

# OneNote Introduction

Microsoft OneNote is a digital notebook that provides a single place for all of your notes and information. It provides a single place for all your notes and information. It provides a consistent platform and workspace for all your notes and can be used on multiple devices. This course will introduce you to OneNote and you will learn how to increase your productivity by using OneNote to capture, organise and share information.

## Snapshot

Duration: 1 day

Version: 2010, 2013, 2016

Target Audience: You will benefit from this course if you need to effectively use Microsoft OneNote to research, capture, organise and share information.

## Learning Outcomes

At the end of this program you will be able to:

- Work with sections and pages in a notebook
- Add various forms of content to a notebook
- Create and use Quick Notes and apply formatting to note text
- Work with note containers and create and work with an outline
- Work with tables and create basic drawings
- Create tags and use search
- Create a custom template
- Apply page formatting and print and export notebooks
- Share notebooks
- Work with the Outlook integration features in OneNote

## Course Content

### Getting to Know OneNote

- The OneNote screen and OneNote views

### Your First Notebook

- Creating a new notebook and typing a note

- Creating pages, subpages, sections and section groups

### Sections and Pages

- Working with sections, pages and page groups
- Deleting sections, pages and unwanted notebooks

### Adding Content

- Copying and pasting content
- Inserting pictures, screen clippings and files
- Linking to other pages

### Working With Linked Notes

- Starting and ending a linked notes session
- Starting linked notes from Word or Powerpoint
- Viewing, removing, disabling and re-Enabling linked notes

### Using Quick Notes

- Creating a quick note
- Reviewing quick notes and moving quick notes

### Formatting Notes

- Formatting text, bulleted and numbered lists
- Applying styles to text

### Working With Note Containers

- Resizing a note container
- Merging the contents of note containers
- Moving a note container

### Outlining

- Creating an outline and collapsing and expanding details
- Moving content in an outline

### Working with Tables

- Inserting a table and adding content
- Inserting and deleting rows and columns
- Formatting a table

### Using the Drawing Tools

- Inserting shapes
- Drawing with the pen tool and modifying drawings

### Tagging Notes

- Tagging content
- Modifying tags and finding tagged notes

### Searching Notebooks

- Searching the current page
- Turning on search and text recognition

### Templates

- Creating a custom template
- Setting a default template and deleting a custom Template

### Formatting Pages

- Specifying paper size and changing print margins
- Setting page colours and rule lines
- Adding a background picture

### Printing and Exporting Notebooks

- Printing notebooks and exporting OneNote content
- Sending pages in different formats

### Security Features

- Locking a section with a password
- Setting password protection options and setting backup options

### Sharing Notebooks

- Sharing an existing notebook and viewing versions
- Synchronising a shared notebook
- Changing permissions and removing users

### Integrating with Outlook

- Sending email messages to OneNote
- Inserting an Outlook meeting into a note
- Creating an Outlook task from a note