

## Microsoft OneNote Essentials Course Content (1 full day)

### Aimed at:

those who want to effectively use OneNote to research, capture, organise and share information.

### Prerequisites:

- ✓ Basic computer experience, including keyboard and mouse skills
- ✓ Familiarity with the Microsoft Windows
- ✓ If you are not familiar with using a computer or Microsoft Windows, the Introduction to computers course will give you the skills to take this OneNote course.

### **Getting to Know OneNote 2016**

- What Is OneNote
- What Can You Do With OneNote
- Setting OneNote 2016 as the Default App
- Starting OneNote in Windows 10
- Signing in to OneNote 2016
- The OneNote Screen
- Understanding Backstage View
- Opening a Notebook
- Showing and Collapsing the Ribbon
- Using the Ribbon
- Navigating With the Notebooks Pane
- Working With the Notebooks Pane
- Understanding OneNote Views
- Changing the View
- Closing a Notebook
- Exiting OneNote

### **Your First Notebook**

- Understanding OneNote Files
- Creating a New Notebook
- Typing a Note
- Creating Pages
- Creating Subpages
- Creating Sections
- Creating Section Groups

### **Sections and Pages**

- Renaming Sections and Pages
- Working With Page Groups
- Moving Sections and Pages
- Copying Sections and Pages
- Inserting Space on a Page
- Deleting Sections and Pages
- Using the OneNote Recycle Bin
- Deleting Unwanted Notebooks

### **Adding Content**

- Copying and Pasting Content
- Inserting Pictures
- Extracting Text From a Picture
- Inserting Screen Clippings Into the Current Page
- Inserting Screen Clippings With Send to OneNote
- Attaching Files
- Understanding Audio and Video Files
- Linking to Other Pages
- Linking to a Web Page
- Sending Web Notes to OneNote
- Adding OneNote Web Clipper
- Using OneNote Web Clipper

## ***Working With Linked Notes***

- Understanding Linked Notes
- Starting a Linked Notes Session
- Ending a Linked Notes Session
- Starting Linked Notes From Word or PowerPoint
- Viewing Linked Notes
- Removing Note Links
- Disabling and Re-Enabling Linked Notes
- Using the Research Pane

## ***Using Quick Notes***

- Understanding Quick Notes
- Creating a Quick Note
- Keeping a Quick Note Visible
- Reviewing Your Quick Notes
- Moving Quick Notes to Existing Notes

## ***Formatting Notes***

- Formatting Text
- Using Bulleted and Numbered Lists
- Checking the Spelling
- Applying Styles to Text
- Adding Paragraph Spacing

## ***Working With Note Containers***

- Resizing a Note Container
- Merging the Contents of Note Containers
- Moving a Note Container

## ***Outlining***

- Creating an Outline
- Selecting Levels in an Outline
- Collapsing and Expanding Details
- Moving Content in an Outline

## ***Working With Tables***

- Inserting a Table
- Adding Content to a Table
- Selecting Content in a Table
- Inserting Rows and Columns
- Deleting Rows and Columns
- Formatting a Table

## ***Using the Drawing Tools***

- Understanding Pen Mode
- Inserting Shapes
- Drawing With the Pen Tool
- Selecting Shapes
- Modifying Drawings
- Converting Ink to Text
- Creating a Favourite Pen

## ***Tagging Notes***

- Tagging Content
- Creating Custom Tags
- Modifying Tags
- Removing Tags From Notes
- Finding Tagged Notes

## ***Searching Notebooks***

- Searching the Current Page
- Using Quick Search
- Using the Search Results Task Pane
- Turning on Search and Text Recognition

## ***Templates***

- Understanding OneNote Templates
- Creating a New Page Based on a Template
- Creating a Custom Template
- Setting a Default Template
- Deleting a Custom Template

## ***Formatting Pages***

- Specifying Paper Size
- Changing Print Margins
- Setting Page Colours and Rule Lines
- Adding a Background Picture

## ***Printing and Exporting Notebooks***

- Understanding the Print Dialog Box
- Printing With the Print Dialog Box
- Printing From Print Preview
- Exporting OneNote Content
- Exporting Content as a Word File
- Exporting Content as a PDF or XPS File
- Exporting Content as a Web Page
- Sending Pages in Different Formats

## ***Security Features***

- Locking a Section With a Password
- Locking All Protected Sections
- Unlocking a Protected Section
- Removing a Password
- Setting Password Protection Options
- Setting Backup Options

## ***Sharing Notebooks***

- Understanding Sharing Notebooks on OneDrive
- Creating a New Shared Notebook
- Sharing an Existing Notebook
- Inviting Others to Share Your Notebook
- Opening a Shared Notebook
- Viewing New or Changed Content
- Searching Shared Notebooks by Author
- Viewing Page Versions
- Synchronising a Shared Notebook
- Changing Permissions and Removing Users
- Using Sharing Links
- Accessing Shared Notebooks on the Web

## ***Integrating With Outlook***

- Emailing OneNote Pages
- Sending Email Messages to OneNote
- Inserting an Outlook Meeting Into a Note
- Creating an Outlook Task From a Note
- Sharing a Meeting With Others