



Microsoft OneNote Training

Microsoft OneNote 2016 Essentials

About The Course

This one-day course is suitable for students who want to learn the essential skills in using Microsoft OneNote. During this practical and hands-on course, you will learn to use OneNote in a step-by-step manner. Participants will learn to research, capture, organise and share information. Course topics start from creating simple notebooks and adding various content, to working with linked notes and note containers, outlines, tables, drawing, custom templates, tags and much more.

Duration: 1 day

Class size: 10 students max

Times: 9:00am - 5:00pm

Price: Refer to our website for current course and package pricing

After the course?

Each student will receive:

- Certificate of completion
- Training manual
- 12 months FREE email support
- FREE class re-sit (if necessary)

Who Should Do This Course?

This course is designed to fast-track participants through the process of learning about digital note taking using OneNote. Participants can incorporate the skills acquired in this course into a variety of roles and tasks that require researching, creating, categorising and sharing content within their professional and personal workflows.

Learning Outcomes

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

- open and navigate notebooks
- creating a new simple notebook
- working with sections and pages in a notebook
- adding various forms of content to a notebook
- working with linked notes
- creating and using Quick Notes
- applying formatting to note text
- working with note containers
- creating and working with an outline
- working with tables
- using the drawing tools to create basic drawings
- creating and working with tags
- searching in notebooks
- creating and working with a custom template
- applying page formatting
- printing and exporting notebooks
- working with the security features in OneNote
- sharing and working on shared notebooks
- working with the Outlook integration features in OneNote

Prerequisites

Students do not need to have prior knowledge of OneNote before taking this course. However, basic mouse and keyboard skills and a general understanding of personal computers and the Microsoft Office 2016 are prerequisite skills for attending this course.

Content

Unit 1: Introduction to OneNote 2016

- What Is OneNote
- What Can You Do with OneNote
- Set OneNote 2016 as your Default App
- Start OneNote in Windows
- Sign in to OneNote 2016
- OneNote Screen
- Understand the Backstage View
- Open a Notebook
- Show and Collapse the Ribbon
- Using the Ribbon
- Navigate with Notebooks Pane
- Work with the Notebooks Pane
- Understand OneNote Views
- Change the View
- Close a Notebook
- Exit OneNote

Unit 2: Creating Your First Notebook

- Understand OneNote Files
- Create a New Notebook
- Typing a Note
- Create Pages
- Create Subpages
- Create Sections
- Create Section Groups

Unit 3: Understanding Sections and Pages

- Rename Sections and Pages
- Work with Page Groups
- Move Sections and Pages
- Copy Sections and Pages
- Insert Space on a Page
- Delete Sections and Pages
- Use the OneNote Recycle Bin
- Delete Unwanted Notebooks

Unit 4: Add Content

- Copy and Paste Content
- Insert Pictures
- Extract Text from a Picture
- Insert Screen Clips into the Current Page
- Insert Screen Clips with Send to OneNote
- Attach Files
- Understand Audio and Video Files
- Link to Other Pages
- Link to a Web Page
- Send Web Notes to OneNote
- Add OneNote Web Clipper
- Use OneNote Web Clipper

Unit 5: Work with Linked Notes

- Understand Linked Notes
- Start a Linked Notes Session
- End a Linked Notes Session
- Start Linked Notes from Word or PowerPoint
- View Linked Notes
- Remove Note Links
- Disable and Re-Enabling Linked Notes
- Use the Research Pane

Unit 6: Use Quick Notes

- Understand Quick Notes
- Create a Quick Note
- Keep a Quick Note Visible
- Review Your Quick Notes
- Move Quick Notes to Existing Notes
- Format Notes

Unit 7: Format Text

- Use Bulleted and Numbered Lists
- Spelling Check
- Apply Styles to Text
- Add Paragraph Spacing

Unit 8: Work with Note Containers

- Resize a Note Container
- Merge the Contents of Note Containers
- Move a Note Container

Unit 9: Working with Outlining

- Create an Outline
- Select Levels in an Outline
- Collapse and Expand Details
- Move Content in an Outline

Unit 10: Work with Tables

- Insert a Table
- Add Content to a Table
- Select Content in a Table
- Insert Rows and Columns
- Delete Rows and Columns
- Format a Table

Unit 11: Working with Drawing Tools

- Understand Pen Mode
- Insert Shapes
- Draw with the Pen Tool
- Select Shapes
- Modify Drawings
- Convert Ink to Text
- Create a Favourite Pen

Unit 12: Working with Tagged Notes

- Tag Content
- Create Custom Tags
- Modify Tags
- Remove Tags from Notes
- Find Tagged Notes

Unit 13: Search Notebooks

- Search the Current Page
- Use Quick Search
- Use the Search Results Task Pane
- Turn on Search and Text Recognition

Unit 14: Working with Templates

- Understand OneNote Templates
- Create a New Page Based on a Template
- Create a Custom Template
- Set a Default Template
- Delete a Custom Template

Unit 15: Format Pages

- Specify Paper Size
- Change Print Margins
- Set Page Colours and Rule Lines
- Add a Background Picture

Unit 16: Print and Export Notebooks

- Understand the Print Dialog Box
- Print with the Print Dialog Box
- Print from Print Preview
- Export OneNote Content
- Export Content as a Word File
- Export Content as a PDF or XPS File
- Export Content as a Web Page
- Send Pages in Different Formats

Unit 17: Understanding Security Features

- Lock a Section with a Password
- Lock All Protected Sections
- Unlock a Protected Section
- Remove a Password
- Set Password Protection Options
- Set Backup Options

Unit 18: Share Notebooks

- Understand Sharing Notebooks on OneDrive
- Create a New Shared Notebook
- Share an Existing Notebook
- Invite Others to Share Your Notebook
- Open a Shared Notebook
- View New or Changed Content
- Search Shared Notebooks by Author
- View Page Versions
- Synchronise a Shared Notebook
- Change Permissions and Removing Users
- Use Sharing Links
- Access Shared Notebooks on the Web

Unit 19: Integrate with Outlook

- Email OneNote Pages
- Send Email Messages to OneNote
- Insert an Outlook Meeting into a Note
- Create an Outlook Task from a Note
- Share a Meeting with Others

Looking for course dates?

To view a full list of course dates, please visit our website at www.dynamicwebtraining.com.au

Alternatively please contact our office on **1300 888 724**