



Microsoft 365

An Introduction to OneNote 2016



DURATION
1 Day

COURSE OVERVIEW

Microsoft Office OneNote 2016 provides a way for you to efficiently create and collect your notes in an electronic notebook. This course will introduce you to using OneNote notebooks to store a wide variety of content in an organised structure, be able to 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.

TARGET AUDIENCE

This course is intended for people in a variety of roles and fields who have a basic understanding of Microsoft Office 2016 and want to incorporate digital note-taking and note collaboration by using Microsoft OneNote 2016.

LEARNING OBJECTIVES

On completion of this course, you will be able to:

- Develop digital note-taking, note collaboration and note synchronising skills.
- Create and update notes.
- Manage lists and outlines.
- Add content including memos, pictures and videos.
- Take notes in on-line meetings.
- Interact with other Microsoft Software Programs.
- Explain the concept of Groups.

PRE-REQUISITES

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.

COURSE CONTENTS

Getting Started

- Navigate the OneNote 2016 environment.
- Use templates.
- Customise the OneNote user interface.

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.

Embedding and Attaching Files

- Embed Excel spreadsheets.
- Attach other file types.

Organizing and Searching Notebooks

- Use tags.
- Organize and search notebooks.

Finalizing a Notebook

- Proof and print a notebook.
- Configure password protections and notebook properties.

Managing Notebook Files

- Export content from OneNote notebooks.
- Backup and restore notebook content.

Sending and Sharing OneNote Content

- Send OneNote content in other formats.