

OneNote for Schools

Contextualised for schools

COURSE OUTLINE



Target Audience

This course is ideal for people who work within teams or groups and need to share or collaborate on ideas. This could be between teachers and students, amongst admin staff or any group of individuals. This is an Introduction level course.

Level

Introduction

Delivery mode

Virtual over Zoom

Making your decision

Please read the course outline below when deciding if this is the right course for you.

If you read through this outline and feel you are familiar with all the topics then this is not the right course for you	Not suitable
If you read through this outline and are familiar with only some or no topics this course is right for you	Suitable
If you are unsure about whether this is the right course for you, please send an email to courses@sutherlandtraining.com.au with your contact details so that we can contact you to discuss further	Unsure

Course outline

This course covers the following topics:

<ul style="list-style-type: none">• What is OneNote 2016?• Start OneNote and open and navigate notebooks• The OneNote 2016 interface• Adding OneNote 2016 to your taskbar• Create a new notebook• Work with sections, pages and subpages in a notebook• Add various forms of content to a notebook, including pictures, screen clippings, attachments, audio and video, mathematical equations	<ul style="list-style-type: none">• Working with linked notes• Create and use Quick Notes• Sending to OneNote 2016• Apply formatting to note text• Work with note containers• Work with tables Viewing and organising information• Create and work with an outline• Use the drawing tools to create basic drawings• Create and work with tags• Search in notebooks• Create and work with a custom template	<ul style="list-style-type: none">• Apply page formatting• Print and export notebooks• Password protecting sections in OneNote 2016• Share and syncing notebooks (collaboration)• Distributing notes using Outlook or Word• Looking at professional and personal notebook examples• Using OneNote 2016 in the classroom
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Duration

6 hours – 9am to 3:30pm

