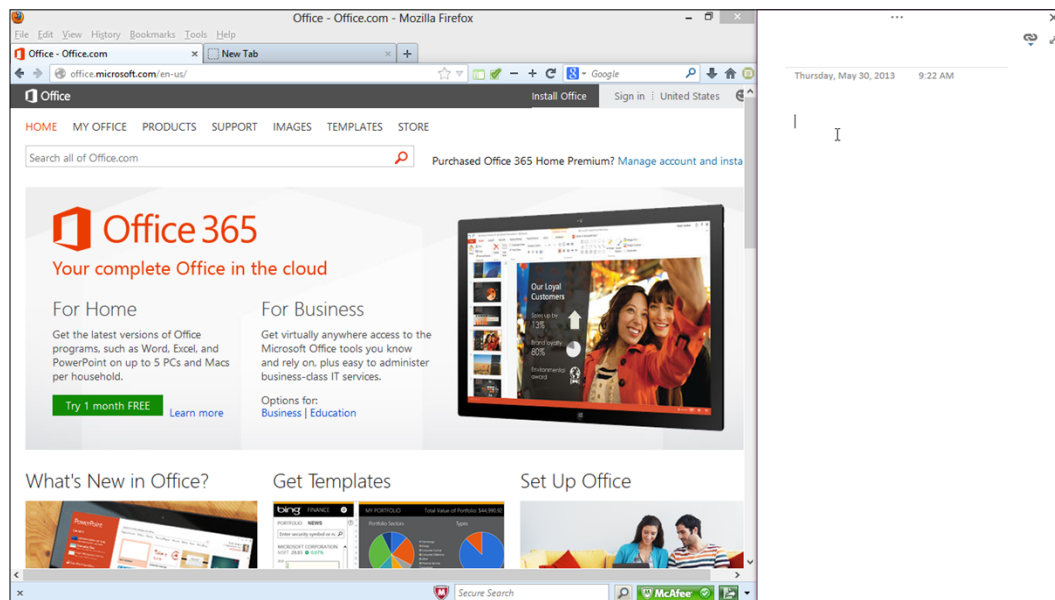4. The diagonal arrows in the top right corner return you to normal view.

To use Dock to Desktop view, use the following procedure.

1. Select the Dock to Desktop icon from the Quick Access Toolbar.

2. Notice that the OneNote window is on the side and any other open application is sized appropriately on the left.
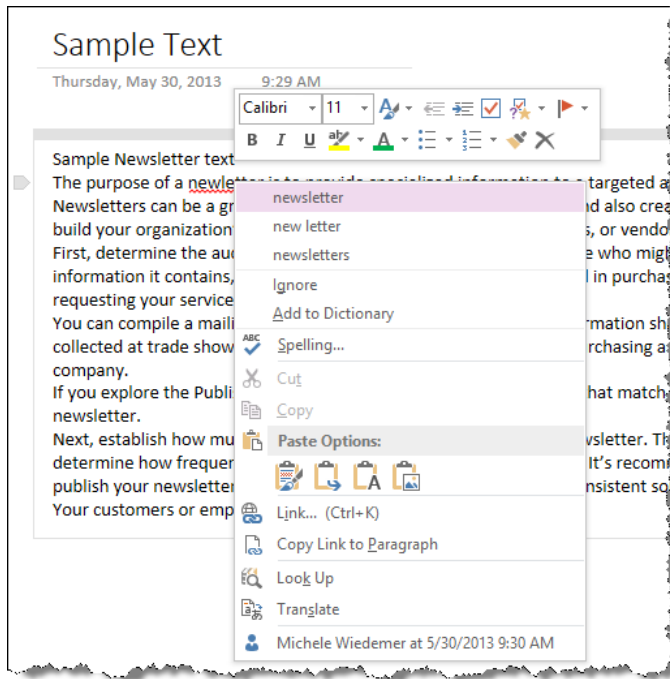

3. Click at the top of the window to view the Ribbon.
4. The diagonal arrows in the top right corner return you to normal view.

