

Class Title: Microsoft OneNote Essentials

Duration: 1 Day

1. Explore OneNote Workspace

- 1.1. Open, Close, Delete Notebooks
- 1.2. OneNote Hierarchy: Notebooks, Sections, Pages
- 1.3. Create a Notebook Structure
- 1.4. Sections Groups and Subpages

2. Add and Format Content

- 2.1. Add and Format Text Notes
- 2.2. Add Quick Notes
- 2.3. Insert Pictures and Screen Clippings
- 2.4. Use and Create New Page Templates
- 2.5. Insert Internal and External Hyperlinks
- 2.6. Insert Attachments, Email Messages and Printouts
- 2.7. Insert Tables and Spreadsheets
- 2.8. Insert Audio and Video Files and Online Video
- 2.9. Record Audio and Video
- 2.10. Use the Equation Editor
- 2.11. Use Drawing Tools
- 2.12. Convert Handwriting to Type

3. Search, Tag and Export

- 3.1. Use Search
- 3.2. Tag Notes and Search Tags
- 3.3. Export Pages, Sections and Notebooks

4. Integrate with Other Office Applications

- 4.1. Send Notes to Word
- 4.2. Outlook Tasks and Meeting Details
- 4.3. Insert Email Messages
- 4.4. Use Linked Notes with Word, PowerPoint and IE or Edge

5. Collaboration

- 5.1. Storing Notebooks on OneDrive and SharePoint
- 5.2. Sharing Notebooks and Meeting Notes
- 5.3. Use Author Indicators and Search by Author
- 5.4. Use Versions and Recycle Pages
- 5.5. Password Sections