



Microsoft OneNote Introduction

Participants on this Microsoft OneNote Introduction 1 day course will gain an understanding of the fundamental principles of notetaking with OneNote, learning how to create and manage notebooks to store meeting notes, research and virtually any other business notes you need. Once your notebook is built you will explore the powerful search and organisation tools that OneNote offers.

The course assumes no prior knowledge of OneNote, however, people with limited exposure to the software and those who are self-taught or currently creating basic notebooks will also benefit from attending this course.

Course Content

OneNote Orientation

- Exploring the OneNote Interface
- OneNote Views
- Creating Pages
- Creating Sections and Groups

Adding Content

- Inserting Pictures and Screenshots
- Extracting Text from Pictures
- Sending Content to OneNote
- Attaching Files

Working with Linked Notes

- Starting Linked Notes
- Linking to Word or PowerPoint
- Linking to your Browser
- Using the Research Pane

Using Quick Notes

- Creating a Quick Note
- Reviewing Quick Notes

Formatting Notes

- Formatting Text
- Bulleted and Numbered Lists
- Applying Text Styles

Working with Tables

- Inserting Tables
- Adding Content
- Formatting Tables

Tagging Notes

- Tagging Content
- Customising Tags
- Finding Content using Tags

Searching Notebooks

- Searching the Current Page
- Using Quick Search
- Text Recognition

Course Details

Skill Level:	Beginner
Duration:	One Day
Time:	9:00am – 4:00pm (approx)
Class Size:	10 students (max)

Templates

- Building Custom Templates
- Setting Default Templates

Security Features

- Locking Sections with Passwords
- Unlocking Passwords
- Backup Options

Sharing Notebooks

- Creating Shared Notebooks
- Synchronising Notebooks
- Viewing Page Versions

Integrating with Outlook

- Emailing Pages with OneNote
- Inserting Outlook Meetings
- Creating Outlook Tasks
- Sharing Meetings



Friendly and approachable facilitator who made the learning process both informative and interesting. Bonus of a small class enabled full participation and interaction with the facilitator.

L. Ryder