Checking Your Spelling

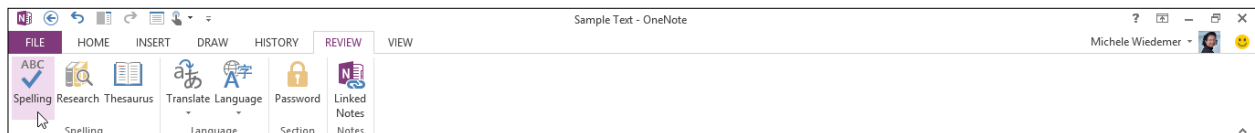OneNote can help you with your spelling as you type or at any time.

Review the context menu for a misspelled word. The following example uses a misspelling of the word "newsletter."

1. Right click on a misspelled word to display the context menu.
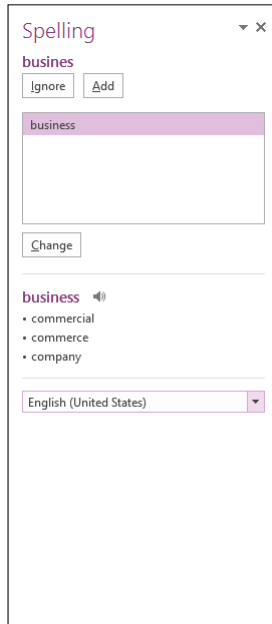

To open the Spelling pane, use the following procedure.

1. Select the **Review** tab from the Ribbon.
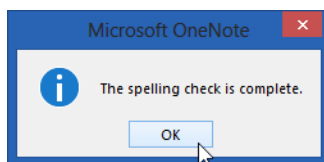2. Select **Spelling**.

OneNote opens the Spelling pane.

- The **Ignore** button allows you to keep the word as the current spelling.
- The **Add** button allows you to add the word to your dictionary for all OneNote notebooks.
- The Suggestions area lists possible changes for the misspelling. There may be many choices, just one, or no choices, based on OneNote's ability to match the error to other possibilities.
- The **Change** button allows you to change the misspelled word to the highlighted choice in the Suggestions area. You can highlight any word in the Suggestions area and select **Change**.
- You can hear the pronunciation for the selected word by selecting the audio icon.
- You can see definitions for the selected word below.
- You can select the language from the drop down list.

When you have finished checking the current page, OneNote displays a message.
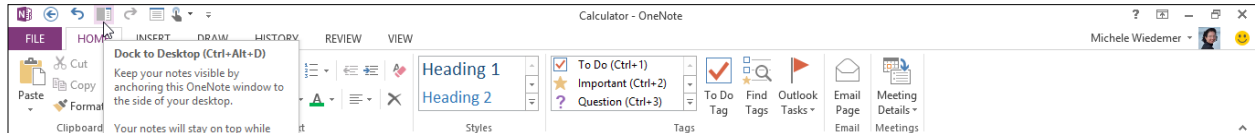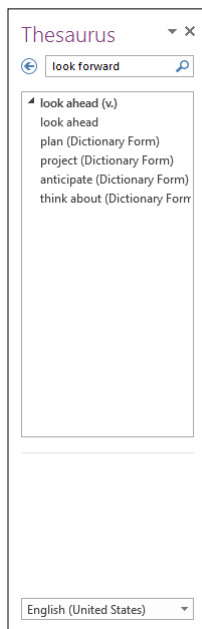
Using the Thesaurus

The thesaurus can help you find another way to word what you want to say.

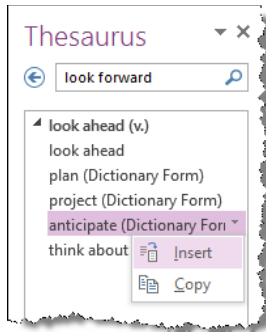To use the thesaurus, use the following procedure.

1. Place your cursor next to the word you want to look up or select a word or phrase.
2. Select the **Review** tab from the Ribbon.
3. Select **Thesaurus**.

4. The Thesaurus pane opens with the selected word. You can enter any word in the search field. The box below contains suggestions. Double-click a word to look up its synonyms. Use the back arrow to return to the previous search results.

5. If you have a word or phrase selected, right click one of the suggestions and select **Insert** to replace the selected word or phrase.

Time Stamping Items

Time stamps can help you keep track of when different items were added or completed.

To insert a date and/or time stamp, use the following procedure.

1. Select the OneNote object or place the cursor in the item you want to stamp.
2. Select the **Insert** tab on the Ribbon.
3. Select **Date**, **Time**, or **Date & Time**.