

# Microsoft Office OneNote

Course ONE

1 Day

Instructor-led, Hands on

## Introduction

This one day, instructor-led course will introduce you to using OneNote notebooks to store a wide variety of content in an organized structure, access the content from anywhere, and also share it with others. Additionally, learning how OneNote and the other applications in the suite are integrated increases your productivity with Microsoft Office.

OneNote makes your paper notebooks, index cards, and sticky notes obsolete, taming the “paper jungle” and raising your note taking to a whole new level. Microsoft OneNote 2016 makes taking notes a paperless activity, helping you become more organized, more productive, and more persuasive with your ideas than ever before. OneNote 2016 is the perfect solution for creating, organizing, searching, and sharing notes online

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.

This course is for individuals using OneNote 365, 2019, 2016 or 2013 software. There are very few differences between the 365 and 2016 versions from an end-user's perspective. Our instructors have used all versions and will be able to quickly highlight the several small changes to the user interface. Users of any of the versions of OneNote will have no problem learning in the 2019 software environment.

## At Course Completion

Upon successful completion of this course, students will be able to:

- 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.

## Prerequisites

To ensure your success in this course, you should have Windows end-user skills that include starting and closing applications, navigating basic file structures, and managing files and folders. Previous experience with OneNote is not required; however, having a basic understanding of the Microsoft Office productivity suite would be beneficial.

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>

## **Course Outline**

### **Module 1: Getting Started with OneNote**

- Navigate the OneNote 2016 Environment
- Use Predesigned Templates for OneNote Notebooks
- Customize the User Interface within OneNote

### **Module 2: Adding and Formatting Notebook Content**

- Apply Formatting to Notebook Content
- Insert Images and Audio into a Notebook
- Add Quick Notes and Links
- Use Drawing Tools

### **Module 3: Embedding and Attaching Files**

- Embed Excel Spreadsheets
- Attach Other File Types

### **Module 4: Organizing and Searching Notebooks**

- Use Tags
- Organize and Search Notebooks

### **Module 5: Finalizing a Notebook**

- Proof and Print a Notebook
- Configure Password Protection and Notebook Properties

### **Module 6: Managing Notebook Files**

- Export Content from OneNote Notebooks
- Back Up and Resort Notebook Content

### **Module 7: Sending and Sharing OneNote Content**

- Send OneNote Content in Other Formats
- Share OneNote Content by Using OneDrive