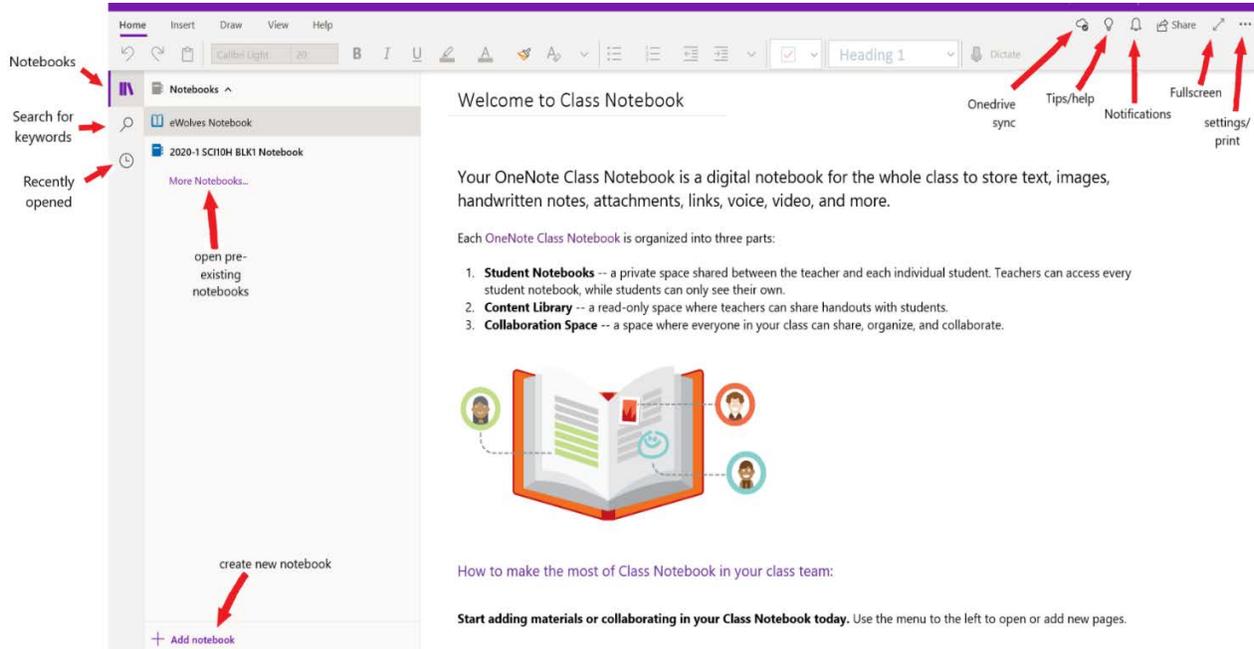
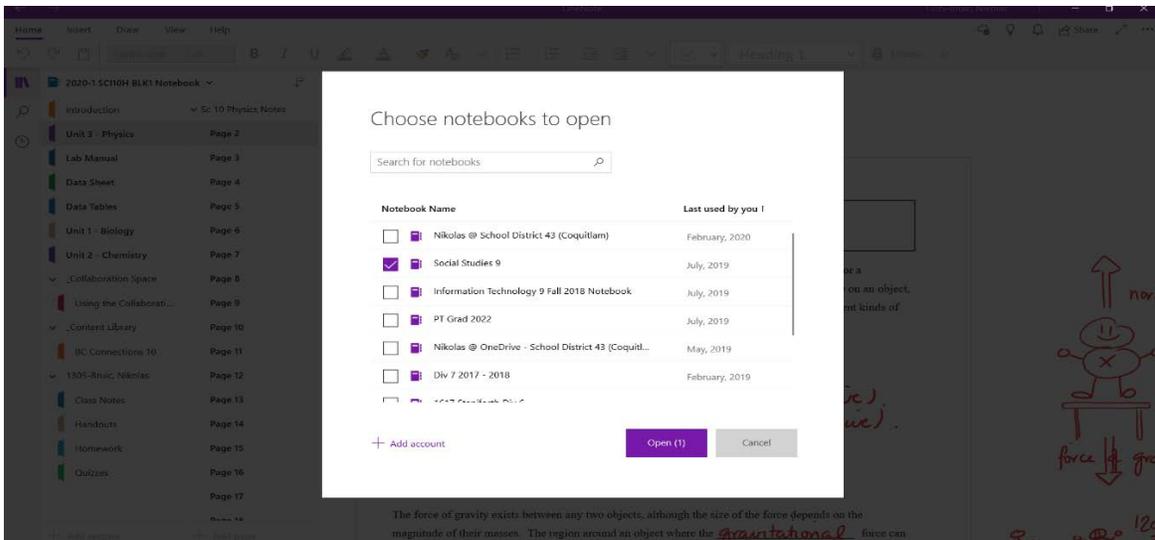


