

Microsoft OneNote 2016 Introduction

Course Description

This course aims to give participants the skills to effectively use Microsoft OneNote 2016 to research, capture, organise and share information.

Learning Outcomes

At the completion of Microsoft OneNote 2016 Introduction you should be able to:

- create a new simple notebook
- work with sections and pages in a notebook
- add various forms of content to a notebook
- create and use Quick Notes
- apply formatting to note text
- work with note containers
- work with tables
- use the drawing tools to create basic drawings
- create and work with tags
- create and work with a custom template
- print and export notebooks
- work with the security features in OneNote
- share and work on shared notebooks

Prerequisites

Microsoft OneNote 2016 Introduction 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.

Course Duration

The Microsoft OneNote 2016 Introduction course is run over 1-2 days, commencing at 9.00am and concluding at 4.00pm. The day includes breaks for morning tea, lunch and afternoon tea. Catering is not inclusive.

Courseware

Courseware is available for this training and is provided as a hard-copy book including access to all necessary exercise files to undertake additional training at your own leisure. Courseware can be purchased at a cost of \$35.00 per courseware book plus postage. Courseware pricing is discounted for purchases greater than three (3) and free postage included.

Costs

Please refer to our current pricing schedule for costs. This training is conducted as a hands-on session. Each participant should arrange access to a computer for the duration of the session.

This cost does not include courseware which is purchased separately as outlined above.

Course Contents

Getting to Know OneNote 2016

- The OneNote 2016 Screen
- Understanding Backstage View
- Opening a Notebook
- Using the Ribbon
- Working with the Notebooks Pane
- Change the View

Your First Notebook

- Creating a New Notebook
- Typing a Note
- Creating Pages and Subpages
- Creating Sections and Section Groups

Sections and Pages

- Renaming Sections and Pages
- Working with Page Groups
- Move/Copy/Delete Sections & Pages
- Inserting Space on a Page
- Using the OneNote Recycle Bin
- Delete unwanted Notebooks

Adding Content

- Copying and Pasting Content
- Inserting Pictures
- Extracting Text from a Picture
- Insert Screen Clippings
- Sending Content to OneNote
- Attaching Files
- Understanding Audio and Video Files
- Link to other Pages or Web pages

Working With Linked Notes

- Start and End a Linked Notes Session
- Start Linked Notes from other programs
- View Linked Notes
- Remove Note Links
- Disable and Re-Enable Linked Notes
- Use the Research Pane

Using Quick Notes

- Create a Quick Note
- Keep a Quick Note Visible
- Review your Quick Notes
- Move Quick Notes to Existing Notes

Formatting Notes

- Format Text
- Use Bulleted and Numbered Lists
- Check the Spelling
- Apply Styles to Text
- Add Paragraph Spacing

Working With Note Containers

- Resize a Note Container
- Merge the Contents of Note Containers
- Move a Note Container

Outlining

- Create an Outline
- Select Levels in an Outline
- Collapse and Expand Details
- Move Content in an Outline

Working With Tables

- Insert a Table
- Add Content to a Table
- Select Content in a Table
- Insert Rows and Columns
- Delete Rows and Columns
- Format a Table

Using the Drawing Tools

- Insert and Select Shapes
- Draw with the Pen Tool
- Modify Drawings
- Convert Ink to Text

Tagging Notes

- Tag Content
- Create Custom Tags
- Modify and Remove Tags

Searching Notebooks

- Search the Current Page
- Use Quick Search
- Use the Search Results Task Pane
- Turn on Search and Text Recognition

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Templates

- Create a new page based on a Template
- Create a Custom Template
- Set a Default Template
- Delete a Custom Template

Formatting Pages

- Specify Paper Size
- Change Print Margins
- Set page colours and rule lines
- Add a Background Picture

Printing and Exporting Notebooks

- Print with the Print Dialog Box
- Print from Print Preview
- Export OneNote Content
- Export Content as a Word File
- Export Content as a PDF or XPS File
- Export Content as a Web Page
- Send Pages in different formats

Security Features

- Lock a Section with a Password
- Lock all Protected Sections
- Unlock a Protected Section
- Remove a Password
- Set Password Protection Options
- Set Backup Options

Sharing Notebooks

- Create a new shared Notebook
- Share an existing Notebook
- Invite others to Share Your Notebook
- Open a Shared Notebook
- View new or changed content
- Search shared Notebooks by Author
- View Page Versions
- Synchronise a Shared Notebook
- Change Permissions and Remove Users
- Use Sharing Links
- Access Shared Notebooks on the Web

Integrating With Outlook

- Email OneNote Pages
- Send Email Messages to OneNote
- Insert an Outlook Meeting into a Note
- Create an Outlook Task from a Note
- Share a Meeting with Others