Microsoft OneNote 2016 Training

Overview & Learning Outcomes

The skills and knowledge acquired by working through this publication will enable you to effectively use **Microsoft Office OneNote 2016** to research, capture, organise and share information.

Upon successful completion of this course you should be able to:

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

Prerequisites

There are no prerequisites for this course.

Duration:

1 Day

Courseware:

High quality learning materials are available for purchase by participants.

Microsoft OneNote 2016
Training Course Outline

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
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
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
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