Microsoft OneNote – Fast Track

Duration: 1 Day

Course Description

OneNote 2016 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.

Course Content

Getting Started with OneNote

- Navigate the OneNote Environment
- Create a Notebook
- Use Templates
- Customize the OneNote User Interface

Adding and Formatting Notebook Content

- Apply Formatting to Notebook Content
- Insert Images into a Notebook
- Add Tables
- Add Audio and Video to a Notebook
- Add Quick Notes and Links
- Use Tags, Symbols, Drawing Tools, and Pen Options

Managing OneNote Notebooks, History, and Backups

- Save and Export Content and Use Alternate File Types
- Manage Notebook Recycle Bins and Backups

Working with Embedded Files

- Work with Excel Spreadsheets and Visio Diagrams
- Work with Embedded Files

Sharing and Collaborating with Notebooks

- Send a Notebook and Use Outlook Integration
- Share OneNote Content by Using OneDrive
- Share and Collaborate on Notebooks

Finalizing a Notebook

- Proof and Print a Notebook
- Configure Notebook Properties and Security
- Search Notebooks