



Microsoft OneNote

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 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