

Microsoft OneNote for the Desktop

Course Length: 1-day (8:30am – 4:00pm)

Course Cost \$310.00 + applicable taxes

Overview

In our fast-paced digital world, the need to capture ideas, meeting notes, and to-do items is ever present. *Microsoft® Office OneNote® for the Desktop* provides a way for you to efficiently create and collect your notes in an electronic notebook. This course will introduce you to using OneNote notebooks to store a wide variety of content in an organized structure, access the content from anywhere, and also share it with others. Additionally, learning how OneNote and the other applications in the suite are integrated increases your productivity with Microsoft Office.

This courseware is applicable to all users of the current OneNote desktop software. The classroom environment setup is based on the Office 2016 desktop application.

Course Objectives

In this course, you will develop digital note-taking skills by creating, modifying, and managing OneNote notebooks that work with other Microsoft Office programs.

You will:

- Navigate and customize the OneNote interface and environment.
- Add and format text, images, audio, links, and drawing objects to a notebook.
- Embed Excel spreadsheets and attach other files to a notebook.
- Categorize, organize, and search notebook content.
- Check spelling in, print, and password-protect notebooks.
- Use Outlook and OneDrive to send and share notebook content.
- Export notebook content and manage notebook history and backups.

Course Content

Lesson 1: Getting Started with OneNote

Topic A: Navigate the OneNote 2016 Environment

Topic B: Use Templates

Topic C: Customize the OneNote User Interface

Lesson 2: Adding and Formatting Notebook Content

Topic A: Apply Formatting to Notebook Content

Topic B: Insert Images and Audio into a Notebook

Topic C: Add Quick Notes and Links

Topic D: Use Drawing Tools

Lesson 3: Embedding and Attaching Files

Topic A: Embed Excel Spreadsheets

Topic B: Attach Other File Types

Lesson 4: Organizing and Searching Notebooks

Topic A: Use Tags

Topic B: Organize and Search Notebooks

Lesson 5: Finalizing a Notebook

Topic A: Proof and Print a Notebook

Topic B: Configure Password Protection and Notebook Properties

Lesson 6: Managing Notebook Files

Topic A: Export Content from OneNote Notebooks

Topic B: Back Up and Restore Notebook Content

Lesson 7: Sending and Sharing OneNote Content

Topic A: Send OneNote Content in Other Formats

Topic B: Share OneNote Content by Using OneDrive