

# Microsoft OneNote 2016/2013/2010

## Course Overview

In this 1-day course you will learn the essentials of Microsoft OneNote, an application for free-form information gathering, and multi-user collaboration. In this course, you will develop digital note-taking, note-collaboration, and note-synchronizing skills which will allow you to create and update notes; manage lists and outlines; search; add content including voice memos, pictures, and video; take notes in online meetings; and interact with other Microsoft software programs. Specifically, you will explore the structure of a OneNote notebook, add content to and organize a OneNote notebook, manage OneNote notebooks, history, and backups, work with Excel spreadsheets and embedded files, share and collaborate with notebooks, and finalize a notebook. Prerequisite Course: Windows Level 1, plus experience with Microsoft Office 2013 or 2010.

## Course Topics

### Exploring Notebook Structure

- Navigating the OneNote Environment
- Using Predesigned Templates for OneNote Notebooks
- Customizing the User Interface within OneNote

### Adding Content and Formats to a OneNote Notebook

- Modifying the Formatting in a Notebook
- Adding Audio and Video to a Notebook
- Adding Quick Notes and Links
- Using Tags, Symbols, Drawing Tools, and Pen Options

### Managing OneNote Notebooks, History, and Backups

- Saving and Exporting Content
- Using Alternate File Types
- Managing Notebook Recycle Bins and Backups

### Working with Excel Spreadsheets and Embedded Files

- Working with Excel Spreadsheets
- Working with Embedded Files

### Sharing and Collaborating with Notebooks

- Sending a Notebook and Using Outlook Integration
- Sharing and Collaborating on Notebooks

### Finalizing a Notebook

- Finalizing a Notebook Using Proofing and Print Settings
- Configuring Notebook Settings, Properties, and Security
- Organizing and Searching Notebooks