

Microsoft OneNote

What is OneNote?

- Launching OneNote and touring the interface
- Opening, closing, and saving notebooks
- Creating new notebooks
- Creating, moving, and deleting sections and pages
- Working with sub-pages
- Creating a note on a page

Adding Content to Notes

- Working with unfiled notes
- Adding screen clippings and pictures
- Adding audio and video files
- Recording audio and video
- Adding files
- Learning super shortcuts

Formatting Notes

- Using styles from the quick gallery
- Using bullets and numbering

Viewing and Organizing Information

- Organizing the user interface
- Searching a notebook
- Creating links to pages with wiki linking
- Tagging notes
- Working with sections
- Using section groups

Interacting with Outlook

- Inserting Outlook meetings
- Sending page information by email

Working with Outlook tasks

Using Writing Tools

- Working in Pen mode
- Manipulating written notes and drawings
- Converting handwriting to type

Using Stationery and Templates

- Using templates
- Saving as a template
- Choosing a default template

Formatting Pages

- Setting paper size and margins
- Changing page background options
- Adding a background graphic

Sharing Notebooks

- Saving to other formats
- Saving OneNote content to PDF or XPS
- Creating a shared notebook
- Inviting others and syncing notebooks

Collaborating on Notebooks

- Knowing who wrote what with author indicators
- Locating newly added content with highlighting
- Seeing past versions quickly with versioning

Researching with OneNote

- Automatically linking your notes to what you're viewing
- Using the Research pane
- Translating text with the Mini Translator

In this hands-on full-day course, you'll learn how to collect, organise, and share your notes effectively using OneNote. You'll build clear, well-structured electronic notebooks, use powerful search tools to find information quickly and collaborate effortlessly with others—all designed to help you work smarter and stay organised.

