

OneNote 2016 Introduction



TARGET AUDIENCE

This course is ideal for people who work within teams or groups and need to share information or collaborate on ideas.

LEARNING OUTCOMES

Existing skills and knowledge are enhanced by covering topics relating to OneNote's extensive range of topics which can be shared with teams.

DURATION: 1 day

COURSE OUTLINE

Getting to Know OneNote

- What is OneNote?
- Getting into OneNote
- Opening a OneNote Notebook
- The OneNote Screen
- Understanding OneNote files
- Navigating around OneNote
- Working with the OneNote pane

Creating Notebooks

- Creating a New Notebook
- Working with Sections, Pages and Subpages
- Naming pages & Creating Sections
- Moving sections
- Creating Section Groups
- Adding and Formatting Text
- Bulleted and Numbered Lists
- Applying Styles to text
- Adding paragraph spacing
- Templates

Working with Tables

- Adding content to a table
- Selecting content in a table
- Inserting rows and columns
- Formatting a table

Adding content to a notebook

- Copying and pasting content
- Inserting pictures
- Extracting text from a picture
- Inserting and calculating equations
- Inserting a screen clipping
- Attaching files
- Inserting Audio and video files
- Linking pages
- Linking to a web page
- Sending content to OneNote from other applications

Using the Drawing Tools

- Inserting shapes
- Drawing with the pen tool
- Selecting Shapes
- Modifying Drawings
- Converting Ink to Text

Working with Linked Notes

- Starting a linked notes session
- Using Linked Notes in a Word Document
- Starting linked notes from other applications
- Reviewing Linked Notes
- Using the Research Pane

Formatting pages

- Specifying paper size
- Changing print margins
- Setting page colours and rule lines

Working with Note Containers

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

Tagging Notes

- Create custom tags
- Removing tags from notes

Quicknotes

- Creating a Quicknote
- Keeping a QuickNote visible
- Reviewing QuickNotes
- Moving QuickNotes to existing notes

Using Outlines

- Collapsing and Expanding levels
- Moving content in an outline

Printing and Exporting

- Printing from Print Preview
- Exporting content as a Word file

- Exporting content as a pdf
- Exporting content as a web page
- Sending pages in different formats

Searching Notebooks

- Using the Current page
- Using Quick Search
- Turning on Search and Text Recognition

Using OneNote with Outlook

- Emailing OneNote page
- Creating an Outlook Task from a Note

Sharing and Syncing Notebooks

- Creating a Microsoft Account to enable sharing a notebook
- The Benefits of Sharing OneDrive
- How Sharing on OneDrive Works
- Creating a New Shared Notebook
- Sharing an Existing Notebook
- Inviting Others to Share
- Opening a Shared Notebook
- Viewing New or Changed Content
- Searching Shared Notebooks by Author
- Synchronising a Shared Notebook
- Changing Permissions and Removing Users
- Using Sharing Links
- Accessing Shared Notebooks on the Web

Additional Topics (time permitting)

- Security Features
- Locking a Section with a Password
- Locking all Protected Sections
- Unlocking a Protected Section
- Removing a Password