

Microsoft OneNote 2013 Training

Overview:

The skills and knowledge acquired in this course will enable you to effectively use **Microsoft OneNote 2013** to research, capture, organize and share information.

Learning Outcomes:

At the completion of this course you 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**

Prerequisites:

Microsoft OneNote 2013 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Duration:

2 Days

Courseware:

High quality learning materials are available for purchase by participants.

Microsoft OneNote **2013 Training**

Getting to Know OneNote 2013

- What Is OneNote?
- What Can You Do With OneNote?
- Starting OneNote From The Desktop
- The OneNote 2013 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
- 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
- Sending Content To OneNote
- Attaching Files
- Understanding Audio And Video Files
- Linking To Other Pages
- Linking To A Web Page

Working With Linked Notes

- Understanding Linked Notes
- Starting A Linked Notes Session
- Ending A Linked Notes Session
- Starting Linked Notes From Word Or PowerPoint
- Starting Linked Notes From Internet Explorer
- 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
- 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