# How to navigate Onenote

## Article 1: Homepage



This is your homepage, it will most likely look similar to the one shown here as soon as you open up your Onenote. The different menus you can open are labelled with red arrows, as well as titled for clarification. You should become familiar with most of them as they are crucial for the use of Onenote.



Quick tip: If you cannot find your class's notebook on your notebooks list, click on "more notebooks" and you may be able to find it there.

## Article 2: Notebooks

The screenshot shows a OneNote notebook titled "2020-1SCI10H BLK1 Notebook". The sidebar on the left lists several categories, each with a colored bracket indicating its function:

- Red bracket:** Introduction, Unit 2 - Chemistry, Unit 3 - Physics, Lab Manual, Data Sheet, Data Tables, Unit 1 - Biology, Collaboration Space, Using the Collaborati...
- Black bracket:** Sc 10 Chem Notes, -neutral, Page 2, Notes - Structure o..., Notes - Atomic Th..., Notes - Atomic Th..., Worksheet - Isotop..., Worksheet - The A..., Worksheet - The A...
- Orange bracket:** Page 3, Page 4, Page 5, BC Connections 10, 130S-Bruic, Nikolas, Class Notes, Handouts, Homework, Quizzes, Worksheet - Period...
- Purple bracket:** Page 6, Page 7, Page 8, Page 9, Notes - Description...

The main page is titled "The Atom Worksheet - Answer" and contains the following content:

1) A 0.255-g sample of magnesium was allowed to react with oxygen, forming 0.423-g magnesium oxide. What mass of oxygen was consumed in the reaction

$$0.423\text{ g} - 0.255\text{ g} = 0.168\text{ g}$$

2) A 7.12-g sample of zinc dust was mixed with 1.80-g of sulphur and the mixture was heated. All the sulphur was used up and 5.47-g of zinc sulphide was the only product. What mass of zinc remained unreacted

3) Use the atomic model of J.J. Thomson to draw pictures of the following gaseous atoms and ions.

a) Li

b) C

c) O<sup>+</sup>

d) F<sup>-</sup>

4) Represent each of the species given in the above question by the Rutherford model of the atom. Describe the essential differences between the Thomson model and the Rutherford model.

Li

5) Draw the Bohr model of the following:

a) C-atom

b) Ne-atom

c) Ca-atom

d) S<sup>2-</sup>-ion

e) F<sup>-</sup>-ion

f) H<sup>+</sup>-ion

In these brackets lie the different categories in each of your notebooks. The one that is open now (as you can see at the top of the categories list) is my science notebook. This layout should be similar to what you have, with some exceptions depending on what the teacher may have changed.

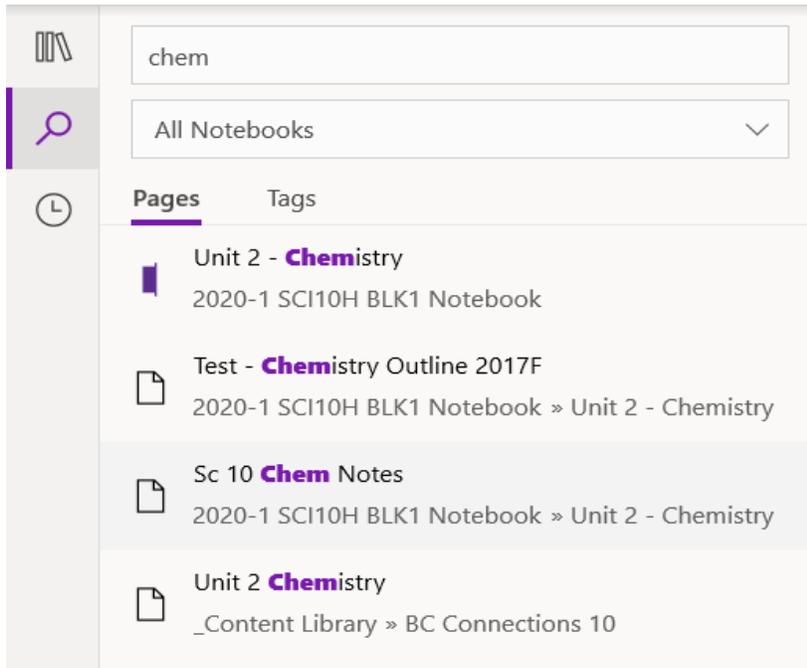
**Red bracket** – General notes; these can be anything your teacher decides but are the most commonly used category. Usually contains documents, class notes

