Microsoft OneNote

Days: 1 Day

Prerequisites: 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. Previous experience with OneNote is not required; however, having a basic understanding of the Microsoft 365 productivity suite would be beneficial.

Audience: This course is intended for people in a variety of roles and fields who have a basic understanding of Microsoft 365 and want to incorporate digital note-taking and note collaboration by using Microsoft OneNote.

Description: In our fast-paced digital world, the need to capture ideas, meeting notes, and to-do items is ever present. Microsoft's® OneNote® app provides a way for you to efficiently create and collect your notes in an electronic notebook. This course will help you use 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, learning how OneNote and other applications in the Microsoft 365 suite are integrated will increase your productivity.

Course Objectives: In this course, you will develop note-taking skills by creating, modifying, and managing OneNote notebooks that work with other Microsoft 365 applications. You will:

- Navigate and customize the OneNote environment and create your first notebook.

- Add and format various types of notes and note elements, including text, links, and drawing objects.

- Add images, video, audio, Excel spreadsheets, and other types of files to a notebook.

- Organize, categorize, and search notebook content.

- Finalize notebook content by checking spelling, printing copies, and password-protecting notebooks.

- Manage notebooks by exporting content and working with history and backups.

- Share notebooks using Outlook and collaborate with colleagues using OneDrive.

OUTLINE:

Lesson 1: Getting Started with OneNote
- Topic A: Navigate the OneNote Environment
- Topic B: Create Notebook Pages from Page Templates
- Topic C: Customize the OneNote User Interface

Lesson 2: Adding and Formatting Notebook Content
- Topic A: Format Notebook Content
- Topic B: Add Quick Notes and Linked Notes to a Notebook
- Topic C: Use Drawing Tools in a Notebook

- Topic D: Use Dictation in a Notebook

Lesson 3: Adding Files to Notebooks
- Topic A: Insert Images, Video, and Audio into a Notebook
- Topic B: Embed Excel Spreadsheets in a Notebook
- Topic C: Attach Other File Types to a Notebook

Lesson 4: Organizing Notebook Content
- Topic A: Use Tags to Categorize Notes
- Topic B: Organize and Search Notebooks

Microsoft OneNote