



Microsoft OneNote 2016

One Day Workshop

You will work in a small group. You will have your own individual PC and will work through a specifically prepared coursebook, under the direction of a highly experienced, technically qualified trainer.

General Description:

The skills and knowledge acquired in this course will enable you to effectively use Microsoft OneNote 2016 to research, capture, organise and share information.

What You Will Learn:

At the completion of this course participants should be able to:

- start OneNote and open and navigate notebooks
- create a new simple notebook
- work with sections and pages in a notebook
- add various forms of content to a notebook
- gain an understanding of working with linked notes
- create and use Quick Notes
- apply formatting to note text
- work with note containers
- create and work with an outline
- work with tables
- use the drawing tools to create basic drawings
- create and work with tags
- search in notebooks
- create and work with a custom template
- apply page formatting
- print and export notebooks
- work with the security features in OneNote
- share and work on shared notebooks
- work with the Outlook integration features in OneNote

Course Content

The course covers:

Getting to Know OneNote 2016

- What Is OneNote
- What Can You Do With OneNote
- Setting OneNote 2016 as the Default App
- Starting OneNote in Windows 10
- Signing in to OneNote 2016
- The OneNote Screen
- Understanding Backstage View
- Opening a Notebook
- Showing and Collapsing the Ribbon
- Using the Ribbon
- Navigating With the Notebooks Pane
- Working With the Notebooks Pane
- Understanding OneNote Views
- Changing the View



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- Closing a Notebook Exiting OneNote

Your First Notebook

- Understanding OneNote Files
- Creating a New Notebook
- Typing a Note
- Creating Pages
- Creating Subpages
- Creating Sections
- Creating Section Groups

Sections and Pages

- Renaming Sections and Pages
- Working With Page Groups
- Moving Sections and Pages
- Copying Sections and Pages
- Inserting Space on a Page
- Deleting Sections and Pages
- Using the OneNote Recycle Bin
- Deleting Unwanted Notebooks

Adding Content

- Copying and Pasting Content
- Inserting Pictures
- Extracting Text From a Picture
- Inserting Screen Clippings Into the Current Page
- Inserting Screen Clippings With Send to OneNote
- Attaching Files
- Understanding Audio and Video Files
- Linking to Other Pages
- Linking to a Web Page
- Sending Web Notes to OneNote
- Adding OneNote Web Clipper
- Using OneNote Web Clipper

Working With Linked Notes

- Understanding Linked Notes
- Starting a Linked Notes Session
- Ending a Linked Notes Session

- Starting Linked Notes From Word or PowerPoint
- Viewing Linked Notes
- Removing Note Links
- Disabling and Re-Enabling Linked Notes
- Using the Research Pane

Using Quick Notes

- Understanding Quick Notes
- Creating a Quick Note
- Keeping a Quick Note Visible
- Reviewing Your Quick Notes
- Moving Quick Notes to Existing Notes

Formatting Notes

- Formatting Text
- Using Bulleted and Numbered Lists
- Checking the Spelling
- Applying Styles to Text
- Adding Paragraph Spacing

Working With Note Containers

- Resizing a Note Container
- Merging the Contents of Note Containers
- Moving a Note Container

Outlining

- Creating an Outline
- Selecting Levels in an Outline
- Collapsing and Expanding Details
- Moving Content in an Outline

Working With Tables

- Inserting a Table
- Adding Content to a Table
- Selecting Content in a Table
- Inserting Rows and Columns
- Deleting Rows and Columns
- Formatting a Table

Using the Drawing Tools

- Understanding Pen Mode
- Inserting Shapes

- Drawing With the Pen Tool
- Selecting Shapes
- Modifying Drawings
- Converting Ink to Text
- Creating a Favourite Pen

Tagging Notes

- Tagging Content
- Creating Custom Tags
- Modifying Tags
- Removing Tags From Notes
- Finding Tagged Notes

Searching Notebooks

- Searching the Current Page
- Using Quick Search
- Using the Search Results Task Pane
- Turning on Search and Text Recognition

Templates

- Understanding OneNote Templates
- Creating a New Page Based on a Template
- Creating a Custom Template
- Setting a Default Template
- Deleting a Custom Template

Formatting Pages

- Specifying Paper Size
- Changing Print Margins
- Setting Page Colours and Rule Lines
- Adding a Background Picture

Printing and Exporting Notebooks

- Understanding the Print Dialog Box
- Printing With the Print Dialog Box
- Printing From Print Preview
- Exporting OneNote Content
- Exporting Content as a Word File
- Exporting Content as a PDF or XPS File



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- Exporting Content as a Web Page
- Sending Pages in Different Formats

Security Features

- Locking a Section With a Password
- Locking All Protected Sections
- Unlocking a Protected Section
- Removing a Password
- Setting Password Protection Options
- Setting Backup Options

Sharing Notebooks

- Understanding Sharing Notebooks on OneDrive
- Creating a New Shared Notebook
- Sharing an Existing Notebook
- Inviting Others to Share Your Notebook
- Opening a Shared Notebook
- Viewing New or Changed Content
- Searching Shared Notebooks by Author
- Viewing Page Versions
- Synchronising a Shared Notebook

- Changing Permissions and Removing Users
- Using Sharing Links
- Accessing Shared Notebooks on the Web

Integrating With Outlook

- Emailing OneNote Pages
- Sending Email Messages to OneNote
- Inserting an Outlook Meeting Into a Note
- Creating an Outlook Task From a Note
- Sharing a Meeting With Others

What You Take Away:

At the completion of the course, you get to take away the extensive coursebook for future reference.

What You Need To Know:

This course assumes no prior knowledge of Microsoft OneNote. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

Measure of Success:

A questionnaire or workshop exercise at the end of each course enables participants to evaluate the success of the course and determine the extent of their enhanced productivity.

Certificate:

Upon successful completion of the workshop, you will be issued with an official course certificate

Which Course Next?:

This is the most advanced OneNote course

Dates & Times:

Please refer to separate workshop schedule.

Course Policies Warranty:

There are no warranties expressed or implied relating to the content or results of attending a Screen Smart course