



Microsoft OneNote Introduction

Participants on this Microsoft OneNote Introduction half 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 Details

Skill Level:	Beginner
Duration:	Half Day
Class Size:	6 students (at Keystroke) 10 students (Your Office)

Course Content

OneNote Orientation

- The OneNote Interface
- Quick Access Toolbar
- The Ribbon
- Backstage View
- The Notebooks List

Creating Notebooks

- Creating New Notebooks
- Creating Sections
- About Section Groups
- Creating Pages

Adding Content to OneNote

- Creating Text Notes
- Copying and Pasting Content
- Attaching Files
- Adding Pictures and Screen Clippings
- Creating Links
- Printing and Sending to OneNote
- Using Web Clippers
- Adding Audio and Video

Working with Linked Notes

- Using Linked Notes
- Starting Linked Notes
- Ending Linked Notes Session
- Viewing Linked Notes

Using Quick Notes

- About Quick Notes
- Taking Quick Notes

Formatting Notes

- About Formatting
- Formatting with Styles
- Using the Format Painter

Tagging Notes

- Tagging Content
- Using Tags
- Customising Tags
- Finding Tagged Content

Searching Notebooks

- Searching for Notes
- Searching the Current Page
- Using Quick Search
- Filtering Search Results
- Text Recognition in Pictures

Sharing Notebooks

- About Shared Notebooks
- Starting a New Shared Notebook
- Setting Sharing Permissions
- Sharing an Existing Notebook

The OneNote App

- Using the OneNote App
- The Ribbon
- OneNote App vs OneNote 2016

“**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