

Course Description

This course is intended for people in a variety of roles and fields who have a basic understanding of Microsoft Office and want to incorporate digital note-taking and note collaboration by using Microsoft OneNote. In addition to creating and modifying OneNote notebooks, this course will introduce you to inserting images and embedding files into notebooks, categorizing content, sharing content with OneDrive®, and exporting content to other file formats.

Learning Objectives

- Navigate and customize the OneNote interface and environment.
- Add and format text, images, audio, links, and drawing objects to a notebook.
- Embed Excel spreadsheets and attach other files to a notebook.
- Categorize, organize, and search notebook content.
- Check spelling in, print, and password-protect notebooks.
- Use Outlook and OneDrive to send and share notebook content.
- Export notebook content and manage notebook history and backups.

Getting Started with One Note

- Navigate the OneNote Environment
 - Notebooks
 - OneNote Versions
 - The OneNote Window
 - Folder Structure
 - The Ribbon
 - Sections
 - Section Groups
 - Pages
 - Subpages
 - Note Containers
- Use Templates
 - Page Templates
 - Custom Page Templates
- Customize the OneNote User Interface
 - Quick Access Toolbar Options
 - OneNote Window Views

Finalizing a Notebook

- Proof and Print a Notebook
 - Spelling Check
 - Language and Translate Commands
 - Research Options
 - Print Preview and Settings
- Configure Password Protection and Notebook Properties
 - Password Protection
 - Notebook Properties

Adding and Formatting Notebook Content

- Apply Formatting to OneNote Content
 - Text Formatting
 - Format Painter
 - Styles
 - Paste Options
- Insert Images and Audio into a Notebook
 - Image Files
 - The Screen Clipping Command
 - Image Options
 - Audio and Video Files
- Add Quick Notes and Links
 - Dock to Desktop
 - Quick Notes
 - Linked Notes
 - Wiki Link
- Use Drawing Tools
 - Symbols
 - Pens
 - Pen Features for Tablet Users

Managing Notebook Files

- Export Content from OneNote Notebooks
 - OneNote File Formats
 - Export Options
 - OneNote Package
- Back UP and Restore Notebook Content
 - Notebook Backups
 - Notebook History and Page Versions
 - OneNote Recycle Bin

Embedding and Attaching Files

- Embed Excel Spreadsheets
 - Embedded Files
- Attach Other File Types
 - File Attachments
 - File Printouts
 - Send to OneNote Printer

Organizing and Searching Notebooks

- Use Tags
 - Tags
 - Tag Summary Pane
- Organize and Search Notebooks
 - Notebook Organization
 - OneNote Search Capabilities

Sending and Sharing OneNote Content

- Send OneNote Content in Other Formats
 - The File Send Command
 - Outlook Integration
- Share OneNote content by using OneDrive
 - OneDrive
 - Shared Notebooks
 - Permissions
 - Synchronize Changes
 - OneNote Online
 - OneNote Mobile App