



## Microsoft OneNote 2016

**Overview:** This course will introduce students to using OneNote notebooks to store a wide variety of content in an organized structure, access the content from anywhere, and also share it with others. Additionally, students will learn how OneNote and the other applications in the suite are integrated and increase your productivity with Microsoft Office.

**Prerequisites:** To ensure success, students should be familiar with using personal computers and be comfortable in the Windows 10 environment.

**Course Length:** One Day

### **Course Content**

#### **Lesson 1: Getting Started with OneNote**

Navigate the OneNote 2016 Environment  
Use Templates  
Customize the OneNote User Interface

#### **Lesson 2: 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

#### **Lesson 3: Embedding and Attaching Files**

Embed Excel Spreadsheets  
Attach Other File Types

#### **Lesson 4: Organizing and Searching Notebooks**

Use Tags  
Organize and Search Notebooks

#### **Lesson 5: Finalizing a Notebook**

Proof and Print a Notebook  
Configure Password Protection and Notebook Properties

#### **Lesson 6: Managing Notebook Files**

Export Content from OneNote Notebooks  
Back Up and Restore Notebook Content

#### **Lesson 7: Sending and Sharing OneNote Content**

Send OneNote Content in Other Formats  
Share OneNote Content by Using OneDrive