**Black bracket** – Collaboration space; this category allows the (usually) entirety of the class to make changes and edit the documents inside. Although very rarely used, it is useful for group/classwide projects and collaborations.

**Orange Bracket** – Content library; do not overlook this as the content library is extremely useful. This will contain any sources your teacher has decided to put in it and is usually along the lines of textbooks or websites.

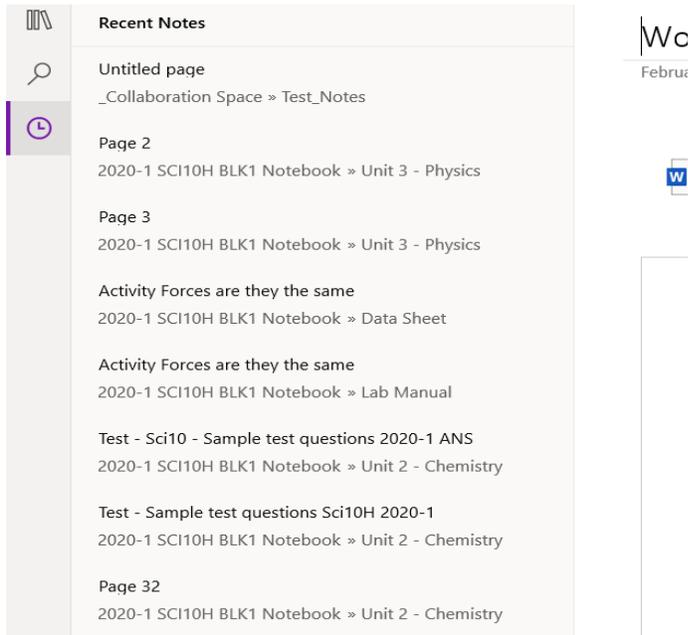
**Purple Bracket** – Personal category; usually contains the provided pages to let you write your own notes, complete handouts, turn in homework, and other things that require your participation. Keep in mind that your teacher may be able to see everything that you put in here, so refrain from commenting on their new hair cut (it wasn't their fault the barber didn't care).

### Article 3: Searchbar



You can use the searchbar to find key words in certain notebooks in case you forgot where your teacher put a certain document because you were “studying” during the video call.

## Article 4: Recent



The screenshot displays a software interface with a sidebar on the left and a main workspace on the right. The sidebar, titled "Recent Notes", contains a list of recently opened documents. The main workspace shows a document titled "Untitled page" with a search icon and a clock icon. The document content includes several entries, each with a page number and a path to the document.

**Recent Notes**

- Untitled page  
\_Collaboration Space » Test\_Notes
- Page 2  
2020-1 SCI10H BLK1 Notebook » Unit 3 - Physics
- Page 3  
2020-1 SCI10H BLK1 Notebook » Unit 3 - Physics
- Activity Forces are they the same  
2020-1 SCI10H BLK1 Notebook » Data Sheet
- Activity Forces are they the same  
2020-1 SCI10H BLK1 Notebook » Lab Manual
- Test - Sci10 - Sample test questions 2020-1 ANS  
2020-1 SCI10H BLK1 Notebook » Unit 2 - Chemistry
- Test - Sample test questions Sci10H 2020-1  
2020-1 SCI10H BLK1 Notebook » Unit 2 - Chemistry
- Page 32  
2020-1 SCI10H BLK1 Notebook » Unit 2 - Chemistry

Wc  
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Step 1. Require opening a recently opened page

Step 2. Click on clock

Step 3. Look to find recently opened page

Step 4. Profit.