



OneNote Essentials

Duration : 1 day

Course Overview

In OneNote, notebooks never run out of paper. Notes are easy to organize, print, and share, and you can search and find important information quickly, even if you forget where you've originally captured it. Best of all, your notebooks are stored online so you can easily get to them on any of your mobile devices.

Prerequisites

Delegates should be familiar with using personal computers and have used a mouse and keyboard (basic typing skills are recommended). They should be comfortable in the Windows environment and be able to use Windows to manage information on their computers. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Objectives

Delegates will be able to :

- Explore the Microsoft OneNote interface and create a simple notebook.
- Create notes using Microsoft OneNote.
- Organize content and search for information in a Microsoft OneNote notebook.
- Integrate OneNote with other applications.
- Use OneNote to share notes with other people.

Course Content

Getting Started with OneNote

Explore the OneNote Interface
Create a Notebook
Customize the OneNote Interface

Creating Notes

Enter and format Notes
Create Template-Based Notes
Draw Shapes
Embed Content
Discover how to effectively insert images, screen clippings, and OCR
Utilize OneNote for various types of lists

Organising and Working with OneNote

Organize Notes
Add Tags
Search Notes
Save and Print Notes
Protect sensitive information using OneNote's password protection features.
Spellchecking and AutoCorrect options

Integrating OneNote with Other Applications

Customize the OneNote View
Use Outlook with OneNote
Use OneNote with Other Office Applications
Publish Notes Pages



Collaborating and Working with Notes

Share Notebooks on a Network Location

Work with Shared Notebooks

How to Use OneNote as Windows App